



BUSINESS PAPER

ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 22 April 2020
9am

Members

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

AGENDA

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As this report deals with information that would, if disclosed, prejudice the maintenance of law (Section 10A(2)(e) 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 FOR DECISION: Biodiversity Options to fulfill Councils commitments required under Planning Agreement between Sorenta Pty Ltd and Mr Peter Maguire

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. (The report recommends a position on the renegotiation of the planning agreement between Council and the Developer)

- 20.3 FOR DECISION: Mayoral Minute Item 6.1

As this report deals with personnel matters concerning particular individuals (Section 10A(2)(a) of the Local Government Act 1993). Council closes the meeting, in accordance with Council's Code of Meeting Practice, as consideration of this matter in open Council would be contrary to the public interest.

- 20.4 FOR DECISION: Legal advice provided to CEO

As this report deals with personnel matters concerning particular individuals (Section 10A(2)(a) of the Local Government Act 1993). Council closes the meeting, in accordance with Council's Code of Meeting Practice, as consideration of this matter in open Council would be contrary to the public interest.

- 20.5 FOR DECISION: Written advice is provided by Counsel Lucy Saunders

As this report deals with personnel matters concerning particular individuals (Section 10A(2)(a) of the Local Government Act 1993). Council closes the meeting, in accordance with Council's Code of Meeting Practice, as consideration of this matter in open Council would be contrary to the public interest.

- 20.6 FOR DECISION: Meeting to resolve deferred motion ECM 12 March 2020

As this report deals with personnel matters concerning particular individuals (Section 10A(2)(a) of the Local Government Act 1993). Council closes the meeting, in accordance with Council's Code of Meeting Practice, as consideration of this matter in open Council would be contrary to the public interest.

Item: 8.1 **Ref:** AINT/2020/05216
Title: FOR DECISION: That items 10.1 and 10.2 New England Rail Trail be rescinded **Container:** ARC16/0025
Author: Dorothy Robinson, Councillor
Attachments: 1. Rescission Motion Item 10.1 and 10.2 - Rail Trail - received 9am 27 February 2020 CR O'Connor, Robinson and O'Brien

Report:

We the undersigned Councillors hereby request that Minute No.: 11/20 passed at 26 February 2020 Council Meeting be rescinded. The Minute read:

10.1 FOR DECISION: New England Rail Trail Business Case and Future Maintenance Responsibility *Ref: AINT/2019/27700 (ARC16/0085)*

- a) That Armidale Regional Council note the New England Rail Trail Draft Business Case developed by Regional Development Australia Northern Inland (RDANI).
- b) That Council endorse further works be undertaken in relation to establishing the governance structure for oversight of bringing the Rail Trail to the commencement of design and project planning. The governance structure should comprise ARC, GISC and NERT (minority). It's key responsibilities will be:
 - a. Scoping the project
 - b. Providing advice to the respective Councils on the management of the process in relation to the transfer of the rail corridor
 - c. Commission a detailed business case, including the whole of life costs of maintaining the track and give advice to the Councils on it.
 - d. Commission a study on the potential economic value-added from the development of the rail trail
 - e. Advise Councils on the financial and economic impacts of a rail trail
 - f. Prepare land tenure and funding applications.
- c) That Council support the necessary Act of NSW Parliament to close the rail corridor and seek advice from the State Government on the process to have the rail track declassified and made available for development of the trail.
- d) That Council seek advice on the potential funding streams from State and Federal Government for the development and operation of the rail trail.

10.2 FOR DECISION: Supplementary Rail Trail Report
(ARC16/0085)

Ref: AINT/2020/02672

- a) That the Armidale Regional Council supports further development of an operational business case which is self-sustaining (not reliant on local government subsidies) and economically attractive to potential funding bodies such as the NSW and Federal Governments.
- b) That a maximum amount of \$25K be allocated over the next six months to assist and further develop existing business plans for this Project, as preparation for deliberations by Council to pursue future funding for the Project.

Cr Dorothy Robinson

Cr Margaret O'Connor

Cr Deborah O'Brien

.....
Councillor

.....
Councillor

.....
Councillor

Summary/Introduction:

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

Item:	9.1	Ref: AINT/2020/09716
Title:	FOR DECISION: Friends of the ABC	Container: ARC16/0025
Author:	Libby Martin, Councillor	
Attachments:	Nil	

I hereby give notice of my intention to move the above motion at the Ordinary Council to be held on 22 April 2020.

That Council acknowledge the dedication of the staff of the ABC and thank them for their emergency broadcasting services during the recent months of catastrophic fires.

.....
Cr Libby Martin
7 April 2020

Item:	9.2	Ref: AINT/2020/05598
Title:	FOR DECISION: Air quality working group	Container: ARC16/0025
Author:	Dorothy Robinson, Councillor	
Attachments:	Nil	

I hereby give notice of my intention to move the above motion at the Ordinary Council to be held on 22 April 2020.

- a) **That Council notes the intended interpretation of Resolution 273/19 c) was to give Council Advisory Committees the power to set up Working Groups as long as their functions lie within the responsibilities of each Committee, as set out in its TOR.**
- b) **That Council endorses the intended interpretation of 273/19.**
- c) **That Council endorses the TOR and advertises the Expressions of interest for an Air Quality Working Group unanimously approved by the Environmental Sustainability Advisory Committee (ESAC), as requested in an email to the CEO on 14 February 2020 by 7 councillors.**
- d) **That Council authorizes ESAC to review applications and select members for its Climate Emergency and Air Quality Working Groups.**

BACKGROUND

ARC Resolution 273/19 (11 Dec 2019) states: That Council Committees are able to establish Working Groups (WG) to progress matters within the Committee's Terms of Reference, and that the formation of such working groups is at the discretion of the Committee. The existing TOR of Council Committees do not prevent the setting up of WG, so there is no conflict with Resolution 273/19.

No advice was given at or before the December OCM that 273/19 could be interpreted differently to the intended meaning, e.g. that Council would need to go to the extra time and effort of specifically changing the TOR of every Council Committee to allow WG, or that this resolution would not have the same effect.

The Office of Local Government advised that if there was any possible ambiguity in a resolution, councillors could document the intended interpretation to the CEO. This was done in a statement by 7 councillors emailed to the CEO on 14 February.

Consequently, resolution 273/19 should be interpreted according to the meaning that was intended by the councillors who voted it, as advised by the Office of Local Government.

.....
Cr Dorothy Robinson
16 March 2020

Item:	9.3	Ref: AINT/2020/05599
Title:	FOR DECISION: Request for information	Container: ARC16/0025
Author:	Dorothy Robinson, Councillor	
Attachments:	Nil	

I hereby give notice of my intention to move the above motion at the Ordinary Council to be held on 22 April 2020.

- a) **That ARC notes the Information and Privacy Commissioner's (IPC) Report recommending that Council reconsiders its decision to withhold information. The IPC report, a public document, is available at https://www.dropbox.com/s/1a3tt17covz1ufr/IPC_Review_GIPA_ARC_Should_Reconsider.pdf**
- b) **That Council complies with the IPC recommendation and GIPA requirement to release all requested information for which there is no overriding public interest against confidential disclosure to the parties concerned.**
- c) **That Council releases in confidence to all councillors the brief and all associated material provided to Chris Ronalds that formed the basis of her confidential report that Council paid for.**

.....
Cr Dorothy Robinson
16 March 2020

Management Comment

The GIPA Act requires authorities, including Councils, to appoint a Public Officer who is responsible for the coordination and decision making involved in GIPA applications. This matter was appropriately managed by the properly appointed Public Officer and parts A and B have now been finalised.

Item: 9.4 **Ref:** AINT/2020/05601
Title: FOR DECISION: Support from State Government in response to the
Coronavirus threat **Container:** ARC16/0025
Author: Dorothy Robinson, Councillor
Attachments: Nil

I hereby give notice of my intention to move the above motion at the Ordinary Council to be held on 22 April 2020.

In response to the corona virus threat

- a) **That because of the increased need for isolation, council ask the NSW Government removes any legislative barriers to electronic participation in meetings.**
- b) **That as well as taking all sensible and responsible measures to assist the community and safeguard against the COVID-19, Council lobbies all levels of government for advice and financial assistance to help counter this threat.**

.....
Cr Dorothy Robinson
16 March 2020

Management Comment

On 25 March 2020 the NSW Government passed the COVID-19 Legislation Amendment (Emergency Measures) Act 2020 authorizing temporary amendments to various acts and the imposition of certain powers by regulation, during the period of the coronavirus pandemic. The Local Government Act was amended by inclusion of s747A which authorises Councils to hold meetings “remotely using audio visual links...or in any other manner approved by the Minister...but only if audio visual links are not available”.

Council will continue to work all level of government regarding advice and assistance in relation to the ongoing pandemic.

Item: 9.5 **Ref:** AINT/2020/05603
Title: FOR REQUEST: Meeting with Council's legal team **Container:**
ARC16/0025
Author: Dorothy Robinson, Councillor
Attachments: Nil

I hereby give notice of my intention to move the above motion at the Ordinary Council to be held on 22 April 2020.

That a follow-up to the 12 March meeting of council's legal team with councillors is held as soon as possible for further clarification of the issues that were discussed.

.....
Cr Dorothy Robinson
16 March 2020

Management Comment

On 15 April 2020, Council was provided with a written report from Lucy Saunders of Counsel. Ms Saunders has advised her preference that Councillors prepare written questions for her to provide written responses. This ensures that all Councillors are provided the same information. Councillors will be provided a copy of the written report and a date for which to provide any questions for Counsel.

To ensure costliness and timeliness, similar questions asked by Councillors will be answered in globo.

Item:	9.6	Ref: AINT/2020/05611
Title:	FOR DECISION: Support for Ezidi community in relation to the Corona Virus	Container: ARC16/0025
Author:	Margaret O'Connor, Councillor	
Attachments:	Nil	

I hereby give notice of my intention to move the above motion at the Ordinary Council to be held on 22 April 2020.

That Council immediately convene a meeting with SSI and the governing body to discuss the needs of the Ezidi community in relation to the measures being taken by Federal, State and local government to determine the Ezidi community's level of understanding, compliance and capacity to cope with public and private life under the corona virus "war council" measures as they are rolled out by various levels of government.

.....
Cr Margaret O'Connor
16 March 2020

Management Comment

ARC staff, within Community Services, work closely with Settlement Services International (SSI), Northern Settlement Services (NSS), STARTTS, Centrelink and Hunter New England Health Refugee Nurse Team (HNEH-RNT) and have done so since the announcement of the declaration making Armidale a new refugee resettlement zone. These are the lead agencies for the welfare of the Ezidi community with whom ARC has and will continue to support.

The Multicultural Community Development Team (MCDT) meet regularly to discuss arising issues within the Ezidi community. The organisations above attend those meetings as do other community and welfare agencies working with and for the Ezidi community. Information has been provided to ARC staff and to the Community Wellbeing Advisory Committee stating that information has been provided to the Ezidi Community in a number of languages and mediums and they are confident that the Ezidi community understand the requirements of self isolating, social distancing and communicability of the virus. The community are knowledgeable about and accessing when needed, the services and staff of front line organisations if and when they need assistance. NSW Health, SBS and Multicultural NSW have provided comprehensive multi-lingual and pictorial information in Kurmanji, Arabic and many other languages.

In the early days of the virus when information was being provided and changed frequently SSI asked within a local community group for Ezidi people for feedback on three statements around Covid-19:

1. I don't feel safe and informed
2. I feel safe and would like more information on a particular topic
3. I feel safe and informed

There were no responses that indicated they felt unsafe and uninformed. All of those that responded felt safe and a few wanted further clarification with restrictions. ALL of the people who responded that they needed more information were contacted by SSIs HSP Regional Coordinator and all were concerned about the quickness of the changes but were more confident after contact. SSIs orientation officer is currently contacting every adult member of a

family supported by SSI to ensure they understand COVID-19 and their associated responsibilities.

All agencies mentioned above, SSI, NSS, STARTTS, HNEH, WDVCS, Department of Education and Centrelink are in regular communication with the families in the community, so much so that the coordinator of case managers at SSI Tim Gray has asked staff to coordinate their contact with families so as to not overwhelm people with excessive communication – both informing and checking.

If Councillors, staff or community members are contacted by a member of the Ezidi community expressing any concerns regarding COVID-19 and associated issues, they are asked to refer the individual to either SSI or NSS as the lead agency.

Governance notes that since the introduction of the Emergency Measures by the State Government a number of measures have been put in place in relation to social distancing, meeting and congregating and public gatherings. Council is of the opinion that SSI and the Minister for Health are the leading bodies for dissemination of information in the wider community, including the Ezidi community. Council continues to support and assist SSI and the Minister in all measures and where requested.

Item: 9.7 **Ref:** AINT/2020/05612
Title: FOR DECISION: Council's panel of solicitors **Container:** ARC16/0025
Author: Margaret O'Connor, Councillor
Attachments: Nil

I hereby give notice of my intention to move the above motion at the Ordinary Council to be held on 22 April 2020.

That Councillors are provided with a copy of the scope document for all Solicitors that are on Council's panel of solicitors.

.....
Cr Margaret O'Connor
16 March 2020

Item: 9.8 **Ref:** AINT/2020/05613
Title: FOR DECISION: Copy of Sparke Helmore retainer
Container: ARC16/0025
Author: Margaret O'Connor, Councillor
Attachments: Nil

I hereby give notice of my intention to move the above motion at the Ordinary Council to be held on 22 April 2020.

