



BUSINESS PAPER

ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 23 September 2020
4pm

at

Guyra Council Chamber

Members

Viv May PSM - Interim Administrator

AGENDA

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| 20 | Close of Ordinary Meeting | |

Item: 9.1 **Ref:** AINT/2020/31027
Title: Delegation of Authority - General Manager **Container:** ARC18/2516-3
Author: John Rayner, Interim General Manager
Attachments: 1. Instrument of Delegation

RECOMMENDATION:

That pursuant to Section 377 of the *Local Government Act 1993*, Council delegates the functions to the General Manager as described in the Instrument of Delegation attached to this Report.

Context

The attached Instrument of Delegation sets out proposed functions to be delegated to the Acting General Manager, John Rayner. The delegation proposed is the same as the delegation to the former Chief Executive Officer, other than in Schedule 1 where it is proposed that the limitation of accepting Council tenders is reduced from a contract value of \$500,000 to \$250,000.

Item: 10.1 **Ref:** AINT/2020/30219
Title: Expansion of Rail Trail Business Case **Container:** ARC16/0085
Author: Katrina George, Visitor Information Centre Manager
Attachments: Nil

RECOMMENDATION:

That Council note the advice from consultants Mike Halliburton and Associates that the draft final report regarding the New England Rail Trail will be received by Council by the week commencing 5 October 2020. A further report regarding this matter will be provided to a future meeting.

Context

At the 19 August 2020 Ordinary Council Meeting resolved (minute No. 202/20):
That council note the current position regarding the New England Rail Trail and a further report to be presented to the next meeting on the final date for the receipt of consultant report.

Purpose

The Rail Trail is a joint project with Glenn Innes Shire Council, Armidale Regional Council and New England Rail Trail Incorporated. The project to date involved the section of railway between Black Mountain and Glencoe. On the advice of the consultant it was recommended to extend the rail trail from Armidale to Glen Innes. The original consultant Mike Halliburton and Associates will be re-engaged to conduct further studies on the costing of the rail trail extension of Armidale to Black Mountain.

Proposal, Research and Analysis

In a joint meeting held between Glen Innes Shire Council, Armidale Regional Council and New England Rail Trail Incorporated on 1 June 2020 the then General Manager Operations agreed to New England Rail Trail engaging the original consultant Mike Haliburton and Associates to complete the business case to include the section of Rail Trail between Armidale and Black Mountain.

Mike Halliburton and Associates commenced the agreed field work the week commencing the 7th September 2020. This study is expected to continue for 3 weeks with a draft report due to council, the week commencing the 5 October 2020.

Mike Halliburton and Associates have advised they will have cost report figures available the week commencing 21 September 2020.

Impact

Financial

This \$25,000 allocated within the budget is to enable Council to understand its operational costs for the New England Rail Trail. Once council has the operational costs for the Rail Trail from Armidale to Glenn Innes Local Government Boundary, Council will be able to make an informed decision on project and its ongoing cost implications to council.

Summary

This report provides an update on the reporting timelines from Mike Halliburton and Associates concerning the New England Rail Trail.

Item: 10.2 **Ref:** AINT/2020/30429
Title: Cash and Investment Report August 2020 **Container:** ARC16/0001-5
Author: Brad Munns, Financial Accountant
Attachments: 1. August 2020 Laminar Report Pack (extract)

RECOMMENDATION:

That Council note the Cash and Investment Report for August 2020.

Context

As at 31 August 2020, Council held \$54,321,734 in investments and \$17,201,522 as cash. Total of \$71,523,256.

Purpose

The Cash and Investment Report provides an overview of cash and investments for the period 1 August 2020 – 31 August 2020 and certifies compliance with Council’s Investment policy and the Local Government Act 1993 and Regulations.

Proposal, Research and Analysis

Cash and Investments

Balances were as follows:

| Item/Account | August 2020 \$ | July 2020 \$ | Movement \$ |
|-------------------------------------|---------------------------|-------------------------|------------------------|
| <u>Cash at Bank</u> | | | |
| General Fund Bank Account | 0 | 3,883,564 | (3,883,564) |
| High Interest Cash At Call | 15,759,445 | 10,487,689 | 5,271,756 |
| Trust Fund | 1,442,077 | 1,452,862 | (10,785) |
| Total Cash | 17,201,522 | 15,824,115 | 1,377,407 |
| <u>Investments</u> | | | |
| T-Corp IM Cash Fund | 5,301,734 | 5,299,236 | 2,498 |
| Term Deposits | 49,020,000 | 50,020,000 | (1,000,000) |
| Total Investments | 54,321,734 | 55,319,236 | (997,502) |
| Total Cash & Investments | 71,523,256 | 71,143,351 | 379,905 |

Summary of Investment movements for August 2020:

| Term Deposit Maturities | |
|--------------------------------|--------------------|
| Institution | Amount |
| ANZ | \$2,000,000 |
| Bank Of Queensland | \$2,000,000 |
| Bendigo & Adelaide Bank | \$2,000,000 |
| AMP | \$1,000,000 |
| Total | \$7,000,000 |

| New Term Deposit | |
|-------------------------|--------------------|
| Institution | Amount |
| Bank of Queensland | \$5,000,000 |
| AMP | \$1,000,000 |
| Total | \$6,000,000 |

Investment Revenue Earned

| | August 2020 |
|-----------------------|------------------------|
| General Cash Account | \$80 |
| Term Deposits | \$60,494 |
| T-Corp IM Cash Fund | \$2,498 |
| High Interest Account | \$6,198 |
| Trust Account | \$679 |
| Total | <u>\$69,949</u> |

As per the attached investment report (refer Attachment 1), the investments are diversified across a range of institutions, with no one institution exceeding 30% of funds invested to ensure the portfolio is in line with the Investment Policy.

Actual Interest Income to Budget Interest Income Comparison

| Interest Income | YTD Actual | YTD Budget | Difference |
|------------------------|-------------------|-------------------|-------------------|
| YTD August 2020 | \$148,281 | \$149,167 | (\$886) |
| YTD July 2020 | \$78,332 | \$74,583 | \$3,749 |
| Movement | \$69,949 | \$74,584 | (\$4,635) |

Yearly Budget Interest Income \$895,000.

YTD Unfavourable Budget Variance of \$886 to 31 August 2020.

Investment Yield

| Term of Investment | August 2020 | | | July 2020 | | |
|--------------------|-------------|--------------|----------------|-----------|--------------|----------------|
| | ARC | 3m BBSW rate | Outperformance | ARC | 3m BBSW rate | Outperformance |
| 6 months | 1.52% | 0.15% | 1.37% | 1.65% | 0.36% | 1.29% |
| 12 months | 1.77% | 0.09% | 1.68% | 1.92% | 0.66% | 1.26% |

Regulations

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

- Council Investment Policy
- 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 of surplus funds must remain in line with Council's Investment Policy. This will ensure sufficient working capital is retained and restrictions are supported by Cash. Cash management complies with the NSW Local Government (General) Regulation 2005.

Summary

The Cash and Investment Report provides an overview of cash and investments as at and for the period ended 31 August 2020 and demonstrates compliance with Council policy.

Item: 10.3 **Ref:** AINT/2020/30865
Title: Grant Application for Guyra Preschool and Long Day Care
Container: ARC17/2055
Author: Amanda Campbell, Preschool Nominated Supervisor
Attachments: Nil

RECOMMENDATION:

That Council:

- a) **Note that applications are now open under the NSW Infrastructure Grants – Clubgrants Category 3 Fund via the State Government’s Office of Responsible Gambling.**
- b) **Endorse the submission of an application to the current round of the NSW Infrastructure Grants – Clubgrants Category 3 Fund for the fit out of the existing and proposed new Guyra Preschool and Long Day Care Centre.**

Context

The State Government’s Office of Responsible Gambling are currently inviting applications for grant funding – identified as Infrastructure Grants – Clubgrants Category 3 Fund, to support the building, renovation and fit-out of infrastructure available to assist communities to provide essential community infrastructure and disaster readiness. The areas that are identified include:

- Arts and Cultural Infrastructure;
- Sport and Recreation Infrastructure;
- Community Infrastructure; and,
- Disaster Readiness.

The next round opens on Monday 21st September 2020 with applications closing 5pm (AEST) Monday 12th October 2020.

Council’s are required to match the funds requested by the grant. However, there is scope for Council’s 50% contribution to be a matching monetary commitment, a combination of monetary/in kind contribution, and/or other permissible grant funds.

Purpose

The purpose of this report is to seek Council’s approval for the lodgement of an application under this current round of the Infrastructure Grants for the refurbishment and fitout of the existing and proposed new Guyra Pre School and Long Day Care Centre.

Proposal, Research and Analysis

It is proposed that the items for funding at the existing Centre will include the replacement of the current old and domestic size washing machine and dryer with a larger commercial size and quality machine and dryer to handle the proposed doubling of numbers in the new centre.

It is also proposed to replace the refrigerator and freezer with larger and more robust units, replace mobile storage units, children’s tables and chairs for education rooms, furniture for training room, bunks, commercial rack style shelving, carpet matts, replacement front office furniture and new and additional educational resources.

All items will be able to be relocated to the new centre upon its completion.

The proposed project value identified in the funding application will be \$100,000 - \$115,000 with Council's 50% (\$50,000 - \$57,500) coming from Council's cash allocation to this project.

Impact

Should the funding application be successful, the grant funds of \$50,000 - \$57,500 will be of significant benefit to the existing centre through the next 15 months and then for the ongoing benefit to the new and expanded centre from 2022 onwards.

Summary

The opportunity is now available for Council to make an application under the NSW Clubs Grant program. Securing funding for anticipated fitout costs will materially support the development of the Guyra Early Childhood Learning Centre.

Item: 10.4
Title: 2020/21 Carry Forward Budget Review
Author: Kelly Stidworthy, Service Leader - Finance
Attachments: Nil

Ref: AINT/2020/30975
Container: ARC19/3335

RECOMMENDATION:

That Council:

- a) **Note the 2020/21 Carry Forward Budget Review.**
- b) **Resolve to amend the 2020/21 budget in accordance with the budget adjustments proposed in this report.**

Context

The 2020/21 Carry Forwards represent incomplete projects as at 30 June 2020 that had a 2019/20 budget allocation. It is necessary for Council to resolve to carry forward unspent amounts in order to provide funding for the projects to be finalised in the 2020/21 financial year.

Purpose

The purpose of this report is to provide Council with information on the 2020/21 Carry Forwards and to obtain approval to amend the adopted budget for those amounts.

Proposal, Research and Analysis

The following projects were identified as incomplete as at 30 June 2020 and requiring a carry forward budget allocation. The proposed carry forward budget adjustment may be positive or negative depending on final expenditure against the project at 30 June 2020 compared to budget. The proposed adjustments will align the 2020/21 budget forecast with the total available funding identified for each project.

