



BUSINESS PAPER

ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 24 February 2021
4pm

at

Armidale Council Chamber

Members

Councillor Ian Tiley (Mayor)
Councillor Debra O'Brien (Deputy Mayor)
Councillor Peter Bailey
Councillor Jon Galletly
Councillor Andrew Murat
Councillor Margaret O'Connor
Councillor Dorothy Robinson

AGENDA

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20.1 Land Portfolio Divestment Strategy

As this report deals with commercial information of a confidential nature which, if disclosed, confers a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c) of the Local Government Act 1993). Council closes the meeting, in accordance with Council's Code of Meeting Practice, as consideration of this matter in open Council would be contrary to the public interest.

20.2 Armidale Regional Airport tender for Airside Works Stage 01

As this report deals with commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it (Section 10A(2)(d)(i) of the Local Government Act 1993). Council closes part of this meeting, in accordance with Council's Code of Meeting Practice, as consideration of this matter in open Council would be contrary to the public interest.

21 Close of Ordinary Meeting

Item:	0.0	Ref: AINT/2021/03480
Title:	Mayoral Minute: Sustainable Saumarez Homestead Tourism Project	
	Container: ARC16/0025	
Author:	Ian Tiley, Mayor	
Attachments:	Nil	

1. Purpose

This Minute is designed to inform Councillors and the community of the recent history of the Sustainable Saumarez Homestead Tourism Project (SSHTP), to note the status of Council's current support for the project, and to gain support from Council to lobby the National Trust of Australia (NTA) to expedite this important project. Conserving and celebrating Saumarez homestead and its rich history is widely supported in our region and well beyond.

RECOMMENDATION:

- a. Notes that its commitment to a road access funding co-contribution for the SSHTP remains in place and will be subject to consideration in the 2021-22 draft budget.**
- b. Notes the recent history of the project.**
- c. Make representations to the NTA (NSW) and its State and Federal Parliamentary Representatives AND Infrastructure NSW for the Project to be expedited without further delay for the mutual benefit of the Armidale region and the NTA.**

Background

By resolution 262/17 it was resolved "That Council approve the proposed co-contribution of \$730,000 towards the total funding of \$2.7 million (Total Project Cost) for the Saumarez Homestead Sustainable Tourism Project through a joint application with National Trust of Australia (NSW) to the Regional Growth – Environment and Tourism Fund.

Council agreed to commit to a funding co-contribution of \$680k to upgrade the 850m of Saumarez Road so that the road could be suitable for coach and truck tare weights. The first component of the SSHTP was a Conservation Management Plan (CMP), planning approvals and the roadworks, all to be funded by Council (\$730k). To date Council has completed the CMP and preliminary works at a cost of approximately \$80k.

The commitment of Council has not been rescinded and therefore remains in place. The General Manager has advised that this item is included in the 2021-22 draft budget for Council's consideration.

The Contract notes a partnership between NTA – NSW and Council with ARC the principal contracting party with NSW State Treasury under the Restart NSW Fund Act. Components 2 and 3 of the SSHTP are:

2. Interpretation and Solar Power in two parts and funded by NTA (NSW) and other sources \$200k and
3. All other works funded by the NSW Treasurer acting for and on behalf of the Crown \$1.777m.

Current Situation

On 17 December 2020, by email, the former Saumarez Manager Les Davis expressed his frustration at the NTA's "inability to make decisions and move forward". He advised that the

major components of the SSHTP, namely the accommodation units and camping ground had yet to have a decision made on the final composition of those components. And no final plans had been produced. He advised that to date none of the grant funds (components 2 and 3) had been expended. He expressed his frustration at the repetitive reviews and procrastination.

On 3 December 2020 the Acting General Manager Mr Rayner, wrote to the Chair of the NTA (NSW) conveying Council's concerns about the NTA's capacity to deliver the SSHTP. It was noted that there had been protracted delays over two years since a NSW State Deed of Grant for \$1.77M was contracted in October 2018. Project progress reports have been received intermittently from NTA NSW over the past two years and the original timelines have at least twice been extended.

Mr Rayner also conveyed Council concerns that NTA-NSW may not have the capacity to deliver this important project. He also indicated that Council, after receiving further important information from NTA NSW, would determine whether to continue its commitments under the Restart NSW Funding Deed.

On 11 December 2020, NTA-NSW responded to Mr Rayner's submission and expressed regret for delays that had been experienced. The writer, Mr Neil Wykes, President NTA-NSW explained various matters relating to land and structure acquisition from a neighbour, issues concerning the contract with the construction, an updated review of the Business Case, planning approvals (Heritage office), and an updated program of works and cash flow.

Mr Wykes concluded by stating that the NTA was committed to delivering the SSHTP. However unfortunately did not indicate when the Project might commence.

Cr I Tiley

4th February 2021

Item:	8.2	Ref: AINT/2021/03675
Title:	Mayoral Minute: Freedom of the City of Armidale - Development of a Council Policy	Container: ARC16/0025
Author:	Ian Tiley, Mayor	
Attachments:	Nil	

1. Purpose

The intent of the Minute is to request the General Manager to prepare, when time permits, a draft policy on the awarding of Freedom of the City of Armidale (or Guyra town) (or Keys to the City/town) for the Council's consideration and endorsement in due course.

RECOMMENDATION:

That Council request the General Manager to prepare a draft 'Freedom of the City/Town policy for consideration.

During 2019 a prominent Armidale citizen was nominated for the high honour of Freedom of the City. In 2020 a further approach was made to the Interim Administrator. On neither occasion was the matter progressed. This would be a different and special award bestowed on someone who over many years has been significantly recognised for their outstanding contribution to their community.

Freemen of the City commenced in London and other cities in England and had been observed for centuries. The privileges which would attach to the conferment of the Freedom of the City of Armidale, for example, would not be material in nature but rather would be a tangible expression of the appreciation of the civic authorities on behalf of the city, coupled with the conferment of an honour which would not be lightly given.

It is instructive, even fascinating that on 2 June 2075, Armidale City Council determined guidelines for future assessments of Freemen: -

1. All discussions on submissions for conferment to be in Committee in Private and without previous reference to any other person.
2. Period of residence in the City to be at least 10 years.
3. Social and moral standards to be exemplary.
4. Substantial service to the community beyond their accepted responsibilities of a citizen for a maximum of ten years (and beyond their job responsibility). Such service to represent a significant and comparative sacrifice.
5. Deeds which would reflect great credit on the city whether these be performed on a State, National and International level
6. Achievement of outstanding international significance.

From 1954 to 1988, Freemen of Armidale City have been awarded to Rt Rev. John Stoward Moyes, General Sir John Nothcott, Hon. David Henry Drummond, Roy Leslie Blake, Sir Robert Bowden Madgwick, Most Rev. James Darcy Freeman, Hon. Davis Hughes, Dr. E. M. Kent Hughes, Ald Kenneth Jones, 12/16th Hunter River Lancers and Rev Henry Joseph Kennedy. It is

understood that the last recipient of Freedom of the City of Armidale was Dr Lionel Gilbert OAM in 2001.

Armidale City Council also had an Honour Roll of Benefactors which comprised Howard Hinton, Francis J. White, James A. Glass, Mary F. White and Ella V. Hickson. I trust that the foregoing information will be of some interest. Regrettably, recognition of outstanding women in the past was minimal.

Cr Ian Tiley

5th February 2021

Item:	8.3	Ref: AINT/2021/03678
Title:	Mayoral Minute: New England Renewable Energy Zone (REZ) - Preparation of a Council Policy	Container: ARC16/0025
Author:	Ian Tiley, Mayor	
Attachments:	Nil	

1. Purpose

This Minute proposes that Council should develop an appropriate policy to be in readiness to address the implementation of the State Government endorsed New England Renewable Energy Zone. The Minute recommends that Council request the General Manager to prepare a suitable policy for Councils consideration and endorsement. It will be important for Council to be well positioned for the eventual REZ rollout.

RECOMMENDATION:

That Council request the General Manager to develop a Renewable Energy Zone policy for Council's consideration and endorsement and in readiness for the implementation of the New England REZ.

Renewable Energy Zones (REZs) have been defined as, effectively, modern-day power stations. They combine renewable energy generation such as wind and solar, storage such as batteries, and high-voltage poles and wires to deliver energy to the homes, businesses and industries.

The NSW Government's Electricity Strategy and Electricity Infrastructure Roadmap sets out a plan to deliver Renewable Energy Zones (REZ) in the State's Central-West Orana, New England and South-West regions. This builds on the NSW Transmission Infrastructure Strategy and supports the implementation of the Australian Energy Market Operator's Integrated System Plan. Further REZs will also be developed in the Hunter-Central Coast and Illawarra regions of NSW.

The REZs will play a vital role in delivering affordable energy generation to help replace the State's existing power stations as they close over the coming decades. The REZs in the Central-West Orana, New England and South-West regions of NSW alone will unlock a significant pipeline of large-scale renewable energy and storage projects, while supporting up to \$20.7 billion of private sector investment in our regions and over 5,000 construction jobs at their peak. The NSW Transmission Infrastructure Strategy, released in 2018, identified the Central-West Orana, New England and South West regions as priority locations for REZs. These locations benefit from exceptional energy resources including wind, solar and hydro and are relatively close to existing grid infrastructure. They also have reduced environmental, heritage and land use constraints, and benefit from existing investment interest from the private-sector.

The NSW Government has committed to investing \$78.9 million to support the development of the New England REZ, which will become over time an 8000-megawatt zone. Establishing the Zones will take several years to plan, design and build and will be delivered in stages. In the New England REZ, there is estimated to be approximately \$12.7 billion in private sector investment with 2000 construction jobs and 1300 ongoing jobs.

By developing a policy position Council will demonstrate leadership as well as potentially being able to negotiate significant energy savings costs for the Council and ratepayers. It will also be

able to be involved in creation of a renewable energy jobs platform and coordinate regional socio-economic benefits.

As part of the process of preparation of a suitable policy, Council could engage with Councils located in the footprints of the other REZs across NSW. This would also be a matter which could be addressed by NEJO Councils. Council could also be part of an intended regional reference group to guide engagement with the local community, landowners and interested stakeholders.

Cr Ian Tiley
5th February 2021

Item:	8.4	Ref: AINT/2021/05097
Title:	Mayoral Minute: The Future of UNE Heritage Centre and Regional Archives	Container: ARC16/0025
Author:	Ian Tiley, Mayor	
Attachments:	Nil	

1. Purpose

The intent of this minute is to raise awareness of the current review of the UNE Heritage Centre and Regional Archives and to seek the support of all the Councils serviced by the Centre to its long-term retention.

Council's formal support to recognising the Centre's importance to Northern NSW is sought, together with support in facilitating broader community and user consultation about the Centre's role to involve UNE, and support in examining ways to maximise the benefits offered by the Centre.

RECOMMENDATION:

That Council:

- a. Seek the support of all Councils serviced by the UNE Heritage Centre and Regional Archives to its long-term retention.**
- b. Acquaint the member Councils of the New England Joint Organisation with the particulars of this matter and seek JO support to retention of the Centre.**
- c. Signify its support in recognising the importance of the Centre to Northern NSW.**
- d. Support broader community and user consultation about the Centre's role and examine ways of maximizing benefits offered by the Centre.**

Background

The review of the UNE Heritage Centre has been occurring for over 18 months. The Centre is operated and staffed by UNE, which has total control of the facility.

During 2020 the remaining staff of the Centre applied for and received voluntary redundancy. The loss of trained archivists should be a matter of concern. The priority of the Centre was always the UNE administrative archives. Volunteers have supported the Centre staff over many years and users of the Centre have enjoyed an exceptional level of access to resources.

On 22 January 2021, the General Manager, Ms Hayley Ward and Mayor met with the Convenor, Heritage Centre Special Purpose Group Mr Jim Belshaw and group members, Maria Hitchcock, John Atchison and Bill Oates regarding the future of the UNE Heritage Centre and Regional Archives. Mr Belshaw will speak to Council on this Minute at the Have Your Say segment of the Council meeting.

This group was initially formed from the Armidale and District Historical Society and the Armidale Family History Group. Its objective was to facilitate discussion with UNE and other stakeholders about future directions for the Centre.

The Centre dates back to the 1940's when the then New England University College began collecting records for research purposes and to document the history and culture of Northern NSW. The Centre has grown into an archive of national, state regional and local importance. It includes council records from Moree in the west, to Tenterfield on the north to Clarence Valley in the east, as well as major collections of organisations and family records.

In state archival terms, both the University of Newcastle and Newcastle City Council are official regional repositories covering Newcastle and the Lower Hunter. The Heritage Centre is the sole official repository north from this point.

The first objective of the Heritage Centre Group has been to keep the Centre doors open during UNE restructuring. UNE has advised that the lease on the existing building has been extended to March 2022 and that the Centre will continue to be open to the public until that time. The second Group objective is the development of a longer-term plan for the Centre, which would attract broad support from Armidale and all of Northern NSW. The Group views this as not just an Armidale issue while a core concern was the degree of security and certainty. The Group is focused on the reinstatement of the Centre as a major Northern NSW resource. This Mayoral minute is designed to affirm the Resource Centre's importance, to propose working with other Northern councils to facilitate discussion on the Centre, and to support the Centre in articulating and maximizing the benefits it offers.

There is a need to engage with UNE and to secure its involvement to attempt to align the Vice Chancellor's vision for the Centre with the Groups objectives. UNE is currently reviewing the Centre's future. The Group is also to approach Adam Marshall MP to explore possible State Government support.

The Group is seeking Council's support in officially recognizing the Centre's importance to Northern NSW in cultural, social and economic terms. Support is also sought in facilitating broader community and user consultation about the Centre's role to involve UNE, on the understanding that the issues are broader in scope than Armidale alone. Thirdly, support is sought in examining ways to maximise the benefits offered by the Centre.

Council in its advocacy role should in my view engage to do whatever possible to retain this important facility.

Cr Ian Tiley

17 February 2021

Item:	9.1	Ref: AINT/2021/04516
Title:	Legal Services Panel - Tender Evaluation	Container: ARC16/0025
Author:	Ian Tiley, Mayor	
Attachments:	Nil	

Summary/Introduction:

This report seeks Council's approval to rescind a minute from a previous Council Meeting.

Report:

Subject: Item 17.3 Legal Services Panel - Tender Evaluation

The undersigned Councillors move that minute number 53/21 from the Council Meeting held 27 January 2021 be rescinded.

The Minute read:

That Council go to fresh tenders and in the interim retain its existing legal advice.

An alternative motion is proposed:

That Council:

- a. **Appoint the tenderers listed under each Category to the Legal Services panel contract for the 3 year period 1 February 2021 to 31 January 2024.**
- b. **Allow provision for an option to extend the contract for a further two years subject to satisfactory performance.**
- c. **That the General Manager be delegated authority to sign appropriate enabling documentation on Council's behalf.**

Councillor Ian Tiley

Councillor Andrew Murat

Councillor Jon Galletly

Item:	10.1	Ref: AINT/2021/04646
Title:	Armidale Airside Business Park	Container: ARC16/0025
Author:	Andrew Murat, Councillor	
Attachments:	Nil	

I hereby give notice of my intention to move the following motion at the Ordinary Council to be held on 24 February 2021.

- a. **That funds from the sale of the Service Centre lot be used to complete the road from the roundabout to the terminal and develop at least one cul-de-sac of the airside part of the development.**
- b. **That all airside blocks adjoining the proposed Waller Avenue be developed as the next stage.**
- c. **That matching funding be sought for this work.**
- d. **That all necessary steps be taken to place the proposed motel site on the market. Because of interest in the property, it be sold by an EIO, Tender process or Public Auction as determined by the marketing agent and the General manager to achieve the best market value.**

Cr Andrew Murat

15 February 2021

Background Support Information:

No airside blocks were developed in stage one of the developments as originally planned. The motel site was removed from sale because it was “of strategic importance for the airport”. There is no evidence or research to support this. It should therefore be zoned correctly and placed on the market.

There has been enquiries for these blocks which will create jobs, business growth and tourist development.

The sales will also generate much needed income for Council that can be used to further developed the airport, reduce stress on the budget and retain existing staff.

Known Legal Implications:

(Questions to consider: Are there any known legal implications? Is this motion contrary to any legislation governing Council?)

Unknown

Budget Implications:

(Questions to consider: Is there an existing budget allocation? Does this require a new budget allocation? How is it proposed this be funded?)

Costs to market and sell the sites. Development cost for the blocks and road.

Improved bottom line in the budget from the land sales.

All this is covered by the sale of the Service center block which will cover the costs of development as the money is ring fenced and marketing as covered in the motion past last month.

Strategic Implications:

(Questions to consider: Is there a conflict with Council's current strategic direction? Is this a new strategic direction?)

This supports Council's current economic development plan in developing business and tourism in the region.

Policy Implications:

(Questions to consider: Is there a conflict with any existing policy position of council? Does this require a new policy direction?)

No.

Name of Councillor: Andrew Murat_____

Pages of discussion points are/are not attached (number of pages if attached) Nil_____

General Manager's Comment

In order to complete road from the roundabout to the terminal the following items would need to be actioned at considerable cost:

- a. Construct the sewer pump station and rising main.
- b. Gravity sewer mains from the pump station location to whatever land is developed.
- c. Address the relocation of Saumarez Road through the subdivision.

Currently the funds from land sales have been earmarked for legislative compliance, DA requirements and stage 2 preliminary works in addition to the Council resolution of 27 January that set aside up to 3% for marketing and sales. This should remain as the priority expenditure for land proceeds.

Whilst the design work for Stages 2 and 3 is underway it is suggested that the development of the culdesacs to create the airside blocks at one time is not an efficient use of cashflow and demand management as it will require significant capital outlay for as yet unclear demand for these lots.

It is recommended that lots are released progressively to ensure highest possible return on investment in line with likely demand.

As for all projects, Council will actively monitor funding and grant opportunities and seek to lodge applications where relevant and applicable.

The development of the motel site is contingent on the construction of a sewerage pumping station which is part of the Stage 2 development, likely to be finalised next financial year. Negotiations for sale could commence at any time however enhanced development of the lot may contribute to increased sale price and therefore return to ratepayer. Consequently, it is recommended that the release of this site to the market is delayed until works are finalised.

Item:	10.2	Ref: AINT/2021/04649
Title:	Australian Transport Museum	Container: ARC16/0025
Author:	Andrew Murat, Councillor	
Attachments:	Nil	

I hereby give notice of my intention to move the following motion at the Ordinary Council to be held on 24 February 2021.

That Council:

- a. **Fill the two vacant directors positions that it holds on the board of the Australian Transport Museum.**
- b. **That one position be a staff member and the other position be filled by a Councillor.**
- c. **That council accept the museums offer to provide space to establish a tourist information centre in the foyer of the museum. This is at no cost to council in acknowledgement of council's contribution of the land.**

Cr Andrew Murat

15 February 2021

Background Support Information:

As stated at the January meeting of Council, the Council was instrumental in the establishment of the Australian Transport Museum and has two unfilled positions on the board.

There has to my knowledge never been a motion for Council to remove itself from the board. Therefore Council need to either fill these positions or put a motion to legally remove itself from the board.

Known Legal Implications:

(Questions to consider: Are there any known legal implications? Is this motion contrary to any legislation governing Council?)

Unknown

Budget Implications:

(Questions to consider: Is there an existing budget allocation? Does this require a new budget allocation? How is it proposed this be funded?)

The cost of display stands. Staffing by volunteers as per existing VIC.

Strategic Implications:

(Questions to consider: Is there a conflict with Council's current strategic direction? Is this a new strategic direction?)

This supports Councils current economic development plan in developing tourism in the region.

Policy Implications:

(Questions to consider: Is there a conflict with any existing policy position of council? Does this require a new policy direction?)

This supports Councils current economic development plan in developing tourism in the region.

Name of Councillor: Andrew Murat _____

Pages of discussion points are/are not attached (number of pages if attached) Nil _____

General Manager's Comment

In relation to Cr Murat's notice of motion, please see the points described in 1 and 2 that will assist ARC through the process. Should council wish to support the NoM, It is highly recommended that these points be incorporated into any motion so moved.

1. Armidale Regional Council will propose two Directors for the vacant Board positions on Australian Transport Museum. In advance, Council will seek advice that probity, conflicts of interest and regulatory responsibilities can be appropriately managed. Council will also confirm there will be no financial risk to ARC if it assumes these roles.
2. Subject to the advise as described in 1, Council will call for nominations from Councillors and staff to be appointed to the Board of The Australian Transport Museum.
3. Council agrees there is value to Council in having a tourist information presence at the proposed Transport Museum. A suitable MoU will be prepared when the Museum is operational.
4. Subject to the financial feasibility and mutually agreed cost-sharing arrangements, Council seeks to establish a MoU with the Board of The Australian Transport Museum for the purpose of providing a tourism information outlet.

Item: 10.3

Ref: AINT/2021/04732

Title: Reinstating Water Savings Rebates

Container: ARC16/0025

Author: Dorothy Robinson, Councillor

Attachments: Nil

I hereby give notice of my intention to move the following motion at the Ordinary Council to be held on 24 February 2021.

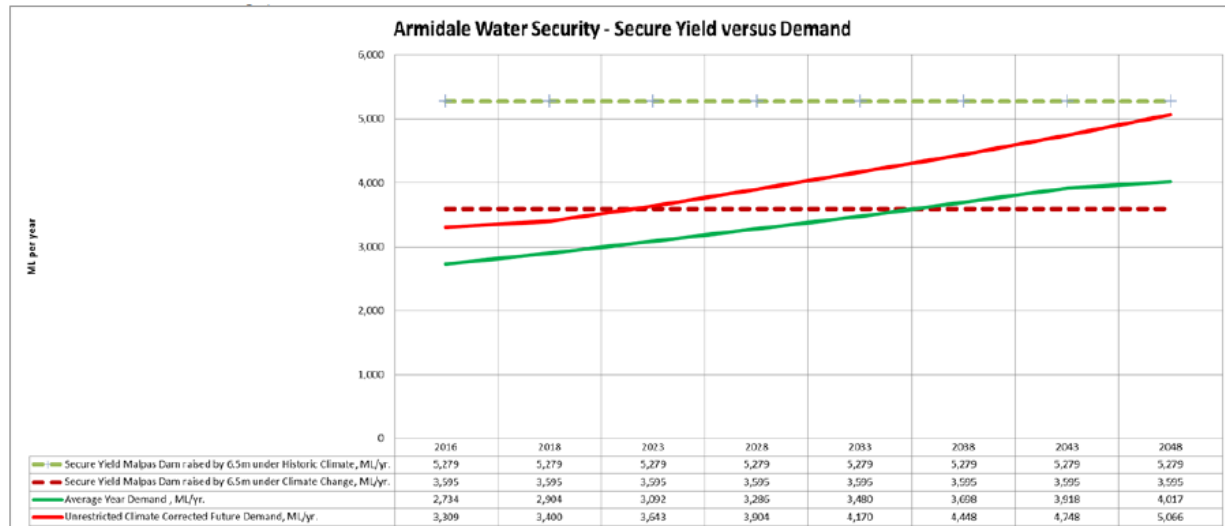
That council considers the costs and benefits of reinstating the water saving rebates in the current financial year, e.g by considering the issue at the March Ordinary Council Meeting.

Cr Dorothy Robinson

16 February 2021

Background Support Information:

The graph below suggests that it would be wise to encourage residents to save water, and that subsidies for water saving measures might benefit the entire community. Council should therefore consider this option and indeed whether it could be implemented before the end of the financial year.



Note: Secure yield assessment include Malpas, Puddledock and Guyra dams and Environment Release being stopped when Malpas gets to 6746ML (equivalent of 55% of existing), ML/year.

Known Legal Implications:

(Questions to consider: Are there any known legal implications? Is this motion contrary to any legislation governing Council?)

Budget Implications:

(Questions to consider: Is there an existing budget allocation? Does this require a new budget allocation? How is it proposed this be funded?)

Strategic Implications:

(Questions to consider: Is there a conflict with Council's current strategic direction? Is this a new strategic direction?)

No conflict to considering this issue.

Policy Implications:

(Questions to consider: Is there a conflict with any existing policy position of council? Does this require a new policy direction?)

No

Name of Councillor: _____

Pages of discussion points are not attached (number of pages if attached) _____

General Manager's Comment

As per my discussions with Cr Robinson, an approach such as this requires significant investigation as to budgetary impact and any intended or unintended consequences such a decision might have. It will also require extensive consultation with the community. Given the stage of the financial year we are currently in, along with the heavy workloads currently being experienced by the finance team arranging quarterly reviews, preparing for interim audits, preparing draft budgets and then the communications team organisation and arranging the plethora of council engagements, events, councillor tours etc. the requirement to have to perform this process means something else will have to slip. Consideration of this approach should be referred to the 2021/22 draft budget for further dissection.

Item:	10.4	Ref: AINT/2021/04712
Title:	Regional Marketing Fund	Container: ARC16/0025
Author:	Peter Bailey, Councillor	
Attachments:	Nil	

I hereby give notice of my intention to move the following motion at the Ordinary Council to be held on 24 February 2021.

- a. **That Armidale Regional Council move to create a Regional Marketing Fund in partnership with the business and government sectors with a Council budget contribution of \$100,000 to be matched dollar for dollar by those sectors.**
- b. **That funds can only be expended when matching dollars are contributed by Business and Government sectors.**
- c. **That the fund be managed by the Regional Growth Committee of ARC.**

Cr Peter Bailey

16 February 2021

Background Support Information:

At a time where ARC's Budget is under severe strain we need to find a way for a significant fund to be created to ensure that we can market the Airside Park and promote significant opportunities on offer in our region. With Regional NSW on a growth curve caused by COVID-19 we need to build our profile to ensure relocations of families and businesses at least consider Armidale as a place to live, work and indeed play. The fund should also be used to increase our profile in the booming tourism market as today's tourist is tomorrow's relocation.

At a time where many regional cities are reporting stronger enquire and growth we need to find a way to at least be on the map.

If by chance the business and government sectors contribute less than \$100,000 ARC's investment will be reduced.

We know from past experience when we ran the promotional functions at Parliament House that the response from our attendees was very strong with strong interest and enquiry.

Known Legal Implications:

(Questions to consider: Are there any known legal implications? Is this motion contrary to any legislation governing Council?)

Allowing the Regional Growth Committee to make financial commitments from the Regional Marketing Fund would probably need approval from the full ARC meeting.

Budget Implications:

(Questions to consider: Is there an existing budget allocation? Does this require a new budget allocation? How is it proposed this be funded?)

The proposal is to redirect funds in the Economic Development and Marketing area (\$100,000) to the Regional Marketing Fund in actual fact it should provide a larger fund to promote and profile the Armidale Region.

Strategic Implications:

(Questions to consider: Is there a conflict with Council's current strategic direction? Is this a new strategic direction?)

No.

