

# Armidale

Regional Council

BUSINESS PAPER

ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 24 August 2016  
9am

at

Armidale Council Chambers

**Members**

Administrator, Dr Ian Tiley

AGENDA

INDEX

1	Civic Prayer and Recognition of Traditional Owners Advice regarding Taping of Meetings	
2	Confirmation of Previous Minutes <i>Ordinary Council - 10 August 2016</i>	
3	Declarations of Interest	
4	Have Your Say	
	Mr Peter Heilbuth to speak on item 6.2 Memorandum of Understanding - TAFE NSW and Armidale Regional Council Professor Brian Dollery to speak on item 6.1 Memorandum of Understanding with the Centre for Local Government, School of Business, University of New England.	
5	Deputations by Community Groups/Organisations	
6	Administrator Minutes	
6.1	Memorandum of Understanding with the Centre for Local Government, School of Business, University of New England .....	4
6.2	Memorandum of Understanding - TAFE NSW and Armidale Regional Council .....	6
6.3	Saumarez request for assistance with mulch and road base .....	8
6.4	Lifeline usage of Kent House.....	10
7	Reports of Officers	
7.1	Our Environment	
7.1.1	Reclassification Community Land to Operational Land - Armidale Ex-Services Club Carpark.....	11
7.2	Our Governance	
7.2.1	Cash & Investments Report July 2016 .....	14
7.2.2	NSW Rural Fire Service - Interim District Service Agreement New England Zone .....	20
7.2.3	Request for contribution for legal assistance - Cowra Shire Council .....	22
7.2.4	Annual Supply Contract - Road Resurfacing Works .....	23
7.2.5	LR Hardman and DA Hardman Transfer to the Australian Transport Museum Limited Folio Identifier 1129942, Armidale .....	25
7.2.6	Review of Council's Committee Structure - Home Support Services (HSS) Advisory Committee .....	29
7.2.7	Rates Category Review Project .....	31
7.3	Our Infrastructure	
7.3.1	Preparation of New Infrastructure Policies and Documents.....	34
7.4	Our People	

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7.4.1	Administrator's Listening Tours .....	38
<b>8</b>	<b>Committee Reports</b>	
8.1	Traffic Advisory Committee - Minutes of the meeting held 9 August 2016 .....	41
8.2	Arts and Cultural Advisory Committee - Minutes of the meeting held on 3 August 2016 .....	42
8.3	Community Safety Advisory Committee - Minutes of the meeting held on 9 August 2016 .....	44
<b>9</b>	<b>Public Forum</b>	
	Mr Anthony Hardwick	
	Mr Hani Soliman	
<b>10</b>	<b>Closed Session</b>	
10.1	DA-119-2016, 180 Shannon Rd ARMIDALE, Alterations & Additions <i>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.</i>	

**Item:** 6.1 **Ref:** AINT/2016/04039  
**Title:** Memorandum of Understanding with the Centre for Local Government, School of Business, University of New England **Container:** ARC16/0012  
**Author:** Administrator  
**Attachments:** Nil.

**RECOMMENDATION:**

**That Council enters into a Memorandum Of Understanding with the Centre for Local Government, School of Business, University of New England.**

**Introduction:**

The Administrator has been a Member of the Centre for Local Government since 2002 and declares a non-pecuniary interest in this matter.

The Centre for Local Government at UNE Armidale (UNE CLG) (Professor Brian Dollery, Director) has had discussions with the Administrator about entering a Memorandum of Understanding (MOU) between the parties.

The Administrator supports a scope of co-operation as follows:

The Parties will cooperate to promote a climate of open exchange and cooperation to negotiate a cooperative arrangement. More specifically, the Parties will discuss the following areas of mutual interest:

- a) The Council (ARC) and UNE CLG agree to work together on areas of mutual interest in order to improve the operation of local government primarily with respect to the ARC and where appropriate across the broader New England region.
- b) When possible, the CLG periodically arrange suitable and willing post-graduate research students, such as Honours, masters' and doctoral students, to serve internships at the ARC in areas of mutually agreed concern.
- c) The ARC and CLG cooperate on applied research on local economic development (LED) plans, programs and initiatives.
- d) The ARC and CLG cooperate on exploring optimal approaches to the co-production of municipal service delivery involving partnerships between the ARC and various community and non-profit groups.
- e) The ARC and CLG cooperate on investigating optimal approaches to regional collaboration in local government both in the New England and beyond by means of an Australian Research Council Linkage Grant.
- f) The ARC and CLG cooperate on other matters of joint interest which might periodically arise.

The initial term of the MOU will be three years.

It may be appropriate in the future to progress this MOU to a more formal Agreement subject to:

- a) A documented evaluation and review of the relationship during the period of this MOU.
- b) Demonstrated mutual benefit to the Parties.
- c) Clear and defined objectives for the proposed formal relationship.

The cooperation will be overseen by designated representatives of the Parties.

For UNE, the designated person is Professor Brian Dollery and for ARC the designated person is the Administrator until 9<sup>th</sup> September 2017 and thereafter the General Manager of ARC.

Nothing in this MOU would create an agency, partnership, joint venture or employment relationship between the Parties or any of their respective officers, employees, contractors or agents.

This MOU is only to express the intentions of the Parties. The expressed intentions are not binding and no legally-binding obligations are intended to, or do, arise as a consequence of the signing of this MOU.

**Item:** 6.2 **Ref:** AINT/2016/03999  
**Title:** Memorandum of Understanding - TAFE NSW and Armidale Regional Council **Container:** ARC16/0012  
**Author:** Administration Officer  
**Attachments:** 1. Report - Memorandum of Understanding - TAFE NSW and Armidale Regional Council

**RECOMMENDATION:**

**That Council enter into a Memorandum of Understanding with TAFE New England for an initial period of three years.**

**Introduction:**

TAFE NSW has approached Council to enter into a Memorandum of Understanding.