Capital

| Project No | Description | 2020/21 Original Budget | Proposed 2020/21 Carry Forward | Revised 2020/21 Budget | Funding Source | Total Grant | 2020/21 Carry Forward Grant Amount | Status |
|------------|---|-------------------------|--------------------------------|------------------------|----------------|-------------|------------------------------------|-------------|
| 210115 | Armidale Regional Adventure Playground | 794,897 | (29,497) | 765,400 | Grant | 999,700 | 200,000 | In Progress |
| 210119 | Mother of Ducks Lagoon & Nature Reserve Upgrade | 156,122 | (88,117) | 68,005 | Grant | 459,182 | (65,649) | Completed |
| 210120 | Guyra Community Hub Upgrade | 216,759 | 4,456 | 221,215 | Grant | 400,000 | 51,241 | In Progress |
| 210234 | Airport Business Park | 4,174,088 | (2,323,168) | 1,850,920 | Grant | 6,000,000 | (1,952,553) | In Progress |
| 210303 | Capital Project Design & Planning | 400,000 | 48,994 | 448,994 | Revenue | | | Ongoing |
| 210501 | Plant Purchases/Sales | 3,568,919 | 540,655 | 4,109,574 | Revenue | | | Ongoing |
| 240034 | Guyra Showground Upgrade | 0 | 40,705 | 40,705 | Grant | 60,245 | 0 | In Progress |
| 240059 | Armidale Old Library "Hub" fitout | 395,000 | 169,084 | 564,084 | Grant/Revenue | 395,000 | 0 | In Progress |

| Project No | Description | 2020/21 Original Budget | Proposed 2020/21 Carry Forward | Revised 2020/21 Budget | Funding Source | Total Grant | 2020/21 Carry Forward Grant Amount | Status |
|--------------|--|-------------------------|--------------------------------|------------------------|-------------------|-------------------|------------------------------------|-------------|
| 240282 | Harris Park Lighting | 280,000 | 29,800 | 309,800 | Grant/ S7.12 | 190,000 | 0 | In Progress |
| 240331 | Solar Project Installation at Major Council Facilities | 112,299 | 627 | 112,926 | Grant | 112,926 | 0 | In Progress |
| 240611 | CBD CCTV Cameras, Security & Lighting Upgrade | 350,000 | 37,447 | 387,447 | Grant | 450,000 | (120,166) | In Progress |
| 270251 | Guyra Main Street Upgrade | 1,020,000 | 21,263 | 1,041,263 | Grant | 1,041,263 | 0 | In Progress |
| 270257 | Trevanna Road Roundabout | 117,272 | (33,509) | 83,763 | Grant | (592,272) | (39,729) | In Progress |
| 270546 | Shingle Hut Bridge Replacement | 984,000 | (45,094) | 938,906 | Grant | 984,000 | (484,000) | In Progress |
| 270547 | Dumaresq Creek Bridge Replacement | 710,000 | 12,186 | 722,186 | Grant | 745,000 | 0 | In Progress |
| 270548 | Pint Pot Creek Bridge Replacement | 531,000 | 10,563 | 541,563 | Grant | 531,000 | 0 | In Progress |
| 272011 | Regional Airport Apron | 206,000 | 519,000 | 725,000 | Grant/ Revenue | 1,500,000 | 467,998 | In Progress |
| 272033 | Airport Security Screening | 927,500 | 168,608 | 1,096,108 | Grant | 1,845,000 | | In Progress |
| 272036 | Airport Runway Design | 300,000 | (33,704) | 266,296 | Revenue | | | In Progress |
| 280716 | Water Treatment Plant Fluoridation Upgrade Stage 2 | 0 | 100,000 | 100,000 | Water Reserve | | | In Progress |
| 290153 | Guyra Landfill Rehabilitation | 0 | 45,360 | 45,360 | Revenue | | | In Progress |
| 290154 | Ben Lomond Transfer Station Rehabilitation | 0 | 5,000 | 5,000 | Grant | 156,780 | 0 | In Progress |
| 290700 | Armidale Organics Processing Expansion | 0 | 88,072 | 88,072 | Grant/ Revenue | 62,843 | 0 | In Progress |
| Total | | 15,243,856 | (711,269) | 14,532,587 | | 15,340,667 | (1,942,858) | |

Operating

| Project No | Description | 2020/21 Original Budget | Proposed 2020/21 Carry Forward | Revised 2020/21 Budget | Funding Source | Total Grant | 2020/21 Carry Forward Grant Amount | Status |
|--------------|---|-------------------------|--------------------------------|------------------------|----------------|------------------|------------------------------------|-------------|
| 300074 | Guyra Home Support Services (Contributions to be paid back to funding agency and Uralla Shire Council) | 0 | 66,305 | 66,305 | Grant | 66,305 | 0 | Ongoing |
| 210114 | Armidale Gymnastics Club | 0 | 196,746 | 196,746 | Grant | 998,039 | 196,746 | In Progress |
| 210117 | Mountain Bike Facilities (GONZO) | 0 | 147,495 | 147,495 | Grant | 147,780 | 99,013 | In Progress |
| 220110 | Aboriginal Employment Development Trainees | 0 | 41,596 | 41,596 | Grant | 50,000 | 0 | In Progress |
| Total | | 0 | 452,142 | 452,142 | | 1,262,124 | 295,759 | |

Impact

The 2020/21 Carry Forwards will reduce capital expenditure by \$711,269 and capital revenue by \$1,942,858 mainly due to progress on the airport business park proceeding more quickly than anticipated in the 2019/20 financial year.

Operating expenditure will be increased by \$452,142 and operating revenue by \$295,759 resulting in a net detrimental impact to the operating result of \$156,383. All proposed operating budget adjustments are funded by grants.

The cash impact of 2020/21 Carry Forwards will require \$1,090,526 to be held as internally restricted funds as at 30 June 2020.

Summary

The 2020/21 Carry Forward Budget Review needs to be resolved by Council in order to be included in the 2020/21 adopted budget.

| | | |
|---------------------|--|------------------------------|
| Item: | 10.5 | Ref: AINT/2020/31003 |
| Title: | Draft Financial Statements For The Year Ended 30 June 2020 | Container: ARC19/3591 |
| Author: | Kelly Stidworthy, Service Leader - Finance | |
| Attachments: | 1. Draft General Purpose Annual Financial Statements for the year ended 30 June 2020 2. Draft Special Purpose Annual Financial Statements for the year ended 30 June 2020 | |

RECOMMENDATION:

That Council:

- a) **Adopt the Draft Financial Statements for the Year Ended 30 June 2020, as presented, for referral to Council's Auditor in accordance with Section 413(1) of the *Local Government Act 1993*.**
- b) **Authorise the Interim Administrator, Acting General Manager and Responsible Accounting Officer to sign the Statements by Councillors and Management on the preparation of the General Purpose and Special Purpose Financial Statements for the year ended 30 June 2020 as prescribed by Section 413(2)(c) of the *Local Government Act 1993*.**
- c) **Authorise the Acting General Manager to issue the audited Financial Statements for the Year Ended 30 June 2020 immediately upon receipt of the Auditor's Reports subject to there being no material audit changes or audit issues.**

Context

Section 416 (1) of the *Local Government Act 1993* requires that a Council's financial reports for a year must be prepared and audited within four months after the end of that financial year.

The Responsible Accounting Officer is required to prepare a set of statements in the approved form in accordance with the:

- *Australian Accounting Standards;*
- *Local Government Act 1993;*
- *Local Government Regulations;* and
- *Local Government Code of Accounting Practice and Financial Reporting.*

Purpose

Council is required under Section 413(2)(c) of the *Local Government Act 1993*, to resolve that:

The attached draft Financial Statements have been drawn up in accordance with the:

- *Local Government Act 1993* (as amended) and the Regulations;
- *Australian Accounting Standards* and other pronouncements;
- *Local Government Code of Accounting Practice and Financial Reporting;* and
- Local Government Asset Accounting Manual.

To the best of Council's knowledge and belief, these reports:

- Present fairly the Council's operating result and financial position for the year; and

- Accord with Council's accounting and other records.

And sign the two declarations for the:

- (i) General Purpose Financial Reports; and
- (ii) Special Purpose Financial Reports.

Proposal, Research and Analysis

The Draft Annual Financial Statements for the Year Ended 30 June 2020 are attached to this report.

There are 3 sets of independent accounts:

- (i) General Purpose Financial Statements;
- (ii) Special Purpose Reports; and
- (iii) Special Schedules.

Impact

Key performance indicators are included in Note 26(a) for the Consolidated entity and Note 26(b) for individual funds in the General Purpose Financial Statements.

The draft Financial Statements were submitted to the Audit, Risk and Improvement Committee for review on 15 September 2020.

Once the Statements by Councillors and Management have been signed on 23 September 2020, the completed set of draft Financial Statements will be referred to Council's Auditor.

Upon receipt of the Auditor's Reports, the audited Financial Statements and Auditor's Reports will be placed on public display for comment with written submissions required to be lodged within 7 days.

The signed audited Financial Statements, together with the signed Auditor's Reports will be presented to the public at a Council meeting in accordance with Sections 418(2) and 419(1) of the *Local Government Act 1993*. Council's Auditor will attend the meeting.

The audited Financial Statements will then form part of Council's 2019-2020 Annual Report.

Summary

This report recommends Council adopt and sign the Draft Financial Statements for the Year Ended 30 June 2020 for the purpose of referral to Council's Auditors. The financial statements will then be issued under delegation if there are no material audit changes or audit issues discovered as a result of the audit process.

| | | |
|---------------------|--|------------------------------|
| Item: | 10.6 | Ref: AINT/2020/32534 |
| Title: | Financial Support to Community Groups | Container: ARC19/3335 |
| Author: | Kelly Stidworthy, Manager Financial Services | |
| Attachments: | Nil | |

RECOMMENDATION:

That Council approve payment of 2020/21 contributions to the following community groups in accordance with the terms and conditions contained in the existing funding agreements:

- 1. Armidale Neighbourhood Centre \$20,000 plus CPI excluding GST**
- 2. New England Regional Art Museum (NERAM) \$364,445.01 excluding GST**
- 3. New England Conservatorium of Music (NECOM) \$8,500 excluding GST plus in kind support.**

Context

At the Council meeting held 19 August 2020 Council resolved the following:

1. Noting Financial Assistance Grants to individuals and community groups and wellness initiatives will total \$970,000 or approximately 5% of the ordinary rate yield in 2020/21 and demand greater community transparency; and
2. Recognising that Council has a number of binding Memoranda of Understanding and agreements with recipients of financial assistance.
3. Where not already established, appropriate Partnership Agreements be put in place subject to the following conditions:
 - i. The General Manager be delegated authority to approve payment of financial assistance up to \$9,999;
 - ii. Payments \$10,000 and above be submitted to Council for determination;
 - iii. Partnership agreements are to include the purpose of the grant or contribution, outline value for the ratepayer contribution, require appropriate accounting and audit controls be in place, recognise Council through appropriate means and require an acquittal report be provided to Council outlining what was achieved with the financial assistance received.

Purpose

The purpose of this report is to:

- Provide a further update on funding provided to community groups where a memorandum of understanding or funding agreement is already in place; and
- Obtain approval to proceed with payment of 2020/21 contribution amounts in accordance with the terms and conditions under those agreements.

Proposal, Research and Analysis

1. Armidale Neighbourhood Centre

The funding provided to Armidale Neighbourhood Centre (ANC) is provided under a service level agreement with an effective date of 28 March 2019. Under this agreement the provision of funding is ongoing, subject to annual reviews.

The initial funding amount was \$20,000 per annum excluding GST with provision in the agreement to increase this by CPI annually.

Provisions that are relevant in the agreement to the intent of the Council resolution include:

- ANC is to operate a Neighbourhood Centre in Armidale which assists and supports all members of the Armidale LGA community; and
- Quarterly reporting containing a description of activities, a 6 monthly income and expenditure statement and an annual performance report.

The ANC leases Council premises on a minimum rental basis at 129 Rusden Street, Armidale.

2. New England Regional Art Museum (NERAM)

The funding provided to NERAM is provided under a 20 year funding agreement dated 15 April 2009 and ending on 15 April 2029.

The initial drawdown amount was \$265,000 per annum excluding GST with a variation clause to index the amount each year in the same proportion as the annual rate peg.

Provisions that are relevant in the agreement to the intent of the Council resolution include:

- NERAM will operate the museum in accordance with hours stated in the agreement and in accordance with mandatory industry standards;
- NERAM will provide audited accounts in relation to the manner in which the funding amount is spent by NERAM within 90 days of a written request by ARC; and
- The agreement can be terminated by Council if a default event occurs.

The rate peg for 2020/21 was 2.6% and the 2020/21 contribution payable to NERAM is \$364,445.01.

3. New England Conservatorium of Music (NECOM)

The funding provided to NECOM is provided under a three year memorandum of understanding that ends on 30 June 2022.

The funding amount is \$8,500 per annum excluding GST and provided for the following purposes:

- Music Therapy Program \$5,000
- Bursary Program \$2,500
- New England Signs \$1,000

In addition to the above, the MOU also contains provision of:

- Up to \$2,000 in free Town Hall hire up to four concerts per year
- Use of Home Support Services bus twice per year
- Five NECOM directional fingerboard signs to be installed to a total value of \$2,000

Provisions that are relevant in the agreement to the intent of the Council resolution include:

- Acknowledgement of ARC as Programs/Events sponsor in all media releases and marketing
- Two complimentary seats to each Town Hall concert
- Annual concert in a public venue within the LGA funded by NECOM
- A range of key performance indicators and targets to be achieved by NECOM

Impact

Approval of the payment of contributions outlined in this report represents approximately \$400,000 in funding to community groups.