Policy Implications:

(Questions to consider: Is there a conflict with any existing policy position of council? Does this require a new policy direction?)

Not that I am aware of.

Name of Councillor: Peter Bailey_____

Pages of discussion points are not attached (number of pages if attached)_____

General Manager's Comment

The establishment of regional marketing fund for the stated purpose of promoting the Airside Business Park may be in conflict with ARC resolution ARC17/1499 from the 27 January 2021 ordinary meeting of council where it was resolved at part (d) to apportion up to 3% of future net sales proceeds to sales and marketing. Notwithstanding, I would respectfully suggest this matter be considered as part of the draft 2021/22 budget deliberations where it can be balanced against the many other priorities facing ARC including compliance with the Performance Improvement Order (PIO).

Item:	10.5	Ref: AINT/2021/04713
Title:	Water Rates	Container: ARC16/0025
Author:	Peter Bailey, Councillor	
Attachments:	Nil	

I hereby give notice of my intention to move the following motion at the Ordinary Council to be held on 24 February 2021.

That Council leaves the water rate connection fee as it is and reduces the water usage rate by 20% from the 1st July 2021.

Cr Peter Bailey

16 February 2021

Background Support Information:

WATER RATES FOR GUYRA

Water access charge increased by 11%

Water usage charges

0-100 kilo litres increased from 2.15 to \$4.20 – a 95% increase

101-250 kilo litres increased from 2.50 to 4.30 – a 68% increase

Above 250 kilo litres increased from 2.70 to 4.60 – a 70% increase

Much of the significant increase was caused by rates harmonisation.

WATER RATES ARMIDALE

Water access fee increased by 11% from \$225 to \$250.

Water usage charges

0-100 kilo litres increased from 2.15 to 4.20 – a 61% increase

100-250 kilo litres increased from 3.45 to 4.30 – an increase of 25%

Above 250 kilo litres from 3.90 to 4.60 – an increase of 18%

During the drought, the residents of the Armidale Regional Council followed our requests and dramatically dropped their water consumption down below 150 litres per person- a great achievement and the Administrator rewards them by putting through an increase never seen before.

To our south, the Tamworth Regional Council who experienced the drought as severely as we did and in many ways worse increased water rates by 2%.

Sydney Water has rewarded its residents by reducing water charges.

What sort of organisation increases prices dramatically to achieve a revenue goal and then suggests that if our revenue target continues to be missed, we may need to increase again – NOT ON MY WATCH. I WILL FIGHT FOR FAIRNESS AND EQUITY.

Known Legal Implications:

(Questions to consider: Are there any known legal implications? Is this motion contrary to any legislation governing Council?)

Budget Implications:

(Questions to consider: Is there an existing budget allocation? Does this require a new budget allocation? How is it proposed this be funded?)

Obviously this will have an effect on the budget bottom line. I am happy to work with fellow Councillors and Staff to find savings to cover the shortfall.

It is difficult to forecast as a drop in water charges should result in increased usage some modelling would assist.

Strategic Implications:

(Questions to consider: Is there a conflict with Council's current strategic direction? Is this a new strategic direction?)

Policy Implications:

(Questions to consider: Is there a conflict with any existing policy position of council? Does this require a new policy direction?)

Name of Councillor: Peter Bailey_____

Pages of discussion points are not attached (number of pages if attached)_____

General Manager's Comment

I would respectively suggest the merits or otherwise of this motion be referred to the draft 2021/22 budget deliberations and not be considered in isolation of the broader fees and charges that will apply to water. The setting of fees and charges for the new financial year are subject to

complying with the legislative requirements pertaining to the operational plan and budget process, including public exhibition requirements.

Item:	10.6	Ref: AINT/2021/04735
Title:	Improved Communication - Simple low or zero cost measures to improve transparency, access to Information and therefore accountability	Container: ARC16/0025
Author:	Dorothy Robinson, Councillor	
Attachments:	Nil	

I hereby give notice of my intention to move the following motion at the Ordinary Council to be held on 24 February 2021.

a) That unless there are significant reasons (cost or inconvenience) council implements 1) to 6) below and otherwise considers the costs and benefits at a future meeting.

1) That, on its website, Council provides a page (e.g. via a link from its publications page: <https://www.armidaleregional.nsw.gov.au/council/newsroom/council-publications>) with links to the information in the fortnightly e-news

2) Council continues to help visitors to the ARC 'Yoursay' web page, with its improvements e.g. providing informative names and closing dates (already implemented – thanks). In addition, (as promised) when submitters want their submissions to be made public, links are also to copies of these submissions from the 'Yoursay' web page as soon as practicable after they are received.

3) For consistency, and to prevent submissions e.g. at 7 pm on the closing date declared 'late', the last full day of consultation shown as the final consultation day in the right hand box of the 'Yoursay' page, but the formal closing time (shown at the bottom of the page) is 8:30 am the following day.

4) All adopted policies are available in the policy register, available at [Council Policies - Armidale Regional Council \(nsw.gov.au\)](#)

5) Council's online rates and water notices services are upgraded so that ratepayers are able to use the same email account to access both

6) The 'Report-it' web page is enhanced: [Report it - Armidale Regional Council](#) so that:

- a) comments and requests for maintenance or other issues are visible to the public, if the submitter so requests (although the submitters name and address would normally be kept private)**
- b) a 'me-too' button allows other residents to express support for the request**
- c) there is an indication of what action was taken and when**
- d) a search facility is available (if there is a low-cost option to do this).**

Cr Dorothy Robinson

16 February 2021

Background Support Information:

Residents often complain to councillors about difficulties finding information on ARC's website. For example, on the publications page, the headings are in normal text and the information below in bold. Some adopted policies (e.g. the hardship policy) are not available on the 'policies' page. Other obvious problems may be discouraging residents from using the 'Yoursay' and 'Report it' web pages. The above simple low or zero cost changes will be a step in the right direction towards improving ARC's website and facilitating important feedback from residents.

If 6) is implemented, the improved communications and ease of use will encourage resident participation, so there'll be no need for councillors to use the NoM process to suggest simple, obvious, low-cost improvements!

On 22 Jan 2021, Darren Schaefer, Manager Communications & Marketing, explained to councillors that ARC is "conscious of the impact the cancellation of the Armidale Express print edition is having on our ability to communicate with the community, particularly with certain demographics. As such, the Communications Team will be reviewing options and preparing a plan in attempt to address this in the most effective (and cost effective) way possible. It is currently being reviewed as part of the 2021/2022 Operational Plan in conjunction with other priorities.

"there are currently 3,467 people on our email database that receive our e-newsletter on a fortnightly basis. Subscription to the e-newsletter is presently promoted via:

- Quarterly rates newsletter (all rate payers - paper based)
- Printed Council News (one full page printed in Guyra Gazette)
- On the ARC home page (Link to subscribe)"

The simple idea of having archive copies of the same information that's in the e-newsletter will help residents who don't currently subscribe catch up with what's happening and perhaps encourage them to subscribe to the e-newsletter and take a greater interest in council activities.

Known Legal Implications:

(Questions to consider: Are there any known legal implications? Is this motion contrary to any legislation governing Council?)

There are no known legal implications

Budget Implications:

(Questions to consider: Is there an existing budget allocation? Does this require a new budget allocation? How is it proposed this be funded?)

Most items involve zero or negligible cost. Indeed, in-principle agreement has already been given to implement some of the suggestions.

Simply considering the costs, benefits and financial constraints of 6) should involve negligible effort and enable an informed decision to be made on whether it should be implemented. If

only a small amount of in-house IT resources are needed, the result will most likely favour implementation.

Strategic Implications:

(Questions to consider: Is there a conflict with Council's current strategic direction? Is this a new strategic direction?)

Improved, transparency, accountability, ease of accessing information and communications with residents, are core values that have already been embraced as part of ARC's strategic direction.

Policy Implications:

(Questions to consider: Is there a conflict with any existing policy position of council? Does this require a new policy direction?)

No

Name of Councillor: Cr Dorothy Robinson_____

Pages of discussion points are not attached (number of pages if attached)_____

General Manager's Comment

1. The vast majority of e-news articles are available on the website as the email is simply a collation of introductory blurbs and links back to the standard council page. Due to the way the system is established, the functionality to create a page with additional links is not available. We can review this over time and add it to the scope for a potential future upgrade of the website.
2. First part is already implemented. The second part (customer being able to indicate that their submission be made public and this automatically occurring) is not possible from a technical perspective. We could invest in an additional module that would allow the creation of forums in which members of the public can highlight their views and up or down vote suggestions. This would require upfront costs for licensing and staff training followed by an increase in staff resourcing.
3. It is recommended that the advertised and actual closing times are consistent for fairness and equity reasons. We suggest a standard closing time of 10pm which enables submissions into the evening when most people are home from work.
4. This is part of the Policy Review Program and is happening progressively in line with other priorities. We aim to have it completed by August.
5. Council's online rates and water notices are all available within the e-notices application once logged in.
6. Our current systems do not enable these functions. We could scope and go to market for a Customer request Management System with these functions however I believe this would cost around \$1M initially and at least that again to enable system integration (as it would mean that Pathway would no longer be used and therefore our property information would

require either duplication in the new system or a change to an entire new software package to manage both CRMS and Property and Rating.

Item:	11.1	Ref: AINT/2021/03454
Title:	Finance - Significant Accounting Policies (POL026) for Recission Container: ARC17/1874	
Responsible Officer	Acting Director Organisational and Corporate Services	
Author:	Brad Munns, Financial Accountant	
Attachments:	1. POL026-Finance - Significant Accounting Policy - 2011	

1. Purpose

The purpose of this report is to endorse the rescission of Council Policy “POL026 – Finance - Significant Accounting Policies” as this policy is no longer required as an independent Council Policy. The criteria noted in the Policy is separately listed in other legislative sources that Council is required to comply with. Duplication of the criteria in a Council Policy is unnecessary.

2. OFFICERS’ RECOMMENDATION:

That Council rescind Policy “POL026 – Finance - Significant Accounting Policies” as this policy is no longer required as a Council Policy.

3. Background

Council is undertaking a review of its corporate policies in line with an ongoing Governance Review. The review identified the need for Council to update and streamline its Policies.

Policy POL026 – Finance – Significant Accounting Policies was last reviewed in 2011. The Current Policy POL026 is attached for reference. The current policy lists criteria that Council is required to comply with under other legislative sources, eg NSW Local Government Code of Accounting Practice. Duplication of criteria in a Council Policy is unnecessary.

4. Discussion

The following table outlines the criteria in the current Policy “POL026 Significant Accounting Policies” and compares with the other legislative sources that Council is required to comply with:

Item No.	Current Policy POL026 Criteria Item	Other Legislative Source that Council is required to comply with
1.	Local Government Reporting Entity	<ul style="list-style-type: none">• NSW Local Government Act No.30• NSW Local Government Code of Accounting Practice and Financial Reporting
2.	Trust Fund	<ul style="list-style-type: none">• NSW Local Government Act No.30 – Section 411

Item No.	Current Policy POL026 Criteria Item	Other Legislative Source that Council is required to comply with
3.	Financial Statements Basis of Preparation	<ul style="list-style-type: none"> • NSW Local Government Act No.30 and Regulations • NSW Local Government Code of Accounting Practice and Financial Reporting • Australian Accounting Standards
4.	Basis of Accounting – Historical Cost Convention	<ul style="list-style-type: none"> • NSW Local Government Act No.30 and Regulations • NSW Local Government Code of Accounting Practice and Financial Reporting • Australian Accounting Standards
5.	Critical Accounting Estimates	<ul style="list-style-type: none"> • NSW Local Government Code of Accounting Practice and Financial Reporting
6.	Code of Accounting Practice – requirements and prescriptions	<ul style="list-style-type: none"> • NSW Local Government Code of Accounting Practice and Financial Reporting
7.	Valuation of Assets	<ul style="list-style-type: none"> • NSW Local Government Code of Accounting Practice and Financial Reporting • Australian Accounting Standards
8.	Land Under Roads	<ul style="list-style-type: none"> • NSW Local Government Code of Accounting Practice and Financial Reporting • Australian Accounting Standards
9.	Depreciation of Non-Current Assets	<ul style="list-style-type: none"> • NSW Local Government Code of Accounting Practice and Financial Reporting • Australian Accounting Standards

5. Implications

5.1. Strategic and Policy Implications

Removal of duplication in Council's policies will assist the organisation become more efficient and streamline operational procedures.

The recommendation to rescind the Significant Accounting Policy relates to:

- Council's Community Strategic Plan 2017-2027 category of "Leadership for the Region" and related community outcome of "Council exceeds community expectations when managing its budget and operations."
- Council's Delivery Program 2018-2022 item "Financial Sustainability – to maintain financial sustainability through effective short, medium and long-term financial management."
- Council's Operational Plan 2020-21: asset management, budget management, financial operations.

5.2. Risk

Removal of duplication in Council's policies will assist the organisation become more efficient and minimise risk.

5.3. Sustainability

Removal of duplication in Council's policies will assist the organisation to become more efficient and sustainable.

5.4. Financial

Removal of duplication in Council's policies will assist the organisation to become more efficient and sustainable. There are no financial implications as a result of the proposed recommendation.

Budget Area:	Not applicable						
Funding Source:	Not applicable						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

Removal of duplication from Council's policies is expected to improve organisational efficiencies.

6. Consultation and Communication

This is a publicly available report and provides communication to Council's constituents.

7. Conclusion

Streamlining Council's Policies and removing duplication will assist the organisation improve efficiencies. Based upon the above discussion, the recommendation is for Council to rescind Policy "POL026 – Finance - Significant Accounting Policies" as this policy is no longer required as a Council Policy.

Item:	12.1	Ref: AINT/2021/03371
Title:	Investment Policy - Draft for Public Exhibition	
		Container: ARC16/0001-6
Responsible Officer	Acting Director Organisational and Corporate Services	
Author:	Brad Munns, Financial Accountant	
Attachments:	1. POL152 Finance - Investment Policy & Order (draft update for approval Feb2021)	

1. Purpose

This policy is an update to Council's policy in relation to the investment of funds and provides an updated framework having regard to the preservation of capital and accrued interest, Council's ongoing liquidity requirements and investment return objectives and risk appetite. The policy is required to be reviewed annually.

2. OFFICERS' RECOMMENDATION:

That Council:

- a. Endorse the updated Investment Policy for public exhibition for a period of 28 days.**
- b. Receive a further report at the conclusion of the exhibition period.**
- c. Table the report at the next meeting of the Audit, Risk and Improvement Committee for information.**

3. Background

Council is undertaking a review of Council policies. This involves reviewing and amending existing policies, identifying policy gaps and developing new policies where none have existed.

The Investment Policy is an existing policy and requires updating.

4. Discussion

The existing Investment Policy was presented to Council on 27 February 2019. Council resolved to place the draft policy on public exhibition for 28 days from 1 March 2019 to 28 March 2019 and if no significant submissions are received, to adopt the Policy.

Council is committed to ensuring its Policies are current and reflect current business and industry practices, so the updated Investment Policy is reflective of this.

The updated Investment Policy has been expanded to include reference to the Prudent Person Standard, Ethics, Conflicts of Interest and Investment Security. Investment Time Horizons and Diversification/Credit Risk limits have been updated.

The update of the Investment Policy relates to Council's financial management and financial sustainability outlined in the Community Strategic Plan, Delivery Program and Operational Plan.

5. Implications

5.1. Strategic and Policy Implications

This is an existing policy and the recommended update provides additional good governance for Council.

The Investment Policy relates to:

- Council's Community Strategic Plan 2017-2027 category of "Leadership for the Region" and related community outcome of "Council exceeds community expectations when managing its budget and operations."
- Council's Delivery Program 2018-2022 item "Financial Sustainability – to maintain financial sustainability through effective short, medium and long-term financial management."
- Council's Operational Plan 2020-21: asset management, budget management, financial operations.

5.2. Risk

The updated Investment Policy contributes to Council's management of risk and represents Council's efforts to reduce and manage the implications associated with risk.

5.3. Sustainability

Improved risk management and governance practices arising from Council's comprehensive review of Policies assists Council to improve its sustainability.

5.4. Financial

An update to Council's Investment Policy does not of itself directly impact a budget line item, however the Investment Policy refers to activities associated with income and expenditure. The relevant budget line items are noted below. In relation to items of income and expenditure, Council's investments earn interest income and Council pays a monthly fee for an online reporting platform that facilitates efficient investment management and reporting.

Budget Area:	Finance						
Funding Source:	General Fund, Water Fund, Sewer Fund						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
210815	Interest Income on Investments	Consolidated Income \$895,000	Consolidated Income \$440,086	Nil	Nil	Nil	Consolidated Income \$454,914
210815	Subscriptions	\$11,800	\$7,200	\$2,500	Nil	Nil	\$2,100

The adoption of this updated Investment Policy is expected to indirectly improve Council's financial position as a result of improved risk management and governance practices.

6. Consultation and Communication

The recommendation to place this updated policy on public exhibition is to enable the community to have input into its content.

7. Conclusion

Council has embarked on a comprehensive review of its Policy Register. Work is being undertaken to ensure Council has up-to-date policies to lead good governance at Council. The intent of the updated Investment Policy is to reflect current business and industry practices.

Item: 12.2 **Ref:** AINT/2021/03474
Title: Cash and Investment Report 31 January 2021
Container: ARC16/0001-6
Responsible Officer: Acting Director Organisational and Corporate Services
Author: Deborah Walls, Accountant
Attachments: Nil

1. Purpose

The Cash and Investment Report provides an overview of cash and investments for the month to 31 January 2021 and certifies compliance with Council's Investment policy and the Local Government Act 1993 and Regulations.

2. OFFICERS' RECOMMENDATION:

That Council note the Cash and Investment Report for January 2021.

3. Background

As at 31 January 2021, Council held \$56,596,271 in investments and \$19,833,757 as cash. Total \$76,430,028.

4. Discussion

Cash and Investments

Balances were as follows:

Item/Account	January 2021	December 2020	Movement
<u>Cash at Bank</u>			
NAB General Account	-	-	-
NAB High Interest Cash At Call	\$16,391,397	\$14,577,554	\$1,813,843
AMP Saver Account	\$2,001,014	\$2,000,164	\$850
NAB Trust Fund	\$1,441,346	\$1,438,988	\$2,358
Total Cash	\$19,833,757	\$18,016,706	\$1,817,051
<u>Investments</u>			
NSW Treasury Corp (T-Corp) Investment Management (IM) Funds	\$15,323,604	\$15,317,368	\$6,236
Term Deposits	\$41,272,667	\$43,042,058	\$(1,769,391)
Total Investments	\$56,596,271	\$58,359,426	\$(1,763,155)
Total Cash & Investments	\$76,430,028	\$76,376,132	\$53,896

Summary of Investment movements for January 2021

Investment Maturities		New Investments	
Institution	Amount	Institution	Amount
ING	(\$1,000,000)	TCorp IM Funds - Interest Reinvested/Market Movement	\$6,236
Defence Bank	(\$1,000,000)		
Total	(\$2,000,000)	Total	\$6,236

The funds from investment maturities are currently held in the NAB High Interest Cash At Call account, which is currently earning 0.4% pa. In this current low interest rate environment, Council has reduced its administration time in managing investments by reducing the number of smaller term deposits and making larger term deposits along with increasing funds invested with NSW TCorp IM Funds.

Investment Revenue Earned

	January 2021	December 2020
NAB General Cash Account	-	-
Term Deposits	\$28,771	\$37,867
NSW T-Corp IM Funds	\$6,236	\$116
NAB High Interest Account	\$4,807	\$5,591
AMP Saver Account	\$850	\$164
NAB Trust Account	\$457	\$487
Total	\$41,121	\$44,225

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.

Issuer	Short Term Rating	Market Value	% Total Value
AMP Bank	A2	\$8,064,648	14.25%
Bank Of Queensland	A2	\$10,042,959	17.75%
Bendigo & Adelaide Bank	A2	\$5,009,041	8.85%
Regional Australia Bank	Unrated	\$1,002,493	1.77%
ING Bank	A1	\$3,044,844	5.38%
Macquarie Bank	A1	\$2,018,383	3.57%
National Australia Bank	A1+	\$12,070,298	21.34%
NSW T Corp – IM Funds	A	\$15,323,604	27.09%

Total	\$56,576,270	100%
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Investment Yield

	January 2021			December 2020		
Term of Investment	ARC	3m BBSW rate	Outperformance	ARC	3m BBSW rate	Outperformance
6 months	1.09%	0.015%	1.075%	1.17%	0.02%	1.15%
12 months	1.35%	0.03%	1.32%	1.42%	0.04%	1.38%

The Armidale Regional Council Community Strategic Plan 2017-2027 identifies the importance of Leadership for the Region. In particular:

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

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

L2.1.3 – Develop effective financial management systems

5. Implications

5.1. Strategic and Policy Implications

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 and Investments that are easily converted into Cash. Cash management complies with the NSW Local Government (General) Regulation 2005.

The Investment Policy relates to:

- Council's Community Strategic Plan 2017-2027 category of "Leadership for the Region" and related community outcome of "Council exceeds community expectations when managing its budget and operations."
- Council's Delivery Program 2018-2022 item "Financial Sustainability – to maintain financial sustainability through effective short, medium and long-term financial management."
- Council's Operational Plan 2020-21: asset management, budget management, financial operations.

5.2. Risk

Council invests in Term Deposits, Cash and NSW Treasury Corporation Investment Management (IM) Funds. Rates of return on these investments are higher than the 30 Day BBSW Index.

Council's investments have out-performed the RBA Cash rate and the 3 month BBSW index.

Council's responsibility is to ensure working capital is retained and restrictions are supported by cash.

Council considers effective risk management practices exist over its cash and investment holdings.

5.3. Sustainability

Council utilises an online Portfolio Platform to manage its Investments and investment register. The number of investments has been rationalised allowing for more efficient internal investment management to be performed. Communication is performed by electronic means, resulting in efficiencies of processes and a reduction in the use of paper.

5.4. Financial

Council's investments earn an interest return for Council and Council pays a monthly fee for an online reporting platform that facilitates efficient investment management and reporting.

The relevant budget line items are noted below.

Budget Area:	FINANCE						
Funding Source:	General Fund, Water Fund, Sewer Fund						
Budget Ref: (PN)	Description	Approved Budget	Actual	Comm itted	Proposed	Total Forecast Expenditure	Remainin g Budget
210815	Interest Income on Investments	Consolidated income \$895,000	\$404,283	Nil	Nil	Nil	Consolida ted Income \$490,717
210815	Subscriptions	\$11,800	\$7,200	\$2,500	Nil	Nil	\$2,100

Comparison of Actual Interest Income Earned with Budget

2020-21 Budget Interest Income \$895,000.

Interest Income	YTD Actual	YTD Budget	Difference
YTD January 2021	\$404,283	\$522,083	\$(117,800)
YTD December 2020	\$363,162	\$447,500	(\$84,338)
Movement	\$41,121	\$74,583	(\$33,462)

There is a YTD Unfavourable Budget Variance of \$117,800 to 31 January 2021. Over the past 11 months, the Commonwealth Government has provided many cash incentives to stimulate growth during the economic decline and global pandemic. This has supplied the economy with 'cheap money', placing downward pressure on interest rates and interest returns on investments. Savings and Term Deposit rates being offered by the banks are at all time lows, with some institutions closing their door to new investment deposits. Council has progressively

increased its investments in the NSW Treasury Corporation Cash and Short Term Income Funds. These funds have generated positive returns over extended time periods. The current environment of historically low interest rates and credit spreads mean that the future returns for investments will be lower.

6. Consultation and Communication

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

7. Conclusion

The Cash and Investment Report provides an overview of cash and investments as at and for the period ended 31 January 2021 and demonstrates compliance with Council policy.

Item:	12.3	Ref: AINT/2021/03590
Title:	2020/21 Second Quarter Budget Review	Container: ARC21/4490
Responsible Officer	Acting Director Organisational and Corporate Services	
Author:	Melissa Dennison, Management Accountant	
Attachments:	1. Quarterly Budget Review 1 October 2020 to 31 December 2020 2. Q2 2020/21 Capital Budget	

1. Purpose

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

2. OFFICERS' RECOMMENDATION:

That Council:

- a. Note the 2020/21 Second Quarter Budget Review.**
- b. Resolve to amend the 2020/21 budget in accordance with the Quarterly Budget review Statement for the period 1 October 2020 to 31 December 2020 tabled at the attachment.**

3. Background

Section 203 (1) of the *Local Government (General) Regulation 2005* requires Council's responsible accounting officer to prepare and submit a quarterly budget review statement within 2 months of the end of each quarter.

The document attached to this report provides a quarterly budget review statement in the format required by the Office of Local Government *Quarterly Budget Review Statement for NSW Local Government*, which outlines the minimum disclosure requirements. Council has the option to show the quarterly budget review statement at a consolidated level or by fund. For the purpose of transparency, the statement contains the impact of the quarterly budget review by fund. A consolidated result is also included.

As required by the Office of Local Government, the quarterly budget review statement is attached and includes the following documents in order:

- 1. Income Statement (containing operating income and expenses) by fund**
 - 1.1 Operating budget adjustment by fund
- 2. Capital Budget by fund – the net impact on the funding from the capital program flows through to the income statement**
 - 2.1 Capital budget adjustments by fund
- 3. Cash & Investments by fund – movement in unrestricted cash and internal and external reserves**
- 4. Cash & Investments position**
- 5. Key Performance Indicators by fund**
- 6. Contracts entered into and Consultancy/Legal expenditure.**

4. Discussion

The 2020/21 Second Quarter Budget Review was conducted to identify further savings, deferrals and additional funding sources from the revised Quarter One budget to enable \$500,000 to be allocation towards addressing the Minister's proposed Performance Improvement Order (see Financial Sustainability resolution ref *AINT/2020/42019*). Additionally, any revenue shortfalls and potential budget overruns were also reviewed and included which has provided the Council with a firm financial position for the remainder of the financial year.

2020/21 Capital Program

Budget movements relating to the 2020/21 capital program are contained in the quarterly budget review report attached to this report. However, further detail on Council's capital works program was sought by Councillors following the 2020/21 budget briefings held 9th and 10th of February 2021. A full listing of the 2020/21 capital program is also attached to this report.

Performance Improvement Order

At the Councillor budget briefing the following costs pertaining to the Performance Improvement Order were tabled.

PIO Recommendations & Action Required	Forecast Costs FY2021 \$'000	Forecast Costs FY2022 \$'000
Governance - Policy Framework, Risk Management, Internal Audit, Risk & Improvement, Statutory Reporting & Compliance, Delegations & Approval, Corporate Governance Framework	225	735
Land Management - Land Register, Plans of Management	112	245
Finance - Surplus budgets, Reserves, Projects, Project Management, Capex Reviews, Resourcing	Part of budget process	Part of budget process
Code of Conduct	4	15
Change Management	70	
TOTAL	411	995

The amount of \$411,000 identified above has been included in the Q2 budget review.