This draft Memorandum of Understanding (MOU) recognises that strong, local provision of education provides a range of community benefits. These include:

- Enhanced regional and community resilience and prosperity
- Regional economic growth
- The opportunity to grow an individuals' knowledge, skills and horizons
- Improved opportunities for young people and enhanced likelihood of community benefit
- Enhanced community reputation as a strong and resilient local education precinct
- Recognising education as a significant local employer and industry in its own right.

This MOU is not intended to create binding or legal obligations on either party.

The Parties intend to meet tri-annually.

The role of the meeting under this MOU will be to:

- Agree on strategic community development and/or education projects that will be jointly worked on an annual basis.
- Exchange strategic information.

The broad outcomes the parties wish to achieve across areas of mutual interest include:

- Maintained and increased access to vocational education and training opportunities for Council's residents.
- Improved local and regional participation levels in vocational education and training.
- A particular focus on supporting young people to access vocational education and thereby improve the region's Year 12 and equivalent attainment levels.
- Shared understanding of each parties' regional priorities so as to maximise the value and use of our combined resources.
- Strong and local access to vocational and tertiary education opportunities for Council's own staff.
- Assisting new and existing businesses to expand their skill and knowledge base and to improve employment opportunities within the region; and

- Greater levels of community engagement and collaboration between the parties to improve the provision of vocational education and training opportunities across the region.

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**Item:** 6.3 **Ref:** AINT/2016/04055  
**Title:** Saumarez request for assistance with mulch and road base **Container:**  
ARC16/0001  
**Author:** Administration Officer - Community Services  
**Attachments:** Nil

**RECOMMENDATION:**

- a) **That Council approve of a Section 356 Donation of \$3,600 to the Saumarez Homestead being for the supply of 200 cubic metres of mulch over a two year period for the Heritage Rose Gardens and formal gardens surrounding the homestead.**
- b) **That Council approve of a Section 356 Donation of \$1,500 to the Saumarez Homestead being for the supply of 50 cubic metres of road base for urgent repairs to the access road to Saumarez Homestead.**

**Introduction:**

Saumarez Homestead Property Manager, Mr Les Davis, submitted two letters to Council requesting support for ongoing development and maintenance of the heritage gardens at Saumarez and additional support to address access issues to the homestead.

Saumarez Homestead is requesting 200cubic metres of mulch over 2 years to maintain the heritage and historic roses collection garden on the old orchard site at Saumarez Homestead, develop the second stage of the Heritage rose Garden and maintain the existing heritage gardens surrounding the main Saumarez Homestead. The area to be mulched is approximately 2000m<sup>2</sup>. Sufficient mulch is needed to complete the establishment of the rose beds and then to replenish them on an ongoing basis as well as the replenishment of the mulched areas of the main heritage gardens.

The Saumarez Heritage' Rose Garden officially opened 30 October 2015, is already providing an attractive and very useful feature for this important heritage location which plays a significant role in attracting visitors and overnight stays to Armidale. The 2016 National Trust Heritage Award for Conservation of Collections was awarded to the Heritage Rose Garden of Saumarez Homestead.

Saumarez Homestead also sought assistance from Council to maintain the access road by the provision of more road base. An inspection of the road indicated that it would need at least 300 cubic metres of good quality road base to get the road up to a suitable standard for the almost 10,000 visitors that come to Saumarez Homestead each year.

In the short term at least 50 cubic metres of road base is needed for urgent repairs to the access way following recent heavy rain.

**Financial Implications:**

The value of the proposed donation of 200 cubic metres of mulch over two years is approximately \$3600 based on the sale of mulch from Council's land fill as per adopted fees and charges.



The value of the proposed donation of 50 cubic metres of road base is approximately \$1500 based on the fees for sale of gravel from Perrot's Pit. It is understood that Saumarez Homestead will load and haul the gravel using their own contractor.

<b>Item:</b>	6.4	<b>Ref:</b> AINT/2016/04269
<b>Title:</b>	Lifeline usage of Kent House	<b>Container:</b> ARC16/0290
<b>Author:</b>	Manager Community Services	
<b>Attachments:</b>	Nil	

**RECOMMENDATION:**

**That Lifeline Armidale takes up tenancy in the Kent House Community Centre front office to enable them to re-establish their Telephone Counselling Service in the Armidale region.**

**That Lifeline enters into a short-term lease agreement with Council being charged a peppercorn rent rate for 2016/2017.**

**Introduction:**

**Representatives from Lifeline Armidale met with Dr Tiley and the Manager Community Services on 2 August 2016 to ask if Council had any available office space they could use to re-establish their Telephone Counselling Service.**

Ms Jan Bavea from Lifeline provided a brief history on Lifeline services in Armidale and outlined the benefits these services offer the Armidale community and the region. Lifeline is a national charity and provides people experiencing a personal crisis with access to online, phone and face-to-face crisis support and suicide prevention services.

The Lifeline Telephone Counselling Service has not operated in Armidale for 2 years.

Ms Bavea advised when the Telephone Counselling Service was operating in Armidale there were around 20 local volunteers working for the service. Many of these volunteers are still available however many would need to be re-engaged and re-trained. Some of these volunteers are trained "in-ship supervisors" (ISS) and possess the specific skills required to supervise other volunteers.

Ms Bavea advised Lifeline Armidale rely on fund raising efforts to assist finance their services.