Summary

This report provides an overview of the agreement provisions and amounts provided under existing funding agreements to community groups and seeks approval to proceed with payment of 2020/21 contribution amounts in accordance with the terms and conditions under those agreements.

| | | |
|---------------------|--|------------------------------|
| Item: | 11.1 | Ref: AINT/2020/29931 |
| Title: | Declaring Stagecoach Lane Ebor a Council Public Road | Container: ARC16/0262 |
| Author: | Scot MacDonald, Director Businesses and Services | |
| Attachments: | <ol style="list-style-type: none">1. Subdivision DP941238 Lot 3004 Ebor2. Crown Reserve 7514623. Stagecoach Lane Photo Collage PDF | |

RECOMMENDATION:

That Council supports the proposal by NSW Crown Lands to survey and declare Stagecoach Lane, Ebor a Public Road in the NSW Government gazette.

Context

Stagecoach Lane is a formed access to two residences and the National Park at the western entrance to Ebor. It has been in existence for several decades but has no formal road status. It is effectively Crown Land reserved for Future Public Requirements.

Guyra Shire Council determined to name the access as 'Stagecoach Lane' and developed a concrete walking path to provide pedestrian access to the National Park. This was done without any formal authority. The Crown has been dealing with a dispute between the two residents off Stagecoach Lane pertaining to a Crown lands licence held by one of the parties. In this discussion the matter of legal access has arisen.

In consultations between Crown Lands and Council, there was a proposal that Council would support a survey of Stagecoach Lane with the intention of declaring the road a Council Public Road in the NSW Government Gazette.

Purpose

Resolving the status of this road will confirm access for residents and clarify responsibility and classification of the public road.

Proposal, Research and Analysis

Crown Lands is the owner of this land. Council has been included in community and Government consultations to resolve this issue of access and ownership. Crown Lands presented two strategies to Council to resolve tenure of the land, however the declaration of a public road is simple and cost effective and most equitable to the wider community.

Council's Development Control Plan applying to the subject land specifies a gravel road with a formation of 5 metres. One adjoining landowner has requested Council require a minimum road dedication of 20 meters as policy does not require this, and the road will only five properties three located to the north, one to the south and the National Parks land to the west the existing dedication of land proposed by Crown Lands is considered suitable.

Impact

The proposal to declare a public road has minimal financial impact on Council. Annual road maintenance would be less than \$750.00 per annum. Alterations to signage may be required with potential cost under \$500.00

Summary

Crown Lands requested Council's collaboration to expeditiously resolve this legacy issue from Guyra Shire Council. The proposal is a simple, equitable, low cost resolution of access and classification of the road.

| | | |
|---------------------|---|------------------------------|
| Item: | 11.2 | Ref: AINT/2020/30228 |
| Title: | Crown Land Acquisition - Izzard Park (part of) | Container: ARC19/3333 |
| Author: | Scot MacDonald, Director Businesses and Services | |
| Attachments: | <ol style="list-style-type: none">1. Area to Acquire - Izzard Park, Guyra2. Acquire Izzard Park3. Izzard Park Acquisition | |

RECOMMENDATION:

That Council endorse the commencement of negotiations to be conducted with NSW Crown Lands for the acquisition of all, or part, of the land reserve known as Lot 7302 DP1157890.

Context

In 2019, Council commenced a groundwater exploration program under a NSW Government emergency town water regulation exemption. The Guyra dams had emptied; water was being trucked from Malpas Dam to Guyra; a pipeline was being constructed from Malpas Dam to Guyra's water treatment plant; and the quality and accessibility of water stored in Malpas was declining rapidly.

The intent of the groundwater program was to diversify and extend Guyra's water's security in times of drought and emergency water conditions. Preliminary analysis by a hydrogeologist outlined strong prospects for accessible, high quality groundwater suitable for town water proximate to the Guyra water treatment plant. The site at Izzard Park (corner of Baldersleigh Road and Ollera Street) was identified as suitable for testing.

Subsequent testing showed a moderately high bore yield and high quality water. Infrastructure including a 250,000 Litre steel tank and pump was installed at the bore site. The bore is sited on Crown Land. A power pole will be required to connect power to the bore site. The pole will be located on the land to be acquired. Crown Land have written to Council "The Crown supports the Council in establishing infrastructure to mitigate ongoing drought impacts, however considers in this case it would be more appropriate for Council to acquire the affected area for a public purpose (ie. water supply)."

Purpose

Acquiring this Lot will give Council direct control of the land to manage the bore site and expeditiously order a power pole for direct power connection rather than running a diesel generator to operate the bore pump.

Impact

Financial impact will be engagement of a Solicitor at an estimated cost of \$1500.
Land acquisition cost at market value – to be determined. Estimated to be less than \$15,000

Summary

Crown Land supports the acquisition by Armidale Regional Council of Lot 7302 DP1157890 for the public purpose of accessing groundwater for Council's town water.

| | | |
|---------------------|---|--------------------------------|
| Item: | 11.3 | Ref: AINT/2020/30681 |
| Title: | Acquisition of Springhill Lane, Armidale from NSW Crown Lands | Container: ARC16/0001-5 |
| Author: | Scot MacDonald, Director Businesses and Services | |
| Attachments: | 1. CL 619766 Authority Reference Springhill Lane 2. Springhill Lane photos | |

RECOMMENDATION:

That Council seeks the transfer, at no cost, of the Crown Land Public roads described as adjoining Lot 265 DP755808 north to Lot 262 DP755808 known as Springhill Lane, Armidale. The road to be acquired will not include the section north of Ross Street adjoining Lot 169 DP755808. The land to be acquired is identified by the black and orange hatching in the attached Crown Land plan (other than the Crown Land road north of Ross Street) and the section marked in orange (designated "Crown Road No Application & Proposed For Closure) adjoining Lot 266 DP755808. The land to be acquired from NSW Crown Lands is for the purpose of community use.

Context

NSW Crown Lands have advertised its proposal to dispose of Public Roads in Cluster 619766 known as Springhill Lane, Armidale. Expressions of interest close 28 September 2020.

Sale of the road to a third party would remove it from community use, constrain open space connectivity and forego an opportunity to protect endangered ecological communities.

Purpose

The acquisition of Springhill Lane preserves this corridor for connected walking track and recreation in southern Armidale; and enhances protection of koala habitat, wildlife corridor and endangered ecological communities.

Proposal, Research and Analysis

The acquisition of Springhill Lane would align with Council's 2017/2027 Community Strategic Plan (CSP):

"Community programs. Council works collaboratively to develop Asset Management Plans for community facilities and public spaces such as buildings, sportsgrounds, swimming pools, playgrounds and open space which reflect community needs."

Council Parks staff have been consulted and confirm they can maintain Springhill Lane within their Operational Plan and budget.

Impact

- Parks budget to maintain Springhill Lane is estimated at \$500 per annum
- Installation of new signs and gates on acquisition estimated at \$3000
- Land acquisition cost expected to be less than \$7000

Summary

NSW Crown Lands is disposing of Springhill Lane, Armidale. Failing to acquire this land would be a opportunity to ensure there is connected recreation and open space in this area. The acquisition aligns with Council's CSP. This area also has important environmental values.

Item: 11.4 **Ref:** AINT/2020/30682
Title: Acceptance and Assessment of Applications Policy
Container: ARC16/0142-5
Author: Ambrose Hallman, Manager Development and Regulatory Services
Attachments: 1. Acceptance and Assessment of Applications Policy

RECOMMENDATION:

That Council:

- a) **Endorse the public exhibition of the draft Acceptance and Assessment of Applications Policy from 24 September 2020 to 26 October 2020.**
- b) **Be presented with a further report after the exhibition period closes, including any submissions, for final adoption of the policy.**

Context

At the Extraordinary Council of the 29 June meeting the Interim Administrator's Minute No. 176/20 was endorsed which included *inter alia*:

"...A number of residents have contacted me in relation to development matters outstanding with Council noting their frustration with time delays and I have met with several. In the meetings I have made it very clear that it is not my role, nor will I become involved or offer comment in the assessment of applications. This is clearly the responsibility of people who hold the requisite qualifications.

Mr Kerr is very well qualified to provide some general advice to me in relation to the processes used at Armidale Regional Council on the assessment of such development matters and I have asked for an overview to be prepared including the resourcing of the area. In consultation with Mr Rayner, a decision will be made to ascertain if further third party intervention is required.

On 4 September, Mr Kerr provided the following preliminary general advice on development matters at Council:

"Council's planning processes are in need of review. The staff working in this area are well experienced and competent in their roles but appear to be working with systems and processes that are out-dated.

A holistic approach to the management of planning proposals and regulatory applications is recommended that would involve the following:

1. *Creation of a Council Policy for the Acceptance and Assessment of Applications that has a focus on how amended plans and requests for additional information are handled.*
2. *An improved Pre-lodgement process that provides more detailed advice to applicants.*
3. *Consultation with the community and development industry on policy changes.*
4. *Increased community transparency with all information related to regulatory applications being publicly accessible.*
5. *Improving internal determination procedures including a consideration of an Independent Hearing and Assessment Panel with delegation for Determination from Council.*
6. *To ensure that Council's Local Environment Plan (LEP) and Development Control Plan*

(DCP) are consistent with the direction of the Local Strategic Planning Statement.

Purpose

This report is the first step in addressing Mr Kerr's advice, in particular items 1 and 2, by placing the draft Acceptance and Assessment of Applications Policy on public exhibition.

The draft Acceptance and Assessment of Applications Policy is contained within the attachments and aims to:

- Detail the expectations of the Minister of Planning in relation to the lodgement of all applications via the NSW Planning Portal.
- Ensure applicants understand, in the interest of faster processing time, Council will be utilising the review functionality available via the NSW Planning Portal and only accepting applications that have provided the required information for lodgement and assessment listed under Schedule 1 of the Environmental Planning and Assessment Regulations 2000.
- Provide applicants with guidance on how Council deals with amended plans and the requests for additional information.

Proposal, Research and Analysis

On 1 July 2020 the *Environmental Planning and Assessment Amendment (Planning Portal) Regulation 2020* commenced.

These amendments make it mandatory for the following applications to be lodged via the NSW Planning Portal from 1 January 2021:

- Development consent.
- Modification of a development consent under section 4.55 or 4.56 of the Act.
- Review of a determination under section 8.3 of the Act.
- Construction Certificate.
- Subdivision Works Certificate.
- Occupation Certificate.
- Subdivision Certificate.

On 5 August 2020 the NSW Government announced the launch of a \$250 million NSW Public Spaces Legacy Program as part of ongoing work to protect the health of the community, provide economic and jobs stimulus in response to the COVID-19 pandemic and, deliver a legacy of safe, quality public and open space.

The program incentivises local councils to accelerate their assessments of development applications (DAs) and rezonings to create new development capacity and meet demand for housing and employment over the next decade.

Funding for the planning, design, construction or land acquisition costs for new and existing public and open space will be made available to 68 councils across NSW that are using the ePlanning system, and that adopt a [Local Acceleration Program](#), provided they can achieve improvements in assessment activity between 1 September 2020 and 30 June 2021.

As Council's Development Services signed up to the NSW Planning Portal in December 2018 Council is eligible to apply for \$3 million in funding for open space projects.

At the Ordinary Meeting of the 19 August 2020 Council resolved Minute No. 185/20:

“That Council submit an application to the NSW Government’s Public Spaces Legacy Program and commit to the program’s key requirements to improve Planning outcomes.”

Given these legislative changes, the funding available for Council and Mr Kerr’s review, it is timely that this policy be prepared and placed on public exhibition in preparation for the Local Acceleration Program and the mandatory Planning Portal.

Impact

This policy should not have a negative financial impact on either the development industry or Council’s budget position. The policy should indeed have a positive impact combined with the acceleration of assessment that should allow developers to commence construction sooner.