That Councillors are provided with a copy of its document of retainer for Sparke Helmore Solicitors.

.....
Cr Margaret O'Connor
16 March 2020

Item:	9.9	Ref: AINT/2020/05618
Title:	FOR DECISION: Self-isolating strategy	Container: ARC16/0025
Author:	Margaret O'Connor, Councillor	
Attachments:	Nil	

I hereby give notice of my intention to move the above motion at the Ordinary Council to be held on 22 April 2020.

That the CEO immediately and in any event not later than March 30 2020, appoint a team of existing ARC staff members (including representatives from media and public relations staff) to meet with the governing body as a whole and develop a policy to and emergency response strategy to respond and provide for the needs of community members to cope with and resource well being measures to address needs for safe outdoor recreation and relaxation that is consistent with the Federal Government's requirements for all Australians to implement social distancing and self isolation measures.

.....
Cr Margaret O'Connor
16 March 2020

Management Comment

In terms of emergency response whether it be fires, floods or pandemic local governments in NSW are bound by the State's formal emergency management arrangements and do not set their own agendas, actions or responses. The purpose of formal emergency management arrangements is to facilitate collaboration between different groups of people who play a role across the emergency management response spectrum to manage any type of emergency that could occur. The EMPLAN provides clarity as to command and control roles and coordination of functions in emergency management across all levels.

Emergencies will be controlled by either:

1. A Combat Agency, or
2. An Emergency Operations Controller, if requested by the Combat Agency or where the Combat Agency is not specified.

A Combat Agency is the agency identified in the State Emergency Management Plan as the agency primarily responsible for controlling the response to a particular emergency.

Accordingly, the combat agency for pandemics is Health NSW. As executive officer of the Local Emergency Management Committee, the role of the Local Emergency Management Officer (an ARC employee) is to facilitate requests made by the combat agency. As Councils are not combat agencies, any direct response to this current Pandemic must be at the request of Health NSW. Members from Council's Governance Team and the Local Emergency Management Officer have been and continue to be in contact with relevant Health NSW personnel and continue to offer any assistance required.

Item: 9.10 **Ref:** AINT/2020/05622
Title: FOR DECISION: Financial support for business sector during Corona
Virus pandemic **Container:** ARC16/0025
Author: Margaret O'Connor, Councillor
Attachments: Nil

I hereby give notice of my intention to move the above motion at the Ordinary Council to be held on 22 April 2020.

That Council convene an urgent meeting with the Armidale Business Chamber and the Governing Body as a committee of whole to ensure that maximum advocacy for our community's businesses sector be made so that financial assistance is provided to support our fragile regional economy during the corona virus measures.

.....
Cr Margaret O'Connor
16 March 2020

Management Comment

Armidale Regional Council has met and engaged with Armidale Business Chamber and Guyra Business Chamber in relation to advocacy and planning economic recovery following the Coronavirus emergency.

This has principally happened through Council's Regional Growth Place and Activation Committee. Chamber representatives have participated in Working Groups of the Committee.

Item:	9.11	Ref: AINT/2020/05623
Title:	FOR DECISION: Medical equipment for LGA	Container: ARC16/0025
Author:	Margaret O'Connor, Councillor	
Attachments:	Nil	

I hereby give notice of my intention to move the above motion at the Ordinary Council to be held on 22 April 2020.

That Council advocate with the State Government to ensure that adequate medical equipment e.g. ventilators and temperature thermometers and PPE equipment be delivered to our schools and hospitals in our region to cope with the corona virus pandemic in this region.

.....
Cr Margaret O'Connor
16 March 2020

Management Comment

In terms of emergency response whether it be fires, floods or pandemic local governments in NSW are bound by the State's formal emergency management arrangements and do not set their own agendas, actions or responses. The purpose of formal emergency management arrangements is to facilitate collaboration between different groups of people who play a role across the emergency management response spectrum to manage any type of emergency that could occur. The EMPLAN provides clarity as to command and control roles and coordination of functions in emergency management across all levels.

Emergencies will be controlled by either:

1. A Combat Agency, or
2. An Emergency Operations Controller, if requested by the Combat Agency or where the Combat Agency is not specified.

A Combat Agency is the agency identified in the State Emergency Management Plan as the agency primarily responsible for controlling the response to a particular emergency.

Accordingly, the combat agency for pandemics is Health NSW. As executive officer of the Local Emergency Management Committee, the role of the Local Emergency Management Officer (an ARC employee) is to facilitate requests made by the combat agency. As Councils are not combat agencies, any direct response to this current Pandemic must be at the request of Health NSW. Members from Council's Governance Team and the Local Emergency Management Officer have been and continue to be in contact with relevant Health NSW personnel and continue to offer any assistance required.

Item:	9.12	Ref: AINT/2020/05672
Title:	FOR DECISION: Supplies to the LGA during pandemic ARC16/0025	Container:
Author:	Margaret O'Connor, Councillor	
Attachments:	Nil	

I hereby give notice of my intention to move the above motion at the Ordinary Council to be held on 22 April 2020.

That council investigates, reviews and removes any of it's current regulatory barriers to orderly and optimal supply of food, goods and services to our region's centres during the period of response to the Corona Virus threat to public health and that it puts in place additional support necessary to ensure the optimal and orderly supply of food, goods and services to our community during this period.

BACKGROUND

In normal circumstances there are curfews around the times in which delivery trucks can unload at Supermarket loading docks which can slow down the replenishing of product to supermarket shelves. This motion is designed to allow amendment to these regulations if this is needed to ensure there is no hold up to regular supply. This will avert panic buying and general fear in our community that people's personal needs for food, medicine, pet food etc and general well being may be compromised by anti Corona Virus measures.

.....
Cr Margaret O'Connor
16 March 2020

Management Comment:

In terms of emergency response whether it be fires, floods or pandemic local governments in NSW are bound by the State's formal emergency management arrangements and do not set their own agendas, actions or responses. The purpose of formal emergency management arrangements is to facilitate collaboration between different groups of people who play a role across the emergency management response spectrum to manage any type of emergency that could occur. The EMPLAN provides clarity as to command and control roles and coordination of functions in emergency management across all levels.

Emergencies will be controlled by either

1. A Combat Agency, or
2. An Emergency Operations Controller, if requested by the Combat Agency or where the Combat Agency is not specified.

A Combat Agency is the agency identified in the State Emergency Management Plan as the agency primarily responsible for controlling the response to a particular emergency. Accordingly, the combat agency for pandemics is Health NSW. As executive officer of the Local Emergency Management Committee, the role of the Local Emergency Management Officer (an ARC employee) is to facilitate requests made by the combat agency. As Councils are not combat agencies, any direct response to this current Pandemic must be at the request of Health NSW. Members from Council's Governance Team and the Local Emergency Management Officer have

been and continue to be in contact with relevant Health NSW personnel and continue to offer any assistance required.

Item:	9.13	Ref: AINT/2020/10276
Title:	FOR DECISION: Legal advice provided to CEO	Container: ARC16/0025
Author:	Dorothy Robinson, Councillor	
Attachments:	Nil	

I hereby give notice of my intention to move the above motion at the Ordinary Council to be held on 22 April 2020.

a) That all councillors are provided with the legal advice obtained in 2019 by ARC concerning emails sent by Councillors to each other and the CEO, including any advice on apprehended bias, and the brief and instructions on which that advice was based.

b) That all councillors are provided with the brief and instructions issued to Chris Ronalds SC and on which her legal advice was based.

Background

Legal professional privilege is owned by the client. In this case the client is ARC, the governing body of which is the elected Councillors. All Councillors have a duty to be well informed and conduct themselves with reasonable care and diligence.

Councillors are entitled to see all legal advice if it is relevant to their duties. There are some exceptions to the above for a councillor (or company director) who is engaged in litigation against the Council/company.

Members of the governing body viewing, reading or having a copy of legal advice does not waive the legal privilege.

All Councillors are bound by the Local Government Act (LGA) and by the common law to not disclose legally privileged information. The governing body may make a decision to release the advice, or may waive privilege by their actions (e.g. referring to the legal advice in media releases).

Councillors are required by the LGA to make considered and well informed decisions. This necessarily requires them to have access to all information which is relevant to carrying out their functions under the LGA.

.....
Cr Dorothy Robinson
9 April 2020

Item: 9.14 **Ref:** AINT/2020/10287
Title: FOR DECISION: Lobbying for further funding **Container:** ARC16/0025
Author: Dorothy Robinson, Councillor
Attachments: Text messages

I hereby give notice of my intention to move the above motion at the Ordinary Council to be held on 22 April 2020.

That council continues to lobby other levels of government for additional financial assistance to support local economies during these difficult times of drought, bushfires and now the COVID-19 pandemic, and provide a much-needed stimulus for recovery.

.....
Cr Dorothy Robinson
9 April 2020

Management Comment

Armidale Regional Council and Mayor have had extensive engagement with the NSW and Australian Government seeking support and assistance for the emergency and post-emergency requirements of the community. Representations include verbal and written advocacy to the Premier, State and Federal Ministers and local members of Parliament. The issues include funding for the Guyra Pre-school; maintaining air services to the region; drought and bushfire stimulus funding; water security; RFS funding and infrastructure repairs.

Additionally Council is preparing proposals for post-emergency economic restructuring and recovery. Attached is a list of texts from the Mayor to state and federal representatives requesting additional assistance.

Item:	11.1	Ref: AINT/2020/05452
Title:	FOR DECISION: Recission of Approval of the Stage 1 budget for the office accommodation upgrade of the former Armidale Regional Council War Memorial Library	Container: ARC16/0503
Author:	Kelly Stidworthy, Service Leader - Finance	
Attachments:	1. Action Sheet 7.3.3 FOR DECISION: Approval of the Stage 1 budget for the office accommodation upgrade of the former Armidale Regional Council War Memorial Library (Council - 26 July 2017)	

RECOMMENDATION:

That Council rescind the following resolution made at the Ordinary Council Meeting (Administrator – Ian Tiley) on 26 July 2017 regarding the former Armidale Regional Council War Memorial Library:

7.3.3 FOR DECISION: Approval of the Stage 1 budget for the office accommodation upgrade of the former Armidale Regional Council War Memorial Library

Ref: AINT/2017/12332 (ARC17/2102)

1/17

RECOMMENDATION:

- (a) That the Stage 1 office accommodation budget of \$1.4 million for the upgrade and refurbishment of the former Armidale Regional War Memorial Library be approved;
- (b) That the Water and Sewer business fund Stage 1 development and own and occupy the old Library.
- (c) That the costs associated with the urgent repairs to the Civic Administration Building of \$1 million for the upgrading of the Fire and Safety Egress, BCA/DDA and air conditioning systems be approved so that Council can become compliant with legislation.
- (d) That the required budget for Stages 2 & 3 of the Office Accommodation project that relates to the upgrade of the Civic Administration Building proposed for development in the 2018/19 financial year and 2019/20 financial year be noted in preparation of future budgets. Prior to the subsequent financial years further submissions for approval will be submitted to Council for approval.
- (e) That the Land and Building asset be transferred to Water Fund from General Fund at the Fair Value amount on the General Fund Balance Sheet as at 30 June 2017.

The recommendation was ADOPTED.

Context

On 26 July 2017 a report on the former Armidale Regional Council War Memorial Library was adopted by Council containing a resolution that included transferring the property from Council's General Fund to the Water Fund. A copy of the report is contained at the Attachment.

The report and resolution was recently reviewed and it was identified that the resolution had not been actioned and, from an accounting perspective, the former Armidale Regional Council War Memorial Library is still 'owned' by the General Fund.

This report was originally referred to the Ordinary Meeting held 26 February 2020 but was deferred by Council citing further information was needed. A search of Council's records has shown that there is no further information on this matter available and the officers who authored the original report on this matter are no longer with Council.

Purpose

The purpose of this report is to recommend that Council rescind the resolution made on 26 July 2017 to transfer the former Armidale Regional Council War Memorial Library from Council's General Fund to the Water Fund.

Proposal, Research and Analysis

The report on the former Armidale Regional Council War Memorial Library contained a number of recommendations that were adopted by Council on 26 July 2017 including:

- a) That the Stage 1 office accommodation budget of \$1.4 million for the upgrade and refurbishment of the former Armidale Regional War Memorial Library be approved;
- b) That the Water and Sewer business fund Stage 1 development and own and occupy the old Library;
- c) That the costs associated with the urgent repairs to the Civic Administration Building of \$1 million for the upgrading of the Fire and Safety Egress, BCA/DDA and air conditioning systems be approved so that Council can become compliant with legislation;
- d) That the required budget for Stages 2 & 3 of the Office Accommodation project that relates to the upgrade of the Civic Administration Building proposed for development in the 2018/19 financial year and 2019/20 financial year be noted in preparation of future budgets. Prior to the subsequent financial years further submissions for approval will be submitted to Council for approval; and
- e) That the Land and Building asset be transferred to Water Fund from General Fund at the Fair Value amount on the General Fund Balance Sheet as at 30 June 2017.

A review of these recommendations found that this resolution was not implemented including:

- The 2017/18 budget was not amended to accommodate the \$1.4m proposed upgrade of the old library – around \$40,000 was spent on repairs/upgrades to the building following relocation to the new library;
- Urgent repairs to the Civic Administration Building to the value of \$1.0m were not included in the budget or undertaken – some works have been done over time in accordance with the limited available budget;
- The budget for stages 2 and 3 of the office accommodation project were not included in future capital forecasts;
- The land and building asset was not transferred from the general fund to the water fund at 30 June 2017 at the estimated fair value of \$1,095,377 noted in the report.