Representatives from Lifeline Armidale met with Manager Community Services on Thursday 18<sup>th</sup> August at the Kent House Community Centre for a site visit. The space being offered to Lifeline is one of the front offices in the Kent House Community Centre. This office space meets the short-term requirements Lifeline need to re-establish their Telephone Counselling Service in Armidale.

Lifeline Armidale anticipates their Telephone Counselling Service will grow and a larger space will be needed into the future to accommodate their growth.

<b>Item:</b>	7.1.1	<b>Ref:</b> AINT/2016/03657
<b>Title:</b>	Reclassification Community Land to Operational Land - Armidale Ex-Services Club Carpark	<b>Container:</b> A16/7027
<b>Author:</b>	Director of Planning and Environmental Services	
<b>Attachments:</b>	Nil	

**RECOMMENDATION:**

- a) That pursuant to Section 55 of the Environmental Planning and Assessment Act 1979, Council prepare a Planning Proposal to amend the Armidale Dumaresq Local Environment Plan 2012 to reclassify and consolidate land in Dangar Street being Lot 1 DP 1136216 and part Lot 3 DP 1131420 from Community Land to Operational Land for the purpose of a car park.
- b) That the Interim General Manager be authorised to deal and proceed with matters associated with the consolidation of Lot 1 DP 1136216 and part Lot 3 DP 1131420.
- c) That an independent valuation be commissioned for both the sale and for leasing purposes over the lands the subject of the reclassification and consolidation.
- d) That the Armidale Ex Services Memorial Club car park lease be extended on a month to month basis, at an annual rental of \$115.00 (2016/17), inclusive GST, while the reclassification process is undertaken.

**Introduction:**

Proposal to reclassify certain public land within the Armidale CBD from community land to operational land. The site comprises the car parking area leased to the Armidale Ex Services Memorial Club. The core purpose of the proposed reclassification is to allow for the long standing car parking use arrangements to the Club to be formalised and improved.

**Report:**

The Local Government Act 1993 pursuant to Part 2 of Chapter 6 guides the management and classification of all public land under Council's Control.

For "Community Land" to be reclassified to "Operational Land" Council must follow the Planning Proposal process pursuant to the Environmental Planning & Assessment Act which includes a Public Hearing.

It has been identified through the process of lease renewal that the land leased to the Armidale Ex Services Memorial Club which the existing carpark is located off Dangar Street is Public Land owned by Council and classified as "Community Land" pursuant to the Local Government Act.

The area has been leased to the Club for well over 40 years and has been used as the Club's main carpark for that facility.

In the 1993 with the new Local Government Act, Council's were required to identify all Public Land under its control and to apply a classification of either "Community Land" or "Operational Land". The process in accordance with the new Local Government Act was simple initial process with Council only required to classify the land by resolution. Whilst this simple process remains for the classification or reclassification of land as "Community Land" the process to reclassify "Community Land" to "Operational Land" is a much more detailed process through a Planning Proposal pursuant to the Environmental Planning and Assessment Act and requiring a public hearing to be held.

Why this land was not classified as “Operational Land” back in 1993 is unclear. However, for Council to formalise its ongoing lease with the Club it is necessary to pursue the reclassification process. During this process it is intended to continue the current lease on a month to month basis in accordance with the terms of the last lease.

It is proposed that this Planning Proposal and Public Hearing be undertaken by third party planning consultants with the costs incurred for this process being borne by Council.

### **Community Engagement and Internal Consultation**

The reclassification process is a transparent process which comprises of a public exhibition on the proposal, followed by an opportunity for the community to have their say, and attend a public hearing to address the independent chair. Section 29 NSW LGA 1993 provides that Council must arrange a public hearing under Section 57 of the Environmental Planning and assessment Act 1979.

The intention of the hearing is to allow members of the community to make submissions to the independent chair about the reclassification. The chair then reports to Council on the submissions. Council will consider the recommendations of the public hearing report and issues raised during the public exhibition period prior to making a determination on the Planning Proposal.

### **Financial Implications**

The reason for changing the public land from community to operational is to address a long term use anomaly and compliance with development consent conditions and to provide greater flexibility in the future use of the land, including long term commercial leasing or potential future sale.

The use of the land is formalised by way of a lease which terminated on 30 June 2016. It is proposed to extend the lease on a month to month (holding over) basis while Council undertakes the reclassification process. The 2016/17 rent is \$115.00 (Peppercorn rent) inclusive of GST. The Lessee is also responsible for outgoings such as Council ordinary rates and annual charges.

There will be costs involved with the preparation of the Planning Proposal and independent Public Hearing. These costs are estimated between \$8,000 and \$12,000 depending upon community interest.

### **Good Governance**

The reclassification of Council owned land is a legal requirement, under the NSW Local Government Act 1993, to change the status of how public land is used.

Under the Act, public land can be classified in several ways, with the majority being either ‘community’ or ‘operational’.

Community land is generally open to the public, for example parks, reserves or sportsgrounds. It cannot be sold and provisions apply with respect to leasing. Operational land is public land used for other purposes such as work depots, car parks or investment properties held by Council, and there are no restrictions regarding its use or disposal.

### **Integrated Planning and Reporting Framework**

- Delivery Program 2015-2019:

Strategic Objective – Ensure efficiency and innovation in all practices undertaken by Council.

Strategy 1 – Strive for productivity improvement and efficiencies

Action – Encourage continuous improvement of Council's operations

- Operational Plan 2016/17:

Strategy – Develop internal processes for efficient services

Action – Integrate business processes with the Integrated Planning and Reporting Framework

Activities – Administer Council's Policies (Property Management)

### **Sustainability Assessment**

Pursuant to the Act, reclassification of the land from Community to Operational requires an amendment to the Local Environmental Plan.

The process of amending the LEP begins with a Planning Proposal that seeks to reclassify the site.