The planning acceleration program should not impact on the assessment of applications, in particular the consideration of submissions received, during the exhibition of applications.

Allowing applicants to lodge applications via the Planning Portal 24/7 should reduce the cost to developers.

Council is integrated with the Planning Alerts website (<https://www.planningalerts.org.au/>) that allows registered members of the public to be alerted via email when Council places an application on public notification.

Council’s website is also configured to allow members of the public to review the submitted plans and make submissions online.

Summary

This report seeks endorsement to place the draft Acceptance and Assessment of Applications on public exhibition seeking submissions from the public.

Item: 11.5 **Ref:** AINT/2020/30872
Title: Purchase of Surface Infrastructure at Izzard Park Bore **Container:** ARC19/3333
Author: Manish Khadgi, Operations Engineer - WSS
Attachments: 1. Izzard Park Photo

RECOMMENDATION:

That Council endorse the commencement of negotiations to purchase all surface infrastructure assets owned by the Costa Group located at the Izzard Park, Guyra bore.

Context

Armidale Regional Council developed a deep bore at the corner of Ollera Street and Baldersleigh Road (Izzard Park), Guyra in late 2019 in response to the prevailing drought conditions. The NSW Government approved the bore the under Emergency exemption provisions of Clause 39A of the Water Management (General) Regulation 2018.

Council requested the Costa Group fund the above ground infrastructure including storage tanks, fencing, signage, pump/manifold and roadways to access water from Izzard Park bore at Guyra in anticipation of Costas accessing the groundwater in the event of potable water not being available for non-residential purposes.

Council has now applied for a permanent Water Access Licence for this bore. For operational reasons, it is important that the entire infrastructure is in control of Council.

Purpose

During the drought in 2019, Council had to cease potable water supply to the Costa Group owned Tomato Farm at Elm Street Guyra after 31 December 2019. Council was developing a network of ground water bores in Guyra to supplement the water supply. To assist the Costa Group, Council agreed to allow the Costa Group to access ground water from the bore at Izzard Park under the following conditions:

- The bore is being developed to assist with drought management and Council reserves the right to close or limit use of the bore at anytime.
- Council will develop the bore from test to operational status.
- Council will fit an appropriate pump and controls to match the sustainable yield of the aquifer.
- Costa Group would develop the aboveground infrastructure including storage tanks, generator, fencing, signage pump/manifold and roadways, for the removal of the water.
- All costs associated with the removal and transport of water is the responsibility if Costa Group.

The total cost of the asset built by Costa Group at Izzard Park is:

| Description | Supplier | Amount (Exc GST) | Invoice no |
|--|------------------------|------------------|------------|
| Construction of tank pad – supply of crusher dust and compaction | D & R Merritt | \$4,035.90 | 89 |
| Supply and install new chain wire | William Robert Fencing | \$9,880.00 | 255 |

| | | | |
|-------------------------------------|---------------------------|--------------------|-------|
| security fence around bore site | | | |
| Install new gate at bore compound | William Robert Fencing | \$530.00 | 257 |
| Hard Stand area gravelling | Armidale Regional Council | \$11,026.11 | 89084 |
| Construct onsite pioneer water tank | Rohan Fergusson Plumbing | \$18,251.82 | 6051 |
| | Total | \$43,723.83 | |

Proposal, Research and Analysis

Council has applied for a Water Access Licence (WAL) from the NSW Natural Resources Access Regulator (NRAR). Once approved, the bore will be connected to the Guyra ground water network that will be part of the supplementary water supply. Council should acquire assets owned by the Costa Group to control the operations of bore network in the future. The bore will be registered by Armidale Regional Council.

Impact

Capital cost of **\$43,723.83** (Ex GST) to purchase the infrastructure described above. This will be charged to the Drought Management Fund.

Summary

Ground water will be a supplementary supply of water to manage water security and future drought conditions for the Guyra community and broader LGA potable network. It is important for operational reasons that the entire bore network and associated infrastructure is under the control of Council. It is recommended to purchase assets owned by the Costa Group at the Izzard Park, Guyra bore.

Item: 11.6 **Ref:** AINT/2020/30878
Title: Public consultation on Policy for Stock Grids on Council Roads
Container: ARC16/0001-5
Author: Scot MacDonald, Director Businesses and Services
Attachments: Nil

RECOMMENDATION:

That Council commence community consultation on a harmonised policy for Stock Grids on Council roads.

Context

There are 285 stock grids on local roads in the Local Government Area (LGA). Prior to amalgamation, each former Council had different policies for stock grids. Consequently an inconsistent approach to control and management of grids has led to conflicting advice to ratepayers.

Grids are constructed for the benefit of individual property and livestock owners, but impact on the wider community. Ratepayers are carrying the burden of maintenance of stock grids on local roads when the budget for local road maintenance is constrained.

Purpose

The aim of the consultation is to develop an LGA wide policy for stock grids on local roads that is fair and cost effective for the community.

Proposal, Research and Analysis

The September 2017 ARC 'Road Management Strategic Plan' identified the need to have a harmonised, equitable and effective policy for stock grids on local roads.

The Strategic Plan (Section G) proposed the following elements should be considered in a new policy – ownership and maintenance; maintenance of approaching roads; audit and removal of unwanted grids.

Impact

It is expected to cost approximately \$5000 to engage an independent facilitator to undertake public consultation with community stakeholders. The impact of time on Council Road's staff will be minimal.

Summary

An equitable, clear, consistent policy on stock grids on local roads is an imperative for property and livestock owners and the broader community. Public consultation will assist Council to explain the benefits and costs of stock grids on Council's road network.

Item: 11.7 **Ref:** AINT/2020/30900
Title: Fixing Country Bridges - Grant Application **Container:** ARC17/2177-5
Author: Lilian Colmanetti, Project Officer - Strategic Infrastructure Planning
Attachments: 1. Fixing Country Bridges - Guidelines

RECOMMENDATION:

That Council endorse the submission of a funding application to the Transport for New South Wales Fixing Country Bridges Program for funds totalling \$2,524,500 to be utilised for the construction of replacement bridges at the following locations:

- 1. Bakers Creek Bridge on Hillgrove Road for an amount of \$1,320,000**
- 2. Boorolong Creek Bridge on Boorolong Road for an amount of \$1,204,500**

Context

In August 2020 Transport for NSW announced the Fixing Country Bridges Program, with the aim to create a new legacy for our local road network, enabling councils to replace hundreds of timber bridges in poor condition and better connect regional and rural communities. The program aims to reduce the maintenance and renewal burden on councils and improve accessibility for local and regional communities.

Purpose

Bridges have a vital role in the Armidale Region community, and it helps support growth and development. Those specific bridges will help local farming communities on the Western side of Armidale and Northern side of Hillgrove Village, stimulating the economy and promoting the social wellbeing of our communities.

The anticipated project benefits are:

- Armidale Regional Council will be able to replace the bridges superstructure with new Penta Glulam system and restore its substructure, providing 80+ years life expectancy;
- Better connection between regional and rural communities; and
- Reducing potential for erosion or vegetation damage.

The nominated projects align with the Community Strategic Plan – Community Outcome 4 – Environment & Infrastructure specifically in relation to:

- Maintain safe and effective traffic facilities on the road network (E4.1 Delivery Program 2018-21)

Proposal, Research and Analysis

In 2017 Armidale Regional Council has engaged a consulting engineer to prepare a report to identify and prioritise timber bridges that needed renewal works. Within the Armidale Region, 32 timber bridges have been identified as priorities, based on their condition, capacity and remaining life.

Several bridges identified on the report have not had any capital works done yet and the next two bridges prioritised for renewal under the Timber Bridge program endorsed by Council in 2017 are Bakers Creek Bridge on Hillgrove Road and Boorolong Creek Bridges on Boorolong Road.

Impact

If the opportunity to apply for the Fixing Country Bridges Program is approved and funding application is successful, the current bridge maintenance costs will reduce and life expectancy will increase to 80+ years.

There will be no impact on the FY20/21 Operation Plan.

Summary

The application for The Fixing Country Bridges Program, if successful, will allow Armidale Regional Council to renew Bakers Creek Bridge on Hillgrove Road and Boorolong Creek Bridge on Boorolong Road, in line with the Community Strategic Plan in regard to Environment & Infrastructure.

Item: 11.8 **Ref:** AINT/2020/30906
Title: Regional Connectivity Program - Grant Application
Container: ARC17/2177-5
Author: Leah Cook, Manager Asset Management and Strategic Planning
Attachments: 1. Regional Connectivity Program - Grant Opportunity Guidelines

RECOMMENDATION:

That Council note the report regarding the Department of Infrastructure, Transport, Regional Development and Communications Regional Connectivity Program.

Context

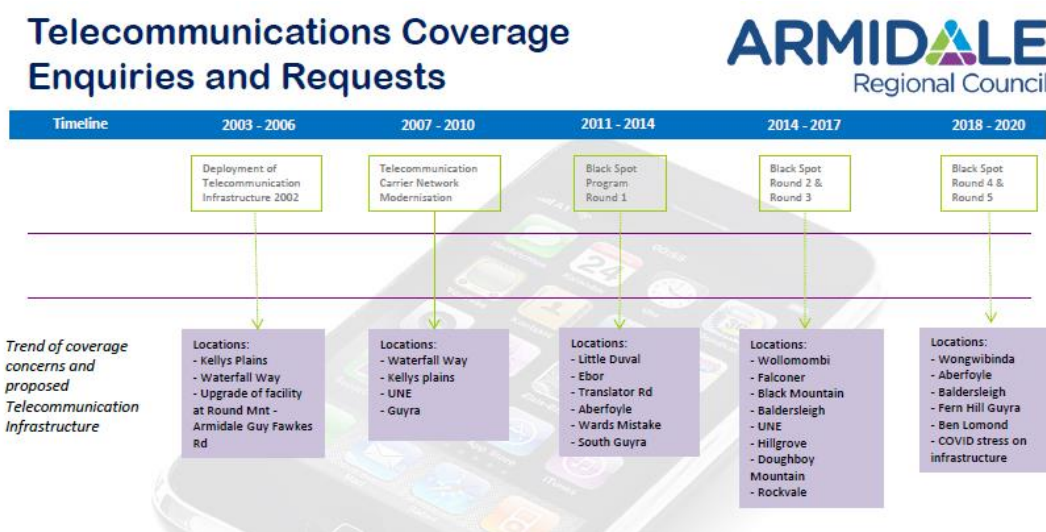
In 28 July 2020 the Department of Infrastructure, Transport, Regional Development and Communications opened the Regional Connectivity Program for application, with the aim to use a place-based approach to target telecommunications infrastructure investment that will provide economic opportunities and improve participation in the digital economy for regional communities and businesses, providing place-based solutions to regional digital connectivity issues through a range of mobile and/or broadband services; and complementing the National Broadband Network, the Mobile Black Spot Program and the telecommunications industry's commercial investment plans.

Purpose

The purpose of the Regional Connectivity Program is to support projects that deliver new telecommunications infrastructure or the upgrade of existing telecommunications infrastructure to provide economic and social benefits in regional, rural and remote areas.

Proposal, Research and Analysis

Council is supportive of the delivery of new and upgrade telecommunications infrastructure initiatives. The diagram below indicates that trend of enquires and requests for support to enhance telecommunications coverage within the Local Government Areas.



Impact

Telecommunication infrastructure investment within the regional areas is essential for enabling participation in the digital economy and ensuring regional digital connectivity.

Summary

Council continues to support initiatives that deliver new and upgraded telecommunications infrastructure or to provide economic and social benefits in regional, rural and remote areas

| | | |
|---------------------|---|--------------------------------|
| Item: | 11.9 | Ref: AINT/2020/30908 |
| Title: | Strengthening Telecommunications Against Natural Disasters (STAND) - Temporary Telecommunications Infrastructure Deployment Program - Grant Application | Container: ARC17/2177-5 |
| Author: | Leah Cook, Manager Asset Management and Strategic Planning | |
| Attachments: | 1. STAND Grant opportunity guidelines | |

RECOMMENDATION:

That Council acknowledge the Strengthening Telecommunications Against Natural Disasters (STAND) - Temporary Telecommunications Infrastructure Deployment Program but does not submit an application as it does not meet the eligibility criteria.