Impact

The inclusion in the original recommendation of the transfer of the former Armidale Regional Council War Memorial Library from Council's General Fund to the Water Fund raises a legal question as to whether this would be lawful. The report states that the former Armidale Regional Council War Memorial Library will accommodate "staff from the Water and Sewer business and members of the Shared Services Teams including Customer Services" but it did not identify why it was necessary for the Water Fund to purchase the asset for this purpose.

The legal ambiguity arises as to whether this transfer/purchase of the asset by the Water Fund could be effected as water and sewer annual charges and user charges are levied and collected

for the purpose of providing water and sewer services. No valuation of the property was sought to support the value at which the transfer would take place.

Other contributing factors include the fact that none of the points of the resolution were implemented and that no staff relocated to the former Armidale Regional Council War Memorial Library.

The report did not identify what the impact would have been on annual overhead charges that are currently allocated to the Water and Sewer Funds or the ongoing impact to the General Fund financial position if these changed.

Summary

The lawfulness of the original resolution is questionable. To minimise the potential of future adverse enquiries it is prudent to rescind this resolution. In any event, none of the actions which flowed from the resolution were ever implemented. Nor, in view of the questionable legality of part (e) of the original resolution, is it intended to now implement them.

Item: 11.2 **Ref:** AINT/2020/10959
Title: FOR DECISION: Rates Path Protection for New Councils
Container: ARC17/2315
Author: Kelly Stidworthy, Manager Financial Services
Attachments: Nil

RECOMMENDATION:

That Council make an application to the Minister to vary its Rates Path Harmonisation to 1 July 2021.

Context

The rates path protection for new councils was extended by legislative amendment to 30 June 2021. Council opted out of the rates path freeze extension at the meeting 28 August 2019; however, due to the coronavirus shutdown provisions impacting on Council's ability to conduct public consultation on the required changes this report recommends that Council opts back into the rates path freeze extension.

Section 377(1)(s) of the *Local Government Act 1993*, any request to the Minister for Local Government by a council that wishes to opt back in to the rates path protection determination pursuant to Section 218CB of the *Local Government Act 1993* needs to be supported by a council resolution as an application to the Minister is a non-delegable function of the council.

Purpose

The purpose of this report is to opt back into the rates path freeze extension for new councils. This will mean that rates harmonisation will occur from 1 July 2021 instead of 1 July 2020.

Proposal, Research and Analysis

Council has contacted the Office of Local Government (OLG) to determine whether it can opt back into the rates path freeze extension due to the potential financial impacts on some ratepayers and inability to conduct meaningful public consultation under the coronavirus shutdown provisions. OLG have advised this is possible and will be able to be approved in time for rating in July.

On 28 August 2019 Council resolved to opt out of the rates path freeze extension for new councils.

Since that time the community has experienced bushfires, drought, new land valuations and more recently, the effects of COVID-19.

In order to lessen the burden on Council's ratepayers who would be negatively impacted by rates harmonisation under these circumstances it is recommended that rates harmonisation is deferred until 1 July 2021.

Impact

Financial

No effect as rates income for 1 July 2020 to 30 June 2021 is limited to 2019/20 rate income increased by 2.6%, due to rate pegging constraints directed by IPART.

The general rate increase limited to 2.6% for 2020/21 taking changes in recent land valuations into consideration.

Annual charges are not impacted by the rates path freeze and can still be varied.

Community

The financial impacts caused by rates harmonisation are deferred for 12 months providing more time for community engagement.

Summary

The Local Government Act requires a resolution by Council to opt back into the Rate Path Freeze before making application to the Minister.

This report recommends Council opt back into the rates path freeze extension due to the potential financial impacts on some ratepayers and inability to conduct meaningful public consultation under the coronavirus shutdown provisions.

Item: 11.3 **Ref:** AINT/2020/10975
Title: FOR INFORMATION: Interim Hardship Policy - Coronavirus (COVID-19)
Container: ARC17/1765
Author: Kelly Stidworthy, Manager Financial Services
Attachments: 1. Interim Hardship Policy - Coronavirus (COVID-19)

RECOMMENDATION:

That Council note the Interim Hardship Policy – Coronavirus (COVID-19).

Context

Like many organisations, Armidale Regional Council has been significantly impacted by the Coronavirus (COVID-19) shutdown restrictions and this in turn is having a significant impact on many of the ratepayers, sporting clubs, community organisations and businesses that Council interacts with and collects revenue from.

This policy is an extension of Council's existing hardship policy provisions and the arrangements contained in this policy are to remain in place until 30 June 2020 at which time the policy will be reviewed in light of the Coronavirus shutdown restrictions that exist at that time and the associated impact that they are having on the community.

Council will consider its policies covering rates, fees and charges including provisions for hardship alongside the 2020/21 budget.

Purpose

The purpose of this report is to notify Council of the Interim Hardship Policy that has been developed in response to the immediate impacts of the Coronavirus (COVID-19) crisis.

Proposal, Research and Analysis

The Coronavirus (COVID-19) shutdown restrictions have had an impact on the ability of some customers to be able to pay for rates and water and many of the lease and tenancy arrangements that Council has in place.

This policy contains provisions to support our community. These provisions are not intended to replace existing hardship policy provisions, but to assist individuals, businesses and community groups in the short term, pending any further guidance from Federal or State Government and while the current hibernation of the economy persists. The provisions outlined in the Interim Hardship Policy are within the Chief Executive Officer's existing delegated authority.

Impact

Community

The Interim Hardship Policy contains provisions to allow a 3 month payment deferral period for rates and water where genuine financial hardship due to Coronavirus (COVID-19) is able to be demonstrated and rental relief to genuine not-for-profit organisations who rent facilities directly from Council from 1 April 2020 to 30 September 2020.

Other requests for hardship relief will be dealt with on a case by base basis.

Council will also suspend all new external debt recovery action arising from unpaid rates and water notices until 30 June 2020 at which time these policy provisions will be reviewed.

Council

The Coronavirus (COVID-19) crisis will result in decreases to Council's revenue and impact upon the timing of receipts for rates, fees and charges. Due to Council's low level of unrestricted funds balance there is minimal capacity to absorb these decreases in revenue and cash receipts.

The impacts of shutdowns caused by the coronavirus have had an immediate negative impact on Council revenues. Initial estimates are that Council will likely lose around \$600,000 in revenues from now until 30 June from loss of fees and charges in areas like the airport.

These revenue losses are likely to continue into the 2020/21 financial year and will be significant.

In response to this, an interim policy position focussing on situations where genuine financial hardship can be proven rather than broad brush policy changes has been proposed in order to provide relief where it is needed and to minimise negative impacts to Council's financial position. Adopting a more generous policy position would likely require Council to pursue financial support from the State Government and Treasury Corporation to enable the continued operation and delivery of essential services to the community.

Summary

This report provides information on the Interim Hardship Policy that has been developed in response to the immediate impacts of the Coronavirus (COVID-19) crisis.

Item:	12.1	Ref: AINT/2020/06802
Title:	FOR DECISION: Replacement of 724 lights with energy efficient Light Emitting Diode (LED) lamps	Container: ARC19/3079
Author:	Brett Byrnes, Manager Local Services	
Attachments:	Nil	

RECOMMENDATION:

That Council accept Essential Energy Offer 2 and pay upfront for the replacement a fee of \$519,352.28.

Context

Essential Energy approached Council in December 2019 in regards to the bulk replacement of 724 lights with energy efficient Light Emitting Diode (LED) lamps. The replacement must go ahead under the Safe Lighting Standards obligations of AS1158. When Essential Energy approached Council budgets for the Financial Year (FY) 2019/20 had been closed.

Essential Energy has made two offers:

- 1) Essential Energy covers the upfront cost of the bulk lamp LED replacement and charge Council an additional fee for ten (10) years. The period of this is fixed at 10 years.
- 2) Council pay upfront for the replacement a fee of \$519,352.28 (subject to variations).

Purpose

The following is for the information of councillors it details; the offers made, terms and conditions, financial implications, environmental impacts... Further, it provides information on why Offer 2 (to pay up front) is in the best interests of Council and the community.

Offer 1

Offer 1 requires Council agree to; paying an Australian Energy Regulator (AER) a set charge for 10 years. Council will receive, no bulk lamp replacement discount. The fee, as it stands for FY2019/20, would require Council to pay an additional \$85,988.28 per year (total of \$859,882.80). The mechanism used would be the charge known as the Street Light Use of System (SLUOS) charge down from \$64,397.39 to \$32,948.64/annum. The SLUOS would then have a new charge added to it of \$85,988.28 bring the revised SLUOS to \$118,936.92

This equates to, an effective interest rate of 11.1% however, it is a charge and not an interest rate. The charge is not locked in and is reviewed annually by the AER. The AER raises or lowers the charge, based on the market price of the items used. Therefore, it is likely this charge will continue to rise during the 10 year period.

A conservative 2.0% increase would have Council paying an additional \$104,819.23 in year 10 and an additional \$960,378.63 in total. The offer would provide a projected saving of \$8,814.84/annum initially once electricity saving were included. However, the rise of the AER charge and any flattening or reduction in electricity prices would obliterate this saving very quickly.

Offer2

The preferred Offer 2; requires Council to pay for the LED replacement upfront. The immediate effect is a reduction in the fixed charge paid to Essential Energy each month (electricity is extra and not included in this charge). This charge is known as the Street Light Use of System (SLUOS) charge down from \$64,397.39 to \$32,948.64/annum.

Additionally an Energy Saving, as projected by Essential Energy, of \$63,354.38/annum. The combined saving is \$94,803.12/annum. At this rate the payback via savings is approximately 5.5years after which the entire saving/annum is realised.

Proposal, Research and Analysis

Council staff has reviewed the two offers including detailed discussions with Essential Energy around expressed benefits and options for ARC. If the two offers put forward by Essential Energy Offer 2 is recommended as it offers better community and financial outcomes. Both offers are equal in environmental terms.

Impact

- *Financial impacts; the upfront payment can be made via borrowing from existing internal reserves which would be reviewed on the actual cash position on 30 June 2020. At which time saving would already be realised from the reduction in electricity usage and a reduction in the SLUOS charges.*
- *Over 10 years Council will save at least \$950,000*
- *Progress on the Operational Plan; The project moves Council along its prescribed zero 30, and Climate Crisis initiatives. The majority of new lights will use 50% less electricity. A small number of larger lights will use 30% less electricity.*
- *There are no adversely affected sections of the community. Lighting over some pedestrian crossings will be greatly improved to benefit pedestrian safety.*
- *Council will receive a one off payment after completion of the project through the creation of Energy Saving Certificates (ESCs). It is estimated the ESCs will net Council approximately \$52,000. Council will receive an immediate benefit to the budget in a combined reduction in SLUOS charges and electricity usage from the project and going forwards.*

Summary

While the upfront payment of Option 2 is an impost, the saving will be immediate and large enough to be worthwhile. Each year's savings of Option2 of approximately \$95,000 will be money actually saved by Council. Over 10 years an actual saving of Option 2 of \$950,000 is far better for the community than expending, via Option 1, approximately \$960,378 over the same period to avoid paying upfront.

The Option 2 paid project is one of very few projects with an actual pay back to Council and further, a payback in a relatively short time frame. The alternative (option 1) will place continued and upward pressure on Council's budget for 10 years and deliver negligible or no savings at all.

Item:	12.2	Ref: AINT/2020/04904
Title:	FOR DECISION: Subdivision - 3 to 2 Lot Subdivision (Review of Determination of DA-15-2018/A to permit a further battle-axe handle)	
		Container: REV-1-2019
Author:	John Goodall, Program Leader Building and Development	
Attachments:	<ol style="list-style-type: none">1. Submissions received for REV-1-20192. Applicant's submission3. REV-1-2019 - 152 Allingham Street ARMIDALE NSW 2350 - Modification Assessment Sheet - Mr J Goodall	

RECOMMENDATION:

That the Review of Determination 1-2019, be refused for the reasons set out below:

- The proposal does not comply with Part 2.5, Chapter 3.1 of DCP 2012;**
- The proposal has the potential to adversely impact on the amenity of the locality;**
- The proposal is not considered to be a good planning outcome as it would potentially disperse rather than containing any impacts from the development;**
- A single lane access is not supported as it has the potential to increase the risk of confusion and conflict with entering and exiting vehicles at peak times, imparting further unnecessary impacts on the locality.**

Context

The application submitted for Council's consideration is a Review of Determination of DA-15-2018/A, being for a 3 into 2 Lot subdivision of 152 Allingham Street and 183 Brown Street, Armidale.

In this regard, Council granted a modified consent for DA-15-2018/A on 27 September 2019, for a 3 into 2 Lot subdivision, which was subject to an amendment to the plan. Such amendment by Council was for the removal of the proposed additional battle-axe handle located between 183 and 187 Brown Street.

Existing vehicular access to the Church located at 152 Allingham Street is currently available via an existing battle-axe handle off Allingham Street. The Applicants are proposing to install an additional battle-axe handle to connect onto Brown Street to facilitate improved traffic flows to and from the site and provide for an alternative emergency access point.

That component of DA-15-2018/A is now the subject of this Review for Council's consideration. The Applicant has submitted further material in support of their application which has been considered during the assessment of this Review and is contained within the attachments.