5. Implications

5.1. Strategic and Policy Implications

Nil.

5.2. Risk

The second quarter budget review and subsequent budget reviews provides the opportunity for Council to review the Council position against adopted budget providing transparency and highlighting financial risks posed to Council.

The extensive second quarter review outcome at consolidated level remains positive should the Council resolve the proposed amendments to the second quarter budget for the period 1 October to 31 December 2020. It is notable that the economic risks associated with the financial position and cash reserves for the future is highly dependent on 1) effective budget management and; 2) the outcomes of the Special Rate Variation extension for the subsequent years beyond the expiry of the current SRV that expires 30 June 2021.

5.3. Sustainability

Through the in-depth Quarter Two Budget Review process, managing areas reviewed the adopted Quarter One budget against the planned operational activities. The amendments to the budget where savings have been identified are partly due to:

1. Inability to proceed with events due to COVID pandemic;
2. Lack of staff resourcing and delivery of programmed works;
3. Reviewing of current subscription and software;
4. Review of consultancy work;
5. Review of 'unnecessary' ad-hoc expenditure i.e., food supplies
6. Review of operational activities against Council priorities

The areas whereby additional impacts to budget were identified is partly due to the change of operational expenditure and revenues that were not foreseeable when the original budget was adopted by Council such as:

1. Airport revenue impacts due to the COVID Pandemic;
2. Other revenue decreases such as lease income;
3. Changes in staff and hold on recruitment of vacant positions until the General Manager was appointed;
4. Change in operations that have required additional funding sources;
5. The delay in the opening of the new Landfill and additional waste revenue.

Although these areas were revised during the quarter one review, a subsequent review was required due to the inability to predict the government guidelines relating to the COVID pandemic and the impacts that it had on the operations of the Council.

Through the quarter two review process Managers have identified areas of improved expenditure efficiencies plus areas where by staff resourcing is inadequate to perform funded activities. This has resulted in substantial savings across the business areas. Managers are aware that financial sustainability is a priority and will remain frugal in managing their respective budgets.

The recommendation for the Council to resolve to amend the 2020/21 budget in accordance with the budget review statement for period 1 October 2020 to 31 December 2020 as tabled at the attachment will contribute to the economic sustainability of the Council.

5.4. Financial

Budget Area:	Nil – as per quarterly budget review attachment						
Funding Source:	N/A						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

After accounting for carry forwards, the quarter one revised 2020/21 budget forecast a consolidated operating deficit of \$22k. Following an extensive review of the budget against planned operations, the second quarter budget review poses an improvement to the consolidated operating result of a \$2m surplus. There are a range of reasons for this and a detailed listing of budget adjustments is included in the attachment.

The General Fund was the key focus of the budget review and an improvement in the operating result has been recognised from an \$805k operating surplus as at the Q1 budget review to a \$2.9m operating surplus. A summary of adjustments that make up the positive movement for the quarter is as follows:

Description	Amount
Savings recognised across business areas	\$2,580,448
Increased costs	(\$1,844,253)
Adjustment to Council expenses	(\$120,000)
Increased revenue	\$2,204,523
Reduced revenue due to Covid-19	(\$356,970)
Performance Improvement Order	(\$411,000)
Total	\$2,052,748

The net improvement to the General Fund operating result is \$2.1m from the above adjustments. A large contributing factor is the recognition of \$693,609 in grant funding relating to the Local Roads and Community Infrastructure program (Phase 2) and an improved forecast for landfill revenues.

The improved position has resulted from a large amount of work being undertaken by Managers and key staff involved in budget preparation, including the Finance team. In addition to other activities, staff have undertaken in depth reviews of budget expenditure within a tight timeframe to achieve the favourable outcome.

After carry forward adjustments the capital works program was forecasted at \$42m for 2020/21. The second quarter budget review decreased this to \$39m mainly due to the revised forecasted works to be carried out for the remainder of the financial year for grant programs. The minimal

movement to the capital program is as expected as Council are prioritising the finalisation of projects within the existing funded capital program over undertaking new work to eliminate the accumulation of years of carry forward works.

There is a decrease in the unrestricted cash as a result of the budget review decreasing from a forecast \$3.4m to \$3.3m noting that the \$1.07m proceeds from sale of property was resolved to be placed into an internal reserve as part of the Q1 review. The main reason for this is due to the \$1.3m net movements in internal restrictions and the \$1.2m movement for the adjustments to the capital works programs unexpended grants reserve.

Impact

The overall financial results are summarised as follows:

Operating Result \$'000	Fund			Consolidated
	General	Water	Sewer	
Original Budget	(\$1,456)	(\$621)	(\$205)	(\$2,283)
Carry Forwards	(\$1,547)	(\$621)	(\$205)	(\$2,373)
Budget Review 1	\$805	(\$621)	(\$205)	(\$22)
Budget Review 2	\$2,858	(\$601)	(\$205)	\$2,052

Cash Result \$'000	Fund			Consolidated (Unrestricted Cash)
	General (Unrestricted Cash)	Water (Unallocated)	Sewer (Unallocated)	
Original Budget	\$3,093	\$19,091	\$17,025	\$3,093
Carry Forwards	\$3,093	\$18,991	\$17,025	\$3,093
Budget Review 1	\$3,399	\$18,678	\$16,725	\$3,399
Budget Review 2	\$3,329	\$18,968	\$16,602	\$3,329

6. Consultation and Communication

The second quarterly budget review entailed an extensive review of budgets at project level analysing data based on the current year to date expenditure; expenditure trends against previous year's actual expenditure and budgeted programs of work. Area Managers and Directors were consulted on areas that were identified as potential risks and/or savings. Likewise, Managers and Directors were provided with the opportunity to convey budgetary implications, risk areas and identified savings that would need to be considered and reported to Council within the Quarter Two budget review. Final proposed budget adjustments through the review have been reviewed and accepted by the General Manager, James Roncon.

7. Conclusion

In order to be included in the 2020/21 adopted budget.

The 2020/21 Second Quarter Budget Review for the period 1 October 2020 to 31 December 2020 tabled in the attachment contains the revised 2020/21 budget as outline above.

Item:	0.0	Ref: AINT/2021/03613
Title:	Stronger Communities Fund and New Council Implementation Fund - Status Update 31 January 2020	Container: ARC16/0488-3
Responsible Officer	Acting Director Organisational and Corporate Services	
Author:	Kelly Stidworthy, Manager Financial Services	
Attachments:	1. Stronger Communities Fund and New Council Implementation Fund - Status Update 31 January 2020	

1. Purpose

In accordance with the funding agreement and associated guidelines for the New Council Implementation Fund (NCIF) and Stronger Communities Fund (SCF) grants, this report provides a status update for projects funded by the grants.

2. OFFICERS' RECOMMENDATION:

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

3. Background

On 12 May 2016 Armidale Dumaresq Council and Guyra Shire Council merged to become the Armidale Regional Council. As part of the merger, the newly formed council received \$15 million grant funding broken up as follows:

Stronger Communities Fund (SCF)

- \$1 million community grants component
- \$9 million major capital projects component

New Council Implementation Fund (NCIF)

- \$5 million administration component

The merger funds require that a status report is provided to the Office of Local Government every 6 months with the latest report submitted 5 February 2021. The funding guidelines require that a quarterly report on progress in implementing projects is required to be tabled at an ordinary meeting of the council. The attached report outlines the project completion status of the SCF and NCIF.

4. Discussion

Projects under the SCF – Community Grants and New Council Implementation Fund have been completed.

Some projects under the SCF – Major Projects have not met the funding agreement end dates and an extension is being sought until 30 June 2022 to finalise the following projects:

- Mall Vibrancy Plan
- Guyra CBD Upgrade
- Timber Bridge Upgrade
- Rockvale Road Upgrade 1.5km Guyra-Ebor Turn off

- Installation of solar power at major council facilities
- Kempsey Road Improvements

5. Implications

5.1. Strategic and Policy Implications

Funding from the SCF and NCIF have supported a number of deliverables in the Delivery Program 2018-2022 including:

COMMUNITY OUTCOME - The community experiences the benefits of an increasing population

G1.1 Strategic Planning- Plan for the needs of the region

COMMUNITY OUTCOME - Council demonstrates sound organisational health and has a culture which promotes action, accountability and transparency

L3.2 Workforce - Develop and implement workforce plans and strategies which commit to building a skilled, motivated, inclusive and diverse workforce

L3.3 Systems - Utilise appropriate data management systems to support service delivery and effective decision making

L3.4 Good Governance - Ensure the organisation is well led and managed through implementation of the Good Governance framework

L4.2 Integrated Planning and Reporting- Integrate Council's strategic planning documents in a way which delivers community outcomes while effectively managing budgets, asset management and workforce planning

L4.4 Risk - Develop and implement a robust enterprise risk management framework, encompassing risk and safety, across all of Council's operations

COMMUNITY OUTCOME - The community is provided with the essential and resilient infrastructure it requires for daily life, and has access to a prioritised schedule of infrastructure works

E3.3 Parks and Open Space - Regularly review open spaces to ensure parks, sportsgrounds, water recreation facilities and other open space meets community needs and are provided to an acceptable level of service and accessibility standards

E4.1 Roads and Bridges - Maintain safe and effective traffic facilities on the road network, through appropriate resourcing, including applying for a Special Rate Variation to maintain and renew roads and bridges to expected service levels.

The following projects are contained in Council's 2020/21 Operational Plan:

- Complete Guyra Main Street Upgrade Stages 2 and 3, including public art and beautification
- Bridge Renewal Program
- Rockvale Road Upgrade - 1.5km from Guyra Road Intersection to improve safety and reduce vehicle operator costs

5.2. Risk

While progress on the projects funded under SCF is continuing in 2020/21 there will need to be consideration of how the funding under SCF can be fully utilised in the 2021/22 budget and achieve the extended deadline applied for of 30 June 2022. However, this is expected to be a

major challenge due to the existing and forecast capital program being beyond Council's internal capability to fund and deliver.

Within the funding guidelines, SCF funding can only be reallocated to projects within scope of the original SCF program and therefore new projects cannot be considered.

Funding from the SCF has been used to provide Council's contribution to key asset renewal programs and when the SCF funding is fully expended this will no longer be a funding option for Council. This is discussed further under Sustainability.

5.3. Sustainability

Some of the projects delivered under SCF funding are assisting to improve asset renewal sustainability ratios. This is particularly relevant to the bridge renewal program where bridges renewal funding has been matched with SCF funding as Council's 'contribution' so that the bridge replacement program has been 100% externally funded. There is a risk that if grant funding programs for bridge replacement are not 100% funded or Council is not able to identify a source of additional grant funding that there will be insufficient Council funding from the capital program to be able to carry out a bridge replacement program in the future.

5.4. Financial

Incomplete SCF projects in the approved 2020/21 budget are shown in the table below.

Budget Area:	Capital Program						
Funding Source:	Grants (Stronger Communities Fund) Other Funding Sources						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
240331	Installation of solar power	\$110,073	\$40	\$63,433	\$46,600	\$110,073	\$0
270415	Rockvale Road Upgrade	\$1,179,536	\$267,831	\$42,339	\$869,366	\$1,179,536	\$0
270547 270548	Timber Bridge Upgrade	\$1,263,253	\$268,442	\$852,490	\$142,321	\$1,263,253	\$0
270251	Guyra Main Str Upgrade	\$2,004,437	\$189,714	\$18,100	\$1,796,624	\$2,004,437	\$0
210508	Mall Vibrancy Plan	\$80,484	\$0	\$0	\$0	\$0	\$80,484

6. Consultation and Communication

Under the existing funding extension, unspent merger funds are required to be spent by 30 March 2021. Drought conditions and other impacts including bushfires and storm damage have impacted on Council's capital delivery program and have necessitated an extension being sought

until 30 June 2022 for the SCF – Major Projects. This has been discussed with the Office of Local Government who are currently progressing a variation for approval.

7. Conclusion

This report is provided for information regarding the status of Stronger Communities Fund and New Council Implementation Fund expenditure.

Item:	12.5	Ref: AINT/2021/04399
Title:	Local Strategic Planning Statement (LSPS) Implementation - Merge Current Local Environmental Plans - Update Container: ARC19/3364	
Responsible Officer	Acting Director Organisational and Corporate Services	
Author:	Stewart McRae, Project Officer	
Attachments:	Nil	

1. Purpose

The primary purpose of this report is to provide an update in relation to the status of the Project to merge the current Armidale Dumaresq Local Environmental Plan 2012 and the current Guyra Local Environmental Plan 2012 to produce a single Local Environmental Plan for the Armidale Regional Council local government area. This report also outlines related actions from the new Local Strategic Planning Statement.

2. OFFICERS' RECOMMENDATION:

That Council:

- a. Receive and note the report in relation to “Local Strategic Planning Statement (LSPS) Implementation – Merge Current Local Environmental Plans – Update”.**
- b. Liaise with the Department of Planning, Industry and Environment (DPIE) in relation to finalisation of the Project to prepare a merged LEP for the Armidale Regional Council local government area.**
- c. Investigate the potential to implement a rolling review and update of the merged LEP content linked to LSPS action implementation, instead of undertaking a comprehensive LEP review and update on a five yearly basis.**

3. Background

The proposal to merge the current Armidale Dumaresq Local Environmental Plan (LEP) and the current Guyra LEP dates back to mid-2016 as outlined below. Work is recommencing on the LEP Merge Project now that the Armidale Regional Local Strategic Planning Statement (LSPS) has been adopted by Council. The LEP Merge Project has been integrated into the LSPS Implementation Plan as the highest priority Administrative Action.

May 2016

In May 2016, the NSW Government published a document providing guidance to councils to maintain efficient land use planning functions as they implement mergers. The document identifies a series of implementation actions for local planning controls, including that:

- *new councils should analyse the differences in planning rules and outcomes that exist between amalgamated areas, looking for inconsistencies and opportunities to harmonise controls;*
- *After the September 2017 elections councils will need to be ready to present planning proposals to the newly elected council to harmonise comprehensive local environmental plans; and*

- *In the longer term, new councils need to prepare an amalgamated development control plan that brings together the different DCPs from the individual councils. A new DCP must be developed so that only one plan applies to any site in the council area.*

June 2016

At the Ordinary Meeting of Council held on 15 June 2016, Council considered a report on “Draft Armidale Regional LEP 2017” and resolved (29/16) in part:

- That Council prepare a Planning Proposal for Draft Armidale Regional Local Environmental Plan 2017, which will harmonise, consolidate and replace Armidale Dumaresq Local Environmental Plan 2012 and Guyra Local Environmental Plan 2012 as outlined in this report.*
- That Council seek endorsement from the Minister for Planning for Council to prepare the Planning Proposal for Draft Armidale Regional Local Environmental Plan 2017.*
- That Council seek quotations from suitably qualified consultants in accordance with its procurement procedures and the procurement requirements of the Act and provided for through the merger process.*
- That the Administrator and General Manager be authorised to accept the most advantageous quotation for Council after considering the quoted price, the estimated completion period, prior experience and demonstrated ability to deliver.*

The report of the then Director of Planning and Environmental Services states in part that: “Armidale Regional Council would like to proceed as soon as possible to prepare a Planning Proposal for a single new LEP for its local government area. Council wishes to proceed with harmonising the existing LEPs to create Armidale Regional LEP 2017 (ARLEP 2017) and have the plan in place for the newly elected council in 2017. The ARLEP 2017 would repeal the existing LEPs when it comes into effect. The reasons and the proposed approach for preparing a single new LEP are outlined in the Director’s report.

Despite the date, references to ARLEP 2017, as in items (a) and (b) above, are still relevant to the ongoing LEP Merge Project; the new / merged LEP will carry the date (e.g. 2021) on which it is finally made.

August 2016

At the Ordinary Meeting of Council held on 10 August 2016, Council considered a report on “Preparation of New Planning Policies and Documents – Local Environmental Plan, Development Control Plan and Section 64 & 94 Developer Contribution Plans” and resolved (94/16) in part:

- That Council note and support the actions thus far regarding the harmonisation of the Local Environmental Plan.*
- That Council proceed to call quotations from suitably qualified and appropriately experienced consultants to review, prepare, exhibit and finalise the following plans for the new Armidale Regional Council:*
 - *Draft Development Control Plan;*
 - *Draft Section 64 - Developer Servicing Plans for Water and Sewer;*
 - *Draft Section 94 - Developer Contribution Plans which may include contributions toward Rural Roads, Community Facilities, Embellishment of Open Space,*

Emergency Services, Major Roads, Car Parking, Regional Airport, Plan Administration, Extractive Industries, Waste Management and the like;

- *Draft Section 94A Development Levy Plan.*

The report of the then Director of Planning and Environmental Services includes the following Introduction: "The Administrator has requested that this report and these actions be brought forward to facilitate the preparation and development of a new and revised suite of Planning Policies and Documents to facilitate progress with the merger and standardisation of controls over the new Armidale Regional Council area". In addressing Financial Implications the report also states that: "The preparation of the above mentioned Plans will be undertaken by external consultants. The costs associated with the new merged Council Local Environmental Plan, Development Control Plan, Developer Contributions Plans and Developer Servicing Plans will be funded through the Merger Implementation Funds.

Merging of the current Armidale Dumaresq Development Control Plan 2012 and the current Guyra Development Control Plan 2015 to produce a single DCP for the Armidale Regional Council local government area, as in Item b) above, is also now one of the LSPS Administrative Actions. The timing to advance / finalise the DCP Merge Project and the higher priority LEP Merge Project is to be addressed in another report in relation to LSPS resourcing intentions which is to be presented to the Ordinary Meeting of Council in March.

May 2017

At the Extraordinary Meeting of Council held on 17 May 2017, Council considered a report on "Merger Implementation Plan" and resolved (116/17) in part:

- a) That the allocation of \$5,000,000 from the Merger Implementation Grant for the funding of merger related work streams and projects, as detailed in the report, be approved.*

The report of the then Chief Executive Officer includes the following in relation to Financial Implications: "The PMO and ARC Leadership team have prepared a detailed program plan for prudent and efficient deployment of the Armidale Regional Council implementation fund. Presented in the table below are the ten work streams and associated projects". The Key Project: "Consolidate LEP and DCP's" was identified in the relevant table under the Service Delivery Work Stream. The full title of the project was shown in the Armidale Regional Council Transition Plan as: "Prepare a consolidated LEP and Development Control Plans for the new Local Government Area".

August 2019

At the Ordinary Meeting of Council held on 28 August 2019, Council considered a report on "Local Strategic Planning Statement, Masterplan and Merged Local Environmental Plan" and resolved (168/19) in part:

- a) That the Planning Proposal to merge the Armidale Dumaresq Local Environmental Plan 2012 and Guyra Local Environmental Plan 2012 into one merged Local Environmental Plan be placed on hold until the completion of the State mandated Local Strategic Planning Statement.*

The report of the then Service Leader Sustainability and Development includes the following Context: "Council staff prepared the merged Local Environmental Plan (LEP) document including maps to present to Council's July 2019 meeting recommending that a Gateway determination be requested from the Department of Planning Industry and Environment (DPIE). On 4 July the DPIE advised Councils in the New England North West that they are required to complete their Local Strategic Planning Statement (LSPS) by 30 June 2020. During discussion concerning the

LSPS and the Merged LEP, DPIE recommended that Council hold off on the merged LEP until the LSPS has been completed”.

October 2020

The Armidale Regional Local Strategic Planning Statement was adopted by Council in October 2020 (Council resolution 277/20 Item b).

The recently adopted LSPS includes the following “Administrative Actions” of relevance to this report:

#8. Merge Existing LEPS:

Merge the current Armidale Dumaresq Local Environmental Plan 2012 and the current Guyra Local Environmental Plan 2012 to produce a single LEP for the Armidale Regional Council local government area (Timing: 2020/21).

#10. Merge Existing DCPs:

Merge the current Armidale Dumaresq Development Control Plan 2012 and the current Guyra Development Control Plan 2015 to produce a single DCP for the Armidale Regional Council local government area (Timing 2021/22).

4. Discussion

Work is recommencing on the LEP Merge Project utilising in-house resources and in accordance with relevant Council resolutions as referenced above. Initial activities will focus on: i) determining the status of the LEP Merge Project, based on tasks undertaken and documentation produced since mid-2016; and ii) identifying actions required to complete the Project if possible before the end of 2021. Senior representatives of the Department of Planning, Industry and Environment are aware of Council’s intentions in this regard.

5. Implications

5.1. Strategic and Policy Implications

There are no known policy implications arising from the matters addressed in this report; any policy implications arising during the LEP Merge Project will be considered as part of a future report seeking Council endorsement of the merged LEP.

The relevant Action under Strategy G1.2 Local Environmental Plan of the Delivery Program 2018-2022 is to “promote a Local Environment (sic) Plan that supports the needs of the region to grow and develop”. The LEP Merge Project will facilitate achievement of the action as noted below.

5.2. Risk

There are no additional legal or risk implications arising from the matters addressed in this report. However, it should be noted that Section 3.21 of the NSW Environmental Planning and Assessment Act 1979 (EP+A Act) addresses the review of environmental planning instruments. It states in part that: “(1) councils shall keep their local environmental plans under regular and periodic review for the purpose of ensuring that the objects of this Act are, having regard to such changing circumstances as may be relevant, achieved to the maximum extent possible”; and “(2) Every 5 years following such a review, a council is to determine whether relevant local environmental plans should be updated”. The two current LEPS were due for update in 2017;

while the LEP Merge Project will not satisfy the required review process it will facilitate future review and update processes potentially on a rolling basis.

5.3. Sustainability

There are no known sustainability implications arising from the matters addressed in this report.

5.4. Financial

Budget Area:	Nil						
Funding Source:							
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget

There are no immediate financial implications arising from the matters addressed in this report. Existing staff resources have been allocated to the LEP Merge Project and funding is available within the current strategic planning budget, including as follows. At the Ordinary Meeting of Council held on 28 October 2020, Council considered a report on "Adoption of the Local Strategic Planning Statement" and resolved (277/20) in part that Council: d) Reallocate the \$20,000 identified in the 2020/21 budget for the completion of the Masterplan, to the implementation of the immediate actions in the Local Strategic Planning Statement. The LEP Merge Project is one of the immediate LSPS actions.

6. Consultation and Communication

Matters addressed in this report were the subject of community consultation during the recent public exhibition period (31/08 – 28/09/2020) for the draft LSPS. A report in relation to submissions received during the public exhibition period was considered at the Ordinary Meeting of Council held on 28 October 2020. In addition, the relevant State Minister is likely to require that documentation prepared for the purposes of the LEP Merge Project is placed on public exhibition for a minimum of 28 days under s.3.34 of the EP+A Act.

7. Conclusion

This report provides an update in relation to the status of the Project to merge the current Armidale Dumaresq Local Environmental Plan 2012 and the current Guyra Local Environmental Plan 2012 to produce a single LEP for the ARC LGA and outlines related actions from the new LSPS.

The intent is to prioritise finalisation of the LEP Merge Project from early February 2021 and subsequently to undertake the DCP Merge Project. Further reports will be presented to Council as appropriate in response to the requirements of the Environmental Planning and Assessment Act.

Item:	12.6	Ref: AINT/2021/04450
Title:	ARMIDALE PLAN 2040 Project Finalisation - Community Strategic Plan (CSP) implications post public-exhibition	
		Container: ARC19/3217
Responsible Officer	Acting Director Organisational and Corporate Services	
Author:	Stewart McRae, Project Officer	
Attachments:	1. Submission 1 2. Submission 2 3. Submission 3 4. Submission 3b	

1. Purpose

The primary purpose of this report is to provide information in relation to finalisation of the ARMIDALE PLAN 2040 Project. This report also provides advice regarding submissions received during the relevant public exhibition period.

2. OFFICERS' RECOMMENDATION:

That Council:

- a. Receive and note the report in relation to "ARMIDALE PLAN 2040 Project Finalisation – Community Strategic Plan (CSP) implications post public-exhibition".**
- b. Note that the ARMIDALE PLAN 2040 Final Report (dated June 2020) is to be utilised as a reference document to inform: i) preparation of Council's next Community Strategic Plan following the 2021 local government election; and ii) relevant Local Strategic Planning Statement action implementation.**

3. Background

Previous reports to Council have provided background associated with various aspects of the ARMIDALE PLAN 2040 (aka Masterplan 2040) Project. The matter was addressed most recently at the August and October 2020 Ordinary Meetings of Council as outlined below.

August 2020

At the Ordinary Meeting of Council held on 19 August 2020, Council considered a report on "Draft Local Strategic Statement" and resolved (187/20) in part:

c) That upon submission of the Local Strategic Planning Statement to the Department of Planning, Infrastructure and the Environment a report be provided to Council identifying any remaining actions of Masterplan 2040 that deliver the objectives of the Community Strategic Plan.

This report addresses Item c) above in light of the following additional resolution from October 2020. The Local Strategic Planning Statement (LSPS) was submitted to the Department of Planning, Industry and Environment (DPIE) on 29 October 2020 to meet the agreed extended preparation deadline for that document.

October 2020

At the Ordinary Meeting of Council held on 28 October 2020, Council considered an Interim Administrator Minute on “ARMIDALE PLAN 2040 Final Report” and resolved (254/20):

That notwithstanding the fact that ARMIDALE PLAN 2040 has been used to inform Council’s response to the Local Strategic Planning Statement the Acting General Manager arrange for ARMIDALE PLAN 2040 Final Report June 2020 to be placed on public exhibition for 42 days for community consultation to inform staff in the preparation of the report on actions that deliver the objectives of the Community Strategic Plan.

The ARMIDALE PLAN 2040 Final Report was placed on public exhibition from 03 November to 14 December 2020. Submissions received during the public exhibition period have been considered in preparing this report as discussed below.

4. Discussion

Council Resolution 187/20 Item c) as referenced above calls for a report identifying any remaining actions of Masterplan 2040 that deliver the objectives of the Community Strategic Plan.

Final Report Content

The ARMIDALE PLAN 2040 Final Report (dated June 2020) is organised into ten chapters as listed in the following Table. The manner in which the chapter content has been / is proposed to be utilised is also outlined in the Table. It should be noted that the so-called “Final Report” remains as draft work-in-progress; the original intention was that the report would be presented to Council by the Consultant, prior to being exhibited for community review and comment. These processes would ordinarily have also involved review of the report content by officers from across Council.