Council is seeking to maximise the use of this land economically but in balance with the community's environmental and social priorities. The reclassification will also address the incorrect classification of Council land around the time of the introduction of the public land classification process and to correctly classify Council land that has a pure operational focus and function as a car park since January 1972.

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<b>Item:</b>	7.2.1	<b>Ref:</b> AINT/2016/03257
<b>Title:</b>	Cash & Investments Report July 2016	<b>Container:</b> ARC16/0291
<b>Author:</b>	Chief Finance and Information Officer	
<b>Attachments:</b>	Nil	

**RECOMMENDATION:**

**That the Cash & Investments report for Armidale Regional Council as at 31 July 2016 be received and noted.**

**Introduction:**

Cash and Investments for the month of July 2016.

**Report:**

The following is the cash and investments particulars for the period 1 July 2016 to 31 July 2016.

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

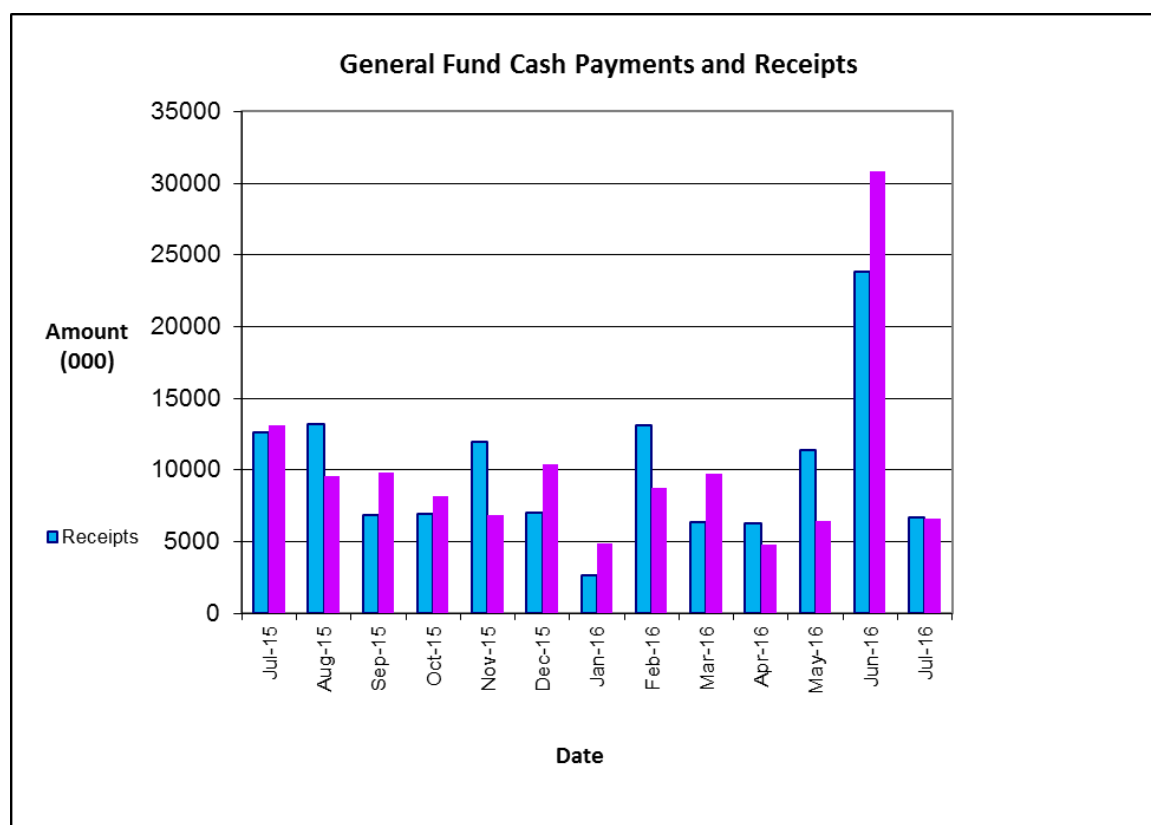
- Council Investment Policy POL152
- Local Government Act 1993 – Section 625
- Local Government Act 1993 – Order of the Minister dated 12 January 2011
- The Local Government General Regulation 2005 Reg 212

At the end of the July period, Council held \$76,806,679.90 in investments and a consolidated bank account balance of \$3,191,558.40 excluding the Trust Fund.

During the month of July, total payments and receipts were \$6.65 million and \$6.72 million respectively.

Council's bank account balance as per bank statements at the end of the period 31 July 2016 are as follows:

General Fund	3,191,558.40
Trust Fund	1,163,722.25
<b>Total Bank Balances</b>	<b>4,355,280.65</b>



**Investments**

	%
30 day BBSW Index	1.80
Average Interest Rate on Term Deposit Investments	2.96

*The following are the details of Council's investments as at the beginning of the period*

Institution	Investment at Market Value	Interest Rate %	% of Portfolio
<b>Term Deposits</b>			
ING	1,000,000.00	3.00%	1.30%
Peoples Choice Credit Union	1,200,000.00	3.00%	1.56%
Bank of Queensland	2,000,000.00	3.05%	2.60%
Bank of Queensland	1,000,000.00	2.80%	1.30%
IMB	2,000,000.00	2.80%	2.60%
NAB	1,034,887.53	3.02%	1.35%
AMP	2,000,000.00	2.90%	2.60%
NAB	504,709.59	3.02%	0.66%
NAB	513,719.15	3.02%	0.67%
Bank of Queensland	1,000,000.00	3.05%	1.30%
Rural Bank	2,000,000.00	2.95%	2.60%