The Review of Determination was further notified to adjoining owners with Council receiving three submissions in response, one of which was a petition signed by 14 residents. The matters raised in the submissions along with the Applicants response have been taken into consideration during the assessment of this application.

The Applicant and an adjoining landowner have been in contact with Councillors and as such this application is being presented to Council for determination rather than determined under delegation.

Purpose

The purpose of the proposal is to provide alternative vehicular access to the site during busy times and for emergency services. Council's assessment of the proposal, considers that the additional battle-axe handle in this instance is unwarranted and has the potential to disperse rather than contain impacts from the development.

Proposal, Research and Analysis

As detailed above, the proposal submitted for Council's consideration is a Review of Council's previous determination of DA-15-2018/A in which the application was granted consent subject to amendments to the Plan removing the additional vehicular access to the site.

A detailed assessment of the proposal together with consideration of relevant matters under section 4.15 of the *Environmental Planning and Assessment Act 1979*, including submissions, is included in the attachments.

In this regard, it is recommended that the Application be refused for the reasons as set out above.

Impact

Any impacts from the proposal have been considered in detail in the attached assessment report.

Item:	12.3	Ref: AINT/2020/10147
Title:	FOR DECISION: Exhibition of the amended Guyra Development Control Plan 2015	Container: ARC19/3588
Author:	Shili Wang, Strategic Planner	
Attachments:	1. Guyra DCP Marked Up Version 2020	

RECOMMENDATION:

- a) **That the amended Guyra Development Control Plan 2015, as outlined in the report be placed on public exhibition for a minimum of 28 days beginning 29 April 2020 until 27 May 2020.**
- b) **That a further report be provided to Council for consideration of any submissions received, however if no submissions are received within the submission period, the amended Guyra Development Control Plan 2015 be adopted.**

Context

At its meeting dated 11 December 2019 Council considered and adopted Report 12.2 Draft Community Participation on the draft Armidale Regional Council Community Participation Plan (CPP) and amendments to the Armidale Dumaresq Development Control Plan 2012.

The CPP seeks to enhance the opportunities for all members of the community to participate in planning decisions (under the Environmental Planning and Assessment Act 1979) to achieve better planning outcomes, at an appropriate level relative to the project.

At its meeting dated 11 December 2019 Council resolved to (minute 279/19):

- a) *That the Armidale Regional Council Community Participation Plan be placed on public exhibition for a minimum period of 28 days beginning 8 January until Monday 11 February 2020;*
- b) *That the amended Armidale Dumaresq Development Control Plan 2012, as outlined in the report be placed on public exhibition for a minimum period of 28 days beginning 8 January until Monday 11 February 2020;*
- c) *That further report be provided to Council for consideration of any submissions received, however if no submissions are received within the submission period, both the Armidale Regional Council Community Participation Plan and amended Armidale Dumaresq Development Control Plan 2012 be adopted.*

The CPP and Armidale Dumaresq Development Control Plan 2012 (ADDCP 12) were placed on public exhibition from the 8 January to 11 February 2020 in accordance with the resolution.

No submissions were received on either document and therefore the Armidale Regional Council Community Participation Plan and amended Armidale Dumaresq Development Control Plan 2012 have been adopted.

Purpose

The purpose of the CPP is to provide a single document that clearly states how the community can participate in planning matters. The document combines Council's existing community engagement approach and the minimum public exhibition timeframes required by the legislation for planning functions.

Whilst preparing the draft CPP, the Guyra Development Control Plan 2015 (GDCP 2015) was not included in the review.

The purpose of this report is to obtain Council's approval to amend Guyra's DCP by removing Chapter 12 Notification Procedures from the GDCP 2015 as notification requirements are covered in the CPP. The amendment to the GDCP 2015 is required to be placed on public exhibition for 28 days.

Proposal, Research and Analysis

As outlined in the Report 12.2 Draft Community Participation Plan considered by Council at its meeting on the 11 December, in order to streamline processes in and around community participation in relation to planning matters, the NSW Department of Planning, Industry and Environment (DPIE) recommends the removal of community participation requirements from DCPs, as a consequence of adoption the CPP. Accordingly, the relevant Chapter 12 Notification Procedures is proposed to be deleted from the GDCP 2015 as detailed in Attachment 1.

The Armidale Regional CPP (prepared under Section 2.23(2) of the EPA Act 1979) contains all the relevant information and necessary guidance to the regional community on minimum public exhibition timeframes and circumstances whereby advertising and/or notification may occur in relation to strategic planning matters and development applications.

Impact

Preparation of the CPP has involved consulting with relevant staff within Council. The draft CPP has been exhibited for a minimum of 28 days. No submissions were received during exhibition on the CPP and as per the Council resolution the CPP has been adopted.

Amendments to the Armidale Dumaresq DCP 2012 were also required to be publicly exhibited for a period of 28 days which was run concurrently with the exhibition of the draft CPP. No submissions were received during exhibition of the DCP 2012.

Amendments to the Guyra DCP 2015 are required to be publicly advertised for a period of 28 days.

Summary

NSW Department of Planning, Industry and Environment (DPIE) recommend the removal of community participation requirements from DCPs, as a consequence of adoption the CPP. Accordingly, the relevant Chapter 12 Notification Procedures is proposed to be deleted from the GDCP 2015 and the amended GDCP 2015 be placed on public exhibition to enable community feedback prior to adoption by Council.

Item: 12.4 **Ref:** AINT/2020/10890
Title: FOR DECISION: Engagement of GCE Contractors **Container:** ARC19/3584
Author: Shane Anderson, Manager - Utilities
Attachments: 1. Recommendation Report C&S RFT 17 March 2020

RECOMMENDATION:

That Council engage GCE Contractors to provide crushing and screening of concrete, brick and tile services to Armidale Regional Council's waste management facilities for the next two years.

Context

As per the attached report from Northern Inland Regional Waste (NIRW,) the existing contract for crushing and screening of concrete, brick and tile for NIRW member Council's has expired.

NIRW undertook the tender process to engage a contractor for this work across the NIRW member Councils.

As a result, the tender evaluation committee has recommended awarding the contract to GE Contractors.

Armidale Regional Council waste management department did not undertake this service during the 2018/19 financial year. However, with the facility nearing its effective life as a landfill and transitioning into an operational and storage facility for resource recovery there is a need to create additional working space on the historical landfill mound. To facilitate this, the current stockpile of concrete, bricks and tile will need to be crushed, screened and relocated within the Long Swamp Road facility.

Council officers are preparing to carryout this body of work before the end of the financial year so as to avoid additional operating costs in 20/21. Additionally this work is best carried out in the dry cooler months and before the windy months of August, September and October as there is potential to cause dust issues with the landfill neighbours.

The product achieved from the crushing/screening is stockpiled and sold to the public or reused to maintain landfill roadways when required.

Purpose

The crushing/screening of the concrete demolition waste is consistent with providing the community with opportunities to participate in recycling waste. Diversion of this waste stream from landfill operations is consistent with the NSW Government strategies around waste diversion, recycling and reuse programs.

Proposal, Research and Analysis

The crushing/screening of demolition waste is a core business function of the waste management team. The engagement of the nominated contractor via the NIRW tender process is consistent with Council's other waste management functions including green waste shredding and CRC operations.

Impact

There are no adverse financial implications from this activity. Delaying the program will place an operational burden on the facility to manage the stockpile of resource recovery commodities.

Summary

Council endorses the recommendation for the purchase and Council officers will execute the contract as per the terms and conditions. Council officers will arrange for the work to be completed within the next eight weeks.

Item: 14.1 **Ref:** AINT/2020/09645
Title: FOR INFORMATION: Cash and Investment Report March 2020
Container: ARC16/0001-5
Author: Deborah Walls, Accountant
Attachments: 1. Curve Securities Investment Reporting Pack March 2020

RECOMMENDATION:

That Council receive and note the Cash and Investment Report for March 2020.

Context

As at 31 March 2020, Council held \$74,165,727 in investments and \$1,394,672 as cash in the Trust Fund. Total of \$75,560,399.

Purpose

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

Proposal, Research and Analysis

Cash and Investments

Balances were as follows:

Item/Account	March 2020	February 2020	Movement
	\$	\$	\$
<u>Cash at Bank</u>			
General Fund Bank Account	-	-	-
Trust Fund	1,394,672	1,395,251	(579)
Total Cash	1,394,672	1,395,251	(579)
<u>Investments</u>			
High Interest Cash At Call	8,893,096	9,335,423	(442,327)
T-Corp IM Cash Fund	5,272,631	5,279,344	(6,713)
Term Deposits	60,000,000	61,000,000	(1,000,000)
Total Investments	74,165,727	75,614,767	(1,449,040)
Total Cash & Investments	75,560,399	77,010,018	(1,449,619)

Summary of Investment movements for March 2020:

<u>Term Deposit Maturities</u>	
Institution	Amount
Westpac Bank	\$1,000,000
AMP Bank	\$2,000,000
Members Equity Bank	\$2,000,000
Total	\$5,000,000

<u>New Investments</u>	
Institution	Amount
Macquarie Bank	\$2,000,000
Macquarie Bank	\$2,000,000
Total	\$4,000,000

Investment Revenue Earned

	March 2020
Term Deposits	\$105,595
T-Corp IM Cash Fund	(\$6,712)
High Interest Account	\$5,964
Trust Account	\$921
Total	<u>\$105,768</u>

As per the attached investment report (refer Attachment 1 section 2), as provided by Council's investment broker Curve Securities, the investments are diversified across a range of institutions, with no one institution exceeding 35% of average annual funds invested to ensure the portfolio is in line with the Investment Policy.

Actual to Budget Comparison

	YTD Actual income	YTD (Rev) Budget	Difference
Cumulative March 2020	\$1,080,194	\$1,192,478	(\$112,284)

Outcome: Unfavourable Budget Variance of \$26,729 for March 2020 due to lower than budgeted interest rates.

Investment Yield

Term of Investment	March 2020			February 2020		
	ARC	BBSW (3mth)	Outperformance	ARC	BBSW (3mth)	Outperformance
6 months	1.98%	0.80%	1.22%	2.08%	0.89%	1.19%
12 months	2.29%	0.99%	1.30%	2.37%	1.11%	1.26%

Regulations

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

- Council Investment Policy
- Local Government Act 1993 – Section 625.
- Local Government Act 1993 – Order of the Minister dated 12 January 2011.
- The Local Government (General) Regulation 2005 – Reg 212.

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

Summary

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

Item: 14.2 **Ref:** AINT/2020/03486
Title: FOR INFORMATION: Acceptance of Tenders under Delegated Authority
Container: ARC17/2016
Author: Kelly Stidworthy, Manager Financial Services
Attachments: Nil

RECOMMENDATION:

That Council note the report on the acceptance of tenders under delegated authority to 31 December 2019.

Context

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

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

Purpose

The purpose of this report is to provide information to Council on tenders that have been awarded under delegated authority.

Proposal, Research and Analysis

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

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

7.2.3 Tender Approval Delegation - Chief Executive Officer *Ref: AINT/2016/09978*

RECOMMENDATION:

- a) **Council note the report by the Chief Financial Officer on the Chief Executive Officer's Delegation of Authority for the Acceptance of Tenders.**
- b) **Council include delegation to the Chief Executive Officer authority to accept Council tenders with a contract value of up to \$500,000 where all other tender requirements of the Local Government Act 1993 and the Local Government (General) Regulation 2005 are met.**
- c) **Executive Leadership to consider all tenders and minute Chief Executive Officer determination.**

d) All tenders approved under delegation are reported to open Council quarterly.

The recommendation was ADOPTED.

The delegation excludes acceptance of tenders for services currently provided by members of staff of the council (which could therefore result in a reduction of staff positions, or increase operational resourcing), and the Regulation requires a Council resolution where no tenders are accepted.

Impact

The delegated authority has reduced the amount of tendering reports that are required to go to Council for a resolution and has also resulted in a quicker and more efficient procurement process.

Tenders approved under delegated authority are:

Contract No	Contractor	Description	Estimated Contract Value	Comment
791920	Panel Source Suppliers	Supply and Delivery of Hardware	\$350,000	Joint council tender run by Regional Procurement
A2019/40	Origin Energy	Electricity Major Sites	Schedule of Rates	Joint council tender run by Local Government Procurement
EL0519	ERM Power Retail Pty Ltd	Street Lighting	\$300,000	Joint council tender run by Local Government Procurement

Section 55(3)(n)(i) of the Act currently exempts from the tendering requirements a contract involving an estimated expenditure of an amount of less than \$250,000 and also specifies all other circumstances under which a tendering exemption may apply.

An additional exemption has been granted until 1 July 2020 under the Local Government (General) Amendment (Tendering) Regulation 2020 where the contract is primarily for the purposes of bushfire response and recovery up to \$500,000.

Summary

The report provides information regarding tenders awarded under the Chief Executive Officer's tender acceptance delegation.

Item: 14.3 **Ref:** AINT/2020/04940
Title: FOR INFORMATION: Cash and Investment Report February 2020
Container: ARC16/0001-5
Author: Deborah Walls, Accountant
Attachments: 1. Curve Securities Investment Reporting Pack Feb 2020

RECOMMENDATION:

That Council receive and note the Cash and Investment Report for February 2020.

Context

As at 29 February 2020, Council held \$75,614,767 in cash and investments and \$1,395,251 in the Trust Fund. Total of \$77,010,018.