Context

On 24 August 2020 the Department of Infrastructure, Transport, Regional Development and Communications opened the Strengthening Telecommunications Against Natural Disasters (STAND) - Temporary Telecommunications Infrastructure Deployment Program. The program's aim is to increase and improve telecommunications resilience in communities recently affected by severe bushfires or at risk of natural disasters in the future and enhance the capability to restore services to areas affected by bushfires or natural disasters by quickly deploying temporary facilities to address gaps caused by outages.

Purpose

The Strengthening Telecommunications Against Natural Disasters (STAND) - Temporary Telecommunications Infrastructure Deployment Program is to support projects that improve the resilience of regional and remote mobile phone base stations, fund additional portable communications facilities to allow quicker service restoration, deliver improved communications to communities about their telecommunications options in disasters and enhance telecommunications for rural fire authorities and evacuation centres.

Proposal, Research and Analysis

Armidale Regional Council is supportive of the improvement of communication within regional and remote areas however, in consultation with stakeholders and analysing criteria within the guidelines, the application would not be eligible and feasible due to:

- Council is not an entity that operates a fixed telephony network and does not hold a carrier licence, and this item is a "must" under the guidelines
- Project would not align with Council's Community Strategic Plan and Delivery Program.
- Co-contribution of 50% would be required and Armidale Regional Council has no financial capacity to contribute at this time.

Impact

Telecommunication infrastructure projects have not been identified during community consultation for the Community Strategic Plan and Delivery Program, and applying for this grant opportunity would mean to reallocate Council's personnel and budget from other core business.

Summary

That Council does not apply for the Strengthening Telecommunications Against Natural Disasters (STAND) - Temporary Telecommunications Infrastructure Deployment Program due to the fact that it does not meet the eligible criteria.

Item: 11.10 **Ref:** AINT/2020/31056
Title: Acquisition of Land Condition Of Development Consent
Container: ARC16/0020-5
Author: Alan Langford, Revenue Officer
Attachments: Nil

RECOMMENDATION:

That Council:

- a) **Acquire Lots 22 and 23 DP 1168082 for the purpose of denying access to Monro Street, Armidale.**
- b) **Authorise the Interim Administrator and Acting General Manager to execute the documents associated with the transfer.**
- c) **Classify the land as Operational following acquisition.**

Context

Relevant documents were received by Council in June 2012 for the transfer of land from the owner (the subdivider) to Council.

It has come to light that Lots 22 and 23 DP 1168082 remain in the name of the owner.

Purpose

This report is required to facilitate the transfer of land for the purpose of denying access to Monro Street from Grandview Crescent, Armidale. Council is required to classify the land as Community or Operational Land.

Proposal, Research and Analysis

The subdivider was required to transfer Lots 22 and 23 DP 1168082 to Council as a requirement of his Development. Although he provided the necessary documents to Council, it would appear they were not acted upon.

This report is required to obtain the land denying access to Monro Street, Armidale and complete this outstanding issue.

Impact

There is no cost other than legal fees required to affect the transfer.

Should the land not be transferred, Council is obligated to issue rates and charges to the current owner who believes he has surrendered the subject land to Council resulting in unnecessary litigation.

Summary

Council is required to obtain Lots 22 and 23 DP 1168082 to deny access to Monro Street from Grandview Crescent, Armidale as a condition of Development Consent. When acquiring land, Council may classify the land as Operational as provided by the LGA.

Item: 11.11 **Ref:** AINT/2020/31135
Title: Grant submission changes to Safer Roads and Deferral Black Spot Programs **Container:** ARC17/2177-5
Author: Kim Oschadleus, Principal Advisor Strategic Infrastructure Planning
Attachments: Nil

RECOMMENDATION:

That Council note the following funding application was made to the Australian Government Black Spot Program and the NSW Government Safer Roads Program with the following amendments:

| | Project | Approved at Council on 19th August | Amended Amount |
|------|---|--|-----------------------|
| i. | Boorolong Road | \$50,000 | \$53,400 |
| ii. | Kennedy Street Mann Street | \$50,000 | No change |
| iii. | Cluny Road intersecting with Madgwick Drive | \$254,000 | No change |
| iv. | Niagara Street intersection with McLennan Street | \$30,000 | \$46,200 |
| v. | Minor projects | \$16,000 | No change |

Context

The recommendation made to Council on 19 August 2020 was based on high level estimates due the tight timeframes for obtaining approval to submit the grant. Once a more in depth analysis was carried out on costing the various projects a more accurate figure was obtained and the application submitted based on with more accurate data. There was a total increase in the application amount of \$19,600.

The Australian Government Black Spot Program and the NSW Government Safer Roads Program is a partnership between Federal, State and Local Governments to deliver safer roads infrastructure throughout NSW.

The Australian Government's Black Spot Program targets specific road locations where crashes are occurring by funding measures such as traffic signals, roundabouts, safety barrier and audio-tactile line marking (ATLM) to reduce the risk of further crashes occurring.

The NSW Safer Roads Program delivers on key initiatives of the NSW Road Safety Plan 2021, the Saving Lives on Country Roads initiative and Liveable and Safe Urban Communities initiative, targeting a 30% reduction of fatalities and serious injuries on the NSW road network.

Purpose

The main purpose of the application is to support Council to identify and improve roads and roadsides with a higher risk and/or incidence of high severity crash types, or crashes involving vulnerable road users (e.g. pedestrians).

NSW Safer Roads Program focuses on addressing high-risk curves and fatigue routes and prioritises improving long lengths of the route rather than individual "black spots", including

treatments to reduce fatalities and serious injuries resulting from crashes in urban, high pedestrian activity area.

The Saving Lives on Country Roads Program (SLCRP) will deliver route-based, mass action road safety engineering treatments that reduce road fatalities and serious injuries in country areas resulting from run off road and head on crashes.

The Liveable and Safe Urban Communities Program (LSUCP) will deliver route or area-based mass action treatments that reduce fatalities and serious injuries resulting from crashes in urban areas.

The Australian Government Black Spot Program has contributed 100% to local government projects due to the available allocation for state road projects in the Safer Roads Program. For individual sites such as intersections, mid-block or short road sections, there should be a history of at least three casualty crashes over a five-year period. For lengths of road, there should be an average of 0.2 casualty crashes per kilometre per annum over the length in question over five years. Each project must have benefit cost ratio greater than 2.

Proactive projects at sites that may not meet the above crash history criteria are still considered, but must be supported with an official Road Safety Audit, Safe System Assessment or relevant assessment methodology report provided by the Project Proponent. The assessment should recommend the treatment proposed in the application for Black Spot Projects funding.

In order to determine initiatives be nominated, analysis, consideration and consultation with relevant stakeholders has been undertaken to ensure alignment with the Community Strategic Plan, and Delivery Program to ensure initiatives align community interests.

The nominated initiatives equalling \$419,600 aligns with Community Strategic Plan – Community Outcome 4 – Environment & Infrastructure specifically in relation to:

Maintain safe and effective traffic facilities on the road network (E4.1 Delivery Program 2018-21)

Proposal, Research and Analysis

The fatality rate on country roads is four times that of metropolitan roads. In 2017, 272 people lost their lives on a country road. This trauma affects local country communities and families. On average, over 70 per cent of the lives lost on country roads are locals, country residents.

The Asset Management team is currently analysing options to try and meet the programs criteria and requirements, engaging with stakeholders and gathering data.

For proactive proposals (with no crash history) a Road Safety Audit, Safe System Assessment or relevant assessment is required for the application to be considered.

Please see below summary breakdown of projects proposals that are being analysed:

| Australian Government Black Spot Program and NSW Government Safer Roads Program (estimates only) | | |
|--|--|---------------|
| Site | Description | Cost |
| Boorolong Road | Widen road over Black Hill Crest approximately 4km west of Armidale between Highlands Road and Dumaresq Road and potentially lower crest to improve sight distance to an acceptable standard | \$ 53,400.00 |
| Kennedy Street Mann Street | Replace failing chain wire fence and replace with guardrail at the intersection with Mann Street and improve safety of intersection with Kennedy Street | \$ 50,000.00 |
| Cluny Road intersecting with Madgwick Drive | Upgrade intersection to improve safety | \$ 254,000.00 |
| Niagara Street intersection with McLennan Street | Install small roundabout to improve safety | \$ 46,200.00 |
| Minor project: Mann Street intersecting with Canambe Street | There have been three crash incidents within two years which do not qualify under the road crashes criteria but it is deemed that preventative measures are required | \$ 16,000.00 |
| Minor project: Dumaresq Street intersecting with Taylor Street | Improved signage to prevent potential accidents | |
| Total | | \$ 419,600.00 |

Impact

To reduce the potential number of crashes, improve roads and roadsides and reduce the risk of pedestrians involved in an accident.

Summary

The Australian Government Black Spot Program and the NSW Government Safer Roads Program potentially improves safety around the region and reduces the number of accidents around the State. The submission has been made based on the revised figures and Council is advised to note the changes.

Item: 11.12 **Ref:** AINT/2020/31237
Title: Recommendation Report - Armidale Regional Airport Flood Lighting
Container: ARC20/4197
Author: Nilantha Sandaruwan Wijewarna Arachchige, Project Manager - Civil Infrastructure
Attachments: 1. Recommendation Report - Airport Flood Lighting(Signed)

RECOMMENDATION:

That Council:

- a) **Accept the tender submitted by Alan Kneale Pty Ltd of \$237,542 (GST included) for the supply and installation of Flood Lighting for the Armidale Regional Airport.**
- b) **Authorise the Acting General Manager to execute all documents in relation to the contract.**

Context

This report provides a summary and assessment of the Tenders received for the supply and installation of Flood Lighting for Armidale Regional Airport. A Request for Tender was called via Tenderlink.

The Request for Tenders was advertised on the 9 July 2020 and closed on the 30 July 2020.

Purpose

Council has identified lighting is inadequate for the apron area of the Armidale Regional Airport apron areas and parking bays. This project will undertake installation of nine new high mast flood lights to improve the safety of the apron and aviation operations during night time.

Proposal, Research and Analysis

Installation of new flood lighting is part of the project scope of Restart New South Wales grant (RNSW763) of \$1.5million.

The Contractor will be responsible for supplying all resources, materials and equipment for the design and construction of the new flood lights for the Armidale Regional Airport Apron.

The Tender Evaluation Team has analysed all submissions and has made recommendation attached to this report.

Impact

Preliminary design works have been completed to allow the RFT documents and scope of works to reflect the minimum requirements and expectations regarding the Design and the Construction phases of the project.

During the preliminary design works, some internal resources have been used, and some external Consultants have been engaged using Council's Procurement Policy for the related engagement values under the Procurement Threshold Flowchart.

The recommended Tender value is within the approved budget for the project and the proposed program and submissions, presented by Alan Kneale Electricals Pte Ltd during the request for clarification period, are within the project delivery plans.

Summary

It is recommended that the proposal for supply and installation of new flood lights for the Armidale Regional Airport Apron submitted by Alan Kneale Electricals Pte Ltd be adopted.

Item: 12.1 **Ref:** AINT/2020/29769
Title: Guyra Preschool and Long Day Care Centre and Guyra OSHC User Fee Amendment 2021 **Container:** ARC16/1213
Author: Amanda Campbell, Preschool Nominated Supervisor
Attachments: Nil

RECOMMENDATION:

That Council:

- a) **Endorse for public exhibition the proposed amendments to attendance fees for the Guyra Preschool and Long Day Care Centre and Guyra OSHC as outlined in this report.**
- b) **Publicly exhibit the proposed amended attendance fees in accordance with the *Local Government Act 1993 (608)*.**
- c) **Provide a further report addressing any matters raised through the public exhibition period prior to finalising the proposed amended attendance fees.**

Context

This report deals with the current adopted attendance fees for the Guyra Preschool and Long Day Care Centre and Guyra OSHC Vacation Care in the current 2020/2021 adopted fees and charges which are recommended for increase.