NAB	7,565,824.00	3.11%	9.85%
Bendigo Bank	1,000,000.00	2.70%	1.30%
ME Bank	1,000,000.00	2.95%	1.30%
ME Bank	2,000,000.00	2.95%	2.60%
AMP	1,000,000.00	3.00%	1.30%
AMP	1,000,000.00	3.00%	1.30%
Bank of Queensland	1,000,000.00	3.10%	1.30%
Credit Union Australia	1,000,000.00	2.75%	1.30%
Bank of Queensland	2,000,000.00	3.05%	2.60%
AMP	1,000,000.00	3.00%	1.30%
ING	2,000,000.00	3.00%	2.60%
Bank of Queensland	2,000,000.00	2.80%	2.60%
Rural Bank	1,000,000.00	2.90%	1.30%
Rural Bank	1,000,000.00	2.75%	1.30%
ING	1,500,000.00	2.83%	1.95%
ME Bank	1,000,000.00	2.85%	1.30%
Credit Union Australia	2,000,000.00	2.95%	2.60%
Peoples Choice Credit Union	1,000,000.00	2.89%	1.30%
NAB	5,000,000.00	2.99%	6.51%
Credit Union Australia	2,000,000.00	2.90%	2.60%
ME Bank	1,000,000.00	3.00%	1.30%
ME Bank	1,000,000.00	3.05%	1.30%
ME Bank	2,000,000.00	3.05%	2.60%
ME Bank	1,000,000.00	3.05%	1.30%
ING Bank	500,000.00	3.10%	0.65%
Rural Bank	2,000,000.00	3.00%	2.60%
Rural Bank	1,000,000.00	3.00%	1.30%
Credit Union Australia	1,000,000.00	3.10%	1.30%
Credit Union Australia	1,500,000.00	3.10%	1.95%
ME Bank	1,000,000.00	3.07%	1.30%
AMP	2,000,000.00	3.00%	2.60%
<b>Sub Total</b>	<b>65,319,140.27</b>		
High Interest At Call Savings Account	11,468,859.54		14.94%
<b>Total</b>	<b>76,787,999.81</b>		

Redemptions to the NAB General and Business A/c's  
 Funds Transferred from the NAB General and Business A/c's  
 Increased principal due to roll over of funds  
**Closing Balance at the end of the Period**