Purpose

The Cash and Investment Report provides an overview of cash and investments for the period 1 February 2020 – 29 February 2020 and certifies compliance with Council’s Investment policy and the Local Government Act 1993 and Regulations.

Proposal, Research and Analysis

Cash and Investments

Balances were as follows:

Item/Account	February 2020	January 2020	Movement
	\$	\$	\$
<u>Cash at Bank</u>			
General Fund Bank Account	-	-	-
Trust Fund	1,395,251	1,394,128	1,123
Total Cash	1,395,251	1,394,128	1,123
<u>Investments</u>			
High Interest Cash At Call	9,335,423	10,278,064	(942,641)
T-Corp IM Cash Fund	5,279,344	5,274,855	4,489
Term Deposits	61,000,000	57,000,000	4,000,000
Total Investments	75,614,767	72,552,919	3,061,848
Total Cash & Investments	77,010,018	73,947,047	3,062,971

Summary of Investment movements for February 2020:

<u>Term Deposit Maturities</u>	
Institution	Amount
Members Equity Bank	\$1,000,000
Rural Bank	\$1,000,000
AMP Bank	\$1,000,000
NAB	\$2,000,000
NAB	\$1,000,000
Members Equity Bank	\$1,000,000
Total	\$7,000,000

<u>New Investments</u>	
Institution	Amount
ING Bank	\$2,000,000
Defence Bank	\$1,000,000
ING Bank	\$1,000,000
AMP Bank	\$1,000,000
AMP Bank	\$1,000,000
NAB	\$2,000,000
AMP Bank	\$2,000,000
NAB	\$1,000,000
Total	\$11,000,000

Investment Revenue Earned

	February 2020
Term Deposits	\$85,275
T-Corp IM Cash Fund	\$4,489
High Interest Account	\$7,606
Trust Account	\$1,123
Total	\$98,493

As per the attached investment report (refer Attachment 1 section 2), as provided by Council's investment broker Curve Securities, the investments are diversified across a range of institutions, with no one institution exceeding 35% of average annual funds invested to ensure the portfolio is in line with the Investment Policy.

Actual to Budget Comparison

	YTD Actual income	YTD (Rev) Budget	Difference
Accumulative February 2020	\$974,426	\$1,059,981	(\$85,555)
Accumulative January 2020	\$875,933	\$927,483	(\$51,550)

Outcome: Unfavourable Budget Variance of \$34,005 for February 2020 due to lower than budgeted interest rates.

Investment Yield

Term of Investment	February 2020			January 2020		
	ARC	BBSW (3mth)	Outperformance	ARC	BBSW (3mth)	Outperformance
6 months	2.085%	0.897%	1.188%	2.196%	0.923%	1.273%
12 months	2.373%	1.109%	1.263%	2.444%	1.198%	1.246%

Regulations

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

- Council Investment Policy
- Local Government Act 1993 – Section 625.
- Local Government Act 1993 – Order of the Minister dated 12 January 2011.
- The Local Government (General) Regulation 2005 – Reg 212.

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

Summary

The Cash and Investment Report provides an overview of cash and investments as at and for the periods ended 29 February 2020 and demonstrates compliance with Council policy.

Item: 14.4 **Ref:** AINT/2020/05163
Title: FOR INFORMATION: Monthly Financial Report March 2020 **Container:**
ARC19/3334
Author: Kelly Stidworthy, Manager Financial Services
Attachments: 1. Monthly Financial Report March 2020

RECOMMENDATION:

That Council receive and note the Monthly Financial Report for March 2020.

Context

Monitoring of YTD actual performance to budget is important to ensure that expenditure remains within available financial resources.

To assist with better monitoring of budgets, budget phasing has been introduced allowing a comparison to be made against YTD budget rather than the Annual budget.

Purpose

The monthly financial report is provided to assist with monitoring the financial position of Armidale Regional Council; and ensure that sound financial management practices are employed to ensure expenditure remains within available financial resources.

Proposal, Research and Analysis

The monthly financial report is provided for the following funds:

- General Fund
- Water Supply Fund
- Sewer Supply Fund
- Consolidated

More detailed operating and capital budget reports are also provided.

General Fund

As at 31 March the General Fund achieved a \$2.4M operating surplus against a YTD budget of \$2.1M. The operating surplus is high because rates have been levied and recognised as income in the July period. As the year progresses expenditure will increase and will offset the surplus to bring the result into closer alignment with the annual forecast operating position, which is currently a deficit of \$614k.

Most revenue and expenditure categories are on track to meet budget with the exception of user charges and fees and interest revenue. The performance against budget for the State roads program is below forecast predominantly due to the impact of bushfires. This is likely to pickup as the year progresses. The budget for investment interest had already been reduced in the first quarter budget review but actuals are still tracking lower across all funds due to lower investment rates being achieved and this will require further adjustment.

The net budget position represents the forecast cash impact of Council's operating and capital results for the year. Council's forecast is for a positive cash impact in 2019/20 to assist with reducing cashflow risk and improving the level of unrestricted cash. The main area where this is

not likely to achieve budget is land divestment proceeds, which are under budget by around \$350k and this is unlikely to change.

Water Supply Fund

As at 31 March, the Water Fund recorded a \$960k operating deficit against a YTD budgeted operating deficit of \$558k mainly due to user charges and fees not achieving budget.

Water usage charges, interest revenue and operating grants will all not achieve the current forecast and will require adjustment in the third quarter budget review. Some expenditure categories are higher than budget but overall operational expenditure is below budget.

Council has budgeted for a negative cash impact in 2019-20 of \$7.2M predominantly due to costs associated with the drought response. These costs will be funded from the water supply reserve fund.

Sewer Supply Fund

As at 31 March, the Sewer Fund achieved a \$3.8M operating surplus against a YTD budget of \$3.2M.

Most revenue and expenditure categories are on track to meet budget with the exception of interest revenue and other revenue. Drought conditions have impacted upon likely future cattle sales revenue.

Council has budgeted for a positive cash impact in 2019/20 of \$1.1M. There was originally a negative cash impact forecast but has improved with the deferral of capital projects in the second quarter budget review.

Consolidated

As at 31 March, the Consolidated position achieved a \$5.2M operating surplus against a YTD budget of \$4.7M.

Council has budgeted for a negative cash impact of \$5.6M in 2019/20, which predominantly relates to costs associated with the drought response. This will be funded from the water supply reserve funds.

Impact

Emerging Issues

There are a number of emerging issues and risks that may have a detrimental impact on Council's 2019/20 budget and financial position. These are outlined in this report.

The cumulative impact of these issues and risks could see Council's 2019/20 General Fund operating revenue negatively impacted by \$600k, Council funded operating costs rise by \$1.7M above the current budget and Council funded capital costs rise by \$350k. This could result in Council's unrestricted cash position being negatively impacted by \$2.7M in total at 30 June 2020. Given Council's current year projection for unrestricted cash is only around \$2.3M this would result in Council using restricted cash to fund operations, which is not permitted under the Local Government Accounting Code. Council would be considered financially unsustainable if it borrowed restricted funds for operating purposes.

Measured on a per ratepayer basis, the potential impact is equivalent to \$205 per ratepayer.

Library Lift

The lift at the Armidale War Memorial Library has not passed certification and is currently not in use as a result. Whilst certification is being sought if can not be achieved may need to be replaced at an approximated cost of \$350,000.

Legal Costs

There are a number of legal investigations currently underway and the volume and specialist nature of the work has necessitated engagement of external vendors to undertake the investigations. The likely costs for the remainder of the financial year are expected to require an increase in the legal costs budget of \$100,000.

Senior Staff Changeover/Recruitment Costs

Should the Chief Executive Officer's contract be terminated, direct costs associated with termination of the contract, a temporary replacement and recruitment of a new candidate will likely be in the order of \$859,000 although could be higher.

Kempsey Road Natural Disaster Declaration

The disaster declaration on Kempsey Road has required Council to undertake emergency and restoration works to create vehicular access for residents that are likely to be in the order of \$1,000,000 as at 30 June 2020. These costs will be claimed under section 44 emergency funding provisions; however, Council will have to carry those costs until it receives reimbursement and this may not occur prior to 30 June.

Section 44 Fire Claims

The Tingha Fire claim has been submitted and is expected to be paid by the end of April. The Bees Nest Fire claim will be submitted before 30 June and will be in the order of \$750,000 for all works undertaken. Council will have to carry these costs until it receives reimbursement and this may not occur prior to 30 June. It should be noted that Council's contribution under the section 44 funding arrangements for these fire responses is \$261,000 (Tingha \$124,000 Bees Nest \$137,000).

Bore Drilling

Council will receive a subsidy of \$1 million for the bore drilling works and the claim for this has been submitted. A timeframe on payment has not yet been advised and this may not occur prior to 30 June.

Other emerging issues that may have a detrimental impact on Council's program delivery include:

Coronavirus

The impacts of shutdowns caused by the coronavirus have had an immediate negative impact on Council revenues. Initial estimates are that Council will likely lose around \$600,000 in revenues from now until 30 June from loss of fees and charges in areas like the airport.

It has also significantly impacted service delivery in many areas. Major impacts are being experienced by:

- Guyra Preschool is continuing to operate a face to face service in challenging circumstances
- IT facilitating working from home arrangements
- Communications keeping both internal and external stakeholders constantly updated
- Human Resources in managing staff issues and requests for information

- Finance in reviewing budgets and providing information
- Local Services have adapted the means of delivery across each of their service lines to maintain continuity of delivery which has included limiting staff numbers at work sites, facilities and depots
- Costs associated with amended service delivery methods are incidental at this stage (circa \$25,000) and are likely to increase

Drought

Project delays associated with a lack of water have mainly impacted projects involving road upgrades. While some projects are now able to be progressed it is not viable to proceed with projects involving road sealing and other construction impacted by cold weather during winter.

Wet Weather

Wet weather is impacting a number of capital projects that were due to commence construction recently and will likely cause a number of additional capital projects to be deferred to the 2020/21 financial year in addition to those projects already identified in the second quarter budget review.

Kempsey Road Natural Disaster Declaration

The natural disaster declaration of Kempsey Road has diverted key staff away from project delivery to undertake assessment of the road, prepare the required documentation and claims to enable declaration of the area under natural disaster arrangements and indicative restoration costs to commence being prepared.

The adopted budget does not have provision for overspends or for initiatives not included in the original budget and, as a result, must be closely monitored to ensure that actual expenditure remains within available financial resources. Introduction of any new initiatives requiring expenditure or overspends will require us to make adjustments to either the quantum or quality of projects and services to accommodate. Any overspends or new initiatives identified outside of the original budget must have an accompanying funding source.

The forecast impact on the water fund of current drought conditions has been included in the revised budget and these impacts have had a significant detrimental impact on the 2019/20 water fund and consolidated financial position. This will have an impact on future years as well with consideration now required to borrow against the water fund to fund capital works and consideration of deferral of future capital works also required.

Summary

The monthly financial report provides information on Council's actual to budget performance.

Item:	14.5	Ref: AINT/2020/02631
Title:	FOR INFORMATION: Arts, Cultural and Heritage Advisory Committee change of chair	Container: ARC16/0217
Author:	Hayley Ward, Interim Museum Team Leader	
Attachments:	Nil	

Council at its meeting on 26 February 2020 resolved that the matter be deferred to the meeting to be held on 25 March 2020.

RECOMMENDATION:

- a) **That the Terms of Reference of the Arts, Cultural and Heritage Advisory Committee provides for the Mayor to assume chair of it.**
- b) **In Terms of Clause a new Chair has been elected, Ms Caroline Downer, by the committee itself.**

Context

The CEO received a letter in December 2019 from an external member of the Arts, Cultural and Heritage Advisory Committee raising concerns about the way the meetings were Chaired and the lack of outcomes initiated by the committee due to ineffective meeting management. The letter alleged that the concerns were held by other members of the committee.

The CEO and Mayor met with external members of the committee in February 2020 to discuss their concerns. The members were unanimous in agreeing that a change in Chair was essential for the committee to work more effectively and achieve beneficial strategic outcomes for arts, culture and heritage in the LGA.

As per the Terms of Reference the Mayor will assume the position of Chair until such time as the committee appoints a new Chair.

The CEO and Mayor contacted the current Chair of the Arts, Cultural and Heritage Advisory Committee to advise of the members' concerns and the outcome of the meeting.

NOTE

This motion was deferred from the February meeting as the former chair requested mediation with the Mayor over the change. However the change of chair was requested by committee members not the Mayor and as a result mediation with the Mayor would not change the members' stance as they are committed to going forward with the new chair.

Purpose

To ensure that the Arts, Cultural and Heritage Advisory Committee is supported to work efficiently and effectively to develop beneficial strategic outcomes in the LGA that aligns with Council's Operational and Delivery Plans.

Proposal, Research and Analysis

The committee's Terms of Reference states that:

- The Mayor will determine the Chairperson of the committee or the position shall be determined by an election at the first meeting of a new term of the committee.

Impact

Committee membership is made up of local arts and cultural professionals who can provide specialist advice to Council on strategic matters within the creative arts industries. Their expert advice is supported by best practice industry standards that can assist Council achieve quality artistic, economic, social and place making outcomes based on the Operational and Delivery Plan.

Summary

Input from the community to Council is vital to the effective delivery of its services. It is critical that advisory committees operate efficiently and effectively to provide the best advice to council, and members' expertise is valued in the decision making process. This is especially relevant in supporting Council and the community after recent fires and during the ongoing drought.