Current Guyra Preschool and Long Day Care Centre and Guyra OSHC services daily attendance charges:

| Services | Current Rate | Proposed Rate |
|----------------------|---------------------|---------------------|
| • 3-6 Year Olds; | \$76.00 per day | \$78.00 per day |
| • 2-3 Years Old; | \$79.00 per day | \$81.00 per day |
| • 0-2 Years Old; | \$82.00 per day | \$84.00 per day |
| • Before School Care | \$10.00 per session | \$12.00 per session |
| • After School Care | \$24.00 per session | \$26.00 per session |
| • Vacation Care | \$62.00 per day | \$64.00 per day |

The following Table outlines the current daily fees and charges by other Early Childhood Centres in the region, with Guyra being the last row highlighted in yellow.

| Opening Hours | Baby | Toddler | Preschool | Provide food and nappies | National Rating |
|--------------------------|-------|---------|-----------|--------------------------|-----------------|
| 6.30am-6.30pm (12 hours) | \$109 | \$109 | \$103 | Yes | Meeting |
| 6.30am-6.30pm (12 hours) | \$120 | \$120 | \$117 | Yes | Meeting |

| hours) | | | | | |
|---------------------------|-------|-------|-------|---------------|-----------|
| 8am-6pm (10 hours) | \$89 | \$89 | \$89 | No | Exceeding |
| 7am-6pm (11 hours) | \$92 | \$92 | \$87 | yes | Meeting |
| 8am-6pm (10 hours) | \$80 | \$80 | \$80 | Afternoon Tea | Meeting |
| 8am- 5.45pm (9.75 hours) | \$96 | \$96 | \$90 | Food Only | Meeting |
| 7.45am- 5.45pm (10 hours) | \$82 | \$82 | \$82 | Yes | Meeting |
| 7am-6pm (11 hours) | \$104 | \$104 | \$100 | Yes | Unknown |
| 7.30am- 6pm (10.5 hours) | \$84 | \$81 | \$78 | No | Meeting |

Purpose

The Guyra Preschool and Long Day Care Centre and Guyra OSHC monitors its fees and charges and generally adjusts them every 6 to 12 months to reflect increased costs of running the services. A recent review has been undertaken and it is recommended that a small increase be applied across several of the centre operations from 1 January 2021.

Proposal, Research and Analysis

Fee increases are applied at the start of the school year rather than the start of the financial year to coincide with a new enrolment pattern. The Guyra Preschool and Long Day Care Centre and Guyra OSHC are the sole childcare providers in the community and understand the need to keep fees as affordable as possible for families, therefore only implement a small increase to fees and chargers once per year.

The service has undertaken research to compare user fess and charges to other centres that provide the same services in neighbouring towns. The table included outlines that our centre still remains one of the most affordable childcare providers in the region which is very important to the low socioeconomic community of Guyra. The modest increase is not likely to cause any undue concern within the community for the provision of high quality childcare services.

To ensure the new or amended fees are lawful Council must follow the public consultation process as prescribed before it may finally adopt and implement the amended fees.

Impact

The revenue streams of Council are raised through numerous avenues. Fees and Charges are an important income stream and it is essential that Council monitors such fees to support financial sustainability of our services.

Over the last financial year the total cost to run the Guyra Preschool and Long Day Care Centre, including Guyra OSHC, was \$673447 with an a additional predicted \$160,000 in overheads. The income raised from providing this service was \$700766. This equates to an overall loss of approximately \$132681 which is subsidised by the General Fund.

While the changes to fees provide a minor increase to the overall income it will not cover the total shortfall, it is anticipated that the small increase to fees will be more manageable for families to accommodate.

As required by the Local Government Act, the proposed amended fees must be publicly advertised which provides the mechanism for community engagement and feedback.

Once Council endorses the proposed amendments a public exhibition process must be followed. Following the exhibition period Council must consider all submissions received before adopting the new and amended fees and chargers.

This report aligns with community outcomes listed under “Our People and Community” within the Strategic Community Plan.

| | |
|--|---|
| Education | |
| Services and activities are provided for all ages and segments of our community to promote life-long learning, healthy living and community well-being | |
| | Support the delivery of high quality early childhood and out-of-school-hours services in the Guyra region. |
| | Support youth through education, encourage leadership, promote good mental health practices and facilitate opportunities for youth to contribute to the strategic direction of the community. |
| | Provide Aboriginal services and programs |

Summary

Once Council endorses the proposed amended fees and charges, a public exhibition process must be followed. A further report will be prepared should submissions be received during the exhibition period and presented to Council. If no submissions are received, then the new fees and charges will commence on 1 January 2021.

| | | |
|---------------------|--|------------------------------|
| Item: | 12.2 | Ref: AINT/2020/30129 |
| Title: | Streets as Shared Spaces funding | Container: ARC20/4281 |
| Author: | Ambrose Hallman, Manager Development and Regulatory Services | |
| Attachments: | Nil | |

RECOMMENDATION:

That Council:

- a) **Note the successful Streets as Shared Spaces funding of \$59,522 received from the NSW Government for temporary activation projects to support communities through COVID-19.**
- b) **Authorise the Acting General Manager to execute a MOU with Renew Armidale to deliver the Streets as Shared funding project.**

Context

The Streets as Shared Spaces grants support Councils across NSW to deliver temporary activation projects that support short-term improvements to local streets, paths or public spaces.

Renew Armidale approached Council to partner with them in a Streets as Shared Spaces funding submission. The funding application had to be submitted by regional councils but the proposed activity is delivered by community stakeholders.

Renew Armidale developed a funding submission to reinvigorate, activate and beautify the Armidale Mall, Mall Arcades and laneways through public art, creative pop-ups, temporary garden installations, creative workshops and mini events. The project will be delivered by Renew Armidale. These works will begin appearing through September to November 2020.

The Mall Vibrancy Plan 2017 – 2021 will provide further inspiration for continued works, with recommendations aimed at enhancing the current facilities to encourage community participation and enhance civic pride.

Purpose

The funding is to deliver temporary activation projects that support the community during COVID-19 and also test ideas for more permanent improvements to local streets, paths and public spaces.

Proposal, Research and Analysis

Council has undertaken several community engagement workshops with the community and business to provide feedback on the revitalisation of the Armidale Mall and CBD. The following documents informed the development of the Streets as Shared Spaced funding submission:

- Mall Vibrancy Plan 2017 - 2021
- Mall Redevelopment Plan
- Business community workshop report.

Renew Armidale also engaged mall business owners in the development of the submission to gather ideas and seek support for the project.

Impact

There is no financial cost to Council as the funding covers the full project costs. The project delivers on key strategic and operational outcomes Our People, Our Community:

P2 Culture – Events and cultural activities provide the community with the opportunity to celebrate the unique culture and lifestyle of the region

P2.1 Deliver and support local programs and events which meet the social and cultural needs of the community

P2.4 Support and empower the community to deliver community initiatives that improve the lives of residents and visitors to the region.

It also delivers on the following key focus areas within the Armidale City Mall Vibrancy Plan 2017 – 2021:

3.1.1 Use of murals and other art forms as a way of strengthening identity, access and connectivity.

3.1.4 Include the development of 'Parklets' supporting outside dining and marketing.

3.1.6 Facilitate the installation of art, murals, sculpture, displays, activity and interactive installation in publicly owned facilities, spaces, parks and land.

Summary

Drought, bushfires and COVID-19 have severely affected the Armidale Region. The Streets as Shared Spaces funding project will contribute to economic recovery in our local centres by creating vibrant streets and additional safe space to support local business, activate the CBD to create better quality public space, support physical distancing requirements and encourage safe social connection, support the well-being of local communities and attract people back into public spaces in a safe way, when appropriate to do so.

Armidale Regional Council thanks the NSW Government.

| | | |
|---------------------|---|------------------------------|
| Item: | 12.3 | Ref: AINT/2020/30139 |
| Title: | Guyra Early Childhood Learning Centre Development - Community Consultation and Site Selection | Container: ARC17/2055 |
| Author: | Alesya Frost, Project Officer | |
| Attachments: | <ol style="list-style-type: none">1. Final Report - Seftons - Initial Stakeholder Meetings 13 August2. Guyra ECLC Community survey results report3. Guyra ECLC preliminary proposed site layout plan4. Guyra ECLC preliminary traffic review5. Guyra ECLC preliminary proposed car park traffic flow plan | |

RECOMMENDATION:

That Council:

- a) Receive and note the community consultation regarding the proposed new Guyra Early Childhood Learning Centre (ECLC).**
- b) Endorse the proposed site for the Early Childcare Learning Care building, being the north-west quadrant of the site bounded by Mackenzie, Bradley and Moredun Streets and Leggo Park, Guyra. The new carpark location being the south-west quadrant of the site, with entry from and exit to Moredun Street.**

Context

Council is the operator of the only Preschool and Day Care in Guyra.

Recognising the poor condition and constraints of the current building at 199 Bradley St , in November 2019 Council engaged SHAC Architects of Newcastle to undertake a site compatibility and analysis of the land behind the Council Administration building in Guyra to develop a Concept Plan for a Civic Precinct Revitalisation and Educational Hub on land bounded by Bradley, McKenzie and Moredun Streets and Leggo Park. The Concept Plan identified a new Early Childhood Learning Centre (ECLC) and Out of School Hours Care (OSHC) wing; Community meeting room and small hall/meeting room and the provision of the UNE Remote Learning Centre plus associated car parking and ancillary site works and landscaping.

SHAC undertook a detailed assessment and developed four options and scenarios to accommodate the elements of the Education Hub, while addressing a number of constraints:

- existing buildings, trees and services
- the level and quality of adjoining roads
- nearby businesses and approved extensions of The Hub building on the neighbouring site

The new ECLC will enable the centre to double its maximum number of enrolments, to 58 places in the Long Day Care and Preschool centre and 30 places for before and after school care and vacation care. That will increase the number of local families that can access the centre's services and strengthen the centre's long-term financial viability. The new facility will also enable Guyra Preschool and Long Day Care Centre to meet Australian National Quality Standards, which are assessed annually to determine accreditation.

Council undertook a number of community engagement activities to assist in the development of the designs:

- workshops held between stakeholders and an external consultant engaged by Council – Seftons Associates (communications consultant)
- a community information stall in the Guyra CBD
- a community survey
- consultation with representatives of Guyra's Aboriginal community
- outdoor presentation to residents and businesses on Moredun Street

For the project to progress towards submission of the Development Application, Council requires a resolution on the proposed site plan.

Purpose

The purpose of this report is to present the submissions received following the community engagement and seek adoption of the recommended site plan for the ECLC building, carpark and associated relocation and development works.

Proposal, Research and Analysis

Since the announcement of the new facility, Council has been liaising with neighbouring residents, business operators and service providers, as well as organisations currently operating from the Moredun Street site.

In August 2020, Council conducted an engagement campaign with the wider community:

- in recognition of the centre's origins as a community-operated service and to maintain strong community ownership of the service
- to meet Department of Education requirements for community input to the new facility
- to ensure the new facility meets community needs and expectations

The community engagement campaign comprised:

- a community survey designed by Seftons and conducted from 11 – 30 August. The online survey, hosted on Council's Your Say Armidale engagement website, was supported by printed copies at Council's libraries and customer service areas to maximise accessibility.
- Seftons liaised with key stakeholders including workshops held on 11 August
- a community information drop-in stall in the Guyra main street on Monday 17 August
- a workshop with members of the local Aboriginal community

Community participation during the consultation period:

- 9 attendees at four workshop sessions (by invitation)
- 34 respondents completed the survey
- 9 respondents at the community information stall

Council has noted and considered the feedback. It has determined if any changes are required to be made, or can reasonably be made with available resources in response to the submissions.