18,680.09

**76,806,679.90**

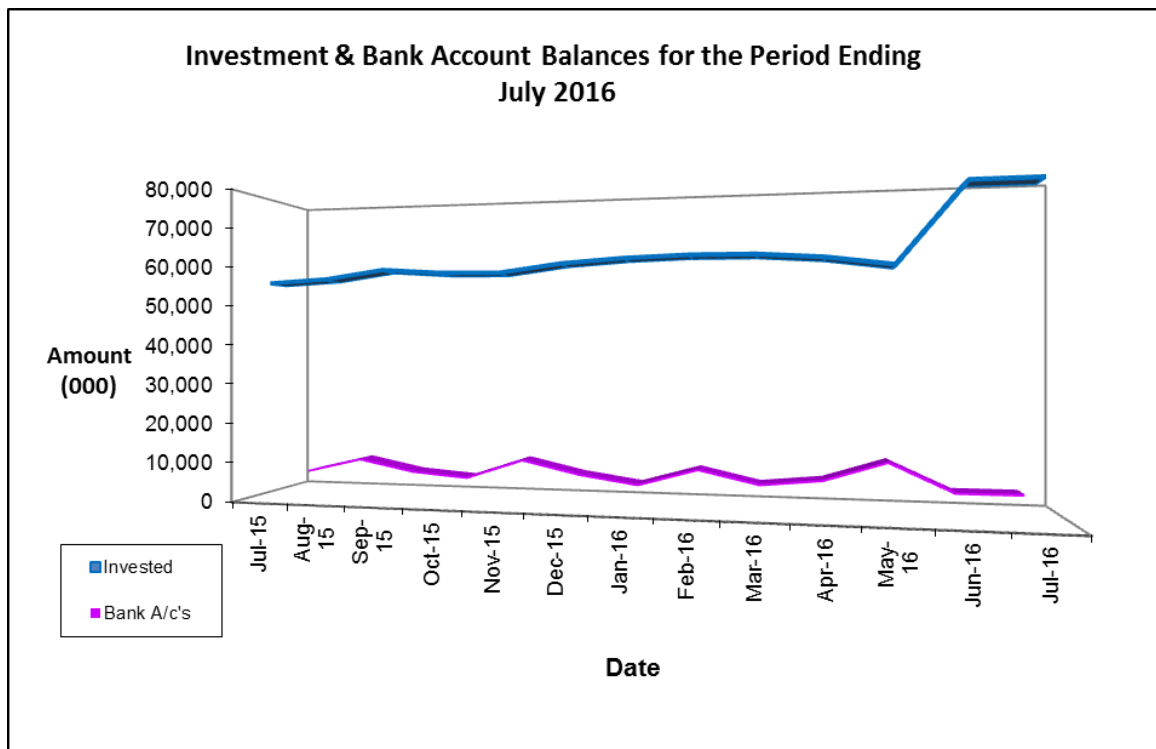


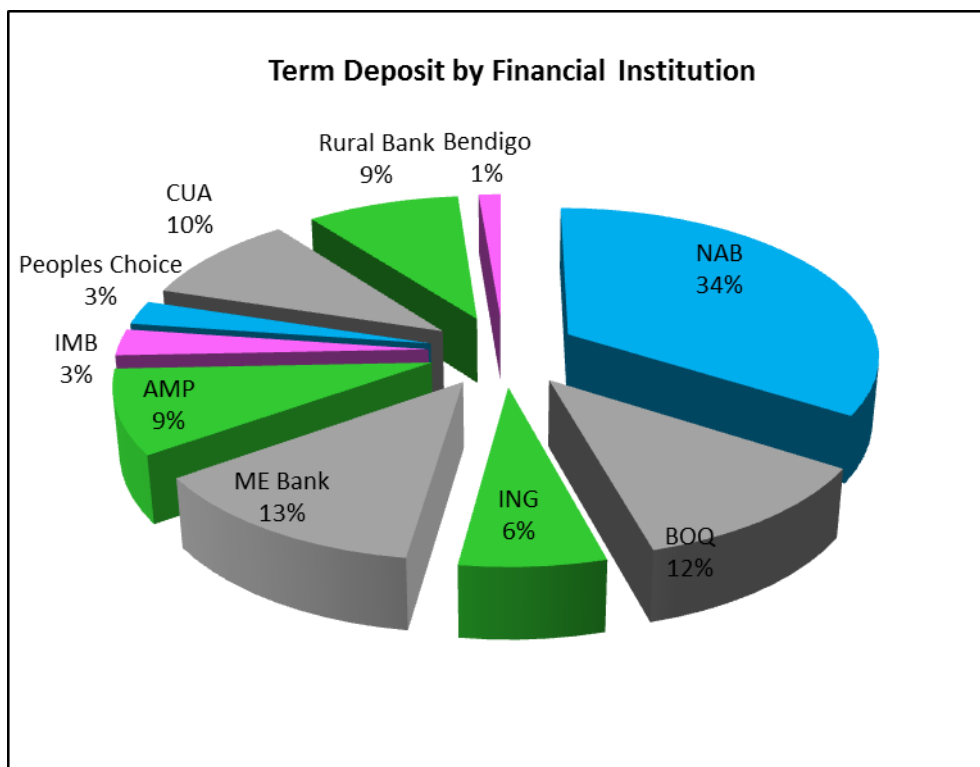


***The following are the details of Council's investments as at the end of the period***

<b>Institution</b>	<b>Investment at Market Value</b>	<b>Interest Rate %</b>	<b>% of Portfolio</b>
<b>Term Deposits</b>			
IMB	2,000,000.00	2.80%	2.64%
NAB	1,034,887.53	3.02%	1.37%
AMP	2,000,000.00	2.90%	2.64%
NAB	504,709.59	3.02%	0.67%
NAB	513,719.15	3.02%	0.68%
Bank of Queensland	1,000,000.00	3.05%	1.32%
Rural Bank	2,000,000.00	2.95%	2.64%
NAB	7,565,824.00	3.11%	9.98%
Bendigo Bank	1,000,000.00	2.70%	1.32%
ME Bank	1,000,000.00	2.95%	1.32%
ME Bank	2,000,000.00	2.95%	2.64%
AMP	1,000,000.00	3.00%	1.32%
AMP	1,000,000.00	3.00%	1.32%
Bank of Queensland	1,000,000.00	3.10%	1.32%
Credit Union Australia	1,000,000.00	2.75%	1.32%
Peoples Choice Credit Union	1,200,000.00	2.82%	1.58%
Bank of Queensland	2,000,000.00	3.05%	2.64%
AMP	1,000,000.00	3.00%	1.32%
ING	2,000,000.00	3.00%	2.64%
Bank of Queensland	2,000,000.00	2.80%	2.64%
Rural Bank	1,000,000.00	2.90%	1.32%
Rural Bank	1,000,000.00	2.75%	1.32%
ING	1,500,000.00	2.83%	1.98%
ME Bank	1,000,000.00	2.85%	1.32%
Credit Union Australia	2,000,000.00	2.95%	2.64%
Peoples Choice Credit Union	1,000,000.00	2.89%	1.32%
NAB	5,000,000.00	2.99%	6.60%
Credit Union Australia	2,000,000.00	2.90%	2.64%
ING	1,000,000.00	2.81%	1.32%
Bank of Queensland	2,000,000.00	2.90%	2.64%
ME Bank	1,000,000.00	3.00%	1.32%
ME Bank	1,000,000.00	3.05%	1.32%
ME Bank	2,000,000.00	3.05%	2.64%
ME Bank	1,000,000.00	3.05%	1.32%
ING Bank	500,000.00	3.10%	0.66%
Rural Bank	2,000,000.00	3.00%	2.64%
Rural Bank	1,000,000.00	3.00%	1.32%
Credit Union Australia	1,000,000.00	3.10%	1.32%

Credit Union Australia	1,500,000.00	3.10%	1.98%
ME Bank	1,000,000.00	3.07%	1.32%
AMP	2,000,000.00	3.00%	2.64%
<b>Sub Total</b>	<b>64,319,140.27</b>		
High Interest At Call Savings Account	11,487,539.63		15.15%
<b>Total</b>	<b>75,806,679.90</b>		





#### **Community Engagement and Internal Consultation**

This monthly report provides the community with a snapshot of Council's cash and investments particulars for the period 1 July 2016 to 31 July 2016.

#### **Financial Implications:**

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

#### **Good Governance**

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

- Council Investment Policy POL152.

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

- Local Government Act 1993 – Section 625.
- Local Government Act 1993 – Order of the minister dated 12 January 2011.
- The Local Government General Regulation 2005 Reg 212.

The investment policy covers aspects of risk associated with interest rates and bank security.