Item:	14.6	Ref: AINT/2020/05212
Title:	FOR INFORMATION: Status Report on Stronger Communities Fund and New Council Implementation Fund	Container: ARC16/0014
Author:	Kelly Stidworthy, Manager Financial Services	
Attachments:	1. Stronger Communities Fund and New Council Implementation Fund - Status Update 29 February 2020	

RECOMMENDATION:

- a) **That Council note the current status of projects funded by the Stronger Communities Fund and New Council Implementation Fund; and**
- b) **That Council note that due to the cumulative impacts of drought, fires and storms, an extension will be sought from the Office of Local Government until 30 June 2021 to finalise expenditure on the Stronger Communities Fund - Major Projects.**

Context

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

Purpose

The merger funds require that a status report is provided to the Office of Local Government every 6 months with the latest report submitted 29 February 2020. 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.

Proposal, Research and Analysis

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

Some projects under the SCF – Major Projects will not meet the funding commitment deadline of 30 June 2020 and an extension will be sought until 30 June 2021 to finalise the following projects:

- Installation of solar power at major council facilities
- Rockvale Road upgrade
- Guyra CBD upgrade
- Mall Vibrancy plan

At this time all other projects are expected to be completed by 30 June 2020.

Impact

Under the existing funding extension, unspent merger funds are required to be spent by 30 June 2020. Drought conditions and other impacts including bushfires and storm damage have also impacted on Council's capital delivery program and have necessitated an extension being sought until 30 June 2021 for the SCF – Major Projects. This has been discussed with the Office of Local Government who advised that many councils are seeking funding extensions for similar reasons and that they would process the application quickly once received.

Summary

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

Item:	14.7	Ref: AINT/2020/05492
Title:	FOR DECISION: Water security	Container: ARC17/1633
Author:	Shane Anderson, Manager - Utilities	
Attachments:	Nil	

RECOMMENDATION:

That Council note a Water Security policy cannot progress until the IWCM and Secure Yield Study have been completed as they will form the basis of any planned infrastructure works to achieve increased water storage and security.

Context

At the February Ordinary Council Meeting, Councillors asked for a report to be prepared to allow Council to adopt a suitable Water Security Policy.

Whilst it is acknowledged that Council does/will require a water security policy the formulation of such a policy will be influenced by other requirements that are yet to be completed, such as the Integrated Water Cycle Management (IWCM) strategy and the Secure Yield Model.

Additionally, factors such as increased water storage and how this might be achieved will be subjected to environmental and financial consideration.

During the last 18 months the Armidale LGA has experienced sever drought condition that resulted in level 5 water restrictions being introduced for the first time. Water restrictions were introduced as a result of reduced rainfall in 2019 (306.6mm – the lowest on record). Fortunately, the community responded in a positive manner and as result water consumption reduced by 43%. At the same time, Council was working behind the scenes to ensure water security for Guyra township with mitigation measures such as water carting, finding and fixing leaks in the network and the commissioning of the Malpas to Guyra pipeline.

Council also engaged a hydrogeologist to investigate groundwater supplies and initiated a ground water drilling program in Guyra and Armidale that has resulted in mixed results. The drilling program has found sufficient water volumes to support Guyra in emergency situations but the Armidale program has not yielded the same results.

Council officers have also fielded questions about raising the height of Malpas Dam, treating and distributing water from the sewerage treatment plants, raising Guyra dam, reconnecting Dumaresq and Gara dams to the network etc.

To support water security the following tasks are underway:

Council officers are working with the DPIE Water to upgrade and expand water infrastructure to enhance water security in the region. DPIE Water requires local water utilities to develop and IWCM strategy. ARC is progressing to develop its 30 year IWCM Strategy in accordance with NSW Government's guidelines. The 30-year IWCM Strategy addresses the complex linkages between elements of the urban water cycle (water supply, sewage and stormwater) and ensures that any necessary capital works projects are appropriately sized and is essential for the provision of appropriate, affordable, cost-effective urban water services that meet community needs and protect public health and the environment.

The IWCM also:

- Sets the objectives, performance standards and associated performance indicators for the water & sewer business;
- Identifies the needs and issues based on evidence and sound analysis;
- 'Right sizes' infrastructure;

- Determines the investment priority in consultation with the community and stakeholders.
- Ensures Council undertakes a 'secure yield' study of existing water supply dams and the transfer system in accordance with DPIE Water guidelines. The 'secure yield' of a dam reflects how much water can be drawn for town water supply while running a very low risk of running out of water and without having water restrictions imposed too often or for too long. Modelling undertaken in the past estimated that the Guyra dams are not big enough even for the current Guyra demand especially in the case of an extended drought. However, the modellings showed Malpas dam has secure yield to meet Armidale demand for several years. However, 2018/19 weather patterns have proven this to be wrong and needs to be reviewed in light of the recent unprecedented drought and potential climate change.

Council has sought a proposal from a consultant to review and update the 'secure yield' modelling. DPIE Water has already provided the concurrence for the scope of works and is finalising the deed to co-fund the project. In addition to the secure yield study, DPIE Water has also agreed to co-fund the feasibility study of Malpas dam upgrade. Secure yield estimation should be finished in two to three months and the Malpas upgrade options in four to five months. Both projects will commence work as soon as the deed is signed off between Council and DPIE Water.

The IWCM key outcomes include:

- Setting the objectives, performance standards and associated performance indicators for the water & sewer business;
- Identifies the needs and issues based on evidence and sound analysis;
- 'Right sizes' infrastructure;
- Determines the investment priority in consultation with the community and stakeholders;
- Provision an Options Report for any dams, water and sewage treatment works and recycling projects considered and will streamline the subsequent section 60 approval of the project; and
- A new drought management and emergency response plans for the water and sewer for the LGA.

The section 60 approval addresses:

- Under Section 60 of the *Local Government Act 1993*, local water utilities are required to obtain Ministerial approval for any significant modifications to or construction of dams and flood retention basins which could cause a significant threat to public safety in the event of a failure, regardless of the dam's height or storage volume.
- The Section 60 approvals provide an independent review of the proposed works to ensure they are fit for purpose and provide robust, safe, cost-effective and soundly based solutions that meet environmental and regulatory requirements.
- Each activity requiring Section 60 approval requires an options study, concept design report and detailed design. These need to be prepared by suitably qualified and experienced practitioners and submitted to the Department for review. The information provided must clearly define the proposed activity and detail how the environment will be protected.

In summary, Council cannot progress with a Water Security policy until the IWCM and Secure Yield Study have been completed. The IWCM and secure yield will form the basis of any planned

infrastructure works to achieve increased water storage etc.

Purpose

Top 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. 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.

Proposal, Research and Analysis

Council has the strategic capacity to understand the key issues for the region both now and in the future.

Partnerships with all levels of government to support the provision of improved infrastructure for the region.

Initial discussions with water consultants resulted in estimates in excess of \$80M to upgrade Malpas Dam water storage capacity. Council officers also have quotations to upgrade the Armidale sewerage treatment plant that range up to \$68M. There is the potential to press ahead with works to provide water security that will result in increased operating costs and a financial burden on ratepayers if decisions are made before the IWCM and Secure Yield modelling is not completed.

Impact

Failure to complete the IWCM and Secure Yield study could result in Council making decisions about long term water security that would not be financially supported by any funding.

Failure to complete the IWCM and Secure Yield study could result in Council officers implementing infrastructure projects that whilst fashionable at the time do not match the needs of the community or achieve water security.

Summary

Approve the change in scope, advise JNC of a project variation to contract # 4, begin preliminary design for the LST transfer station.

Item: 14.8 **Ref:** AINT/2020/05481
Title: FOR INFORMATION: Tamworth Regional Blueprint 100 and Draft
Tamworth Local Strategic Planning Statement **Container:** ARC17/1936
Author: Leah Cook, Service Leader Asset Planning and Design
Attachments: Nil

RECOMMENDATION:

- a) **That the reports on Tamworth Regional Blueprint 100 and the draft Tamworth Regional Local Strategic Planning Statement be noted.**
- b) **That Council note a submission to Tamworth Regional Council on Blueprint 100 and the Draft Local Strategic Planning Statement making the following points:**
- I. **That Council supports and congratulates Tamworth Regional Council on its significant strategic planning efforts in producing Blueprint 100 and its Draft Local Strategic Planning Statement;**
 - II. **That Council supports and reiterates the identification of Armidale and Tamworth in the New England North West Regional Plan 2036 as being the two regional cities within the New England North West region.**
 - III. **That Council supports the identification of strong infrastructure and transport networks for a connected future between Armidale, Tamworth and the New England North West.**
 - IV. **That Council recognises Tamworth Regional Council's aspirations for a University to be established in Tamworth, however, Armidale Regional Council will continue to prioritise its strong existing education focus and that it will continue to foster the growth of knowledge-based, education and health services industries and cluster related activity around the Armidale Rural Referral Hospital and the University of New England.**

Context

2019 Tamworth Regional Council embarked on a process to take a coordinated approach for future action, which it termed Blueprint 100. It would encompass the Local Strategic Planning Statement and the Growth Management Strategy and other council initiatives.

Blueprint 100 (BP100) is an overarching strategy that provides a roadmap to take the Tamworth Region towards its vision of a prosperous economy and high living standards with a population of 100,000 people.

The Tamworth Regional Council Local Strategic Planning Statement 2020 (LSPS) is the core strategic planning documents for the Council for the next 20 years. It will guide the character of the Council's centres and neighbourhoods into the future.

Both BP100 and the draft LSPS are on public exhibition and Tamworth Regional Council is undertaking community consultation in relation to the two documents until 9 April 2020.

Purpose

- To ensure the Armidale Region continues to be recognised as the heart of the New

England area and enjoys a prosperous economy, diverse community, outstanding natural assets and access to high level of services.

- Ensure that Armidale maintains its identification as one of two regional cities (Tamworth being the other) within the New England North West and reiterate to Tamworth Regional Council that Armidale Regional Council will continue to priorities its strong existing education focus and that it will continue to foster the growth of knowledge

Proposal, Research and Analysis

BP100 brings together all the key elements of Council's large number of plans, strategies, precinct plans and masterplans into a single document. It guides and promote the development of the Tamworth Region to 2041. It examines "business as usual scenarios" as well as the potential to stimulate the growth of the region to a population of 100,000 persons.

Vision

A future Tamworth will offer an enhanced quality of life for the region with greater prosperity, compassion for its people, reverence for its culture and respect for nature.

Core Strategies

- Unlock investment to build infrastructure and signature projects
- Create more jobs
- Deliver more skilled workers
- Manage affordability
- Improve liveability

BP100 goes on to outline an extensive list of priority themes and initiatives based on the core strategies and the vision. Figure 1 shows the priority initiatives at the regional level with figure 2 showing the priority initiatives at a city level.

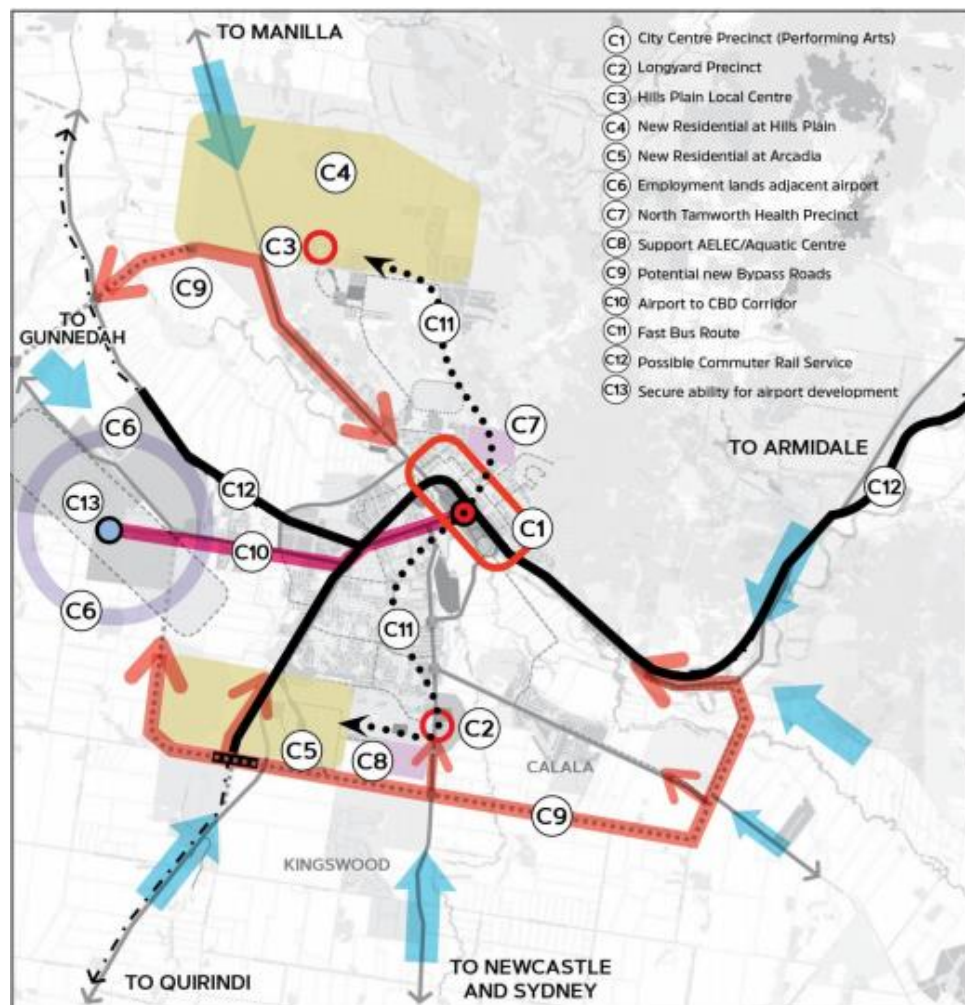


Figure 2 Blueprint 100 City Priority Initiatives

BP100 considers the Department of Planning, Industry and Environment's *New England North West Regional Plan 2036 (NENW Plan)* and the importance that *NENW Plan* places on both Tamworth and Armidale as the two identified regional cities for the region.