Table: ARMIDALE PLAN 2040 Final Report Content Utilisation (actual and proposed)

Final Report Chapter Reference	Comment regarding Content Utilisation
1.0 Introduction	Not applicable; introduces ARMIDALE PLAN 2040 report.
2.0 Planning Context	Utilised to inform LSPS preparation and to be utilised to inform relevant LSPS action implementation (e.g. preparation of draft Place Reports).
3.0 Background Review	Not applicable; informed ARMIDALE PLAN 2040 report preparation.
4.0 Urban Design Analysis	To be utilised to inform relevant LSPS action implementation (e.g. preparation of draft Place Reports).
5.0 Gap Analysis	To be utilised to inform relevant LSPS action implementation (e.g. preparation of draft Place Reports).
6.0 Community Engagement	Utilised to inform LSPS preparation and to be utilised to inform CSP preparation.
7.0 Sustainability and Smart City Strategy	Utilised to inform LSPS preparation.
8.0 Vision and Planning Principles	Utilised to inform LSPS preparation and to be utilised to inform relevant LSPS action implementation (e.g. preparation of draft

	Place Reports).
9.0 Structure Plan	To be utilised to inform relevant LSPS actions (e.g. preparation of draft Place Reports).
10.0 Implementation	Utilised to inform LSPS preparation.

The majority of the applicable ARMIDALE PLAN 2040 Final Report content has been utilised to inform LSPS preparation or is proposed to be utilised to inform relevant LSPS action implementation as outlined in the Table above.

As an example, LSPS Planning Priority 1.b) Settlement Network is to: “Undertake integrated strategic planning to facilitate preferred development of each settlement”. Related Planning Actions include preparing place-based strategies to guide future growth and development of Armidale, Guyra, Ben Lomond, Black Mountain, Ebor, Hillgrove, Wollomombi and immediate surrounds, consistent with the desired future character of the relevant place.

Preliminary draft 2040 Place Reports have been prepared as follows utilising content extracted directly from the ARMIDALE PLAN 2040 Final Report:

- Local Government Area Overview;
- Armidale City;
- Guyra Town Centre;
- Ben Lomond Village;
- Black Mountain Village;
- Ebor Village;
- Hillgrove Village; and
- Wollomombi Village.

The timing to advance the draft Place reports, which require internal review and amendment, is to be addressed in another report in relation to LSPS resourcing intentions which is to be presented to the Ordinary Meeting of Council in March.

While the above-described analysis has not explicitly identified any remaining actions of the ARMIDALE PLAN 2040 Final Report that deliver the objectives of the CSP, it may be appropriate to refer the Final Report to the relevant Council officer (i.e. the Principal Advisor Corporate Planning) for consideration in preparing Council’s next CSP following the 2021 local government election.

Public Exhibition

The ARMIDALE PLAN 2040 Final Report was placed on public exhibition from 03 November to 14 December 2020 in accordance with the relevant Council resolution above. Three submissions were received. Each submitter has previously provided input into related planning and community engagement processes. A summary of the issues raised in each submission and comments thereon are contained in the following Table.

Table: Submission Content Response Summary

Sub Ref	Issue Summary	Comment
1	Restates and strongly encourages acceptance of the 2040 Citizen's Panel endorsement of a population growth target in excess of 3%.	<p>The 2040 Final Report recommended that a 1% growth rate is pursued, in line with DPIE projections, as an interim precautionary measure, until a full economic evaluation can be made as to the feasibility to fund the potentially significant costs in delivering the infrastructure that would be required to grow at a rate of between 2% and 3%. A report providing further information in relation to population projections for the Armidale Regional Council Local Government Area was presented to the Ordinary Council Meeting on 25 November 2020 (Item 10.13).</p> <p>In addition, LSPS Planning Priority 1a) is to "utilise State Government population projections when planning for growth and associated development". Under the Common Planning Assumption scenario, the State Government projects that the Armidale Regional Council Local Government Area population will increase from about 30,300 in 2016 to about 38,100 in 2041 at an annual average growth rate of 0.92%. By comparison, the Low growth scenario projects a 2041 population of 36,500, with the High growth scenario projecting a 2041 population of 42,483.</p> <p>It is also noted that new university-based research has identified that COVID-19 is expected to have a measurable and persistent impact on Australia's population and that the largest impact on population numbers will be in NSW and Victoria.</p>
	Identifies an urgent need for diversification in employment opportunities and actions to facilitate same.	<p>CSP Community Outcome 1 under the Strategic Direction "Growth, prosperity and economic development" is that "the community experiences the benefits of an increasing population". Supporting Strategies include to "develop an Economic Development Strategy for the region with the objective of supporting existing businesses, attracting new industries and businesses and creating more employment opportunities".</p> <p>In addition, LSPS Planning Priority 2d) is to "facilitate the development of land required and suitable for commercial or industrial and related purposes". Relevant Planning Actions include to "undertake such studies as are required to: a) identify land required and suitable for commercial or industrial purposes to support diversification of the local economy". This Planning Action must be read in conjunction with related Regional Plan Actions and Priorities.</p>
	Identifies the need to develop immediate actions to increase tourism and to host annual large-scale events.	<p>CSP Community Outcome 3 under the Strategic Direction "Growth, prosperity and economic development" is that "the visitor economy generates additional revenue and employment to boost the local economy and creates opportunities for more vibrant cultural offerings and activities". Supporting Strategies include to "develop a Tourism Strategy to attract visitors to stay longer and also enhance the economic and cultural offerings and attractions of the region" and to "develop an Events Strategy and Marketing Plan to support the Tourism Strategy".</p> <p>In addition, LSPS Planning Priority 2e) is to "Investigate and facilitate potential opportunities for development of tourism and related facilities". Relevant Planning Actions include to "undertake such studies as are required to: a) identify opportunities to develop tourism and related facilities, and the appropriate circumstances for such development". This Planning Action must be read in conjunction with related Regional Plan Actions.</p>

Sub Ref	Issue Summary	Comment
2	Proposes that the Plan should be rejected in its entirety, including based on the demographic analysis and projections.	<p>Council has resolved that “no further action be taken on Masterplan 2040”.</p> <p>Matters relating to population projections are outlined above.</p> <p>In addition, the Report of the Citizen Panel and Engagement included as Appendix 1 with the Final Report is proposed to be utilised to inform future CSP preparation.</p>
	Identifies that the Plan fails to address the existing plans to raise the Malpas Dam wall.	<p>CSP Community Outcome 3 under the Strategic Direction “Environment and Infrastructure” is that “the community is provided with the essential and resilient infrastructure it requires for daily life, and has access to a prioritised schedule of infrastructure works”. Supporting strategies include; “developing a strategy to ensure that water and sewer utilities are maintained to an acceptable standard, and to ensure that the community has access to a water supply even in times of drought”.</p> <p>In addition, LSPS Planning Priority 3a) is to “plan for and facilitate the delivery of infrastructure”. Relevant Planning Actions include to “undertake such studies as are required to: a) identify existing and likely future infrastructure requirements to achieve desired standards of service and to service projected growth and related development”. This Planning Action must be read in conjunction with related Regional Plan Actions.</p> <p>Furthermore, the Draft Armidale Region Drought Management Plan identifies short-term and long-term drought prevention actions. Long-term actions include increasing the capacity of Malpas Dam.</p>
	Identifies that the Plan also fails to address the existing plan to expand the airport runway capacity.	<p>CSP Community Outcome 4 under the Strategic Direction “Environment and Infrastructure” is that “the community has access to transport which enables connectivity both locally and outside of the region”. Supporting Strategies include to “create partnerships and facilitate discussions with relevant stakeholders, to ensure further progress towards the implementation of the Armidale Airport Masterplan”.</p> <p>In addition, LSPS Planning Priority 3c) is to “Facilitate and protect the operation of Armidale Regional Airport”. Relevant Planning Actions include to “undertake such studies as are required to: a) identify the existing and likely future operational requirements of Armidale Regional Airport; and b) address the related land use planning implications”. This Planning Action must be read in conjunction with related Regional Plan Actions and Priorities.</p> <p>Furthermore, the Armidale Regional Airport Masterplan (2016) addresses “future requirements of the airport in terms of runways, aprons and taxiways”.</p>
3	Requests that ideas submitted in January 2020, as part of previous 2040 project processes, are reconsidered.	<p>In the first instance, it is appropriate to assume that the Consultant considered the January 2020 submission in preparing the 2040 Final Report.</p> <p>In addition, the current CSP and related strategies (e.g. ECOARC) address matters relating to air quality.</p> <p>Nevertheless, the submission should be further considered in preparing Council’s new CSP following the 2021 local government elections and in undertaking all relevant LSPS Planning (and Administrative) Actions.</p>

As issues raised in submissions received are addressed in the current CSP, the new LSPS, other Council strategies, and/or previous reports to Council, no further action is proposed in the context of the ARMIDALE PLAN 2040 Project. However, given the intent of the August and October 2020 Council resolutions, it may also be appropriate to refer the submissions to the relevant Council officer for consideration in preparing Council's next CSP following the 2021 local government election.

5. Implications

5.1. Strategic and Policy Implications

There are no policy implications directly arising from the matters addressed in this report; any such implications will be addressed as part of future CSP preparation or relevant LSPS action implementation.

The Operational Plan 2020-2021 refers to Council's Strategic Capacity (L4). Development of the Armidale Masterplan 2040 is identified as a Key Project. The relevant Action is to: Finalise the Armidale Masterplan 2014(sic) to establish a spatial representation of the Community Strategic Plan and guide key strategic plans including the Local Strategic Planning Statement (LSPS)". The Armidale Masterplan 2014(sic) was to have been adopted by Council by Q1.

5.2. Risk

There are no legal and/or risk implications directly arising from the matters addressed in this report.

5.3. Sustainability

There are no sustainability implications directly arising from the matters addressed in this report.

5.4. Financial

Budget Area:	Nil						
Funding Source:							
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget

There are no financial implications directly arising from the matters addressed in this report.

6. Consultation and Communication

Matters addressed in this report were the subject of community consultation during the recent / relevant public exhibition period (03/11 – 14/12/2020) as described above.

7. Conclusion

This report provides information in relation to finalisation of the ARMIDALE PLAN 2040 project. This report also provides advice regarding submissions received during the relevant public exhibition period.

While no further action is to be taken in relation to the ARMIDALE PLAN 2040 Final Report, as per the August 2020 Council resolution, report content will be considered during relevant Local Strategic Planning Statement action implementation and more particularly during preparation of Council's next Community Strategic Plan following the 2021 Local Government election.

Item:	12.7	Ref: AINT/2021/04448
Title:	New England Rail Trail funding application from Building Better Regions Fund (BBRF)	Container: ARC16/0085
Responsible Officer	Acting Director Organisational and Corporate Services	
Author:	Darren Schaefer, Manager Strategic Communications and Marketing	
Attachments:	Nil	

1. Purpose

In response to the Council resolution 25 November, 2020 (Trim ref: AINT/2020/39541–325/20) the purpose of this report is to advise Councillors of the intent to apply for funding for construction of the New England Rail Trail from the federal governments Building Better Region Fund - Round 5.

2. OFFICERS' RECOMMENDATION:

That Council note the submission of a funding application for the federal government's Building Better Region Fund - Round 5.

3. Background

Funding source:

The \$1.04 billion Building Better Regions Fund (BBRF) supports the Australian Government's commitment to create jobs, drive economic growth and build stronger regional communities into the future. It has been set up to invest in projects located in, or benefiting eligible areas outside the major capital cities of Sydney, Melbourne, Brisbane, Perth, Adelaide, and Canberra.

Round 5 has \$200 million allocated to it in the federal budget for 2020-21.

- \$100 million to support tourism-related infrastructure projects which are focussed on mitigating the economic impact of the COVID-19 pandemic on a region's tourism industry.
- The other \$100 million will support regional remote Australia more broadly, by funding general infrastructure projects and community investment projects.

Business Case:

The New England Rail Trail (NERT) business case was received at the Ordinary Council Meeting held on 25 November, 2020. A positive assessment of the business case resulted in part c. of the Council resolution, to:

- Delegate to the General Manager authority to seek funding jointly or separately between the two Councils.*

Armidale Regional Council's application will be timed to run in conjunction with the Glen Innes Severn Council (GISC) recent application for their section of trail between Glenn Innes and Ben Lomond. The GISC application was submitted in January 2021 to the State Government Bushfire Local Emergency Fund (BLERF).

4. Discussion

The NERT business case notes that in order to get the most economic benefits from the rail trail, it is best positioned between the two “anchor towns” of Armidale and Glen Innes – 103km of trail. Therefore, applications from each LGA (jointly or separately) are required to give the project the greatest possible chance of success. In this spirit, ARC has provided letters of support to GISC to enhance their BLERF application, and GISC are reciprocating by preparing a letter of support for ARC as our Council seeks funding sources for our sections of trail.

With a \$1.5million per annum injection into the economy from visitor expenditure, presents a compelling case for further progression.

The New England Rail Trail initiative aligns with the following ARC planning papers:

- 2017-2027 Armidale Regional Council Community Strategic Plan (page 6): “The community had several suggestions as to how innovation and growth could be encouraged; ideas such as a rail trail...”
- 2017-2025 Economic Development Strategy: Undertake a feasibility study and prepare a full business case for the New England Rail Trail Project (Action 4.2).
- 2020-21 Operational Plan: Expansion of Rail Trail Business Case: Complete the expansion of business case by Q4

Applications close for the BBRF 5th March, 2021.

5. Implications

5.1 Financial

The BBRF-R5 guidelines state that a 50%-50% cash contribution is from Councils. However, where the capacity to contribute is limited, exemption may be offered to *some* Councils that can demonstrate “exceptional circumstances.” BBRF guidelines list exceptional circumstances as:

- impact of Covid-19 on regional tourism
- drought and/or disaster declaration
- limited financial capacity of the local council
- impact of industry decline
- significant recent change in population or community demographics
- other exceptional circumstances..

In anticipation that ARC can demonstrate exceptional circumstances, it is the intention to seek exemption and apply for 100% of the project funding from the BBRF, at no cost to Council.

Moreover, the BBRF guidelines state that:

“cash contributions can come from any source, including state, territory and local governments.”

Should GISC be successful in their application for state funding, this may be considered as a cash contribution for the total cost of the project.

Project Capital Cost

The latest NERT business case (December 2020) has costed the total project at \$19.8million. While it is anticipated that this capital cost is likely to be 100% government funded (split between Federal & State), any over runs will be borne by both councils. It should be noted that a 15% contingency has been included in the NERT business case for this.

Where the business case incorporates the construction of some new and necessary amenities such as; toilets, fencing, car parking and bridge assessments, all will be required to be capitalised and depreciated over time and incorporated into the asset renewal program. This will have some impact on cost on top of the ongoing operational costs listed in the current business case (summarised below).

Operational Cost (future commitments)

Resultant from the September 2020 Halliburton study, the business case now forecasts ongoing operational costs of \$154,700p/a (high estimate) for 103km of rail trail which will be shared between both Councils. These operational costs are not likely to be realised for several years until the trail has been completed (circa 2024-2025). Notably, NERT have identified that donations, sponsorship, fundraising along with user charges and merchandise sales may help to defray these costs \$156,500 (low estimate).

Budget Area:	Roads						
Funding Source:	Federal Government: Building Better Regions Fund – Round 5 (100%)						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
	New England Rail Trail Build	\$22.05mil (Total Project)	\$0	\$0	\$19.8mil (Total Project)	\$19.8mil (Total Project)	

If ARC is successful in securing funds for the project, expenditure will go toward the capital construction of the project, whereby suppliers and contractors will be engaged to begin construction of the various stages of the rail trail.

6. Consultation and Communication

Section 4.6.5 of the NERT business case demonstrates evidence of engagement and with it broad community support from local businesses, individuals including neighbouring landholders (Black Mountain to Ben Lomond) between 2014-2017.

As with most projects, there has been some opposition to the rail trail initiative in the LGA as evidenced via online social platforms as well as in Council chambers during 'have your say' forums. This is largely due to members of the community wanting trains return on the northern rail line, while others are concerned about loss of leased grazing land and/or potential bio security risks to the grazing land in the rail corridor. The NERT business case (sections 3.3 & 3.4)

addresses these issues in some detail including grazing on what is described as a 'remnant' corridor.

Further engagement with neighbouring landholders bordering the trail will be needed, with the potential for additional engagement if conditions change resultant from the transfer of ownership from State owned to Crown lands (to be advised). This will also need to be covered under a new Crown Lands Plan of Management.

7. Conclusion

It is recommended that Council begin its application for funding of this project from the Australian Governments Building Better Regions Fund (BBRF), at 100% funding on the basis that the Armidale LGA can demonstrate exceptional circumstances. Applications close for the BBRF 5th March, 2021.

Item:	13.1	Ref: AINT/2021/03967
Title:	Installation of Markham Street Mid-block Pedestrian Crossing with funding by TfNSW	Container: ARC16/0168-6
Responsible Officer	Director Businesses and Services	
Author:	Belinda Ackling, Personal Assistant	
Attachments:	1. Pedestrian Detector Brochure 2. Wombat Crossings example	

1. Purpose

The purpose of this report is to recommend an upgrade of the Markham St mid-block pedestrian crossing, between Rusden Street and Beardy Street, to a Wombat Crossing with Pedestrian Detectors.

2. OFFICERS' RECOMMENDATION:

That Council approve the upgrade of the Markham Street mid-block pedestrian crossing with 100% funding from Transport for NSW (TfNSW).

3. Background

The issue of pedestrian safety at this crossing has been raised many times before with multiple near misses and since the death of a pedestrian on the crossing in 2019. A number of complaints have been made about the visibility and safety of the pedestrian crossing.

Due to the traffic volume the pavement markings tend to dull quicker than most, the trees on the western side of the road cast shadows across the road in the afternoons which can affect the visibility of pedestrians to drivers.

This wombat crossing was identified to be placed in the future works program to be funded out of general fund.

4. Discussion

At the February Traffic Advisory Committee meeting it was discussed and recommended to upgrade the pedestrian crossing to a Wombat Crossing with Pedestrian Detectors that illuminate the Pedestrian signs with flashing LEDs and this proposal be placed on Council's forwards works programme.

Subsequently, a Transport for NSW representative has offered 100% funding for the project if it can be completed by 30 June 2021.

This external funding will allow Council to bring these work forward and construct the upgraded crossing with the financial impact limited to minimal operational costs ie: light bulb replacement.

Line marking for the crossing is currently in the budget and will remain unaltered

5. Implications

Improved road safety.

5.1. Strategic and Policy Implications

There should be no policy implication

Infrastructure improvements such as this align with our current CSP, Part 5. Environment and Infrastructure, Outcome 4: Maintain safe and effective road network facilities, through appropriate resourcing.

E3.4 Provide and maintain functional, appropriate, safe and desirable community facilities.

5.2. Risk

Social Risk:

There has already been one fatal on this crossing and a number of near misses. Slowing traffic with a raised hump of the Wombat Crossing and flashing LEDs pedestrian signs that will illuminate when pedestrians movements are active on the crossing, this will significantly reduce further potential incidents.

5.3. Sustainability

Not applicable

5.4. Financial

Currently the organisation does not have sufficient resources to undertake a safety upgrade, the opportunity to accelerate the timeline for the pedestrian upgrade was offered to Council with the understanding that works would be able to be completed by the end of the financial year.

Budget Area:	Traffic Facilities Budget						
Funding Source:	100% of the cost to be funded by Transport for New South Wales						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
	Upgrade of the Markham St mid-block pedestrian crossing	100% fully funded by TfNSW	\$0	\$0	\$45,831.00 plus GS	\$45,831.00 plus GST	Yet to be approved

Expenditure:

- LED Pedestrian Detectors – Supply and install (solar) - \$34,831.00
- Asphalt Flat Top Hump - \$8,000.00
- Line marking - \$1,000.00
- Traffic Control - \$2,000.00
- Total - \$45,831.00 plus GST
- 100% funded by TfNSW

- The project will be completed by contractors including the supply and install (solar) - \$34,831.00 the Asphalt Flat Top Hump - \$8,000.00 will be installed by the Road Work Industries, Councils bitumen sealing contractors with the quote being provided under the Local Government Procurement Contract.
- On going maintenance costs for line marking and signage are already budgeted for in the regular works program a minimal cost to maintain the LED Pedestrian Detectors will be included in the Traffic Facilities budget
- With the project fully funded there is no financial risk involved that may significantly vary cost during implementation?
- This project is not linked to other projects that may affect the timing of delivery by 30 June 2021

6. Consultation and Communication

Complaints have been received from the public. Consultation has been undertaken at Council's Traffic Advisory Committee who supports the recommended changes.

Local business and residents will be notified of the work prior to commencement.

7. Conclusion

The existing crossing meets all standards but due to the location, the traffic volume and the type of businesses in close proximity to the crossing, it is recommended to improve pedestrian safety at the mid-block crossing. The goal is to reduce the risk of further injury or death. Full funding from TfNSW allows these improvements to be undertaken sooner than anticipated rather than through the normal Council budget prioritisation and resourcing.

Item:	13.2	Ref: AINT/2021/02129
Title:	Local Approval Policy - Liquid Trade Waste Policy - Draft for Public Exhibition	Container: ARC17/1862
Responsible Officer	Director Businesses and Services	
Author:	Ambrose Hallman, Manager Development and Regulatory Services	
Attachments:	1. Liquid Trade Waste Policy	

1. Purpose

The purpose of this report is to place the Local Approval Policy - Liquid Trade Waste (POL045) on public exhibition. This policy outlines how Council will regulate sewerage and trade waste discharges to its sewerage system in accordance with the NSW Framework for Regulations of Sewerage and Trade Waste.

2. OFFICERS' RECOMMENDATION:

That Council:

- a. Endorse the Draft Local Approvals Policy – Liquid Trade Waste Policy for public exhibition until Monday 12 April 2021.**
- b. Place the Draft Local Approvals Policy on public exhibition for 28 days and be open for submissions for a period of no less than 42 days, in accordance with the legislation.**
- c. Give additional public notice in accordance with Regulation 77 of the Local Government (General) Regulation 2005.**
- d. The Draft Local Approvals Policy - Liquid Trade Waste Policy be submitted to the Departmental Chief Executive of the Office of Local Government for approval, prior to the Policy being adopted by Council, as the Policy contains exemptions for approval under Section 68 Local Government Act 1993.**
- e. Receive a further report at the conclusion of the exhibition period.**

3. Background

This Policy provides guidance to the community and Council staff in response to Council legislative requirements in accordance with the NSW Framework for Regulations of Sewerage and Trade Waste.

4. Discussion

This policy has been updated to replace Armidale Dumaresq Council with Armidale Regional Council, reformat the document into the new format.

5. Implications

5.1. Policy

Adoption of this draft policy will support adherence to legislative requirements for Council and provide continued guidance to members of the community.

5.2. Risk

This policy is considered to not present a significant risk to Council or the community.

5.3. Sustainability

No sustainability implications are evident with the adoption of this Policy.

5.4. Financial

Budget Area:	Development and Regulatory						
Funding Source:	Nil						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
	Nil	Nil	Nil	Nil	Nil	Nil	Nil

6. Consultation and Communication

The policy will be placed on Public Exhibition for a period not less than 28 days and be open for submissions for a period of no less than 42 days, seeking input from the community.

7. Conclusion

The public exhibition of this policy will invite community input into the revision of the existing policy. Once the exhibition period is finalised the policy will be forwarded to the Departmental Chief Executive of the Office of Local Government for approval, prior to the Policy being adopted by Council.

Item:	13.3	Ref: AINT/2021/02139
Title:	Domestic Rainwater Tanks Policy - Draft for Public Exhibition	Container: ARC16/0392
Responsible Officer	Director Businesses and Services	
Author:	Ambrose Hallman, Manager Development and Regulatory Services	
Attachments:	1. Rainwater Tanks Policy	

1. Purpose

The purpose of this report is to place the Domestic Rainwater Tanks Policy (POL151) on public exhibition. This policy outlines how Council will regulate sewerage and trade waste discharges to its sewerage system in accordance with the NSW Framework for Regulations of Sewerage and Trade Waste.

2. OFFICERS' RECOMMENDATION:

That Council:

- a. Endorse the draft Domestic Rainwater Tanks Policy (POL151) for public exhibition until Monday 5 April 2021.**
- b. Receive a further report at the conclusion of the exhibition period**

3. Background

The objectives of this Policy are:

- To promote water conservation
- To provide consumers with an alternative renewable supply of good quality water
- To ensure compliance with relevant standards and codes
- To assist new home builders in obtaining a BASIX certificate.

4. Discussion

This policy has been updated to replace Armidale Dumaresq Council with Armidale Regional Council and reformat the document into the new policy format.

5. Implications

5.1. Strategic and Policy Implications

Adoption of this draft policy will support adherence to legislative requirements for Council and provide continued guidance to members of the community.

5.2. Risk

This policy is considered to not present a significant risk to Council or the community.

5.3. Sustainability

No sustainability implications are evident with the adoption of this Policy.

5.4. Financial

Budget Area:	Development and Regulatory						
Funding Source:	Nil						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
	Nil	Nil	Nil	Nil	Nil	Nil	Nil

6. Consultation and Communication

The policy will be placed on Public Exhibition for a period not less than 28 days, seeking input from the community.

7. Conclusion

The public exhibition of this policy will invite community input into the revision of the existing policy. Once the exhibition period is finished a further report will be submitted to Council.

Item:	13.4	Ref: AINT/2021/02152
Title:	Relocation of Buildings Policy - Draft for Public Exhibition Container: ARC17/1787	
Responsible Officer	Director Businesses and Services	
Author:	Ambrose Hallman, Manager Development and Regulatory Services	
Attachments:	1. Relocation of Buildings Policy	

1. Purpose

The purpose of this report is to place the Relocation of Buildings Policy (POL070) on public exhibition. This policy sets out the requirements for buildings being relocated to a location within the Council area but does not apply manufactured home, moveable dwelling as defined under the Local Government Act 1993.

2. OFFICERS' RECOMMENDATION:

That Council:

- a. Endorse the draft Relocation of Buildings Policy (POL070) for public exhibition until Monday 5 April 2021.**
- b. Receive a further report at the conclusion of the exhibition period. .**

3. Background

This Policy provides guidance to the community and Council staff on the requirements for buildings being relocated to a location within the Council area.

4. Discussion

This policy has been updated to replace Armidale Dumaresq Council with Armidale Regional Council, reformat the document into the new format.

5. Implications

5.1. Policy

Adoption of this draft policy will support adherence to legislative requirements for Council and provide continued guidance to members of the community.

5.2. Risk

This policy is considered to not present a significant risk to Council or the community.

5.3. Sustainability

No sustainability implications are evident with the adoption of this Policy.

5.4. Financial

Budget Area:	Development and Regulatory						
Funding Source:	Nil						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
	Nil	Nil	Nil	Nil	Nil	Nil	Nil

6. Consultation and Communication

The policy will be placed on Public Exhibition for a period not less than 28 days, seeking input from the community.

7. Conclusion

The public exhibition of this policy will invite community input into the revision of the existing policy. Once the exhibition period is finished a further report will be submitted to Council.