#### **Integrated Planning and Reporting Issues:**

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

#### **Sustainability Assessment**

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

**Item:** 7.2.2 **Ref:** AINT/2016/03312  
**Title:** NSW Rural Fire Service - Interim District Service Agreement New  
England Zone **Container:** ARC16/0374  
**Author:** Chief Finance and Information Officer  
**Attachments:** Nil

**RECOMMENDATION:**

**That affixing Council's seal to the new Rural Fire Service Zonal Agreement be authorised.**

**Introduction:**

Council received a copy of the Interim District Service Agreement (New England Zone) to which it needs to affix the Council seal. The term of the Agreement is for two years and allows Council to manage the provisions as set out in the *Rural Fires Act 1997*. The Council agrees to delegate certain functions, powers and duties to the fire control officer. Within the Agreement, the Commissioner agrees to undertake the day to day management of the Rural Fire Service, and exercise most of the functions imposed by Council under the *Rural Fires Act 1997*.

**Report:**

A new two year interim Rural Fire Service Agreement needs to be executed by the three Councils in the Southern New England.

The object of the agreement is to facilitate the following:

- (a) for the prevention, mitigation and suppression of bush and other fires in local government areas (or parts of areas) and other parts of the State constituted as rural fire districts, and
- (b) for the co-ordination of bush fire fighting and bush fire prevention throughout the State, and
- (c) for the protection of persons from injury or death, and property from damage, arising from fires, and
- (d) for the protection of infrastructure and environmental, economic, cultural, agricultural and community assets from damage arising from fires, and
- (e) for the protection of the environment.

The Agreement needs to have the authorisation of Council to affix the seal.

**Community Engagement and Internal Consultation**

The agreement needs to be executed by the three Councils in the Southern New England. The NSW Rural Fire Service is also in discussions with Uralla Shire Council and Walcha Council regarding the agreement.

**Financial Implications:**

Nil identified in affixing the seal.

Clause 8 of the agreement makes reference to the financial implications for the services provided. The Commissioner submits to Council a 'probable allocation' by 28 February of each year, and by 30 September of each year, Council submits to the Commissioner an estimate of probable expenditure.

**Good Governance**

Resolution is required to use Council's seal.

The parties enter into a Rural Fire District Service Agreement pursuant to the provisions set out in the *Rural Fires Act 1997 (NSW)*.

**Integrated Planning and Reporting Framework**

The service provided by the NSW Rural Fire Service supports community safety.

**Sustainability Assessment**

The service provided by the NSW Rural Fire Service supports the protection of community and property within the Council area.

**Item:** 7.2.3 **Ref:** AINT/2016/03321  
**Title:** Request for contribution for legal assistance - Cowra Shire Council  
**Container:** ARC16/0448  
**Author:** General Manager  
**Attachments:** 1. Request for legal assistance - Cowra Shire Council

**RECOMMENDATION:**

**That Council contribute to the cost of legal expenses incurred by Cowra Shire Council to the requested amount of \$751.80 and that an adjustment be undertaken in the next quarterly budget review.**

**Introduction:**

Council has received a request from Local Government NSW to make a contribution towards the legal expenses of Cowra Shire Council for a matter before the Land and Environment Court challenging councils' jurisdiction to issue prohibition orders with regards to animal welfare under section 124 of the *Local Government Act 1993*.

The matter is *McCudden v Cowra Shire Council* [2016] NSWLEC 14 and relates to the operation of a shelter for abandoned or unwanted cats.

**Report:**

The Association believes that this matter is important to all NSW councils and a voluntary contribution of \$751.80 towards costs is requested.

**Community Engagement and Internal Consultation**

No community engagement has been carried out for this item.

**Financial Implications:**

Council has not budgeted for this funding and a voluntary contribution would be required to come from operational sources.

**Good Governance**

The legal case supports Council's day to day actions in regulation areas.

**Integrated Planning and Reporting Issues:**

That Council has the ability to regulate activities across the community to ensure all residents have an equal right of enjoyment.

**Sustainability Assessment**

The issue relates to the management of animal welfare issues.

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<b>Item:</b>	7.2.4	<b>Ref:</b> AINT/2016/03372
<b>Title:</b>	Annual Supply Contract - Road Resurfacing Works ARC16/0302	<b>Container:</b>
<b>Author:</b>	Chief Finance and Information Officer	
<b>Attachments:</b>	Nil.	

**RECOMMENDATION:**

- a) **That four (4) tenders received for the provision of road resurfacing works be accepted for a panel contract for the period 1 October 2016 to 30 September 2019, these being Boral, BMR Quarries, Fulton Hogan and NSW Spray Seal.**
- b) **That the contract includes a provision to extend the period of the contract for twelve (12) months subject to satisfactory performance.**
- c) **That the Interim General Manager be delegated to sign any relevant documents on Council's behalf.**

**Introduction:**

The current panel contract for provision of road resurfacing works is due to expire on 30 September 2016 and Council approval is sought to accept tenders for a new contract.

**Report:**

The proposed contract is arranged by Regional Procurement Initiative (Division of Hunter Councils) on Council's behalf. The existing contract was arranged during NESAC. Both Walcha Council and Armidale Regional Council wish to continue as it represents a cost effective way of contracting and provides the opportunity for aggregation of supply. Regional Procurement has broadened the contract to include Liverpool Plains Shire Councils to enhance the aggregation possibilities.

A panel contract does not provide exclusivity for all works to one supplier but enables Council to choose from a number of suppliers. Due to the nature of the industry it is not always possible to engage a specified contractor for these works when required. A panel contract provides the necessary flexibility to meet member Councils' road resealing programs while ensuring continual supplier competition within the constraints of the tendering regulations.

The proposed contract is for three (3) years from 1 October 2016 with an option to extend for (12) twelve months. Tenders closed on 19 July 2016 and a total of six (6) tenders were received. The tender covered works that includes pricing for up to some thirty (30) items per Council. Armidale Regional also requires asphaltic work and cold milling that some other Councils don't require. In addition some work is done by the Councils including Armidale Regional on behalf of the Roads and Maritime Services. For space reasons full details of the responses have not been included in the report but are available from Regional Procurement as requested.