It is important that Tamworth Regional Council includes the identification of both cities and that they compliment each other rather than competing with Armidale. Whilst Armidale Regional Council recognises that there are a number of opportunities for both Tamworth and Armidale to provide services in areas such as tourism, education and health, Armidale Regional Council already plays a regional role in the provision of university education through the University of New England.

Tamworth Regional Council have identified a number of further plans and strategies that will eventually form a serious of Blueprint 100 plans including:

- Tamworth Blueprint: Growth Management Strategy (GMS)
- Tamworth Regional Local Environmental Plan 2010 (TRLEP 2010) Review
- Reviewed Delivery Plan
- Tamworth Integrated Transport Masterplan

These plans and the Blueprint 100 Framework are shown in Figure 3.

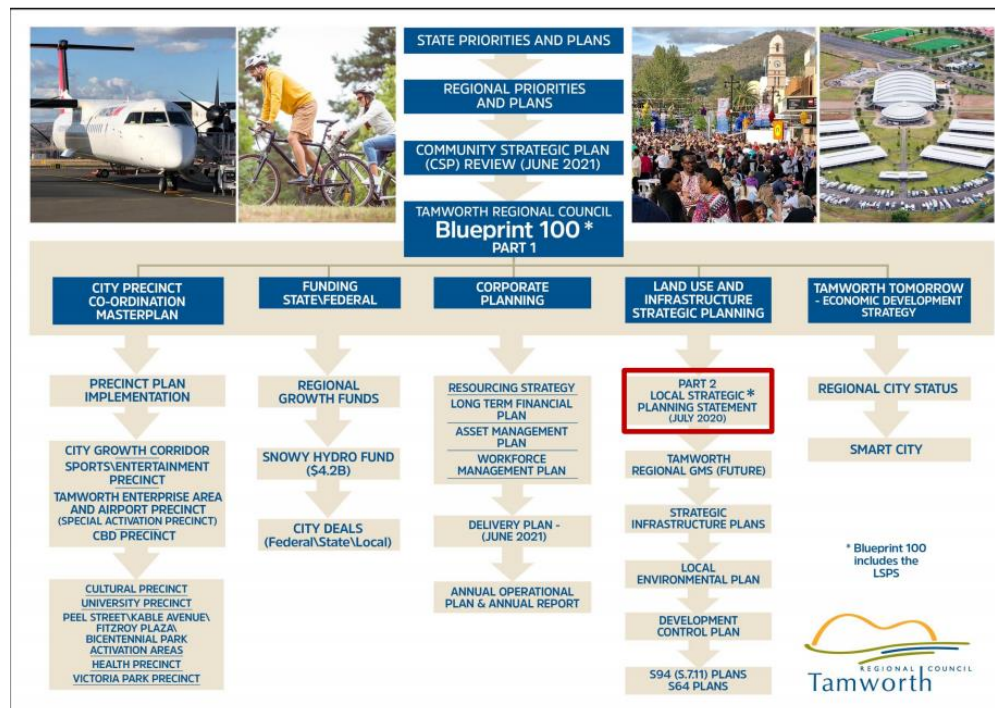


Figure 3 Blueprint 100 Framework

Impact

The impact of these reports could be fairly significant on Armidale Regional Growth, Economy and prosperity if Armidale Regional Council weren't to take proactive steps to ensure the regional status of the city and the priorities for continual growth identified in the New England North West Regional Plan.

Summary

As outlined in this Report Tamworth Regional Council is to be congratulated on its efforts in the development of the Tamworth Blueprint 100 and the Draft Tamworth Regional Local Strategic Planning Statement.

It is important that Armidale Regional Council continue to actively and strongly advocate the role the Armidale Region Local Government Area plays in the New England North West, its identification as one of two regional cities within the region and the priorities set out for each council in the Department of Planning, Industry and Environment's *New England North West Region Plan 2036* to ensure a strong and dynamic region.

Item:	14.9	Ref: AINT/2020/10151
Title:	FOR INFORMATION: Armidale Regional 2040 Plan update	Container: ARC19/3217
Author:	Jocelyn Ullman, Principal Advisor Strategic Natural Resources and Land Use Planning	
Attachments:	Nil	

RECOMMENDATION:

That the report providing an update on the Armidale Regional 2040 Plan be noted.

Context

The Armidale Regional 2040 Plan aims to develop a holistic vision for the future of the Armidale Regional Local Government Area, that will guide land use and development over the next 20 years.

The consultants, CM+, have been working on the 2040 Plan since September 2019 with a number of stages of the project now complete.

Purpose

To provide an update on the progress and work to date on the Armidale Regional 2040 Plan.

Proposal, Research and Analysis

Project Staging

The 2040 Plan Project has been split into five (5) broad stages as follows:

Stage 1 – Inception

- Inception meeting and site visit

Stage 2 – Background familiarisation and workshop planning

- Preliminary strategic planning analysis
- Preparation for community engagement including ‘Your Say’ web page, Café Catch up Session in Armidale and Guyra and Citizens Panel

Stage 3 – Investigations, community and stakeholder engagement

- Strategic planning issues identification
- Launch ‘Your Say’ web site
- Undertake Café Catch up Sessions
- Collate feedback

Stage 4 – Draft Plan and further stakeholder engagement

- Commence drafting 2040 Plan background information
- Independently recruit for Citizens Panel
- Undertake Citizens Panel
- Collate feedback
- Develop draft 2040 Plan

Stage 5 – Finalise Plan

- Prepare final 2040 Plan
- Council to consider draft 2040 Plan for the purposes of public exhibition
- Finalise and endorse 2040 Plan

Work to date:

Up to Stage 4 is now complete with CM+ working on the draft 2040 Plan.

Community engagement is a critical component of the 2040 Plan and has involved a wide variety of platforms and process to engage with members of our community. A Citizens Panel (a deliberative process) was used to provide opportunities that extend the involvement to a wider range of community members, that is beyond the regularly participants in consultations.

It is worth noting the main points from the Citizens Panel held in March 2020 as follows:

Twenty one citizens from across the Armidale region were selected to be part of a Citizen Panel that met on 13th and 14th March 2020. They were invited to give their views to inform the development of a long-term plan for land use across the Armidale Local Government Area.

A series of questions were posed to the Panel to have them contribute to creating a vision for the region's future. The key themes the Panel identified were:

1. Sustainability;
2. A developing economy;
3. Culture and belonging; and
4. Health and wellbeing.

The Panel want to see the Council striving for future annual population growth of 2-3 % and see a sustainable future with a settlement pattern that protects existing large lot rural residential development and consolidated new housing within the existing urban and central areas of the city of Armidale.

The panel members wanted to see the outlying towns and villages stabilise or grow rather than decline and to see them supported with improved services, main street vibrancy, and transport connections.

Next steps:

CM+ continue to work on drafting the Armidale Regional 2040 Plan which will be put on public exhibition in May-June 2020.

Impact

The impacts of the Armidale Regional 2040 Plan will be significant. It is a future focused plan to guide the growth of the region over the next 20 years and will provide guidance and input into the Armidale Regional Local Strategic Planning Statement (LSPS).

Summary

The Armidale Regional 2040 Plan is a significant strategic land use plan that will guide the future growth of our region for the next 20 years. Extensive community engagement and consultation has been undertaken to date with further consultation to be undertaken through the public exhibition process in May-June 2020.

Item: 14.10 **Ref:** AINT/2020/10595
Title: FOR INFORMATION: Quarterly Report Complaints and Requests for Service **Container:** ARC20/3636
Author: Anna Cooper, Manager Customer Satisfaction & Information
Attachments: Nil

RECOMMENDATION:

That the following information regarding complaints and requests for service to Armidale Regional Council received from 1 January 2020 to 31 March 2020 be noted

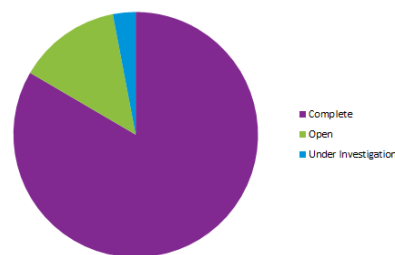
Context

Complaints and requests for service are currently recorded within Councils Customer Request System Pathway and Councils Record Management System TRIM.

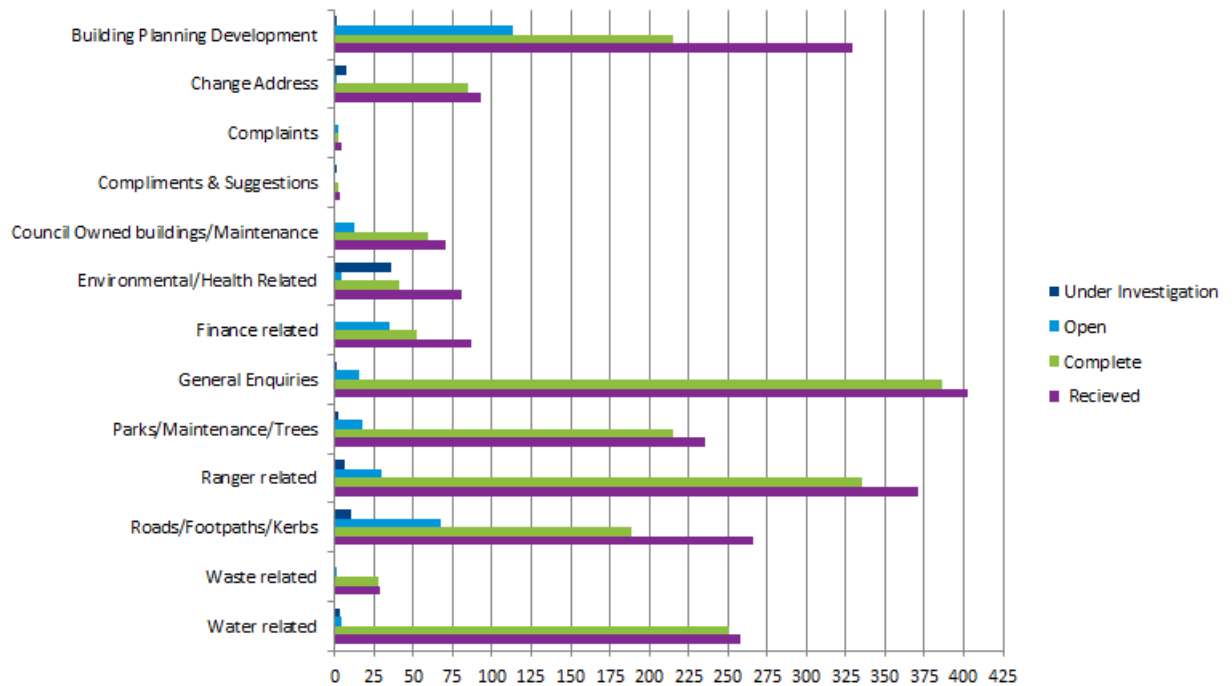
Complaints and Service Requests are directed via those systems to the appropriate employee for response. Complaints may be escalated to other areas depending on the nature of the complaint. Currently these systems work in isolation resulting in two registers for complaints and requests. Council have reviewed this process in light of this request and are configuring TRIM so that complaints will automatically enter the pathway system, thus resulting in one register.

Under our Customer Service Charter complaints and requests are to be acknowledged within 10 days of receipt. The timeframe for actioning and completing the complaint or request is dependant upon the nature and severity of the complaint/request. Requests or complaints can be listed as open, under investigation, on hold or completed, for the purpose of this report under investigation and on hold have been merged.

From 1 Jan 2020 to 31 March 2020 Council received 2230 requests through our Pathway system. Of these requests 1860 were completed, 303 remain open and 67 are under investigation or on hold awaiting further information.

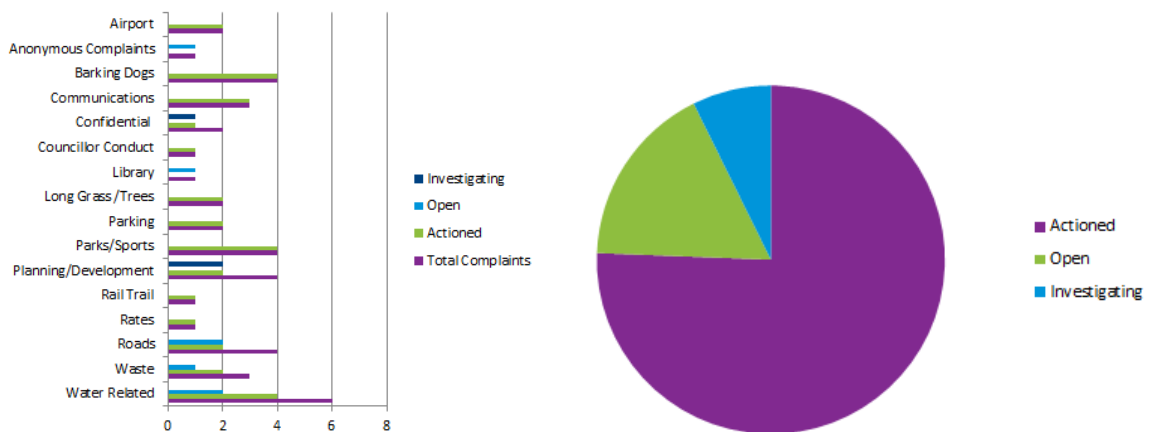


The below table identifies the how many requests came in and for which areas of Council.