Item:	13.5	Ref: AINT/2021/02678
Title:	Donation to Council of 1A The Boulevard	Container: ARC16/1224
Responsible Officer	Director Businesses and Services	
Author:	Ambrose Hallman, Manager Development and Regulatory Services	
Attachments:	Nil	

1. Purpose

The purpose of this report is to recommend that Council not accept the donation of Lot 105 DP 1266695 known as 1A The Boulevard Armidale to Council.

2. OFFICERS' RECOMMENDATION:

That Council thank the property owner for their generous offer of donating Lot 105 DP 12666 (known as 1A The Boulevard) and advise them that Council does not wish to accept the donation.

3. Background

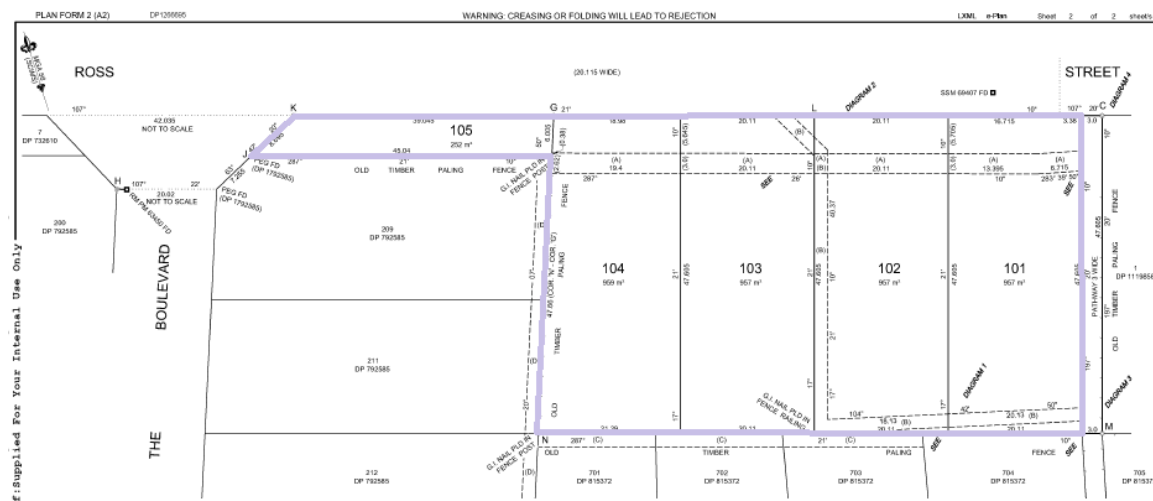
Council received an email from Rossbuild Constructions expressing an interest in donating a parcel of land to Council being Lot 105 DP 1266695 known as 1A The Boulevard Armidale. During the residential development of the estate known as St Pats in 1986, lot 50 DP 732610 was dedicated to Council for public open space. Lot 50 DP 732610 was classified as community land under the Local Government Act 1993.

On 4 July 2014, Lot 50 DP732610 was reclassified from community land to operational land under Armidale Dumaresq LEP Amendment No.2 .

On 26 April 2018, Council resolved the following (Minute No. 77/18):

- a) *That Council endorse the recommendations detailed in the report;*
- b) *That the CEO be delegated authority to dispose of the following properties based on the Reserve Prices detailed in the report:*
 - Lot 24 DP 1166745
 - Lot 41 DP 1166745
 - Lot 53 DP 1166745
 - **Lot 50 DP 732610**
 - Lot 15 DP 237379
 - Lot 16 DP 237379
- c) *That the Council seal be affixed to the documents associated with the Contracts of Sale for the above Lots; and*
- d) *That a status report on the Land Portfolio Divestment Strategy be submitted to Council in July and December 2018.*

On 18 December 2018 Rossbuild Constructions purchased lot 50 DP 732610 and subsequently subdivided the lot into five lots as shown below



The subdivision created five lots comprising residential allotments Lot 101 to 104 and one access denial strip being lot 105. The land Rossbuild Construction are seeking to donated is Lot 105 DP 1266695 being the access denial strip which has a total area of 252m².

4. Discussion

The subject lot 105 is currently heavily vegetated and is little used to either adjoining land owner or the public.

The request was referred to Council's Coordinator Public and Town Spaces who advised that Council's parks section has no requirement or need for this lot of land and recommend the land not be accepted due to the ongoing maintenance liability for Council.

5. Implications

5.1. Policy

There is not considered to be any polices applicable to this offer of donation of land

5.2. Risk

Declining the offer of land being donated to Council may result in some criticism from some members of the community however any criticism Council may receive is balanced by the ongoing impact on operational costs.

5.3. Sustainability

Declining to accept this land is considered to assist Council's long term financial sustainability. The subject land was part of a lot Council resolved to divest in 2018. The property owner has subdivided the property and now seeks to donate an unusable piece of land back to Council to be maintained by ratepayers.

5.4. Financial

The property owner is currently charged rates on this lot of land and therefore if Council accepted the lot Council's income will be reduced and additional expenses will be incurred to maintain the land.

6. Consultation and Communication

No community consultation has been undertaken in relation to this matter.

7. Conclusion

Council's Coordinator Public and Town Spaces advised this land has no value to the public that warrant its acquisition. The loss of general rate revenue and additional maintenance expense incurred on transfer would negatively impact on Council's sustainability and therefore recommends this offer is declined.

Item:	13.6	Ref: AINT/2021/02843
Title:	Grant Application EPA - Assess remaining Bushfire Waste	
		Container: ARC21/4493
Responsible Officer	Director Businesses and Services	
Author:	Mark Byrne, Manager Utilities	
Attachments:	Nil	

1. Purpose

This report is to provide retrospective advice to Council of a grant application for \$10,000 that was submitted to the NSW EPA on 1 February 2021. The grant will provide funds to assess any remaining green waste from the bushfires.

2. OFFICERS' RECOMMENDATION:

That Council:

- a. Note the lodgement of the grant application.**
- b. Delegates the General Manager with the authority to complete the Deed of Funding and cause the work to be undertaken should the application be successful.**

3. Background

Significant areas of the LGA were burned during the 2019 bushfires, particularly on the eastern side towards and in 'the gorge country'. As a result of these fires, there was lots of vegetative waste (branches and trees) that had to be disposed of. Much of this was processed at the time with an on-site shredding team and the resultant mulch stockpiled for latter use. However, a number of the more remote roads were made safe, with timber cut and pushed up to clear the roads. Timber piles are therefore still lying around on some of these roads and require site remediation.

4. Discussion

The NSW EPA has a two-stage grant stream on offer. The EPA is making available "up to \$45 million for the Bushfire-Generated Green Waste Clean-Up and Processing Program that will ensure the appropriate management of remaining green waste generated by the bushfires." Grant funds are being offered in two funding streams. These are described as follows by the EPA at;

<https://www.epa.nsw.gov.au/working-together/grants/bushfire-recovery-programs/bushfire-generated-green-waste-grants>.

Funding Stream A – Data collection initiative

Providing a flat fee of \$10,000 to assess and document the extent of bushfire-generated green waste within your jurisdiction.

Funding Stream B – Clean-up and processing grants

Grants between \$20,000 and \$3,000,000 to fund clean-up, processing and beneficial reuse of green waste generated by the 2019/20 bushfires.

To be eligible for funds under Funding Stream B, it is necessary to have first received funding under Funding Stream A in order to assess the extent of the problem. With a very short closing date when Council first became aware of the grant, a decision was made to apply for the initial grant of \$10,000 by the due date of 1 February 2021, and then to advise Council through this retrospective report.

5. Implications

5.1. Strategic and Policy Implications

This is in accordance with Section 4 of the Community Strategic Plan 2017 to 2027, Environment and Infrastructure Community Outcome 1 viz: The unique climate, landscape and environment of the region is protected, preserved and made accessible.

5.2. Risk

This funding is for a small project that will require one (or perhaps two) staff driving around the areas that were burned and identifying any remnants of vegetation that were pushed up and left for later action. The cost to Council should be less than the \$10,000 fixed grant being offered. It is expected that the work can be completed within one week of field work, and a day to write it up and report. Financial risk is low. There is no identifiable social, operational or corporate risk. Reputational risk is also considered low. There could be some regulatory risk if the survey documents piles of waste vegetation, and then Council is not successful in gaining funding under Stream B to clean it up.

Sustainability

CSP 2017 to 2027 - E2.2 – Provide waste and recycling services and environmentally responsible waste disposal facilities together with education programs to reduce waste and increase recycling

5.3. Financial

The grant funding being requested would cover the full cost of the work.

If the grant is not approved these works will not be undertaken.

Budget Area:	Nil						
Funding Source:	Grant						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

6. Consultation and Communication

No external consultation has been undertaken. Consultation with Council's road's team indicates there may be some remaining vegetation from the bushfires that is yet to be properly treated.

7. Conclusion

This report outlines a grant program provided by the NSW EPA to ensure that any remaining green waste from the 2019 bushfires is cleaned up. It asks Council to note the retrospective advice about applying for \$10,000 to undertake a preliminary review of the extent of any remaining green waste that needs to be treated.

Item:	13.7	Ref: AINT/2021/02847
Title:	Guyra Preschool and Long Day Care: Response to Dept of Education Non Compliance Notification	Container: ARC20/4291
Responsible Officer	General Manager	
Author:	Scot MacDonald, Director Businesses and Services	
Attachments:	<ol style="list-style-type: none">1. Response to NSW DoE Non-Compliance Notice 28th January 2020 V22. Email Response from DoE on satisfactory completion of identified breaches Guyra Preschool and Long Day Care CRM_02414201	

1. Purpose

This Report informs Council about its response to the NSW Department of Education non compliance notification regarding the Guyra Preschool and Long Day Care received on the 8th December 2020.

2. OFFICERS' RECOMMENDATION:

That Council note the breach notices from the NSW Department of Education regarding the Guyra Preschool and Long Day Care have been responded to satisfactorily and the financial impact is within the Facilities budget.

3. Background

On the 8 December 2020, Council received notification from the NSW Department of Education of a range of non-compliance features at the Guyra Preschool and Long Day Care.

Council was informed at the Extraordinary Council Meeting of the 22 December 2020 and the Ordinary Council Meeting on the 27 January 2021 about the breach notice and responses.

Council replied (see attached) to the non compliance notice to the Department of Education on the 28 January 2021 and met with DoE staff on site on the 2 February 2021 to finalise its response.

4. Discussion

Council's Facilities and Preschool staff have engaged with the NSW Department of Education to clarify its expectations. The DoE has advised they are satisfied with Council's actions to date and its commitments to undertake further remedial work.

The scale and cost of these works have not been as high as Council initially foreshadowed.

The works undertaken at the Preschool and works yet to be completed total \$34,060.

This Report at 5.4 notes the total facilities budget for Repairs and Maintenance; actual and committed expenditure incurred for the total expense area and additional planned expenditure planned for the Preschool compliance works. The total forecast expenditure expense is within the 2020/2021 Facilities budget.

5. Implications

The projected cost to comply with the NSW Department of Education compliance is within the current budget and therefore has no short term implication for the on-going Preschool and Long Day Care service provided in Guyra.

5.1. Strategic and Policy Implications

The projected expenditure on Council's building at 158 Bradley Street and Guyra Preschool service is within the 2020-2021 Operational Plan.

5.2. Risk

No risk to Council is anticipated. It should be noted these remedial actions do not address the long term suitability of the building for child care services. The Department of Education communicated their satisfaction with Council's response to non compliance issues at 158 Bradley Street, but this was in the context of the Council's plans to develop a new early childhood learning centre.

5.3. Sustainability

Sustainability issues were outlined in the Report to Council in January (10.6)

5.4. Financial

Budget Area:	Facilities						
Funding Source:	Operational Budget						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
241000.1.1450.333.2452	R&M	222,500	74,774	20,451	13,609	108834	113,666

There is a financial risk to Council. Any works on a building of this age, can precipitate unanticipated costs.

6. Consultation and Communication

There has been consultation with local and regional officers from the NSW Department of Education. These have been productive and facilitated a response that is deliverable and within Council's budget.

There has been public and media interest in the future of the Guyra Preschool and Long Day Care. Council will continue to provide information to families and the community that outlines the challenges the service faces.

7. Conclusion

Council has worked with the NSW Department of Education to resolve the non compliance notification received in December 2020. The resolution is within the 2021-2021 budget. The Department noted Council is continuing to plan a new early childhood learning facility.

Item:	13.8	Ref: AINT/2021/03314
Title:	ARC Drought Management Plan 2020	Container: ARC20/4403
Responsible Officer	Director Businesses and Services	
Author:	Arun Gautam, Project Engineer	
Attachments:	<ul style="list-style-type: none">1. ARC Drought Management Plan 20202. Submission on Drought Management Plan - 1 of 33. Submission on Drought Management Plan - 2 of 34. Submission on Drought Management Plan - 3 of 3	

1. Purpose

The purpose of this report is for Council to consider any submissions received during public exhibition of the ARC Drought Management Plan 2020 and adopt the plan.

2. OFFICERS' RECOMMENDATION:

That Council adopt the attached ARC Drought Management Plan 2020 and acknowledge the input of the community into the development of this important Plan.

3. Background

On 19th August 2020, Council resolved to prepare a Drought Management Plan informed by community consultation. Stakeholder sessions were held in Armidale and Guyra with a broad cross section of the community. On-line survey through Council's yoursay.armidale.nsw.gov.au engagement hub was also conducted to seek feedback from broader community.

The DMP was drafted in accordance with the NSW Water Directorate's Drought Management Planning Guideline 2016 incorporating all the suggestions provided in the stakeholder sessions held in Armidale and Guyra and in the Council's engagement hub (on-line survey). The draft was then presented to Council on 9th December 2020 and Council approved the draft DMP to put on public exhibition. The exhibition period ended on 21st January 2021 and Council received three submissions.

4. Discussion

Stakeholder sessions held in Armidale and Guyra on 20th October 2020 provided valuable suggestions into the development of a new Drought Management Plan for Guyra and Armidale's town water supply. The survey available online through Council's yoursay.armidale.nsw.gov.au engagement hub during 16 to 26 November 2020 provided further insights. There was general consensus in five levels of water restrictions.

Water restriction triggers and escalation protocols proposed in the draft DMP and reproduced below was as suggested by the majority of the participants. The participants also provided their valuable input in relation with the target demand during restriction and after the recovery from the drought and the restriction rules for each level of restrictions which are detailed in the attached draft DMP.

Proposed Water Restrictions Triggers – ARC DMP 2020

Level	Triggers	Target Total Demand (ML/day)/ Residential Demand (Litres/person/day)
P Permanent	Applicable all Times	8.2 */200* (90% of the average – new norm)
1 Low	Total storage level below 80% and adverse three month climate outlook by the Bureau of Meteorology. Authoritative advice on an adverse climatic forecast (e.g. drought declared by the government in the area). Operational Issues affecting the ability to supply.	7.4/180 (80% average)
2 Moderate	Total storage level below 70%. Operational Issues affecting the ability to supply. Consumption target of previous level not achieved for 2 weeks.	7.0/170 (75% average)
3 High	Total storage level fell below 60%. Serious Operational Issues affecting the ability to supply. Consumption target of previous level not achieved for 2 weeks	6.6/160 (70% average)
4 Very High	Total storage level fell below 55%. Serious Operational Issues affecting the ability to supply. Consumption target of previous level not achieved for 2 weeks.	6.4/155 (65% average)
5 Emergency	Total storage level below 50%. Serious Operational Issues affecting the ability to supply. Consumption target of previous level not achieved for 2 weeks.	6.2/145 (60% average)

Council received three submissions during public exhibition period. Key issues raised in the submissions and response are discussed below

- Cut in levels are high and should go down by 10% for each level.
- Banning of hoses is harsh particularly for elderly and people with disabilities and potentially against the anti discrimination laws.

- Council is not seeking genuine input from the community in preparing DMP.
- The plan does not address water access licence and legality of water to customers other than town water.
- The plan does not address long term water security issue and impact of the climate change.
- Relaxing of restrictions should consider climate outlooks as it does for the escalation of the restriction.
- Concern about use of the bore water as the ground water may not recharge
- The plan needs to consider the restoration and protection of riparian vegetation in the Malpas dam catchment
- Concern that upgrade of Malpas dam may not provide long term water security
- Council should be cautious in approving intensive horticulture business
- There is an inequity between commercial and residential water users

The restriction triggers proposed in the draft DMP was as suggested by the majority in the stakeholder sessions where there was almost consensus to go hard and early. Banning of hand hoses are in line with the other local water utilities across the state. Additionally, residential customers can apply for exemption if any water restriction rules are inequitably impacting them. Hence it's not recommended to change the restriction level or hand held hose rules as suggested in one of the submissions.

The total levels of restriction, restriction triggers, and target demand and new normal demand in the DMP were as suggested by the community. Council reached out to the community even before drafting the plan. The plan was then put on public exhibition for 42 days. All of them were to seek genuine input from the community.

Some of the issues raised in the submissions such as water access licence, water security issue, protection of the riparian vegetation and ground water are acknowledged and will be addressed appropriately. They are not part of this Drought Management Plan.

Table 2: Proposed Water Restrictions/Relaxation Triggers of the plan has been updated to include considerations of the climate outlook in addition to the dam storage levels when relaxing water restrictions as suggested in the submission.

The concern regarding inequity between commercial and residential water users is also noted. Lower levels of water restrictions aim to promote water conservation measures by reducing discretionary water usage among residential customers. Higher levels of water restrictions will have an impact on residential and commercial / institutional customers. Proposed restriction rules are considered to be balanced and generally in line with other water utilities' restriction rules across the state. It aims to extend water security while avoiding catastrophic impact on

employers that rely on water while protecting the public health. It is expected some of the businesses will not readily fit within the restrictions systems and will be dealt with on case by case basis. Additionally, the restriction rules table has been modified to include target reduction in usage of up to 50% and consider temporary closure of non-essential, high water customers in Level 5 Trigger 2 and 3 Emergency water restrictions. One additional note has been added for clarity that the target reduction will be relative to the pre-drought average consumption.

5. Implications

A harmonised Drought Management Plan provides a higher level of certainty for residents and commercial and institutional potable water users across the LGA.

5.1. Strategic and Policy Implications

The Drought Management Plan (DMP) is a plan every local water utility is required to have in accordance with the NSW Government's Best – Practice Management Guidelines Risk and is an element of Local Water Utility's Integrated Water Cycle Management (IWCM) Strategy and Strategic Business Plan (peak planning documents) and also related with Demand Management Plan.

The 2017-2027 Community Strategic Plan includes –
Environment and Infrastructure: Community Outcome 3

Develop a strategy to ensure that water and sewer utilities are maintained to an acceptable standard, and to ensure that the community has access to a water supply even in times of drought.

5.2. Risk

Economic Risk – If water security is not managed prudently through a responsible Drought Management Plan, water reliant businesses and institutions will not locate in the LGA or may reduce their employment.

Social Risk – poorly managed water supply often harms the most vulnerable in our community who rely on a high standard and reliable supply of safe drinking water

Reputation Risk – a region without a reliable town water supply cannot prosper.

Corporate Risk – Council is a Local Water Utility. Mishandling water security can destabilise the financial sustainability of the Water business unit and wider Council.

There are currently two DMPs – from the former Armidale Dumaresq Council and former Guyra Shire Council. Developing one DMP for the LGA will enable consistent, harmonised, effective management of water that is now connected by a pipeline from Malpas dam to the Guyra Water Treatment Plant.

5.3. Sustainability

The IWCM is a Local Water Utility's resourcing strategy for the provision of appropriate, affordable, cost-effective and sustainable urban water services that meet community needs and protect public health and the environment. A Drought Management Plan is an element of IWCM strategy which encourages the community to be water wise and promote sustainable use of precious water resource.

5.4. Financial

The Drought Management Plan was prepared by Council staff, but the two community stakeholder sessions were facilitated by the stakeholder engagement consultant which cost Council approximately \$12,000.

6. Consultation and Communication

Stakeholder sessions were held in Armidale and Guyra with a broad cross section of the community on 20th of October 2020. On line survey through Council's yoursay.armidale.nsw.gov.au engagement hub was conducted from 16 to 26 November 2020. The DMP was then drafted considering all the suggestions provided in the stakeholder sessions held in Armidale and Guyra and in the Council's engagement hub (on-line survey). There were 114 visitors to the site and 72 provided the response. The draft DMP was on public exhibition for 42 days. Three submissions were received. The attached DMP reflects on the suggestions by majority of participants in relation with the total levels of restriction, restriction triggers, target demand and new normal demand.

7. Conclusion

Armidale and Guyra experienced a record drought with nil inflows into its dam storages in 2019 leading to emergency water restrictions and some hardship in the community.

The prevailing Drought Management Plans (DMP) in Armidale and Guyra did not provide Armidale Regional Council and its water customers with the strategies it needed to manage the severe drought. Council resolved to update and harmonise its DMP. The attached DMP was prepared in accordance with the NSW Water Directorate's Drought Management Planning Guideline 2016 and NSW Government's Best – Practice Management Guidelines. Water restrictions triggers and rules are proposed generally in accordance with the viewpoints from the participants in community stakeholder sessions and on line survey. The draft DMP has been reviewed with minor changes to reflect some of the suggestions received during the public exhibition period. It is recommended that Council adopt the attached ARC DMP 2020.

Item:	13.9	Ref: AINT/2021/03368
Title:	Project Zero 30 Update	Container: ARC19/3503
Responsible Officer	Acting Director Organisational and Corporate Services	
Author:	Mandy McLeod, Sustainability Officer	
Attachments:	Nil	

1. Purpose

The purpose of this report is to provide an update on Project Zero30 and information on relevant Project Zero30 actions to June 2021 by Council.

2. OFFICERS' RECOMMENDATION:

That Council note the action update for Project Zero30.

3. Background

A report was provided to Council on the 9th December regarding an update on Project Zero30, AINT/2020/41800. From this a number of recommendations were made, Resolution number 380/20. On the 3rd February a meeting was undertaken with the Mayor and Council Officers and members of Project Zero30 from the University of New England. This report addresses the action items for Council from this meeting.

4. Discussion

At the Council meeting on 9th December a number of recommendations were made by the Interim Administrator and included:

b. Authorise the General Manager to make appointments to the Project Zero30 Board and Committees as required.

At the Project Zero30 meeting held on the 3rd February 2021, a decision was made that the Acting Director Organisational and Corporate Services would be the Council Representative on the Project Zero30 Board.

The report provided to Council on the 9th December, Project Zero30 Update, AINT/2020/41800, included the following items under Item 5.4. Financial:

Councils Operational Plan 2020-2021 indicates that Council will: Develop Project Zero30 actions to achieve carbon neutrality by 2030. Relevant actions (at an ARC projected cost of \$25,000 are to:

a. Develop a partnership with UNE:

A partnership has been established with UNE, a Memorandum of Understanding was signed by the then ARC CEO Ms Susan Law. Regular Board and committee meetings have been undertaken since that date.

b. Establish Science and Community Committees:

Both the Science and Community Committees have been established and regular scheduled meetings have been held.

c. Measure current sources of carbon emissions in the Local Government Area:

A Post Doctoral Research Fellow, Dr Kara Tighe has been employed by Project Zero30 and she is currently working with Council Officers to document and measure current sources of carbon emissions in the Local Government Area, including ARC energy use/carbon emissions.

In addition, the 9th December Ordinary Council Meeting provided for the initial project seeding funds, Council's share of the direct cash costs for the project over a ten year time frame, as well as information from the Ordinary Council Meeting on 25th September 2020. At this meeting Council considered a report on Confirmation of Federal Bushfire Recovery Funding and resolved (239/20) that Council adopt the amended allocation for the Federal Bushfire Funding Grant including Project Zero30 - Project seed money of \$25,000. This amount is included in the current Strategic Planning budget for 2021.

This Report also spoke to the anticipated direct administrative cash costs for the operations of Project Zero30 over ten years shared between UNE and ARC to a total cost of \$294,000 with ARC share being \$15,000/year for the next ten years indexed at approximately 2.5%.

At the Project Zero30 Meeting on the 3rd February 2021, an update to the yearly expenditure was undertaken and the University of New England (UNE) have stated that the previous financial commitment of \$15,000/year is no longer required to be paid by Council due to the Federal fee being removed.

5. Implications

5.1. Strategic and Policy Implications

Project Zero30 links to the Community Strategic Plan 2017-2027, Delivery Program 2018-2022 and the Operational Plan 2020-2021 in relation to Community Outcome 2: The community can participate in initiatives which contribute to a sustainable lifestyle.

It links specifically to the Delivery Program 2018-2022 and the Operational Plan 2020-2021 in relation to:

Environment and Infrastructure

- E2.1. Promote or provide educational programs to increase community awareness of climate change risks and enable the community to implement climate change adaptation and mitigation actions in daily life:

The Operational Plan 2020-2021 has as part of its Key Projects and Programs the development of Project Zero 30 actions.

At this stage the policy implications in relation to Project Zero30 are minimal, however this may change over the life of the project, as the project is likely to make recommendations for strategies to reduce carbon emissions for both Council and the community.

5.2. Risk

Federal Bushfire Funding Grant monies of \$1.3 million have been provided to Council. An amended allocation has been provided to the NSW Office of Local Government and been approved by that department.

5.3. Sustainability

This report is considered to provide for very little sustainability risk to Council. Project Zero30 itself will provide for significant sustainability impacts for the region becoming carbon neutral.

5.4. Financial

Budget Area:	Asset Management and Strategic Planning Budget						
Funding Source:	Federal Bushfire Funding Grant						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
	Project Zero30 Seed money	\$25,000				\$25,000	

Project Zero30 is planning to reduce carbon emissions in the Local Government Area to become carbon neutral by 2030. For an expenditure of \$25,000 over a 10 year project, this is a very small cost to Council in the longer term.

6. Consultation and Communication

This report does not require community consultation; this report provides an update on the current status of Project Zero30.

7. Conclusion

This report provides the relevant actions taken for Project Zero30, as well as financial information concerning Councils commitments of seed funding and a variation as to where this should be sourced from.

Item:	13.10	Ref: AINT/2021/03465
Title:	Street tree removal 60 MacDonald Drive	Container: ARC16/0157-2
Responsible Officer	Director Businesses and Services	
Author:	Richard Single, Project Officer	
Attachments:	1. 60 MacDonald Drive Street tree 2. Tree condition report 60 MacDonald Dr	

1. Purpose

To seek Council's endorsement of the tree assessment report and recommendation.

2. OFFICERS' RECOMMENDATION:

That Council endorse the tree assessment report and its recommendation to retain the street tree at 60 MacDonald Drive, Armidale.

3. Background

20/5/2019

Residents request to have tree removed due to shading and perceived risk.

Public Tree Assessment (PTI) undertaken.

Resident was advised that the tree does not meet the legislative requirements or councils policy for removal.

14/4/2020

Resident request to have Street tree lopped due to shading.

28/4/2020

Public tree assessment undertaken.

Response to resident that the lopping would breach Australian Standard 4379 Pruning of Amenity Trees and place an unacceptable financial and ongoing burden on Council.