Community Engagement and Feedback

The engagement sessions outlined key features of the project and contextual considerations. Copies of the concept layout and designs were provided to the public during some of the sessions. Key themes raised by participants during the sessions included:

1. Traffic

- Safety:

- i. increased traffic using Moredun Street
- ii. neighbouring business currently manoeuvring heavy vehicles and brake testing along Moredun Street

- belief that there could be fuel tanks under Moredun Street and under the corner of Bradley and Moredun Streets
- suggestion to construct a new one-way road through the site from Mackenzie to Moredun Street
- concern a one-way road through the site would create a blind corner on Mackenzie Street, causing a safety issue
- concern a proposed reconfiguration of Moredun Street, to create a one-way street, would be an inconvenience
- no concern with perceived noise from extra traffic along Moredun Street
- suggestion to relocate the entry and exit to carpark further west along Moredun Street, to move traffic and commercial activity further from elderly residents

2. Need for new ECLC facility

- a number of participants expressed strong belief a new ECLC is needed and will benefit community
- new facility should be established urgently

3. Siting of new ECLC building & carpark

- consider Leggo Park or former Kolora Aged Care site as alternative location
- must consider flow and space between facilities in the civic precinct
- proposed location complements other facilities such as Guyra Library and The Hub
- support proposed site

4. ECLC layout & design

- The survey invited respondents to rank:
 - a shortlist of feasible outdoor playground elements (Top 3 ranked items: sandpit, gardens, balancing logs and steps)
 - a shortlist of feasible indoor elements (Top 3 ranked items: Art & craft area/s, reading nooks, home corner with play kitchen, dining table and chairs etc)
- Other building elements suggested included:
 - acoustic solutions
 - large, flexible spaces
 - quiet and rest areas
- natural, earthy colours were overwhelmingly the preferred choice for the interior and exterior of the building

5. Community engagement

- insufficient communication with the community to date
- strong interest and support for future consultation and communication

6. RFS shed

- concern about expense of removing the shed currently housing the RFS

7. Sustainability

- The survey invited respondents to rank a list of feasible sustainability elements (Top 3 ranked items: rainwater tanks, passive solar design, solar panels)
- Other sustainability elements suggested included:
 - produce gardens
 - outdoor kitchen
 - connection between the interior and exterior

8. Consideration of context

- building should blend with the local landscape and setting
- building should be considerate of the surrounding heritage streetscape

9. Cultural inclusion

- Ideas for indigenous cultural inclusion included:
 - integration of bush tucker
 - use of natural elements

10. Other

- disappointment with relocation of Community Garden
- belief that community garden would work better in proposed location
- established trees should be removed because of perceived safety risk

Proposed ECLC siting & design

During the consultation period, there was overwhelming support for the location of the new ECLC on the site bounded by Bradley, Moredun and Mackenzie Streets and Leggo Park. Within this block, the recommended locations of the project elements are:

- ECLC building to be located at rear of the Guyra Civic Administration/Library Building
- ECLC outdoor playground to be located to the north of the ECLC building
- carpark to be located at south-west corner of the site
- pick-up/drop-off parking bay for the ECLC to be located at northern edge of carpark (central to the site)
- separate entry and exit to carpark to be off and on to Moredun Street

Rationale for this recommendation:

- a preliminary traffic assessment found the recommended carpark located, with a separate entry and exit to and from Moredun Street, is an acceptable solution that takes into consideration current traffic volumes and activity on Moredun Street
- a pick-up/drop-off bay located toward the centre of the site is the safest option for keeping traffic away from the ECLC building and children. This is a safer option than an alternative suggested by community members for a one-way road through the site from Mackenzie Street to Moredun Street.
- The recommended siting of the ECLC building complies with a number of required criteria in NSW Child Care Planning Guidelines, including:
 - orientation of the building to optimise solar access, minimise noise impact and locate outdoor play areas away from residential dwellings
 - appropriate separation from potential sources of noise and air pollution
- the RMS has advised the approved brake testing service can be relocated from Moredun Street, with police consultation and support

- a thorough traffic analysis will be undertaken after further development of the project and designs, to identify any impacts arising from the proposal and measures to mitigate those impacts
- the proposed location encourages a strong education connection between early childhood learning, Guyra Library and the relocated UNE Study Hub (to be relocated in the rear of the library)
- the siting encourages a connection between the neighbouring community services facility, The Hub, and the new ECLC building
- the ECLC building acts as a physical buffer between the carpark and the playground
- the proposed location encourages a connection between the ECLC facility and Leggo Park, with a possibility to expand the outdoor play space in collaboration with the Guyra Local Aboriginal Lands Council

Impact

Budget: If Council was to consider an alternative solution for access, with a road through the site from Mackenzie to Moredun Street, this would significantly add to the cost of the project (approximately \$250,000).

Heritage considerations: In addition to the demolition of two sheds, the recommendation would require the relocation two timber-framed buildings which are former school classrooms and have local heritage significance. A heritage consultant engaged by Council has determined this is an appropriate solution for the two buildings.

Regulatory: Locating and orienting the ECLC building as proposed achieves compliance with NSW Child Care Planning Guidelines.

Delivery: Endorsement of the above recommendation will allow the project to progress within required timeframes.

Summary

The recommended locations of the new ECLC building (to the west of Guyra Council Administration Building), carpark and carpark access (to/from Moredun Street) will produce a functional, compliant and financial sustainable ECLC facility that is cognisant of context; enhances civic access and CBD activation and allows for greater use of the Guyra Library, Council administration facilities, The Hub and the UNE study centre.

Item: 12.4 **Ref:** AINT/2020/30898
Title: Confirmation of Federal Bushfire Recovery Funding
Container: ARC17/2177-5
Author: Kim Oschadleus, Principal Advisor Strategic Infrastructure Planning
Attachments: Nil

RECOMMENDATION:

That Council:

- a) **Adopt the amended allocation for the Federal Bushfire Funding Grant \$1.3m as listed below:**

| | \$ |
|---|------------------|
| Guyra Men's Shed - Payment towards relocation and welding bay | 25,000 |
| Guyra Historical Society Renovations - Payment towards Renovations | 22,000 |
| Community Facilities Renovations | 100,000 |
| Lamb & Potato Festival Renovation - Co-contribution Kitchen Upgrade | 25,000 |
| SES Guyra – Communications Improvements | 5,000 |
| Emergency Communications – Armidale Regional Council Satellite Phone Payment towards equipment number dependent on budget | 20,000 |
| NEW: Community Connectivity Assistance - provision for NFP community groups to stay connected through teleconference/ video equipment provisions (\$1,200 for 40 groups) Independently assessed | 60,000 |
| Women on the Land Events or substitute with something that will benefit Women on the Land | 20,000 |
| NEW: Armidale Street Art Additions | 20,000 |
| Guyra Street Art Additions - (to be added to Guyra Main Street Project) | 20,000 |
| Tree Safety Works | 50,000 |
| Armidale Golf Club Tree Work | 50,000 |
| Guyra Community 'The Hub' fit out building extension | 40,000 |
| Project Management for the Restoration of Damaged Infrastructure | 129,803 |
| Project Zero 30 - Project seed money | 25,000 |
| Support the recovery of local koala population | 30,000 |
| Business Community Facility Exchange - Transition of Building office space | 15,000 |
| Guyra Preschool Facility – new facility including expansion | 313,197 |
| Ben Lomond maintenance of Railway Station | 20,000 |
| Wards Mistake Progress Association (LAC) - Payment towards Children's play ground equipment | 15,000 |
| Ebor Community Group (LAC) – Village improvements | 60,000 |
| Wollomombi (LAC) – Payment towards Septic and toilet; playground | 180,000 |
| Lower Creek (LAC) Payment towards Multipurpose centre and park toilet block | 40,000 |
| LAC Skip bins to aid bushfire clean up | 15,000 |
| TOTAL Federal Bushfire Recovery Funding | 1,300,000 |

- b) Note the allocation of the State Drought Stimulus Funding is under review.**
- c) Note the original list of Projects & Activities for Bushfire Recovery & Drought stimulus funding was presented to Council under closed session on 22 April 2020 minute number 93/20 Item 20.1.**

Context

The Projects and Initiatives that were pursued with the Federally Funding bodies have had a change of emphasis to provide more direct benefit to the communities that experienced hardship as a result of the fires.

Certain Projects and Initiatives listed under the original State Drought Stimulus Funding Grant of \$900k are under review to ensure that they will be more appropriately distributed to the communities in need.

Summary of amendments to the Federal Bushfire Funding Grant \$1.3m

The resolved projects at Ordinary Council Meeting on 19 August 2020 were amended as follows:

| Federal Bushfire Funding | 19 August 2020 Resolution \$ | Amendments \$ |
|--|------------------------------|---------------|
| Business Continuity Plan | 50,000 | Reallocated |
| Drought & Bushfire Resilience Officer - Create a temporary role to support rural, remote and refugee communities | 150,000 | Reallocated |
| Business Hub Concierge – Create a temporary role to support business community and start ups including SME’s and new ventures refugee start-up | 150,000 | Reallocated |
| Support the recovery of local koala population | 10,000 | 20,000 |
| Ben Lomond maintenance Railway Station | | 20,000 |
| Wards Mistake Progress Association (LAC) - Payment towards Children’s play ground equipment | | 15,000 |
| Ebor Community Group (LAC) – Payment towards Ebor village improvements | | 60,000 |
| Wollomombi (LAC) – Payment towards toilet block (\$80,000) and children’s playground (\$100,000) | | 180,000 |
| Lower Creek (LAC) Payment towards kitchen for RFS shed (\$20,000) and community building project (\$20,000) | | 40,000 |
| LAC Skip bins to aid bushfire clean up | | 15,000 |

\$1.3 Million Federal Government Bushfire Recovery - Untied Funding

On 9 January 2020, the Prime Minister announced that all Council’s effected by the unprecedented bushfire emergency would be receiving an immediate payment of \$1M. A further announcement was made on the 12th February for an additional \$300,000.

These funds are untied and intended to be spent immediately on projects and activities that they deem essential for the recovery and renewal of their communities including:

- Rebuilding damaged or destroyed council assets such as key local roads, bridges, and community facilities;
- Employing additional local staff to take on specialist recovery or planning roles to help coordinate and plan the rebuilding effort;
- Hosting new public activities and events to bring communities together and attract visitors back to affected regions; and
- Immediate maintenance and repairs to relief and evacuation centres.

The only condition placed on councils is that they develop a Program of Works within three months and report back to the Commonwealth by February 2020.

Purpose

The purpose of this report is to note the changes made to the list approved at Council on 19 August 2020. The changes have been made based on both the input received by Council, Local Area Committees and assessment made on criteria around funding parameters and capacity to deliver item as outlined.

The draft list of projects has been provided at a Councillor briefing on 12 February 2020 and feedback was requested by 28 February 2020. The list was then circulated to the RGPAAC on the 26 March 2020 to provide input on by 30 March 2020. A report was put to Council at the Ordinary Council Meeting on the 22 April 2020. The adoption of the list was made on 19 August 2020.

Proposal, Research and Analysis

The local community has been affected with 12 houses and many more outbuildings being destroyed in recent bushfires along with the losses of stock, agricultural production and other assets.

The Bushfire Recovery funding offers a much needed opportunity to facilitate the flow of money through our local economies, generate local jobs, support local business and assist our community.

The full list of projects proposed far exceeded the federal funding allocation of \$1.3m. Whilst this still won't fund all initiatives that have been put forward a larger proportion of them can receive some form of financial support.

The list of initiatives for funding submissions was composed based on the feedback and input provided. Projects and Initiatives listed were also assessed based on a number of factors which included:

1. Confidence in Cost
2. Confidence in Scope
3. Bushfire Funding Criteria
4. Eligibility to Apply Drought Stimulus Funding

Projects were prioritised based on the funding criteria with emphasis placed in remote communities LACs and community based projects to provide some economic recovery initiatives, deliver and support community sponsorship along with provide the community with assistance grants aligning with the Operational Plan.

Community and Businesses were ranked as a second priority based on the economic stimulus and community connectedness. Third priority was given to projects and initiatives the augmented/ added to existing activities. Fourth priority considered was infrastructure that the Section 44 didn't cover.

Impact

The delivery of this grant has the following effects on the organisation:

- Financial – The continuing drought and resulting water crisis has significantly impacted the financial status of the organisation with reductions in water consumption impacting the income to the Water Reserve and the need to find alternative water sources incurring additional costs.
- Operational Plan – Council has limited capacity to deliver additional projects and any project proposed to be funded under this grant program must be able to be delivered within this existing capability to avoid delays.