There were 4 complaints received in Pathway for the quarter. 3 of these have been completed with 1 remaining open. These complaints relate to external services contracted by council, works on neighbouring properties and lack of information regarding Council Works on their street.

There were 41 Complaints received through TRIM from 1 January 2020 to 31 March 2020. Of these 31 have been actioned, 7 are open and 3 are being investigated further. The most common areas for complaints as registered in TRIM are around Water, Development, Dogs, and Parks.



For the quarter Council received a total of 44 complaints and over 2000 requests for service.

Item: 17.1 **Ref:** AINT/2020/05341
Title: FOR DECISION: Minutes - Traffic Advisory Committee - 03 March 2020
Container: ARC16/0168-5
Author: Belinda Ackling, Personal Assistant
Attachments: 1. Minutes of the Traffic Committee 3 March 2020

RECOMMENDATION:

- a) That the Minutes of the Traffic Advisory Committee meeting held on 3 March 2020 be noted and endorsed.
- b) That approval be granted for the temporary road closures for the Armidale 2020 ANZAC Day March and Commemoration Service that will occur on Saturday 25 April 2020, for Faulkner Street from Dumaresq Street to Beardy Street and the connecting intersections with East Mall and Rusden Street.
- c) That the Traffic Committee approves the use of Armidale Regional Council local roads only, in accordance with the submitted Traffic Management Plans and Traffic Control Plans, and subject to any special conditions required by NSW Police in the Section 40 approval.
- b) That Council be provided copies of required approvals from the Roads and Maritime Services, Bellingen, Coffs Harbour and Clarence Valley Councils' for the use of respective roads under their management.
- d) That the requested temporary road closure for Special Event Transport Management Plan Hope Family Fundraiser 21 March 2020 be endorsed.
- e) That the Special Event Transport Management Plan for the Armidale Cycling Club Invergowrie Road Race to be held 3rd May be noted.
- f) That a central tear drop median island and 10m BB lines be installed in Samuelson Crescent at the interstation with Golgotha Street.
- g) That a Shared Zone in the Armidale Mall be endorsed for a trial period of 12 months trial with a review to be undertaken in 6 months of operation.
- h) That the Shared Zone in the eastern half of the Central Mall be formalised with permanent signage, bollards and line marking and is at no cost to Council.
- i) That the Mall stage be removed to allow for an access driveway for the shared Zone in the eastern half of the Mall.
- j) That the entry times into the shared Zone in the eastern half of the Mall be between 5pm and 8.30am.
- k) That 'No Parking' be installed in Dumaresq Street at the entrance to the motel with a net loss of 4 on-street parking spaces.
- l) That the No Stopping Zone on the southern side of Rusden Street at the Mid-block Crossing at CAB be extended by removing one parking space.

- m) That approval be granted for the temporary rolling road closures requested for Ollera and Bradley Streets, continuing to the war memorial for the Annual Anzac Day to be held on 25 April 2020, in accordance with the traffic control plan.**

Item: 17.2 **Ref:** AINT/2020/04566
Title: FOR INFORMATION: Minutes - Armidale Regional Aboriginal Advisory
Committee 25 February 2020 **Container:** ARC20/3647
Author: Cyril Green, Aboriginal Community Development Officer
Attachments: 1. Minutes - Armidale Regional Aboriginal Advisory Committee - 25
February 2020

RECOMMENDATION:

That the Minutes of the Armidale Regional Aboriginal Advisory Committee meeting held on 25 February be noted.

Item: 17.3 **Ref:** AINT/2020/04569
Title: FOR INFORMATION: Minutes - Community Wellbeing Advisory
Committee 30 January 2020 **Container:** ARC16/1052
Author: Sally Schofield, Program Leader Community Services
Attachments: 1. Minutes - Community Wellbeing Committee - 30 January 2020

RECOMMENDATION:

That the Minutes of the Community Wellbeing Advisory Committee meeting held on 30 January 2020 be noted.

Item: 17.4 **Ref:** AINT/2020/02855
Title: FOR DECISION: Minutes - Arts, Culture and Heritage Advisory
Committee 12 February 2020 **Container:** ARC16/0217
Author: Hayley Ward, Interim Museum Team Leader
Attachments: 1. Minutes - Arts, Cultural and Heritage Advisory Committee - 12
February 2020

Council at its meeting on 26 February 2020 resolved that the matter
be deferred to the meeting to be held on 25 March 2020.

RECOMMENDATION:

That the Minutes of the Arts, Cultural & Heritage Advisory Committee meeting held on 12 February 2020 be noted and the following recommendations endorsed:

- a) **That Caroline Downer be elected the new chair of the Arts, Cultural and Heritage Advisory Committee.**
- b) **That Council affirm its commitment to arts, culture and heritage and retains specialist knowledge within the organisation to advocate, guide and provide advice in this area.**
- c) **That \$5,000 is allocated to an annual public art fund for current and future projects.**
- d) **That \$20,000 is allocated to an annual community arts grant program developed and administered by the Arts, Cultural and Heritage Advisory Committee.**
- e) **That cultural tourism is recognised as one of the key economic drivers for the region and receives appropriate resourcing, including budget, to strengthen and grow the industry.**

MANAGEMENT COMMENT:

Recommendations c) and d) will be taken into consideration in the 2020/2021 budget.

Item: 17.5 **Ref:** AINT/2020/05421
Title: FOR DECISION: Minutes - Arts, Cultural and Heritage Advisory
Committee 11 March 2020 **Container:** ARC16/0217
Author: Hayley Ward, Interim Museum Team Leader
Attachments: 1. Minutes - Arts, Cultural and Heritage Advisory Committee - 11
March 2020

RECOMMENDATION:

That the Minutes of the Arts, Culture and Heritage Committee meeting held on 11 March be noted and the following recommendations endorsed:

- a) **That Council base its cultural tourism planning on the following principles:**
- i. **The Armidale Region has a rich arts and cultural life.**
 - ii. **Visitors to the Armidale region are interested in local history and culture.**
 - iii. **Visitors stay longer and spend more when they attend and experience arts, culture and heritage.**
 - iv. **People travel for arts events and make return visits.**

Item: 17.6 **Ref:** AINT/2020/09950
Title: FOR INFORMATION: Minutes - Regional Growth and Place Activation
Peak Advisory Committee 25 March 2020 **Container:** ARC19/3530
Author: Melissa Hout, Business Support Officer
Attachments: 1. Minutes - Regional Growth and Place Activation Peak Advisory
Committee - 25 March 2020
2. Minutes - Regional Growth and Place Activation Peak Advisory
Committee - 05 February 2020

RECOMMENDATION:

That the Minutes of the Regional Growth and Place Activation Peak Advisory Committee meeting held on 25 March 2020 and 5 February 2020 be noted.

Item: 17.7 **Ref:** AINT/2020/10948
Title: FOR INFORMATION: Minutes - Sports Council - 3 March 2020
Container: ARC16/0330
Author: Amy Biggs, Sports Coordinator
Attachments: 1. Minutes - Sports Council - 03 March 2020

RECOMMENDATION:

That the Minutes of the Sports Council Committee meeting held on 3 March 2020 be noted and the following recommendation endorsed:

a) That Council endorse the funding applications:

- i. **Charlise Deiderick – Junior Nationals Physical Culture - \$250**
- ii. **Sophie Parsons – School Sport Australia U12s National Cricket Championships - \$250**
- iii. **Elliot Clarke – Hockey Australia U13s National Indoor Hockey Championships - \$250**
- iv. **Tyler McCann – National Indoor Hockey Championships – U15 NSW indoor team - \$250**
- v. **Jake McCann – National Indoor Hockey Championships – U21 NSW indoor team - \$250**
- vi. **Charlotte Portel – National indoor Hockey Championships – U13 NSW indoor team - \$250**
- vii. **Lawson Fittler – Australia Junior Athletics Championships - \$250**
- viii. **Emerson Fittler – State representation for National Athletics Championships - \$250**

Item:	19.1	Ref: AINT/2020/05607
Title:	Questions on Notice: Cr Robinson	Container: ARC16/0033
Author:	Dorothy Robinson, Councillor	
Attachments:	Nil	

Question on notice 1.

Will Councillors be permitted to see the brief provided to the Masterplan consultants? If not, why not?

Question on notice 2.

An article in the Armidale Express on 13 March shows a picture of the business being considered in a closed council meeting. What measures are being taken to investigate this issue and prevent recurrences?

Question on notice 3.

What measures is ARC taking to safeguard the community in response to the Corona virus outbreak, e.g. extending provisions for council employees to work at home, holding meetings electronically instead of in person when permitted under NSW legislation, provision of hand sanitizers and other protective equipment, meeting with all the major stakeholders such as UNE, schools, HNE Health, nursing homes and the business chamber, use of council's Environmental Health Officers to educate businesses and the community on best practice, working with community groups to identify and assist socially isolated and vulnerable groups, developing emergency plans, and lobbying other levels of government for assistance?

Question on notice 4.

Please provide the total commercial and residential water use in a) Guyra and b) in the 4 weeks to 16 March 2020.

Question on notice 5.

According to the August 2019 business paper, ARC has incurred legal costs of \$64,659 'for reviewing various matters relating to the interaction between councillors and between councillors and the CEO.' Please provide total legal expenditure and other costs (including staff time) on investigating the interaction between councillors and between councillors and the CEO since the CEO took up office.

Question on notice 6.

The Armidale Express, 12 March 2020 quotes Cr Murray: "I deferred the matter because in our code of practice anyone can call a vote as long as there are two councillors speaking for it and two speaking against it, and we only had one councillor speak against it," he said. "I took legal advice on that yes."

Please provide the name of the legal firm that provided the advice Cr Murray mentions on the Code Meeting Practice.

Question on notice 1.

Answer

The brief that went out to the open market for the preparation of the Armidale Regional 2040 Plan (previously known as the Masterplan) is available to interested Councillors. The Brief was placed on tenderlink 19 June and closed on 19 July after which two proposals were received; one from CM+ and the other from Oxigen.

Staff went back to both consultants seeking further information on:

- More details on the strategies and approaches to engage with the whole community not just our usual pre 1965's but all sectors of the community
- Further detail on the integration and harmonisation of Councils current plans/strategies.

Following this further information being provided the submissions were against the brief and CM+ was appointed as the preferred consultant to undertake the work.

CM+ commenced in September 2019, and the highlights the points at which the Councillors have been briefed or involved to date:

- 17-6-19 – Briefing of Councillors on the masterplan project.
- 3-12-19 – Briefing session as part of EMT with Councillors provided by Ambrose.
- 4-12-19 – Briefing session and workshop at the Airport with Councillors and CM+.
- 3 and 4-12-19 – Café Catch Up Sessions with community. Some Councillors attended the Armidale session.
- 14-3-2020 – Briefing with Councillors following the Citizens Panel. 4 councillors attended.

Question on notice 2.

Answer

Council staff has conducted a review of the circumstances following the use by the Armidale Express of a picture which included matters being considered in a closed session of Council. Council staff have concluded that the photo was taken from the public area adjacent to the Chamber by the media. In the future, without change to the current doors of the chamber, Council staff would be unable to prohibit this occurring in the future.

Question on notice 3.

Answer

Armidale Regional Council was the first Council in our region to transfer staff to a work from home model. Indoor staff have been assisted with required facilities (such as office chairs, laptops, monitors etc) to enable the staff to work from home. The entire indoor workforce was transferred from office based to home based in a matter of three working days. Staff in the storeroom are working to ensure supply chains of disinfectant and hand sanitisers. However, supplies are severely restricted. Council staff have also been in contact with UNE and with the Department of Health. The Community Services team continue to liaise with other relevant agencies and organisations.

Question on notice 4.

Answer

Estimated Total Residential and Non-residential water usage for the last four weeks (17 Feb - 15 March 2020)

	Residential, ML	Non-residential, ML
Armidale	87.51	37.50
Guyra	10.99	19.34

Question on notice 5.

Answer

Since January 2019 we have spent \$159,933 on code of conduct matters and advice regarding the interaction of Councillors with staff. Given the current number of code of conduct

complaints under investigation we anticipate a further \$120,000-\$150,000 to be spent in the next 6 month period.

Question on notice 6.

Answer

Advice given to the Mayor was direct in nature and not provided through Council's Governance Team. Questions on this should be referred to the Mayor.

Item:	19.2	Ref: AINT/2020/05624
Title:	Questions on Notice: Cr O'Connor	Container: ARC16/0033
Author:	Margaret O'Connor, Councillor	
Attachments:	Nil	

Question on Notice 1.

Has Sparke Helmore Solicitors ever been on Council's panel of solicitors?

Question on Notice 2.

Who videoed the Mayor's video message to the community released on 13 March 2020?

Question on Notice 1.

Answer

Sparke Helmore is on Council's panel of solicitors.

Question on Notice 2.

Answer

ARC Communication's staff.