21/5/2020

Resident requests pruning for road clearance and shade reduction.

Council Staff undertake road clearance pruning.

4/1/2021

Resident request for removal of dangerous tree- concerns for public safety sent to General Manager.

15/1/2021

Assessments completed and Street tree assessment summary completed (attached).

15/1/2021

Response to resident that tree would not be removed (AO/2021/00404) attached AO/2021/00379).

22/1/2021

Resident requests review of decision.

4. Discussion

Mr Nigel Wratten contacted Armidale Regional Council requesting the removal of a street tree located at 60 MacDonald Drive due to shading and safety concerns in May 2019.

Councils Urban Streetscape (Street Vegetation) Policy (120) and Statewide Mutual: Trees and Tree roots -best practice manual provided the guidance to address the request. The tree is located on the road reserve which is under council control and is zoned as R1 (Residential 1). The zoning indicates that the State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017 (Vegetation SEPP) is the applicable legislation for the site.

A Public Tree Inspection (Statewide Mutual) was undertaken on three occasions. The purpose of the inspection was to assess the mature tree believed to be a Southern Blue Gum (*Eucalyptus globulus* var *bicostata*). The tree was observed from the ground for signs of health/ vigour and structural integrity to determine if the tree posed an unacceptable level of risk to the public or property.

The subject tree was found to have excellent vitality and a good structure. This was evident from observing the canopy, leaf size and colour as well as the structural components of the trees (Branches, trunk and root zone). Small dead branches were present and some had fallen recently. The death and discarding of such internal branches is considered a natural process in the growth and development of the tree and is not considered to be or indicate structural failure. The tree appears to be structurally sound with no defects that would compromise it or indicate its imminent failure.

The resident wrote directly to the General Manager on the 4/1/2021 requesting the dangerous tree be removed. All previous assessments had not identified the tree as dangerous. In response, a full assessment was undertaken and report produced. All assessments did not identify the tree as being dangerous and advised it should not be removed. Mr Wratten was advised of the outcome and provided with a report summary which he rejected and requested a council review.

5. Implications

5.1. Strategic and Policy Implications

Removal of this tree would be contrary to Councils Urban Streetscape (Street Vegetation) Policy (120) applicable clauses have been provided.

Section 5 General street tree management issues

5.7 Maintenance program

Identification and removal of trees that pose a significant risk to the public, are dead or dying, or have caused considerable or on-going damage to public infrastructure or private property.

5.11 Street Trees, Solar Collectors and Security Cameras

Council is receiving an increasing number requests from residents to trim or remove public trees because they have installed or are planning to install a solar collector. Of particular concern are trees planted in streets that have an east/west orientation. It must be noted that at present there is no legal right to solar access in Australia.

5.13 Dangerous Trees

As part of a risk management program, all dangerous trees will be assessed upon notification and action taken to make the area or tree safe where practical. Where extreme danger exists, the tree will be removed immediately.

5.14 Risk Management

Giving consideration to budgetary constraints, an assessment of all trees should be undertaken. This may be carried out in conjunction with the five year rolling program for pruning.

5.2. Risk

Reallocation of resources away from high priority tree removal and identified operational tree maintenance would increase councils public liability exposure and risk non delivery of other prioritised community projects.

The removal of this tree would result in Non compliance with the State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017

5.3. Sustainability

To remove the tree contrary to Councils policy will create a precedent. Council receives many requests to remove street trees because of solar access and perceived risk. This will result in less street trees in the urban area and a need for a workforce/budget increase.

5.4. Financial

Budget Area:	Public and Town Spaces						
Funding Source:	General						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
240510	Urban Forest	191919	102593	nil	3817.00	93143	-3817

The removal of this tree would interfere in the ability to meet operational objectives in Councils Urban Forest tree maintenance and removal program.

Tree removal cost to council using internal staff = \$3817.00

As the tree does not meet the criteria for removal and involves the destruction of a public asset the full value of the tree must be calculated not just its removal cost (POL120).

Draft Australian Standard DR99307 – 1999. Amenity Valuation = \$54 976.00

6. Consultation and Communication

All service requests from Mr N Wratten regarding this tree have been responded to and the customer informed of all decisions. All necessary work identified to be done has occurred and no further work is required.

7. Conclusion

The street tree at 60 MacDonald drive should not be removed. Council has complied with current legislation, internal policies and industry best practice in its assessments. Removal of the tree places an unwarranted financial burden on general ratepayers, increases exposure to public liability claims and sets a negative precedent. Removing this healthy tree compromises Council's ability to address trees that do present a high risk to the public or property and have been programmed for removal within available resources.

Item:	13.11	Ref: AINT/2021/03581
Title:	Unauthorised urban street plantings	Container: ARC17/1844
Responsible Officer	Director Businesses and Services	
Author:	Richard Morsley, Coordinator Public and Town Spaces	
Attachments:	1. Application for Landscaping Road Reserves 2. Landscaping Agreement	

1. Purpose

Over the past few years the number of unauthorised plantings undertaken by residents on road reserves fronting their properties has increased. These plantings can increase road safety risks general public mobility barriers and impact on utilities.

The purpose of this notation is to advise Council that Public and Town Spaces staff will be sending written notifications to residents requesting that plantings are to be removed. Residents will be given a timeframe to complete the removal.

2. OFFICERS' RECOMMENDATION:

That Council:

- a. Endorse the attached procedural application form and agreement documentation that permits specified landscaping in some areas subject to a Council assessment and approval.**
- b. Note a number of residents will be sent written requests asking that they remove vegetation on road reserves (footpaths and verges) that have been assessed as posing a risk to pedestrians, motorists or public infrastructure in accordance with the provisions of Council's Urban Streetscape Policy (POL120).**

3. Background

Council's Urban Streetscape Policy (POL120) outlines the potential hazards of footpath landscaping and requires that residents must seek consent from Council before landscaping urban road reserves (footpath or verge areas).

Armidale has relatively narrow road reserves compared with other regional cities and they are usually congested with underground services including water and sewer mains, storm water pipes, electricity and optic fibre communications cables. Damage to optic fibres alone could have huge implications for internet and business communications.

Footpath landscaping can also reduce sight distances for motorists and driveway users, increasing risks to pedestrians and young children playing near roads. Permitting uncontrolled landscaping significantly increases pedestrian and motorist's risk and Council's potential public liability.

The cost to Council for the removal of unauthorised verge plantings has been significant at times. The recent rise in unauthorised plantings could have a significant financial impact on Council going forward.

Landscaping by residents is undertaken with good intentions such as beautification, however it is clearly important to advise people that there are some areas where landscaping will not be permitted for a variety of reasons. There are some locations, however where certain landscaping may be permitted under an agreement.

4. Discussion

Given the significant constraints and potential risk factors around landscaping our streetscapes, Council's policy has always been to limit urban street tree planting to one tree per average 20m frontage. This provides a traditional aesthetic streetscape appearance along with the advantages of shading and cooling, while at the same time limiting public risk and damage to underground services.

The attached application and agreement allows for landscaping in areas where the size of the road reserve can permit additional plantings. The central pre 1960s' part of town is heavily congested with infrastructure and can only support appropriately selected street trees at 20 metre intervals as established during Council's annual street tree planting program. Other areas may be able to support additional plantings subject to an assessment and approval.

5. Implications

5.1. Strategic and Policy Implications

Council's Urban Streetscape Policy (POL120) outlines the potential hazards of footpath landscaping and requires that residents must seek consent from Council before landscaping urban road reserves (footpath or verge areas). The policy has been in place since the late 1990s.

The approach that Council has taken in controlling the landscaping of road reserves is consistent with other Council's policies particularly those in larger centres where the safety and financial implications are even greater.

The Roads Act, 1993 (section 138) states that consent must be sought from Council before undertaking any work on the road reserve. Council currently regulates all works on council land in accordance with the Roads Act such as driveway construction, or any work that involves the excavation or the placement of objects on the road reserve.

Enforcing the procedure to apply to Council before undertaking roadside plantings brings a much needed level of consistency across the management of road reserves and ensures that all relevant safeguards are in place.

5.2. Risk

The operational risk of not proceeding with this recommendation is that the management and removal of unauthorised landscaping will reduce the budget and resources available in managing Council's annual street tree planting and management programs and responding to reactive storm tree damage.

Potential costs arising from damage to underground services such as sewer, water and communications could increase if the recommendations are not endorsed. Where pedestrian safety is severely compromised due to lack of motorist vision resulting from landscaping, Council could be liable for any potentially serious financial consequences.

The existing policy and application process mitigates risk on all levels, is fair, equitable and cost neutral.

5.3. Sustainability

The key objectives of Council's current street tree planting and management programs are to replace trees that are removed due to age or risk, increase the numbers of street trees in the town and ensure that species are selected that minimises risk. These are sustainable outcomes

that acknowledge the benefits that trees provide the community, their role in the maintenance of biodiversity and the role of vegetation in combating climate change and its potential effects.

Over the past 15 years, Council staff has developed a preferred street tree list (within POL120) assessing the impact of a range of tree species on public infrastructure. Trees have been regularly planted on Armidale's road reserves since the 1940's. Unfortunately, some species have proven to be problematic and this poses an ongoing cost to the community. This of course has only come to light through experience; however Council has made significantly improved and informed species choices over the past decade or so.

While unauthorised landscaping and tree planting on public undoubtedly contributes to environmental benefits, residents are often not aware of the impacts certain trees can have on infrastructure and the risk to motorists and pedestrians. If Council fails to control ad hoc, uninformed plantings then the financial burden to the rate payers will steadily increase into the future.

5.4. Financial

The implementation of this recommendation to Council does not have a direct budget impact. The cost of staff time in assessing landscape proposals and administering the agreement is cost neutral because administration costs will be offset by the proposed fees to be posted in the 2020-21 Fees and Charges.

The removal of unauthorised plantings on footpaths impacts upon the Public and Town Spaces Urban Forest budget. Allowing the proliferation of landscaping on road reserves without approval will add considerably to council's future costs and this cost cannot be currently quantified. The purpose of this recommendation is to minimise the future cost to the rate payer.

Budget Area:	Public and Town Spaces						
Funding Source:	Internal						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
240510	Urban Forest Budget	Nil	Nil	Nil	Nil	Refer above	Nil

6. Consultation and Communication

Council's Urban Streetscape policy is due for review; however previous versions dating back to its inception in the late 1990's have required the policy to be placed on public exhibition. Regular media articles have been posted on many occasions since that time advising the community that footpath landscaping requires consent from Council.

Notification letters will be mailed to residents where road reserve landscaping has taken place. Residents will be advised that Council consent is required and asked to provide evidence of prior consent. If no consent is produced, qualified staff will assess the landscaping and determine the potential risks and impacts. If it is deemed that the landscaping cannot remain the resident will be advised accordingly and provided with a timeframe to remove the landscaping. Further letters will be sent ensuring appropriate timeframes are provided for the work to be completed.

If the work is not completed to Council satisfaction, then the resident will be advised that Council will remove the landscaping. If the resident has advised that they undertook the landscaping, then an invoice will be issued for the works.

If the landscaping was present prior to the current owner purchasing the property, the current resident will be sent advisory letters notifying that the landscaping will be removed by Council.

The new procedure provides for consultation with applicants regarding their landscaping proposals. If some form of tree planting or landscaping is applicable to the site, then staff will work with the resident to ensure that appropriate species, height restrictions and spacings are adhered to. If approved, applicants will be required to sign an agreement to ensure adherence to the approved plan and provide Council with current public liability insurance annually.

7. Conclusion

Control over ad hoc, unauthorised landscaping of public road reserves can minimise the financial and public risk burden on the rate payer. A procedure has been proposed to allow for the landscaping of road reserves in some parts of Armidale subject to Council assessment and approval. The procedure is designed to minimise future financial and risk burden on Council while allowing additional beautification of the streetscape where risk is not deemed significant.

Item:	13.12	Ref: AINT/2021/03652
Title:	Removal of Grant Application - NSW Environment and Protection Authority: Circulate Program	Container: ARC16/0125-2
Responsible Officer	Director Businesses and Services	
Author:	Mark Byrne, Manager Utilities	
Attachments:	Nil	

1. Purpose

The purpose of this report is to request that Council endorse the decision to ***not*** proceed with the submission of a funding application under the Environment Protection Authority: Circulate Grants program that was endorsed at the January OCM. In the preparation of the application it was found that sufficient funding to properly run this project was not available.

2. OFFICERS' RECOMMENDATION:

That Council:

- a. Endorse not proceeding with the funding application to the Environment Protection Authority: Circulate Grants program to initiate a project for the retrieval of Commercial/Industry food waste for inclusion in the current City to Soil program.**
- b. Recognise that the work already performed in the preparation of this funding application be retained and applied to a more suitable grant stream in the future within available Council resources.**

3. Background

A report was submitted to Council at the January OCM 27/01/2021 requesting endorsement to apply for grant funding from the Environmental Protection Authority: Circulate Grants program to engage a Project Officer to run a trial project to divert food waste from commercial and industrial kitchens (restaurants, cafes, hospitals, boarding schools, clubs, supermarkets, bakeries, production kitchens, etc.)

In preparing the grant application estimated volumes of the waste stream to be diverted were required. After gathering information on total tonnes to be diverted it was identified that the available funding (from these findings) would not be sufficient to fully fund a Project Officer to conduct the trial. Once this was evaluated, investigations ceased on the application and the contracted Grants officer terminated. All working documentation and information have been stored in TRIM to be utilised at a later date when another more suitable grant becomes available.

4. Discussion

This grant had very specific criteria in the application around tonnages of waste to be diverted and how much funding would be allocated per tonne. Initial estimates showed that the amounts of organics diverted would not attract sufficient funding to fully fund this project which would put a financial and resourcing burden on Council. The valuable information collected and work already done will be retained and applied to a more suitable grant funding stream in the future pending council approval and available resources.

5. Implications

Potential unfunded financial burden avoided.

5.1. Strategic and Policy Implications

Nil

5.2. Risk

It is considered minimal risk to reputation for initiating work on this application, having it endorsed by Council and then not proceeding at this time. There would be no change to operations.

5.3. Sustainability

No impact to financial sustainability.

Council staff recognise diverting organic waste from landfill is an important sustainability issue from an economic and environmental perspective. Council Waste staff will endeavour to find other strategies to encourage less organic waste from businesses in the LGA reaching Council's landfills.

5.4. Financial

Budget Area:	NA						
Funding Source:	Nil						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

No financial impact.

6. Consultation and Communication

In preparing the grant application contact was made with some businesses that were prepared to participate in the trial if funding was approved. This can be reassessed in the future when this project is fully funded.

7. Conclusion

The EPA Circulate grant was deemed not viable at this time after waste stream diversion estimates were compiled. The report seeks council endorsement of the decision to not apply for the grant at this time as projected funding was not enough to fully fund the project to achieve the desired outcomes.

This does not mean that this initiative has been abandoned but simply postponed until full funding can be obtained.

Item:	13.13	Ref: AINT/2021/03656
Title:	Guyra Preschool and Long Day Care: Update on Project and progress of Local Roads Community Infrastructure Phase 1 project	
		Container: ARC20/4291
Responsible Officer	General Manager	
Author:	Scot MacDonald, Director Businesses and Services	
Attachments:	Nil	

1. Purpose

The purpose of the Report is to inform Council of the status of the Guyra Early Childhood Learning project and progress of the Local Roads and Community Infrastructure Phase 1 sub-project – new carpark and associated works at 158 Bradley Street, Guyra (behind Council Administration building).

The Report advises Council is submitting a Capital Expenditure Review of the ECLC project to the NSW Office of Local Government.

2. OFFICERS' RECOMMENDATION:

That Council:

- a. Rescind 313/20 part b)(ECM 3/11/20) “Endorse the engagement of CKDS Architects as the Principal Design Consultant for the Guyra Early Childhood Learning Centre project, subject to the Acting General Manger being delegated authority to finalise the scope of designs and professional costings”.**
- b. Note Council is submitting a Capital Expenditure Review of the ECLC project to the NSW Office of Local Government.**
- c. Note Council is seeking clarification from the Federal Government it can proceed with the LRCI project to construct a new car park and associated works at 158 Bradley Street, Guyra prior to finalisation of internal and external approvals for the proposed Early Childhood Learning Centre.**
- d. Council has advised the funding body it is seeking approval from the NSW Office of Local Government of the Capital Expenditure Review to be submitted in February.**

3. Background

Armidale Regional Council's Community Strategic Plan 2017-2027 includes Community Outcome 4 “Facilitate and support the delivery of high quality early childhood and out of school hours services across the region.”

Council operates a Preschool and Long Day Care service in Guyra with 29 places from the ages of 0 to 5. They cater for up to 30 After School places that are delivered across two sites in Guyra.

The service operates out of 19th century former Railway cottage at 199 Bradley Street. . The condition of the building and limited space constrain the financial performance of the Preschool. Armidale Regional Council committed to a new site at the Council Administration and Library precinct at 158 Bradley Street (Motion 238/20) in 2020. Council included the new Preschool in its 2020-2021 Operational Plan.

4. Discussion

Council Local Services and Facilities staff are now the Project Manager and Project Officer respectively and the services of CKDS are no longer required. Further design and survey work will be incorporated into project scope and confirmed grant funding. The scope of the project has been revised by staff to match the available funds.

It is noted Council cannot proceed with the project unless it has approval from the Office of Local Government for the proposed capital expenditure. That Capital Expenditure Review will be submitted in February. The Financial Controller has advised he is to approve a Capital Expenditure Review submission.

Facilities Staff do propose to continue removing and dismantling the two former school buildings behind the Council Administration building in Guyra. These buildings are in poor condition and would require action irrespective of the ECLC project. The anticipated removal and dismantling costs do not require a budget adjustment. The removal of the larger building was the subject of an EoI process and a separate Report to this Council meeting. In accordance with the Heritage report, the smaller building will be dismantled.

The LRCI Phase 1 project that includes a new carpark, landscaping, lighting and walkway construction will commence in April and conclude by the end of the financial year (subject to hot bitumen delays). The Federal funding body has been advised Council cannot proceed with the new ECLC until it completes its internal and external approvals. **The LRCI Phase 1 project description referred to a range of features at the Community Hub that will benefit from the new infrastructure and not reliant on the delivery of a new ECLC – “...A larger car park is required to accommodate the new infrastructure and to provide improved access to the library, UNE building and community hub.”**

5. Implications

5.1. Strategic and Policy Implications

The 2020-2021 Operational Plan included –

“..focused on delivering key infrastructure projects including:

- three new bridges at Dumaresq, Pint Potand Shingle Hut Creeks
- the Curtis Park playground and amenities
- the Guyra Preschool and Long Day Care upgrades
- completion of stage 1 of the Business Park”

5.2. Risk

Reputational Risk: Reputational risk is evident if the project does not proceed given the Federal MP and Council launched and endorsed the ECLC project in 2020. Council has also promoted the project through a range of I.P&R, community and stakeholder engagements.

Council is also on notice to improve its financial performance from the OLG.

Social Risk:

Professional childcare and education lays the foundation for strong educational, employment and social outcomes. The provision of long day care enables workforce participation and broader opportunities for all family members.

Legislative and Regulatory Risk:

Continuing to operate at the current facility risks on-going NSW Department of Education Early Childhood Education non-compliance breaches as notified in December 2020.

Council's risks not meeting its Performance Improvement Order and Financial Controls if it commits unfunded expenditure.

5.3. Sustainability

The facility used by the Preschool is a 19th century cottage converted to a childcare operation. Its age and condition precludes efficient heating, cooling and ventilation (noted in the DoE Breach report).

A key rationale for co-locating the proposed ECLC is to remove the requirement to use two sites for After School Care and Vacation Care. Currently the service utilises the Preschool at 199 Bradley Street and the HACC building at 158 Bradley Street.

It is also anticipated there will be greater utilisation of Library services as the new building would be next to the Library. The Administration precinct at 158 Bradley Street also includes a refurbished UNE Study Hub.

5.4. Financial

Budget Area:							
Funding Source:	Federal Government LRCI Phase 1 grant – paid on progress						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget

6. Consultation and Communication

Staff, family, stakeholder, I.P&R and community consultation was outlined in previous Council Reports.

7. Conclusion

This Report notes the services of CKDS are no longer required.

Council is proceeding with a Capital Expenditure Review of the Guyra Early Childhood Learning Centre to be submitted to the NSW Office of Local Government and that approval is required from the OLG to proceed.

Council has advised the Federal Department of Infrastructure, Transport, Regional Development and Communications it requires clarification that it can proceed with the LRCI Phase 1 project to build a new carpark and associated works when it has not yet received approval from the NSW OLG that it approves the submitted Capital Expenditure Review for the proposed Early Childhood Learning Centre.

Delivery of this project will be challenging given the financial position of Armidale Regional Council and direction from the NSW Government to improve its sustainability. Peer review is

currently underway to establish the bona fides of the Business Case as drafted and this, along with the need to seek Financial Controller endorsement prior to the submission of the capital expenditure review, LRCI approval, and then Council sign off, will form part of a future report to Council.

Item:	13.14	Ref: AINT/2021/03682
Title:	Guyra Preschool and Long Day Care Centre CCCF funding applications. Container: ARC20/4291	
Responsible Officer	Director Businesses and Services	
Author:	Amanda Campbell, Preschool Nominated Supervisor	
Attachments:	Nil	

1. Purpose

This Report seeks Council endorsement of two Federal Community Child Care Fund Round 3 applications that close on 22 February 2021.

The CCCF Capital Support application seeks \$150,000 per annum over the next two financial years (total \$300,000) for the new Early Childhood Learning Centre project.

The CCCF Sustainability application seeks \$100,000 per annum over the next three years (total \$300,000) to assist with operational expenses.

2. OFFICERS' RECOMMENDATION:

That Council endorse the lodgement of two Federal Community Childcare Fund Applications:

- 1. Capital application for \$300,000.**
- 2. Sustainability application for \$300,000.**

3. Background

Over the past 5 years staff from the Armidale Regional Council and the Guyra Preschool and Long Day Care Centre have been working towards building a larger facility for children of the Guyra Community. The planned Guyra Early Learning Centre (ECLC) to be constructed behind the Guyra Council Administration Building is being re-scoped, designed and costed. The project before Council is \$2,968,197.

In the past the Centre has been successful in securing CCCF Capital and Sustainability Funding Round 1 (2016). Round 3 is now open and we propose to apply for another Capital Grant to assist in resourcing the design and build of the new ECLC playground with more extensive educational and inclusive features.

The CCCF Sustainability Support funding is designed to assist childcare providers with operational costs as it transitions to a more sustainable business model.

4. Discussion

The CCCF Capital funding application of \$300,000 is to assist in designing and building an outdoor play environment that is age appropriate, culturally diverse, inclusive, accessible, educational and interactive.

The CCCF Sustainability funding is to assist meet operating costs over the next three years while the new ECLC is being built.

No co-contributions are required. Design and project management expenses for the outdoor area will be incorporated in the project budget and therefore there will be no operational budget requirement. The upgraded Outdoor area would be sequenced at the end of the ECLC

project. If all internal and external approvals are met, the project will commence in January 2022 and be completed by February 2022. There is no anticipated impact on Council's regular work plan as project will be externally delivered.

5. Implications

This grant would enable the construction of a more interactive, positive child development design than currently budgeted.

The sustainability funding will assist Council to financially support the Preschool and Long Day Care as its transitions to new facility and optimal service capacity.

5.1. Strategic and Policy Implications

Armidale Regional Council's **Community Strategic Plan 2017-2027** includes Community Outcome 4 "Facilitate and support the delivery of high quality early childhood and out of school hours services across the region."

The 2020-2021 **Operational Plan** included:

"..focused on delivering key infrastructure projects including:

- three new bridges at Dumaresq, Pint Potand Shingle Hut Creeks
- the Curtis Park playground and amenities
- the Guyra Preschool and Long Daycare upgrades
- completion of stage 1 of the Business Park"

Key Projects

Community Education and Learning Centre

Plans are in place to create an integrated and progressive Community Education and Learning Centre in Guyra to support early education, preschool, before and after school, vacation care and adult learning. The project will renew facilities for the popular service, moving it from a high-maintenance and retrofitted facility to a brand new, fit-for-purpose centre that can cater for 29 more children per day. It will also include an area for school holiday care, as well as adult study spaces for UNE students which will be constructed in Phase 2 of the project.

The facility will be situated behind the current Council Administration facility, and in close proximity to the Guyra Library, Guyra Hub and Home Support Services - creating a one-stop community and learning precinct, and creating greater CBD activation. It is scheduled to be designed, funded and consented for construction by end of 2020. Pending approvals, construction will begin in January 2021.

This project is funded through Federal grants and Council inputs. The project, once completed, is anticipated to have a significant impact on the Guyra community with more childcare places available, increased employment opportunities, greater access to learning and study environments, and the ability to meet higher quality standards.

Key Projects and Programs: Title	Actions	Origin	Delivery Program	Department	Measures
Implement Stage 1 of the Guyra Early Childhood Learning Centre upgrade	<ul style="list-style-type: none"> • Finalise designs and work plans • Submit DA • Engage the community • Tender civil works & construction • Commence demolition • Prepare utilities • Commence construction <p><i>Expected 20/21</i> <i>Cost: \$1,093,197</i> <i>Total Estimated Stage 1 Costs: \$1.5 million</i> <i>Funding sources: Federal Government funding (\$613,197), ARC (\$480,000)</i></p>	Capital Works Program	P4.1	Preschool	<ul style="list-style-type: none"> • Building Design finalised • DA submitted • Construction Certificate and contract completed • Tenders drafted, released and awarded by Q2 • Demolition, civil works completed by Q2 • Building construction commenced Q3

The 2018-2021 **Delivery Plan** includes:

“4.1 Children & Young People Facilitate and support the delivery of high quality early childhood and out of school hours services across the region.”

5.2. Risk

- Economic risks are two fold, 1/ unable to complete the new ECLC to a high standard and 2/ unable to achieve financial sustainability in current service over the next 3 years.
- Operational risk are related to not being able to meet the community needs as identified in the Community Strategic Plan.
- Reputational risks are high for the Preschool and Council more broadly as the announcement of the new ECLC was made in the media in May 2020.
- Regulatory risks associated with the NSW Department of Education would be raised due to the need for the current centre to be continue to be operational long term with high safety risks already apparent resulting in being unable to meet childcare regulations.

5.3. Sustainability

Efficiencies will be achieved through successful capital funding and the completion of the new ECLC. Council will be able to merge the Preschool, Long Day Care service and the OSHC service into one operation at one site behind the Guyra CAB, removing significant additional administration needs and reducing staff costs.