Summary

The Projects and Initiatives which were applied for through the Federal Bushfire Recovery Funding \$1.3m have been amended and are to be noted and adopted by Council.

Item: 12.5 **Ref:** AINT/2020/30918
Title: Disaster / Emergency coordination **Container:** ARC19/3474
Author: Sally Schofield, Coordinator People and Community Services
Attachments: 1. Briefing Note - disaster / emergency coordination

RECOMMENDATION:

That Council:

- a) **Note the Briefing Paper – Disaster / Emergency Coordination.**
- b) **Appoint Sharn Woolnough as Deputy Local Emergency Management Officer.**
- c) **Note the establishment of an internal committee to review the plan, procedures and guidelines and its relationship to the Local Emergency Management Plan.**

Context

The relatively recent history of Council's LGA being impacted by drought, fire, flood and pandemic has required our reliance on documents and processes that have previously not had to be enacted.

The disaster/emergency situations have highlighted gaps in, or the absence of plans and/or processes that are aimed at providing guidance and assurance during emergencies and natural disasters.

These include:

- Armidale Regional Council Local Government Area Emergency Management Plan.
- Armidale Regional Council Business Continuity Plan. .
- Armidale Regional Council Pollution Incident Response Management plan.

Significant elements include:

- The Emergency Management Plan requires development and inclusion of information that is specific to incidents that may impact the rural communities in our region, places of safety etc.
- Key personnel within the organisation need to be identified, by role, to assist in the development, action and response via an internal committee.
- Internal lines of communication and communication channels through all levels of the organisation need to be addressed, defined and publicised within the organisation and
- Procedures to review and amend actions undertaken during significant events that may alter actions in future events.

These elements were repeatedly referenced in debriefs following the disasters however to date no formal process has been undertaken to ensure positives are celebrated and negatives are ameliorated.

Reflection and review of Emergency Management Plans and the development of Covid-19 response plans have been raised at the Local Emergency Management Committee and templates have been provided for the latter through the Regional Emergency Management Officer.

Purpose

The purpose of the committee will be to establish a centralised point for all matters of disaster or emergency management to be collated and reported back to the Executive and Council.

The purpose of revised and/or developed documents/plan/guidelines is to provide clear and appropriate steps to be taken should a disaster or emergency impact one or more locations within the LGA.

Collectively these elements will provide a clear and concise, easy to follow processes for staff to assist the community and for the community to understand the roles of different stakeholders in response and recovery.

Proposal, Research and Analysis

The current bushfire season is active as of 1 August 2020. The first bushfire disaster was declared on 5 September 2019. Engagement at all levels of emergency management remains ongoing from the 2019 fire season and recovery has suffered major setbacks due to the global pandemic.

To establish the 'Emergency Coordination Team' recommended members:

- Local Emergency Management Officer (LEMO) – Ned Mozzell
- Deputy Local Emergency Management Officer (dLEMO) – Sharn Woolnough
- Emergency Information Coordination (Agencies) – Belinda Ackling
- People & Community Services – Sally Schofield
- Communications – vacant
- Finance, report, acquittal – vacant

To develop internal reporting loop guidelines for disaster situations - to identify resources, plans and processes that will provide clarity of purpose and function including:

Emergency Management Plan (EMPlan) and Pollution Incident Response Management Plan (PIRMP); information will be included to reflect a greater range of potential disasters and provide information for specific areas in the LGA based on location, resources etc.

Business Continuity Plan (BCP); reviewed, amended and expanded to include service interruption to Council facilities and assets including water, waste and personnel the need for which has been highlighted by drought and pandemic.

Impact

Financial: Staff resourcing or outsourcing will be required to develop comprehensive, appropriate plans.

Alignment with Council's Community Strategic Plan, Delivery Program and Operational Plan:

- E1 of the Community Strategic Plan – Environment
- E1.3 of the Delivery Program – Community Work with local emergency management agencies and committees to plan for the management of natural disasters
 - Operational plan item - Review current Business Continuity Plan in response to bushfires, drought and COVID-19
 - Fund a temporary 12 month Drought and Resilience Officer to support local communities and agencies

- Accessing the previous EMPlan during the Bees Nest bushfire when we were threatened with potentially evacuating Guyra displayed how inadequate the plan was for that community. There is currently no mention of villages in the EMPlan.
- The EMPlan once developed will be submitted to Council before being tabled at the Local Emergency Management Meeting. Once endorsed at that Level it is taken to the Regional Emergency Management Committee and reviewed, adopted or returned for review. The Pollution Incident Response management plan is governed by the Protection of the Environment Operations Act 1997.

Summary

Functional, comprehensive and clear plans make disaster response and recovery a more efficient process in challenging times. A dedicated group of engaged staff to focus on practical documents to overcome issues or ameliorate potential problems is essential to disaster leadership. Clear Council policies and procedures are essential for organisational efficacy; supporting response and recovery agencies and serving the community.

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|---------------------|---|------------------------------|
| Item: | 12.6 | Ref: AINT/2020/30969 |
| Title: | Naming of children's park - Aboriginal naming | Container: ARC16/0605 |
| Author: | Sally Schofield, Coordinator People and Community Services | |
| Attachments: | 1. File Note Armidale Regional Aboriginal Advisory Committee 2. Minutes - Armidale Regional Aboriginal Advisory Committee - 26 August 2020 | |

RECOMMENDATION:

That Council defers the naming of the new children's playground until further consultation with the Aboriginal community is undertaken.

Context

The Community were invited to participate in a survey in February and March 2020 to assist in determining a name for the new Curtis Park Playground Amenities currently under construction.

Prior to the survey, research and consultation was undertaken between Council Officers, Council's Aboriginal Community Development Officer and the Aboriginal Lands Council in relation to the Aboriginal language names which are currently included in Council's Local Roads and Place Naming Policy.

A selection of Aboriginal names from both the Anaiwan and Gumbaynggirr languages were listed within the survey, for which the community were invited to vote on.

The results of the community survey were presented to the Armidale Regional Advisory Committee meeting on 26 August 2020. During this meeting some concerns were raised by community members about the process of consultation and its effectiveness in engaging the Aboriginal Community.

Following the Committee meeting on the 26 August 2020, Committee members also cited concerns about Committee meeting proceedings in relation to the voting process undertaken at the August 2020 Committee Meeting.

Purpose

To defer the proposed naming of the children's playground at Curtis Park and ensure that community consultation is undertaken in an inclusive and culturally sensitive way.

Proposal, Research and Analysis

L1 Community Engagement – The community is engaged and has access to local representation.

L1.1. Develop and deliver an engagement strategy to ensure effective engagement with the community and provide opportunities for participation in decision making where appropriate.

L1.2 Promote a wide variety of engagement methods, with a mixture of traditional and online mediums, to ensure the whole community can easily share their opinion and participate in community engagement activities.

Impact

Without further consultation with the Aboriginal community it will be difficult to reach consensus on the naming of the children's playground.

Summary

Due to Covid-19 there were limited engagement opportunities to ensure the Aboriginal community could share their opinion on the naming of the children's park. There is no consensus in the Aboriginal community in relation to traditional ownership which impacts on place naming. The Armidale Regional Aboriginal Advisory Committee was not in a position to vote on the agenda item based on the Terms of Reference. Therefore it is recommended that a decision be deferred until it is appropriate to do so.

Item: 16.1 **Ref:** AINT/2020/29639
Title: Minutes - Arts, Cultural & Heritage Committee 20 August 2020
Container: ARC16/0217
Author: Hayley Ward, Interim Museum Team Leader
Attachments: 1. Minutes - Arts, Cultural and Heritage Advisory Committee - 20 August 2020

RECOMMENDATION:

That the Minutes of the Arts, Cultural & Heritage Committee meeting held on 20 August 2020 be noted and the following recommendations endorsed:

- a) **That committee members consider a Draft Cultural Tourism Strategic Plan 2020 – 2022 after further inclusion from the Aboriginal community and ARC Tourism staff officers.**
- b) **That the Acting General Manager be invited to the next ACHAC meeting to further discuss the allocation of funds for a Creative Arts Small Grant.**

Item: 16.2 **Ref:** AINT/2020/30774
Title: Minutes - Regional Growth and Place Activation Peak Advisory
Committee - 7 August 2020 **Container:** ARC19/3530
Author: Scot MacDonald, Director Businesses and Services
Attachments: 1. Minutes - Regional Growth and Place Activation Peak Advisory
Committee - 07 August 2020

RECOMMENDATION:

That the Minutes of the Regional Growth and Place Activation Peak Advisory Committee meeting held on 7 August 2020 be noted.

Summary

- Terms of Reference to have a further review.
- Presentation on the branding of the Airport Business Park.
- Presentation on the branding of the Business Hub.
- Update on the Disaster Recovery Funding Grant.
- Update on employment in the region.

Item: 16.3 **Ref:** AINT/2020/30834
Title: Minutes - Traffic Advisory Committee meeting held 8th September 2020 **Container:** ARC16/0168-5
Author: Belinda Ackling, Personal Assistant
Attachments: 1. Minutes - Traffic Advisory Committee - 01 September 2020

RECOMMENDATION:

That the Minutes of the Traffic Advisory Committee meeting held on 8th September 2020 be noted and endorsed.

- a) **That approval be granted for the routes provided by the Armidale Triathlon Club Wednesday 18th September 2020 and concludes 21st March 2021, consisting of a cycle course from The Armidale School grounds via the southern gate into Kennedy St, left turn into Kentucky Street, right turn into Long Swamp Road then proceeding out along Long Swamp Road, returning to the school via the same route, and then followed by laps around The Armidale School, be approved in accordance with the submitted Transport Management Plan.**
- b) **That the actions relating to the off street parking area and the monitoring of the Donnelly Street school zone be placed on hold until works at O'Connor Catholic College are completed.**
- c) **That Council endorse the restriction of "Light 4 wheel Drive only vehicles" on the Kempsey Road between Raspberry Rd and Five Day Creek.**
- d) **That the No Stopping be extending west 25m on the northern side of the Donnelly, Faulkner Street intersection to provide a clear line of sight.**
- e) **That the request to consider adjusting the 100km zone on Bundarra Road be referred to TfNSW for investigation.**
- f) **That the No Stopping on the east side on Taylor Street leg of the intersection with Dumaresq Streets be extended by 10m.**
- g) **That a number of visual enhancements be undertaken at the Queen Elizabeth Drive pedestrian crossing.**
 - i. **That "Stop and Look" stickers be installed at either end of the pedestrian crossing.**
 - ii. **That the pedestrian crossing and associated zigzags be repainted in thermo plastic.**
 - iii. **That the pedestrian blisters be highlighted to provide a better visual.**

Item: 16.4 **Ref:** AINT/2020/30937
Title: Minutes - Armidale Regional Aboriginal Advisory Meeting **Container:**
ARC16/0605
Author: Sally Schofield, Coordinator People and Community Services
Attachments: 1. Minutes - Armidale Regional Aboriginal Advisory Committee - 26
August 2020

RECOMMENDATION:

That the Minutes of the Armidale Regional Aboriginal Advisory Committee meeting held on 26 August 2020 be noted.

Item: 16.5 **Ref:** AINT/2020/30869
Title: Minutes - New England Weeds Authority **Container:** ARC16/0463-2
Author: Stacey Drew, Executive Policy Advisor
Attachments: 1. New England Weeds Authority Draft Minutes August 2020

RECOMMENDATION:

That Council note the Minutes of the New England Weeds Authority meeting held on 25 August 2020.

Context:

New England Tablelands (Noxious Plants) County Council (trading as New England Weeds Authority) is a single purpose Council which is a Local Control Authority for priority and invasive weeds under the NSW Biosecurity Act, 2015. The County Council's governance is in accordance with the Local Government Act 1993 (LGA 1993) with the County Council first proclaimed in 1947.

The present area of operation of NEWA is the local government areas of Armidale Regional, Walcha, Uralla Shire, and Glen Innes Severn (under MOU).

Armidale Regional Council pays an annual contribution to NEWA to complete Council's obligations under the Biosecurity Act 2015. The Authority rents office and depot space from Council.

The minutes of the meeting held 25 August 2020 are presented for noting by Council.