5.4. Financial

Budget Area:	Guyra Preschool and Long Day Care Centre						
Funding Source:	Community Child Care Fund- Capital and Sustainability funding.						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
	Sustainability funding- CCCF				\$300,000	\$300,000 (income)	
	Capital funding- CCCF				\$300,000	\$300,000 (capital)	
	Depreciation (New asset – Whole of Life;10 year Life))					300,000	
	Maintenance (10 Years)					150,000	

6. Consultation and Communication

The new ECLC was announced in May 2020 by Federal MP Barnaby Joyce and the Mayor. There is a strong community and stakeholder expectation of the new centre to be built.

Users of the service are extremely excited and in desperate need of the new centre and have full patronage with a waiting list. The staff and community believe that the new centre will be a valuable asset to the town.

There was an extensive community consultation process delivered by Seftons Communications that was reported to Council in 2020.

The Guyra ECLC was included in the IP&R engagement in 2020 and subsequently adopted by Council in 2020-2021 Operational Plan.

7. Conclusion

Endorsement of the grant applications submitted in February 2021 will provide additional financial resources to deliver a more mobility inclusive, development focused Outdoor area than would be possible with the current ECLC project budget.

The CCCF Sustainability application will assist Council to financially support the Preschool service as it transitions to a sustainable business model.

Item:	13.15	Ref: AINT/2021/04013
Title:	Green Waste Services and Fees - Free Monthly Green Waste Drop-Off Days Cost to Council	Container: ARC16/0904
Responsible Officer	Director Businesses and Services	
Author:	Mark Byrne, Manager Utilities	
Attachments:	Nil	

1. Purpose

The purpose of this report is to inform Council of the costs incurred by providing a free green waste disposal day each month from July 2020 to December 2020.

2. OFFICERS' RECOMMENDATION:

That Council note the cost to Council of \$14,525.00 for providing six free green waste disposal days being every third Sunday from July 2020 to December 2020.

3. Background

A Notice of Motion was put to the May 27th 2020 ordinary council meeting by Cr Dorothy Robinson that Council:

- a. Recognises that many residents have dead and dying trees and shrubs because of the drought and will need additional green waste services.
- b. Green waste disposal fees at the transfer station are waived on at least one day per month for 6 months, commencing when permitted under COVID-19 restrictions.

Motion 113/20 was carried.

Council staff elected to make every third Sunday from July 2020 to December 2020 available for the free disposal service at its Armidale Waste Transfer Stations and advertise this on Council's website.

4. Discussion

The pattern of delivery of green waste utilising the free regular disposal days confirmed residents stockpiled large volumes of waste in anticipation of the free service. Experience also indicates that residents usually contaminate the green waste with other waste as they attempt to maximise their opportunity to dispose of all waste types.

Council applies a user pays system for waste disposal via residential "self haul" to the landfill and waste transfer stations. Charges are levied for green waste disposal to offset the cost of shredding this material and running the waste facilities which are open 7 days per week.

The 'free green waste day' effectively transferred the cost of personal waste responsibility to the broader community.

Council's current waste management practices and fees and charges at waste management facilities are structured to ensure that generators of waste pay for waste disposal. This matches the NSW Government guidelines and encourages residents and commercial users to find other ways to reduce waste to landfill by reducing waste volumes, reusing and recycling.

5. Implications

'Free waste days' distort the user pay principle; negatively impacts on sound waste management and undermines the adopted Operational Plan and budget.

5.1. Strategic and Policy Implications

Does not align with the Waste Fees and Charges agreed to by Councillors.

5.2. Risk

The proposal had the unintended consequence of increasing operational costs at a time of constrained budgets; changing green waste handling behaviour by some ratepayers; benefit a minority of ratepayers at the expense of the general population; increase the risk of stored waste in anticipation of a 'free day'

5.3. Sustainability

CSP 2017 to 2027 - E2.2 – Provide waste and recycling services and environmentally responsible waste disposal facilities together with education programs to reduce waste and increase recycling.

There have been no discernible environmental benefits.

5.4. Financial

Budget Area:	Waste Services						
Funding Source:	Operational Budget						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
AWS000356	Landfill Operations LSR	Waving of fees & charges	\$14,525	\$0	\$0	\$0	\$0

6 free green waste disposal days over six months.

Cost Breakdown:

- Gate fees 450 loads @ \$12 per load = \$5,400.00 (Average = \$900.00 per day)
- Loader and operator \$125 per hour x 30 hours = \$3,750.00 (Average = \$625.00 per day)
- Process costs 450m² @ \$7.50 per m² = \$3,375.00 (Average = \$562.50 per day)
- Contractor to row up mulch = \$2,000.00 (Average = \$333.33 per day)

Total = \$14,525.00 (Average = \$2,420.83 per day)

6. Consultation and Communication

Advertised on Council website & social media.

7. Conclusion

This report is for Council to note the costs incurred and lost revenue as a result of approving six free green waste disposal days from July 2020 to December 2020 at the Long Swamp Road Landfill. It notes the only recognisable outcome was a distortion of personal waste handling funded by the broader community.

Item:	14.1	Ref: AINT/2020/40406
Title:	EOI Acquisition and Removal of Former School Building 158 Bradley Street Guyra	Container: ARC20/4290
Responsible Officer	General Manager	
Author:	Scot MacDonald, Director Businesses and Services	
Attachments:	1. Expression of Interest - EOI - Acquisition & Removal - former School Buildings - rear of 156-158 Bradley Street Guyra - Robert & Kylie Cawley- <i>As this attachment deals with commercial information of a confidential nature which, if disclosed, confers a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c) of the Local Government Act 1993). Council closes the meeting, in accordance with Council's Code of Meeting Practice, as consideration of this matter in open Council would be contrary to the public interest.</i>	

1. Purpose

Consideration and determination of Expressions of Interest received for the advertised acquisition and removal of the 2 former school buildings at the rear of the Council Office in Guyra.

2. OFFICERS' RECOMMENDATION:

That Council enter into a contract with Mr and Mrs Cawley for the acquisition and relocation of the larger of the two former school buildings at the rear of the Council office in Guyra subject to the following terms and conditions:

- a. **Monetary consideration as outlined in the submission from Mr and Mrs Cawley with 50% being paid within 14 days of signing contract, 35% being paid within 14 days of taking control of the site and 15% within 14 days of building relocation.**
- b. **Mr & Mrs Cawley to secure satisfactory Development Consent for the initial "relocation and storage" prior to the relocation of the building and its future conversion of the building to a residence;**
- c. **Mr & Mrs Cawley to cover all costs associated with the disconnection of all services (power, water, sewer, telecommunications) from the larger building as described in the EOI documentation;**
- d. **Mr & Mrs Cawley to cover all costs associated with the preparation and lodgement of a Development Application for the relocation and storage of the building;**
- e. **Mr & Mrs Cawley to cover all costs associated with the other required permits, approvals (such as road permits, Asbestos disposal) and independent legal advice;**
- f. **Mr & Mrs Cawley to cover all costs for the removal of "Friable" asbestos containing material prior to the relocation of the building;**
- g. **Mr & Mrs Cawley to cover all costs for the removal of all "Bonded" asbestos containing material (IF REQUIRED BY EPA/SAFE WORK NSW LEGISLATION) prior to the relocation of the building;**
- h. **Mr & Mrs Cawley to remove the building from the site by 31 March 2021.**
- i. **Armidale Regional Council to cover the cost of preparing the Contract Agreement;**

- j. Armidale Regional Council to cover all costs to undertake final site clean-up, arrange for and secure contamination certification following clean up.**
- k. The funds for these required works to come from the budget allocation for the new Guyra Early Childhood Learning Centre**
- l. Council to either deconstruct or demolish the smaller building once quotes are secured which provides the greatest financial benefit to Council.**
- m. That the General Manager be authorised to sign and finalise all associated contracts for the acquisition, relocation, demolition and associated site clean up for the two former school buildings at the rear of the Council office in Guyra.**

3. Background

Council proposes to develop the land behind the Council Office and Library in Guyra for a new carpark, Early Childhood Learning Centre.

Currently, there are two weatherboard former school buildings erected on the site which need to be removed to make way for the proposed new Early Childhood Learning Centre and associated works.

The former school buildings have been repurposed over time and are currently used by community groups. The northern building is occupied by the Guyra Men's Shed and the southern, larger building is occupied by the University of New England (UNE) for a study centre for UNE students in the Guyra district, and by the Healthy Highlanders as an activity gymnasium. The UNE Study Hub is being relocated to vacant offices in the Guyra Council Administration Building. Healthy Highlanders are moving to the Guyra RSL Hall.

Council has undertaken a Heritage review of the two buildings that identified the buildings could be re-purposed or adapted suggesting the larger weatherboard building could be removed to a new site and re-adapted for community or private use, whilst the smaller building could be relocated and repurposed or due to its condition, demolished and the hardwood timber could be salvaged and reused.

Council also commissioned an Asbestos Materials Survey and Asbestos Register for both buildings. The survey identified that both buildings contain small amounts of Bonded Asbestos (ie painted asbestos sheet) lining to eaves, and some parts of the ceiling. A small amount of "Friable Asbestos Containing Material" was identified in the low density electrical mounting board in the larger building.

Council called Expressions of Interest for the acquisition and relocation of both buildings in October 2020 with submissions being received up to 3 November 2020.

4. Discussion

To enable the new Early Childhood Learning Centre to proceed, it is necessary to remove the two existing buildings from the site behind the Council office and Library in Guyra. These buildings will be vacant by the end of February. The buildings are at the end of their functional life for Council and maintenance costs are expected to increase.

As Council does not have any use for the two buildings, an Expression of Interest process was followed to allow any interested party to make a submission for the purpose of acquiring the buildings and relocate them. The EOI was publicly advertised and promoted through Council's social media platforms. An "Open Day" was held on Wednesday 21 October 2020 providing

opportunity for interested parties to inspect the buildings with three interested persons viewing the buildings.

At the close of EOI's, Council received one submission from Mr and Mrs Cawley, who seek to acquire the larger building and relocate the building for renovation and conversion to a residence on their land within the Armidale Regional Council area. They propose to sympathetically renovate the building to maintain its heritage, character and external appearance. A copy of the submission is circularised "**In Confidence**" for Council's perusal and review of the submitter's terms which include:

- Services disconnection as described in the EOI documentation;
- Costs associated with the preparation and lodgement of a Development Application;
- Costs associated with the other required permits, approvals and independent legal advice.

But exclude:

- Site clean-up, contamination certification and payment of the identified \$5,000 security bond;

And on the assumptions, due to the very tight time constraints imposed by council:

- That the existing A-4 Very Low Risk asbestos remain within the building during removal and relocation;
- That Development Approval is granted for the initial "relocation and storage" prior to the conversion of the building to a residence.

Council did not receive any interest for the acquisition of the smaller building. Quotations are being sourced for the deconstruction or demolition of the smaller building with preliminary estimates identifying a cost for the demolition being approximately \$35,000 - \$40,000.

As the above EOI excludes the final site clean-up and Contamination Certification it is estimated that this cost is approximately \$20,000 - \$30,000 with the bulk of the costs being for the disposal of the bricks and concrete waste at Council's landfill.

5. Implications

5.1. Policy

To ensure a transparent process for the divestment of its interest in the two buildings a public Expression of Interest process was run to provide equal opportunity for community groups or organisations as well as the general public to make a submission to acquire the buildings.

It is now open for Council to consider the submission received and whether or not Council wishes to accept the proposal and the terms submitted

The monetary terms associated with the submission from Mr and Mrs Cawley is outlined in the circularised "**In Confidence**" submission.

5.2. Risk

It is proposed that Council engage the services of one of its "Panel" Solicitors to prepare the Contract agreement for the divestment of the building and the associated conditions as outlined in the recommendation of this report.

5.3. Sustainability

The Heritage report supports the repurposing as proposed by Mr & Mrs Cawley. Whilst the relocation will remove the building from its current locations it will ensure that the building once renovated will retain its external character and appearance.

The relocation of the larger building and the deconstruction or demolition of the smaller building will enable the commencement of the new Early Childhood Learning Centre and Out of School Hours Care Wing. The buildings that are disposed of were former school structures and therefore the development of an Early Childhood facility continues the historic, educational use of these buildings.

Financial

The costs associated with the disposal of the larger building; deconstruction or demolition of the smaller building and the subsequent site clean-up and contamination clearance are estimated at approximately \$110,000. These expenses have been included in the Early Childhood Learning Centre project budget.

Both of these buildings are at the end of their functional life and cost Council unsustainable, unfunded maintenance costs. Disposal of these structures will save Council approximately \$5000 pa in maintenance and avoid significant remediation and renewal costs.

6. Consultation and Communication

The EOI was publicly advertised and promoted on Council's social media providing opportunity for any interested organisation or person to make a submission to acquire the buildings.

The current three tenants of the existing buildings are fully aware and informed about the process and Council is working with each of them to assist with their relocation to alternative venues.

Adjoining landowners and tenants have been engaged through several community information forums and discussions.

7. Conclusion

To enable the new Early Childhood Learning Centre with ancillary and associated carpark and works to be undertaken on the land behind the Council office and Library in Guyra, the two former school buildings need to be removed.

To achieve the Heritage recommendations of repurposing the two buildings Council sought Expressions of Interest from community groups and the general public to acquire and relocate the buildings.

Only one EOI was received for the larger of the two buildings. The submission proposes to acquire the building and relocate it for the purpose of renovating and internal alteration to change it to a private residence within the Armidale Regional Council area.

The terms and monetary considerations are outlined in the submission which is circularised **"In Confidence"**.

It will be necessary for Council to either deconstruct or demolish the smaller building as no interest was expressed. Quotes are being sourced for this option and it is proposed to undertake the deconstruction or demolition along with the site clean-up and contamination certification that provide the greatest financial benefit to Council.

It is recommended that Council enter into a contract with Mr and Mrs Cawley for the acquisition and relocation of the larger building subject to the following terms and conditions:

- Monetary consideration as outlined in the submission from Mr and Mrs Cawley with 50% being paid within 14 days of signing contract, 35% being paid within 14 days of taking control of the site and 15% within 14 days of building relocation.

Mr & Mrs Cawley to:

- Secure satisfactory Development Consent for the initial “relocation and storage” prior to the relocation of the building and its future conversion of the building to a residence;
- Cover all costs associated with the disconnection of all services (power, water, sewer, telecommunications) from the larger building as described in the EOI documentation;
- Cover all costs associated with the preparation and lodgement of a Development Application for the relocation and storage of the building;
- Cover all costs associated with the other required permits, approvals (such as road permits, Asbestos disposal) and independent legal advice;
- Cover all costs for the removal of “Friable” asbestos containing material prior to the relocation of the building;
- Cover all costs for the removal of all “Bonded” asbestos containing material (IF REQUIRED BY EPA/SAFE WORK NSW LEGISLATION) prior to the relocation of the building;
- Remove the building from the site by 31 March 2021.

Armidale Regional Council to:

- Cover the cost of preparing the Contract Agreement;
- Cover all costs to undertake final site clean-up, arrange for and secure contamination certification following clean up.
- Allocate the funds for these required works are to come from the new Guyra Early Childhood Learning Centre project.

Item:	14.2	Ref: AINT/2021/02842
Title:	Adoption of Library Strategic Plan 2020-2027	
		Container: ARC21/4501
Responsible Officer	Acting Director Organisational and Corporate Services	
Author:	Aimee Hutton, Coordinator Libraries, Museums and Visitor Information Centre	
Attachments:	1. Library Strategic Plan 2020-2027 - Final	

1. Purpose

The purpose of this report is to adopt the Library Strategic Plan 2020-2027

2. OFFICERS' RECOMMENDATION:

That Council:

- a. Note that there were no submissions received in relation to the Draft Library Strategic Plan 2020-2027 while it was on public exhibition.**
- b. Adopt the Library Strategic Plan 2020-2027.**

3. Background

At the 9 December 2020 Ordinary Council Meeting, Council resolved to endorse the Draft Library Strategic Plan 2020-2027 being placed on public exhibition until 26 January 2021.

4. Discussion

Immediately following the 9 December 2020 Ordinary Council Meeting, the Draft Library Strategic Plan 2020-2027 was placed on public exhibition.

During the public exhibition period, no submissions were received. As such, no changes to the draft document are proposed.

Council is now asked to formally adopt the Library Strategic Plan 2020-2027.

5. Implications

5.1. Strategic and Policy Implications

The development of a Library Strategic Plan aligns with the Community Strategic Plan – Our People and Community Outcome 2, and guides the achievement of the Principal Activity P1.2 of the Delivery Program:

- Develop a regional 'Library Service for the Future' that incorporates arts, cultural spaces, community gathering spaces, loan resource services, technology and education services.

Each year the Library Strategic Plan will be used to determine the actions contained in the annual Operational Plan through to 2027.

5.2. Risk

Reputational risk should be considered if goals from the Library Strategic Plan are not followed through and used to inform Council's annual operational plan. This can be mitigated by open and clear communication with the public if priorities shift in the coming years.

5.3. Sustainability

The Library Strategic Plan will ensure available resources are directed towards achieving goals as prioritised.

Actions within the Library Strategic Plan are flexible and can be scaled up or down appropriately according to available budget and resources at that time, whilst still allowing the libraries to move forward as a contemporary and modern library service.

5.4. Financial

Budget Area:	Nil						
Funding Source:							
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget

The majority of actions contained within the Library Strategic Plan can be achieved within the limitations of the Library operational budget. The actions requiring additional funding will be delivered using annual Local Priority Grant funding or additional funding opportunities will be sought.

6. Consultation and Communication

The Library Strategic Plan was placed on public exhibition from Thursday 10 December 2020 through to Monday 1 February 2021. No submissions were received during this time.

7. Conclusion

Council is asked to formally adopt the Library Strategic Plan 2020-2027. This will become the guiding document for the development of Armidale Regional Council library services until 2027.

Item:	14.3	Ref: AINT/2021/02862
Title:	Makerspace at the Armidale War Memorial Library	
		Container: ARC20/4249
Responsible Officer	Acting Director Organisational and Corporate Services	
Author:	Aimee Hutton, Coordinator Libraries, Museums and Visitor Information Centre	
Attachments:	Nil	

1. Purpose

To provide information to Council on the future plans for the makerspace within the Armidale War Memorial Library and how it will operate, integrate with other library services and how it will be managed.

2. OFFICERS' RECOMMENDATION:

That Council:

- a. Endorse the plans for the Makerspace within the Armidale War Memorial Library.**
- b. Support Council officers continuing efforts to secure adequate grant funding for the fit out of this space.**

3. Background

At the Council meeting of 27 January 2021, a Mayoral Minute was tabled regarding the development and funding of a Maker Lab at the Library which resolved in part:

f. That a report be provided to Council on how the Maker Lab will operate, integrate with other library services and how it will be managed.

This report seeks to demonstrate to Council that the development of the Library Makerspace has been an ongoing initiative of library staff and aims to respond to item f. to put an operational context to the ongoing work associated with the creation of the space.

When the Armidale War Memorial Library was relocated from Faulkner Street to its current location in Rusden Street in 2017 a space was created within the new library for a Makerspace. Funding at the time was not adequate to complete the fit out of this room as a makerspace and as such this area has been used as a meeting room and for the delivery of library programs.

In order for this space to be used to its full potential as a dedicated Makerspace, improvements are required such as the installation of exhaust fans, the installation of soundproofing, and the purchase of new furniture and the makerspace equipment is also essential.

To this end, in 2019 Council officers submitted a grant application for \$88,000 which was sponsored by Cr O'Connor. This application was unsuccessful.

4. Discussion

Whilst the Armidale War Memorial Library has not had the benefit of a dedicated Makerspace, efforts have been made to ensure equipment in our libraries remains contemporary. Such purchases have included:

- Kokedama
- Robotics
- Coding
- 3D printing
- Virtual reality and augmented reality.

All aim to deliver a wide variety of STEAM (science, technology, engineering, arts and maths) activities and programs, as well as other programs that would be typically be associated within a physical Makerspace.

As part of the development of the Library Strategic Plan, extensive community consultation was conducted during 2019 and 2020. The results of this consultation, combined with staff experience gathered from running community programs to date, determined that the first phase of the maker space should focus on digital technology.

Phase 1. The Digital Makerspace.

The space will be designed for learning and creativity, set up for people to have time to explore and experiment with digital technology independently. The vision for this space is that it will be used for podcasting, oral history interviews, recording music, creating video content for streaming or posting online and access to creative design. This is in addition to our aforementioned equipment and programing already utilised in the libraries.

Programming will be targeted toward two groups:

- i. Try Before Buy - those the community who have little to no experience using this equipment and wish to learn
- ii. Barrier to Access – those who may be creative or have a desire to this equipment however, may not know how/where to get access online, or simply cannot get access: disadvantaged, refugees, older people, etc.

It is proposed that Phase 1 of the makerspace will include the following: -

- 3 x dedicated computers for sound recording, visual recordings and contains graphic design software
- Green screen
- Digital camera and tripod
- Recording POD – a soundproof pod within the room which can be used for recording music, podcasting, oral history interviews, etc.
- Studio quality microphones, microphone stand and microphone shield
- Studio quality headphones
- Digital audio workstation
- Audio interface
- Soundproofing throughout the room
- Block out blinds on the windows and glass walls

Benefits:

Users: It provides a safe and creative environment for learning and skill development, benefiting those who may find 'creating & making' in the digital age intimidating or inaccessible.

Staff resourcing: Most library staff already have a reasonable level of experience with this kind of digital technology, therefore staff training will be minimal and can mostly be achieved by sharing knowledge within the team, thus negating the need for extensive staff training.

The expectation is that most *regular* users will be somewhat competent or confident in the use of this technology and will require minimal guidance by staff after their initial induction. As such, there will be minimal impact on library resources and it can be achieved within current budget limitations.

Cross functional: There is ability for it to be utilised by Library staff (and perhaps other staff) to assist in the creation of library content for our website and social media platforms, the recording of oral history interviews to add to our local history collections and others. It can be used to support the digitisation of our library and museum collections. Since the Covid-19 lockdown, all public libraries have experienced an increased demand for online content and access.

Phase 2 is planned for the further development would see the addition of a 'messy' Makerspace and this could include items such as a more advanced 3D printer, laser cutting facilities, electronics, tools, etc. Consideration is being given to the Library garage as the location for these messier and noisier Makerspace activities. This would allow normal library activities to continue without any interruption. Given current resource and budget priorities, this Makerspace extension is viewed as a 3 to 5 year goal.

Discussions have already occurred with UNE as to how the creation of any Makerspace within the Armidale War Memorial Library will complement and collaborate with the UNE Boilerhouse when it is complete. Library staff continue to develop good relationships with other community groups who have STEAM resources and provide community programming in this area, such as the local schools and UNE, with the aim to complement and support their programming where possible. A recent example of this was the science event hosted by the New England North West Regional Science Hub at the Armidale War Memorial Library on Saturday 12 December.

5. Implications

5.1. Strategic and Policy Implications

The Library Strategic Plan 2020-2027 includes the action 'Fit out the Armidale Makerspace as a multi-purpose area which encourages the use of technology for education, creativity and recreation activities'.

There will be no impact on current Council policies. The current Library Use and User Code of Conduct Policy will cover the creation of this new space.

This project aligns with the Community Strategic Plan – Our People and Community Outcome 2, and achieves the Principal Activity P1.2 of the Delivery Program:

- Develop a regional 'Library Service for the Future' that incorporates arts, cultural spaces, community gathering spaces, loan resource services, technology and education services.

5.2. Risk

Operational Risk: Relates to the resourcing of this new space and the mitigation of 'key person risk'. Programming will need to be carefully considered and must fit within existing staffing

resources and limitations. Council's current financial position will not allow for the increase of staff wages for this project or the employment of dedicated staff. The loss of a staff member with particular skills in this area could create a void in our knowledge base. This can be mitigated by good training and skill sharing among the library team.

Financial Risk: A financial risk exists with the introduction of unfamiliar technology within this space as it may necessitate the need for external training and/or the extension of staffing resources. Any donations or inclusions at the request of the community should be considered in relation to ongoing costs and resourcing limitations.

5.3. Sustainability

Dividing this project into two phases and commencing with the digital technology in the first instance will create a more sustainable program that will fit within current budget limitations.

Consideration must be given to software purchases and licencing to ensure little to no ongoing costs in relation to the management of this space, with ensuing software upgrades being achieved within budget limitations.

Collaborations can be sought with other community groups to extend and enhance programming where required, particularly in areas where there are knowledge deficits within the team.

5.4. Financial

Council officers are currently exploring funding opportunities for Phase 1 of the Makerspace which is estimated to cost approximately \$70,000.

Budget Area:	Libraries, Museums and VIC						
Funding Source:	Grant funding						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
	Fit out of makerspace within the Armidale War Memorial Library	Nil	Nil	Nil	\$70,000 (grant funding)	\$70,000	

There are minimal financial implications in this proposal. The project will not proceed unless 100% funded by sourcing grants, or from philanthropic donations. Ongoing costs and staff resourcing can be achieved within current budget limitations, as part of the Library's operational budget.

6. Consultation and Communication

Community Feedback

Extensive community consultation was conducted throughout 2019 and 2020 including a community and youth survey, as well as five community forums as to the future direction of the libraries. The results of this consultation period have been collated and used to inform the direction of the Library Strategic Plan 2020-2027, previously presented to Council in its draft form.

Other NSW Public Libraries

Council officers have visited other NSW public libraries and consulted with the staff who manage their Makerspaces. It has been helpful in revealing what works well for them and how our Makerspace can best be developed to;

- i. ensure equipment and programs will suit the needs of the Armidale local government area.
- ii. understanding the corresponding impacts on budgets and staff resourcing.

Friends of the Library

Armidale War Memorial Friends of the Library have been informed of the plans for this space and feedback from this group has been considered.

UNE

Advice and information has been sought from UNE particularly in relation to the future direction of the UNE Boilerhouse and their STEAM programming within the community.

7. Conclusion

Support is sought from Council for the plans for Phase 1 of the Armidale War Memorial Library makerspace as outlined in this report. Permission is also sought for Council officers to seek out grant funding opportunities for this project.

Item:	14.4	Ref: AINT/2021/03345
Title:	Sister Cities and Overseas Friendship Policy for Recission	
		Container: ARC17/1789
Responsible Officer	Acting Director Organisational and Corporate Services	
Author:	Katrina George, Visitor Information Centre Manager	
Attachments:	Nil	

1. Purpose

Sister Cities and Overseas Friendship Policy POL011 has been reviewed in regards to Armidale Regional Councils commitment, resourcing and budget to successfully maintain and manage a Sister Cities Friendship program.

2. OFFICERS' RECOMMENDATION:

That Council rescind the Sister Cities and Overseas Friendship Policy (POL011) as this policy is no longer required as a Council Policy.

3. Background

The Sister Cities Friendship Policy POL011 was created in 2000. The Policy aimed to formalise relationships between two cities; Masterton, New Zealand and Kanuma City, Japan.

The objectives of this policy were:

- To achieve an enrichment in cultural, education, trade and commerce experience for the citizens
- Assist the communities to become directly involved in international relations and rewarding changes

The council decision on 26 October 2015 file reference INT/2015/15604 moved the following:

That council appoint a councillor to work with the Mayor's office to develop Council's sister city relationships (Moved Cr Murat, seconded Cr Bailey)

4. Discussion

The Armidale Regional Council Sister Cities and Overseas Friendship Policy POL011 contains the following commitments:

- Maintenance of relationships will involve exchanges of officials and representatives
- Relationships are to be endorsed and strengthened by a visit (either way) at least every three years by the Mayor and General Manager
- A budget allowance will be maintained by council to preserve such relationships
- Council must be prepared to budget for visits
- Council will pay reasonable travel costs for up to four officials to travel to the chosen Sister City or Friendship City
- Council shall keep the community informed through its annual reports.

Armidale Regional Council currently has two Formal Relationships with Masterton, New Zealand (Sister City) and Kanuma City, Japan (Friendship Agreement)

Masterton New Zealand

Since the creation of Armidale Regional Council there has been no communication with the city of Masterton. The most recent correspondence with the former Armidale Dumeresq Council was:

- 2012 Armidale hosted the Rotary Club of Masterton
- 2015 Glenn Wilcox (General Manager ARC) was visiting New Zealand on a private holiday and organised a visit to Masterton during this holiday. Following this visit it was recommended in a council report ref INT/2015/15604 *'that council appoint a councillor to work with the Mayors office to develop Council's sister city relationships'*

There has been no further correspondence between Masterton New Zealand and Armidale Regional Council.

Kanuma City Japan

In 2002 Kanuma City, Japan facilitated an active and successful Student Exchange program with Armidale Dumeresq Council with visits between the two cities in 2002, 2004, 2005, 2006 and 2008. In April 2011 Kanuma City discontinued the Student Exchange program following a major earthquake and a breakdown in relationships between the Council of Kanuma City and the local Armidale schools. All correspondence received by either the former council or Armidale Regional Council since 2011 has been to notify of structure changes to their council.

The recommendation to REVOKE this policy has been based on:

- No correspondence with the Sister Cities since 2011 (Kanuma) and 2015 (Masterton)
- Armidale Regional Council has not allocated budget for this program
- Armidale regional Council has not allocated any staff resources to this program
- Armidale Regional Council has not attended the Sister Cities Australian Annual Conferences or Workshops
- This policy does not align with the 2020-2021 Operational Plan.

5. Implications

5.1. Strategic and Policy Implications

The Sister Cities and Overseas Friendship Policy POL011 does not align with the Delivery Program 2018-2022 nor the 2020-2021 Operational Plan.

The recommendation to rescind the Sister Cities and Overseas Friendship Policy will not impact the Armidale Regional Council budget or resourcing as this has not been included in the 2020/2021 budget.

5.2. Risk

Reputational Risk to relationships with Masterton New Zealand and Kanuma City Japan. These risks could be mitigated through a decision to maintain relationships outside of the Sister Cities and Overseas Friendship Policy.

Currently there is not an active relationship between Armidale and the two cities of Masterton NZ and Kanuma City Japan

5.3. Sustainability

No Impact.

5.4. Financial

Budget Area:	Executive Office						
Funding Source:	Council Operational Budget						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
N/A	nil	nil	nil	nil	nil	\$8,000-\$10,000	

Armidale Regional Council has not allocated a budget or staffing resources for this program. Financial implications of this policy are largely associated with travel costs for dignitaries. Any programs whereby Council provide assistance or subsidies for programs of citizen exchange within the Armidale Region LGA are not accounted for in this budget. Nor are other indirect costs, such as staff time to maintain relations, develop and maintain exchange programs and associated itineraries. It may be prudent to consider investment of this kind alongside the resourcing of our own multicultural initiatives within the LGA.

6. Consultation and Communication

There has been no external consultation to date. The policy review is an initiative that is being carried by the management and staff of Armidale Regional Council.

7. Conclusion

The recommendation is for council to rescind the Sister City and Friendship Policy POL011 based on the following key points:

- The initiative is unsupported: to the best of staff knowledge, the program is inactive with the last exchange of correspondence occurring in 2015 (Masterton NZ) and 2011 Kanuma City (Japan)
- Kanuma City formally ceased their student exchange program in 2011 and since then there has been very limited contact or correspondence
- Armidale Regional Council has not the finances or resources to commit to reinvigorating this program
- Since version 111 of the policy was adopted in 2013 none of the commitments referred to in this policy have been fulfilled.

Item:	14.5	Ref: AINT/2021/00462
Title:	Guyra Main Street Public Art Project: results of mural poll	
		Container: ARC17/1518
Responsible Officer	Acting Director Organisational and Corporate Services	
Author:	Hayley Ward, Executive Officer	
Attachments:	1. Summary of submissions Guyra Mural poll (de-identified)	
	Ordinary Council at its meeting on 27 January 2021 resolved that the matter be deferred to the meeting to be held on 24 February 2021.	

1. Purpose

The purpose of this report is to provide a summary of the submissions received during the Guyra main street mural poll and make a recommendation to Council on the final design for the mural that was inspired by the Guyra Central School students and their focus on local animals and love of colour.

2. OFFICERS' RECOMMENDATION:

That Council endorse Option 1 as the successful design for the mural on the Guyra toilet block.

3. Background

In February 2018 the Director Regional Infrastructure invited the students from Guyra Central School (GCS) to develop images for a mural as part of the Guyra main street redevelopment project. A working group including the GCS Principal, art teacher, senior students, Guyra representative, councillors and council staff met in the Guyra main street to discuss the proposal and identify potential sites.

Council's Public Art Working Group developed a set of guidelines for the students and the GSC art teacher facilitated a number of art sessions over 2 terms for the students to produce art works based on their ideas of Guyra's identity. Most of the students chose local animals as their preferred subject.

A panel including a Guyra community representative, councillor, Regional Arts Development Officer of Arts North West and a council staff member convened and selected a number of art works produced by the students. The students were acknowledged at a Council meeting in Guyra on 28 October 2018.

The project was suspended for most of 2019 as Council resolved contamination issues discovered during the upgrade of Guyra's main street.

In February 2020 an Expression of Interest (EOI) was developed to engage an experienced community artist to design a mural based on the students' art work. This was advertised through Council's local and state media channels including the local government tender site. Council received six applications including three from local artists.

A panel from the Arts, Cultural and Heritage Advisory Committee was convened to assess the applications against a set of thirteen criteria based on the EOI application and each benchmark was awarded a score out of 10. The successful applicant scored in total 83 points more than the

next highest applicant. James Prices, a nationally acclaimed public artist who resides in Victoria, was the successful applicant.

Due to Covid-19 lock down further face to face engagement with students and the broader community was not possible during this time however the artist developed a video introducing himself to the community and explaining how the designs were developed. He provided two options for the community to consider and vote on.

4. Discussion

The online community engagement period went from 16 November to 24 December 2020. Participants could submit their vote online or in a written format at the Guyra Library. During this time Council received 173 submissions with 362 visitors, 168 contributors (51 registered and 117 unverified).

Option 1 received 65 votes and option 2 received 24 votes. There were also 87 protest submissions in two concise bursts from mainly unverified users. These protest votes raised concerns focused on two key issues. The first issue was dissatisfaction with the design and the second concern was the awarding of the project to a non-local artist. It is considered that both of these issues are adequately addressed by the involvement of key local stakeholders assessing defined criteria in determining both chosen design and the successful EOI applicant.

5. Implications

5.1. Strategic and Policy Implications

Council has a Public Art Policy 2018 – 2022 which was adopted on 12 December 2018.

Operational Plan and Delivery Program 2018 – 2021:

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

- P2.3 Deliver an Arts and Cultural Program throughout the region with an emphasis on enriching the lives of our community

5.2. Risk

Council officers have been made aware by members of the Guyra community that if this mural goes ahead it may be vandalised.

Council acknowledges that there are some Guyra residents who are unhappy with the design and would prefer a more conservative and traditional image that reflects their idea of Guyra's agricultural identity. Council is currently applying for funding options that may provide further opportunities for public art works to be created on other sites in the Guyra main street that reflect the ideas and suggestions provided by Guyra residents during the poll.

5.3. Sustainability

Best practice standards and guidelines used by local councils for engaging a public artist were followed in the development of an EOI and its advertisement across all local and state procurement avenues. The successful artist was engaged based on their level of experience and ability to meet the criteria outlined in the EOI.

5.4. Financial

An amount of \$20,000 for public art was identified in the Guyra main street redevelopment budget. Further funding avenues are being pursued by Council to provide additional public art options for the Guyra main street.

Budget Area:	Assets						
Funding Source:	Bushfire Funding						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
ATR002701	Public Art Mural	\$22,000	\$22,000	\$22,000		\$22,000	\$11,000

6. Consultation and Communication

This project was driven by the Guyra Central School students who were invited to create drawings based on their ideas of local identity. The public artist provided two designs that reflect the children's focus on local animals and their love of colour. Due to public health restrictions relating to the Covid-19 pandemic further face to face community engagement could not be undertaken by the artist to include broader community input. Online media consultation invited the community to vote on their most preferred option.

7. Conclusion

This mural project has been developed and driven by the youth of Guyra. The design reflects a fresh, youthful and dynamic energy that encapsulates the wonderful images provided by the Guyra Central School students. Option 1 was the most popular choice and received nearly 3 times the votes as Option 2.

It is recommended that Option 1 be selected as the mural for the toilet block on Guyra main street.

Item:	17.1	Ref: AINT/2021/03482
Title:	Minutes - Traffic Advisory Committee meeting held 2nd February 2021	Container: ARC16/0168-6
Responsible Officer	Director Businesses and Services	
Author:	Belinda Ackling, Personal Assistant	
Attachments:	1. Minutes - Traffic Advisory Committee - 02 February 2021	

RECOMMENDATION:

That Council:

- a. That the Minutes of the Traffic Advisory Committee meeting held on 2nd February 2021 be endorsed.
- b. Note that the General Manager has the delegation to authorise the easing of the restrictions on the Kempsey Road under the Roads Act 1993 Sections 115 and 122, and will act on the advice of the Geotechnical report and its endorsement by the Traffic Advisory Committee.
- c. Endorse extending the No Stopping zone on both the north and south corners of Mossman Street at the intersection with Butler Street to a length of 40m, once consultation with the resident has taken place and given there are no objections.
- d. Install “No right turn” sign into Mossman Street from Butler Street to improve pedestrian and vehicular safety around the Armidale Secondary College precinct.
- e. Install a drop off zone on the eastern side of Butler Street between Lamb Avenue and Mossman Street to improve pedestrian and vehicular safety at the Armidale Secondary College precinct.
- f. That BB lines (Double Barrier) be installed in Butler Street, between Kentucky Street and Lambs Avenue to improve pedestrian and vehicular safety around the Armidale Secondary College precinct. *BB lines are marked to prohibit vehicles from crossing the centre line i.e.: overtaking, making U-turns.*
- g. Install ‘Do not queue across intersection’ signs, for Butler Street and Lambs Avenue & Butler and Mossman Street to improve pedestrian and vehicular safety around the Armidale Secondary College precinct.
- h. Endorse the Special Event Transport Management Plan for the Armidale Cycling Club’s 2020 Weekly Race, subject to police endorsement and requirements be adhered to.
- i. That Armidale Cycling Club’s notify residents along the proposed event routes, advising of the upcoming activities and the dates cyclists are expected to be on route.
- j. That Council endorse the rolling road closures requested for the annual Anzac Day March to be held on 25 April 2021 commencing at 10.30am for Ollera and Bradley Streets, Guyra continuing to the war memorial for, in accordance with the provided traffic control plan and any Covid 19 health restrictions current at the time.

- k. That Council endorse the requested road closures for the New England Sporting Car Club (NESCC) Mets Gorge Rallysprint for 2021, in accordance with the provided traffic control plan, subject to police endorsement and requirements be adhered to and any Covid 19 health restrictions current at the time.**
- l. Upgrade the Elm Ave cycleway existing entry points including handrails to meet current standard.**
- m. Request UNE look at trimming the trees on Elm Ave for better visibility.**
- n. Request that UNE do an internal bicycle safety awareness campaign highlighting the crossing on Elm Ave.**
- o. Endorse the Upgrade of the Markham St mid-block pedestrian crossing, between Rusden Street and Beardy Street to a Wombat Crossing with Pedestrian Detectors when full funding by TfNSW is confirmed. If the TfNSW grant is not received this project is to be placed on a future forward works program.**
- p. Install “No Stopping” signs, on the northern side of West Avenue east of the preschool to prevent damage to Council infrastructure.**
- q. Install bollards east of the median island on the southern side of West Avenue to stop parking on the footpath & mark parking edge to prevent damage to Council infrastructure.**
- r. Remove the median island on the northern side of West Avenue to provide better turning access for residential properties.**

Item:	19.1	Ref: AINT/2021/03404
Title:	Response to Questions on Notice	Container: ARC16/0025
Responsible Officer	Acting Director Organisational and Corporate Services	
Author:	Stacey Drew, Executive Policy Advisor	
Attachments:	1. OLG - Armidale - Response from Office of Local Government to QoN.	

That questions on notice contained in this report be received.

1. **Question (Cr Robinson)** The report to the 27 Jan ARC meeting advised in relation to Code of Conduct complaints that '8 complaints are redundant as the respondent is no longer with Council'. This does not imply that council is unable, if it chooses, to receive reports on these matters. Is that correct?

Answer:

Please see attached advice from Office of Local Government Deputy Secretary.

2. **Question (Cr Robinson):** If I didn't intend to stand for the next election is the Code of Conduct completely irrelevant to me two or three months hence because I wouldn't be able to be chastised because by the time a resolution or finding comes about I'll have left and it is no longer relevant?

Answer:

Please see attached advice from Office of Local Government Deputy Secretary.

3. **Question (Cr O'Connor)** asked for the advice provided by the Office of Local Government in relation to the other 8 Code of Conduct Complaints.

Answer:

Please see attached advice from Office of Local Government Deputy Secretary.

4. **Question (Cr O'Connor):** asked how many staff are GIPA trained.

Answer:

On the job training is provided to staff that are designated by position description to perform proactive release and informal GIPA applications. Periodical refreshers are provided by LG NSW. The designated GIPA officers are also trained internally as well as being provided training by LG NSW. To date there are 14 trained staff designated to perform proactive release and informal GIPA requests, and 2 staff that are designated and trained to action formal GIPA requests.

5. **Question (Crs Robinson and O'Connor)** asked whether a particular GIPA application was included in the statistics to be reported to IPC.

Answer:

The particular application had not been included in the draft IPC return as current staff had not located it within the records management system. Further investigation revealed that the application had not been lodged on the specified form or treated in the same manner as other applications however all relevant documents have since been located.

The IPC Return was updated to reflect this application and the outcome.

Item:	19.2	Ref: AINT/2021/04741
Title:	Questions on Notice Cr Robinson	Container: ARC16/0033
Author:	Dorothy Robinson, Councillor	
Attachments:	1. Table of water extracted from Izzeard Bore	

- 1. Please confirm that if the SRV is approved, and subject to the approval of the Financial Controller, ARC could set a lower rate for 2021-22 than the maximum allowed under the SRV.**

General Manager's Comment

There is nothing in the Local Government Act 1993 that precludes Council from not setting rates at the maximum amount possible under the permissible income cap.

A proposal of this type would cause significant negative consequences to Council's financial position and impact on service levels. As such, a proposal such as this would need to be accompanied with a plan of permanent service level reductions that could be immediately implemented in the budget without causing issues such as non-compliance with the Local Government Act and other legislation and not create additional implementation costs.

The Performance Improvement Order Council is operating under requires it to:

- Maintain and improve governance standards
- Fund delivery of the Operational Plan
- Provide sufficient resources for infrastructure maintenance; and
- Improve financial ratios

The Council would need to determine how it also resources and supports the above outcomes with less funding when current financial projections for the General Fund operating result and asset renewal ratio are already well below the Office of Local Government benchmark levels.

So while the answer to this question on notice is yes this is possible, Council would need to also put significant effort into obtaining clarity on the above issues. While the approval of the Financial Controller would also be necessary, the Council would firstly need to satisfy itself that a proposal of reducing rating income and the associated service level impacts would be in the best interests of the Armidale Regional Council and its community in the long term.

- 2. Todd Hopwood's report says that in January 2020 ARC was providing 3-4 ML a week for tomato production in Guyra from the Izzeard Park bore and was looking to supply another 3 ML a week from the newly developed bore at the showground. This suggests that Costas might have been supplied with 30 ML of water in January. How does this fit in with the figure of 6.4 ML on p154 of the 27 Jan 2021 business paper? Does the 6.4 ML include bore water?**

General Manager's Comment

The attached schedule shows water despatched from the Guyra bores at Izzeard Park and

Showground.

The water production figures on page 158 of the 27 January 2021 Business paper shows treated water.

These figures do not include the untreated water from bores.

Item:	19.3	Ref: AINT/2021/01956
Title:	Questions on Notice Cr Robinson - Deferred from 27 January 2021 Ordinary Council Meeting	Container: ARC16/0025
Responsible Officer	General Manager	
Author:	Dorothy Robinson, Councillor	
Attachments:	Nil	
	Ordinary Council at its meeting on 27 January 2021 resolved that the matter be deferred to the meeting to be held on 24 February 2021.	

1. Addressing Issues raised by Advisory Committee Members

- a. That, as well as reporting on the 'Public Exhibition of Council Committees Review', the report to the council meeting that considers the future of Council Advisory Committees also provides recommendations about what measures are needed to address the specific issues raised by Advisory Committee Members in the Ackroyd report (see below). These are general concerns that apply irrespective of whether committees are renamed as 'Partnership Panels', or continue with their current names until the next election.
- b. That, at the same meeting, Council also considers the Officer Recommendations from the 6 October Environmental Sustainability Advisory Committee, (Agenda item 16.2 and 11.5, October ARC Meeting) that were deferred pending the review of Council Advisory Committees.
- c. That new members are invited to apply for all Advisory Committees (or Partnership Panels, if they are so renamed). Current members will also be considered, unless they request otherwise, irrespective of whether they apply, but are encouraged to submit an application to maximize their chances of being selected.

Issues raised by Advisory Committee Members, listed in the Ackroyd Report:

- Council has its own agenda
- Council doesn't listen – 'We are advised committees not advisory'
- Committees are a 'tick box' exercise, not genuine engagement
- Little commitment from Council to embrace anything but their own ideas
- 'Having a committee that you take no notice of is worse than having no committees at all'

Communication

- Poor communication around the roles and expectations of the committees
- Feedback is rarely provided to close the loop in the engagement process

Volunteers

- Volunteers are not valued or respected

- Council fails to harness the potential that volunteers bring to the committees

Management

- Top down approach
- Inconsistencies in management styles across the committees
- Administration can be overly bureaucratic

General Manager's Comment:

The request is noted and will be included as part of the review and discussion at the upcoming meeting/s.

NOTE: In relation to this matter the following recommendation was endorsed at the Extraordinary Council Meeting 10 February 2021:

Moved Cr Bailey

Seconded Cr Robinson

That Council:

- a. Not adopt the recommendations contained in the Review of Council Committees report item 6.1.**
- b. Immediately recommence the following peak Committees with the Committee names as under:**
 - 1. Economic Development Committee with Cr Murat as Chairperson and Councillors O'Connor and Bailey as members.**
 - 2. Environmental Sustainability Committee with Cr Robinson as Chairperson and Cr O'Connor be added.**
 - 3. Arts and Culture Committee with Mayor as Chairperson**
 - 4. Community Wellbeing Committee with Deputy Mayor Cr O'Brien as Chairperson**
 - 5. Sports Council with Cr Galletly as Chairperson**
 - 6. Access Committee with the Committee to elect the Chairperson and Cr Murat to be the Council representative.**
- c. That the Traffic Advisory and Aboriginal Advisory Committees continue unchanged.**
- d. That the membership of all the above Committees remain unchanged until the Committees cease when Council moves into caretaker mode.**
- e. That, at the discretion of the Chairperson and General Manager, the above Committees are permitted to meet more regularly than provided in the Terms of Reference.**

The Motion on being put to the vote was CARRIED.

2. Water

- a. Council consults the community about revised water charges, so that, when water is scarce and our community is subject to water restrictions, commercial users pay the same rates per kl as residential users**
- b. The additional revenue is returned to residents by reducing the annual water access charge via a refund in their quarterly bills.**

Background

When water restrictions are in force, ARC should be seen to treat everyone fairly, and also give everyone the same encouragement to conserve this precious resource. Many residents are extremely unhappy with the increased charges that have disproportionately affected residential users. If the public consultation supports this change, it will go some way towards offsetting the perceived unfair increase. There will be no loss of revenue, so it will be consistent with our Performance Improvement Order. This initiative will also bring us closer to meeting the NSW Government Best Practice Guidelines in times of drought.

General Manager's Comment:

It is suggested that this matter be referred to the draft budget deliberations for the 2021/22 financial year.

NOTE: In relation to this matter Cr Robinson has submitted the following Notice of Motion to the Ordinary Council Meeting 24 February 2021 Item 10.3:

That council considers the costs and benefits of reinstating the water saving rebates in the current financial year, e.g by considering the issue at the March Ordinary Council Meeting.

3. Green Waste

That councillors are briefed on the financial implications of continuing to provide a monthly free green waste service while water restrictions are in force, and that the issue is discussed at the next council meeting (ordinary or extraordinary).

Background

Feedback from residents indicates that many of them appreciate the free monthly green waste service. This is a simple way to help residents that should therefore continue as long as water restrictions apply. Severe storms can also down trees, so perhaps it could even be made permanent. However, to satisfy our Performance Improvement Order, we need to consider the costs and confirm that they are insignificant before coming to a decision.

General Manager's Comment:

It is suggested that this matter be referred to the draft budget deliberations for the 2021/22

financial year.

NOTE: In relation to this matter a report is provided to Council at the Ordinary Council Meeting 24 February 2021 Item 13.15 Green Waste Services and Fees – Free monthly green waste drop-off days cost to Council. The purpose of this report is to inform Council of the costs incurred by providing a free green waste disposal day each month from July 2020 to December 2020.

4. Transparency and Better Communication

Ian and James Roncon have said these two simple steps will be implemented - improved transparency and communication - and more information on water use and a press release issued to let people know about it. They are simple, beneficial, with no or minimal cost. The question on water use has already been answered for the first 5 months of the year. Several people are interested in knowing the results for the rest of the year. Providing our community with facts will improve our standing with the community

To improve public consultation, when residents want their submissions to be made public, Council will make them available via 'Submissions Received' links on the 'Have Your Say' website, as soon as practical after receipt.

The press release will also provide separate totals for commercial & residential water use (including untreated water) for a) Guyra and b) Armidale by month during 2020 and to date in 2021.

Updated statistics by month will also be provided on average residential use per person for a) Guyra and b) Armidale, together with the current state of the water fund including income and expenses in the current financial year.

Addition to NoM

That the GM and staff are thanked for agreeing to improve public consultations. From now on, when residents want their submissions to be made public, as soon as practical after receipt, ARC will make them available via 'Submissions Received' links on the 'Have Your Say' website.

General Manager's Comment:

Nil.

NOTE: Cr Robinson has submitted a Notice of Motion to the Ordinary Council Meeting 24 February 2021 Item 10.6 Improved Communication – Simple low cost or zero cost measures to improve transparency, access to Information and therefore accountability.

Questions on Notice

Thanks are due to Council staff for agreeing to provide additional information on water use including separate totals for commercial & residential water use (including untreated water) for a) Guyra and b) Armidale by month during 2020 and to date in 2021 and updated statistics by month on average residential use per person for a) Guyra and b) Armidale, together with the

current state of the water fund including income and expenses in the current financial year.

General Manager's Comment:

Requested information below.

	Armidale Residential (million litres)	Armidale Residential (litres/person/day)	Armidale Non-Residential (million litres)	Guyra Residential (million litres)	Guyra Residential (litres/person/day)	Guyra Non-Residential (million litres)	ARC Residential (million litres)	ARC Residential (litres/person/day)	ARC Non-Residential (million litres)
Jan-20	83.2	117	35.6	10.4	154	6.4	93.5	120	42.0
Feb-20	85.5	129	36.7	12.0	190	26.3	97.5	126	63.0
Mar-20	98.6	139	42.3	11.5	171	14.7	110.2	147	57.0
Apr-20	87.4	127	37.5	10.8	166	11.0	98.2	131	48.5
May-20	86.8	122	37.2	10.9	162	18.0	97.7	130	55.2
Jun-20	85.7	125	36.7	11.8	181	24.0	97.5	130	60.7
Jul-20	90.4	127	38.7	11.5	170	19.2	101.9	131	57.9
Aug-20	97.9	138	42.0	12.6	187	22.4	110.6	142	64.4
Sep-20	100.1	146	42.9	11.5	176	21.4	111.6	144	64.3
Oct-20	106.3	150	45.5	15.5	229	21.3	121.7	167	66.8
Nov-20	122.2	178	52.4	13.7	211	25.5	135.9	175	77.9
Dec-20	103.7	146	44.4	14.4	213	32.7	118.1	152	77.1
Jan-21*	74.6	163	32.0	11.4	262	16.5	86.0	172	48.5

#Council has flowmeters to measure water volume leaving the water treatment plants and the

split between residential and non residential are estimated.

**As at 20 Jan 2021*

2) Please also, for completeness, report the information provided on ARC's contribution to the emergency and fire service levy. We were previously told that it was \$709,158 in 2018/19 and \$862,190 2019/20, and to have increased by \$355,000 in FY 21/22. What are the amounts to be paid in FY20/21 and 21/22?

General Manager's Comment:

Requested information below.

Emergency Services Levy

	2016/17	2017/18	2018/19	2019/20	2020/21
Rural Fire Service	\$510,085	\$523,754	\$508,697	\$639,789	\$913,279
State Emergency Service	\$56,441	\$50,407	\$41,124	\$47,595	\$59,366
Fire & Rescue	\$154,581	\$160,596	\$159,336	\$174,806	\$195,196
Total	\$721,107	\$734,757	\$709,157	\$862,190	\$1,167,841
NSW Government Reimbursement				(\$123,065)	(\$305,651)
Revised Contribution Total	\$721,107	\$734,757	\$709,157	\$739,125	\$862,190

The Rural Fire Service component only is split with Uralla Shire Council (20%) and Walcha Shire Council (18%).

Councils were advised of the 2020/21 contribution levels on 1 May 2020 last year so we don't expect advice on the 2021/22 contribution levels until later in the year. However, in the absence of the NSW Government providing further financial subsidy, it is expected the 2021/22 contribution level will be around \$1.2 million. This will have flow on impacts to Uralla Shire Council and Walcha Shire Council as they contribute to the Rural Fire Service levy and their respective Finance Managers were advised of this last year.