The evaluation panel members have chosen four (4) suppliers for the regions of Armidale and Guyra to be accepted by Council. The suppliers chosen are the same for both regions.

They include:

- Boral
- BMR Quarries
- Fulton Hogan
- NSW Spray Seal

The tenders have been assessed by a panel including relevant staff. A copy of the report is included in the attachments. All chosen tenders were considered to be conforming and should be accepted in accordance with the tender conditions. An evaluation was made of each tender based on full or partial work service requirements for each Council using relevant criterion to establish relative standing of each company. This is detailed in the attached evaluation report. This will be used as a basis of allocating work under the proposed contract.

The proposed recommendations are endorsed. Prices offered can be considered the most favourable received following public invitation and therefore recommended for acceptance.

#### **Community Engagement and Internal Consultation**

Regional procurement has consulted with the participating Councils and had issued a complying tender for submission.

#### **Financial Implications**

Average annual cost of this work on Council owned roads has been \$500,000. Work on RMS roads by Council can vary between \$200,000 and \$400,000 pa depending on their priorities. Total estimated cost for the two years and one year extension could be \$3.6 million. Council work is covered in the annual delivery plan. RMS pays Council for sealing work completed on their behalf

#### **Good Governance**

The tender process is regulated by the *Local Government Act 1993* and Regulations.

#### **Integrated Planning and Reporting Framework**

Aim to achieve cost efficiency in asset management and access to supplies for the 2016-2017 operational plan capital works program.

#### **Sustainability Assessment**

The tender represents a cost effective way of contracting and provides the opportunity for aggregation of supply that benefits the Councils financial sustainability through lower cost structures.



**Item:** 7.2.5 **Ref:** AINT/2016/03705  
**Title:** LR Hardman and DA Hardman Transfer to the Australian Transport  
Museum Limited Folio Identifier 1129942, Armidale  
**Container:** ARC16/0342  
**Author:** General Manager  
**Attachments:** 1. Sale of land - Transport Museum Hardman Brothers

**RECOMMENDATION:**

- (a) **That the land owned by Council held within Lot 2 DP 1129942 be included in the sale process as proposed by Mr Lyndon and Mr Desmond Hardman, where it is combined with the sale by the respective land owners and that the proceeds from the sale be donated to the Australian Transport Museum at the time of approval of a development application for a new museum building, or following a future sale of the land.**
- (b) **That each party arrange and pay for its own valuation.**
- (c) **That the Administrator and Interim General Manager be authorised to sign and seal any necessary documentation to effect the sale of the land.**

**Introduction:**

A land transfer is proposed to assist the Transport Museum. The establishment of the Museum was initially an idea of Lyndon and Desmond Hardman and a number of other motoring enthusiasts in the New England area. The aim of the Museum is to allow for the housing of the Hardman collection and for it to be combined with another extensive collection, currently housed in Inverell.

The Transport Museum has been supported by Council.

**Report:**

On 28 November 2003 Lyndon and Desmond Hardman entered into a contract of sale, whereby they sold various parts of land, including Lot 85 DP 1116910 to Hardy Armidale Pty Ltd "Hardies".

A condition of the contract (Clause 35) allowed for the return to the Hardman brothers, part of Lot 85 DP 1116910.

When the Hardman brothers agreed to generously gift the remaining land to the Museum, they advised Hardies that they wished to exercise their option under Clause 35, and that this portion be included in the gift to the Museum.

Surveyors subsequently prepared a subdivision plan which was registered whereby the part of Lot 85 DP 1116910, part of Lot 23 DP 1060819 and part of Lot 20 DP 829599 were combined to form Lot 2 DP 1129942. This lot included land owned by Armidale Dumaresq Council. The subdivision plan was registered.

In 2005 Council agreed to purchase land owned by Mr Durovic adjacent to land owned by the Hardman brothers. Council agreed to donate the section to be used as access then re-sell the remaining land on the corner of the New England Highway.

In September 2008, a boundary adjustment was registered with the Land & Property Information Service NSW which combined the land owned by the Hardman brothers, the Hardie land and Council's land into on Lot to be transferred to the Transport Museum (Lot 2) and the second Lot to be retained by Council to re-sell (Lot 3).

Council sold Lot 3 to Wickhams Transport and it remains in the ownership of Wickhams Transport to the present time. Lot 2 status indicated that is being held by Armidale Dumaresq Council, Lyndon and Desmond Hardman and Hardie Armidale Pty Ltd.

Hardie Armidale has gone into receivership and the receivers refused the request from the Hardman brothers to repurchase the land under the terms of their original agreement. They have since renegotiated to repurchase the land.

Council by resolution (24 November 2008 Minute No 12.047/08) agreed to transfer the portion of land held by Council to the Transport Museum.

A Deed of Agreement between the Hardman brothers, the Australian Transport Museum and Armidale Dumaresq Council was entered into in December 2009. The Deed of Agreement sets out the terms of the gift of each parties' interest in the land to the Transport Museum and the process for returning the land to the ownership of the donors, should the construction of the Transport Museum not proceed.

The Transport Museum is now in discussion with Council with a view to locating the Museum on land situated near the Armidale Airport. The land on the corner of Link Road and the New England Highway will no longer be used as the site for the proposed Museum, and the Hardman brothers now propose to sell their interest in Lot 2 to a developer for the purposes of a residential subdivision. When this land is sold, it is Lyndon Hardman's intention to donate his share of the proceeds to the Transport Museum. The difficulty that the Hardman brothers have is that the land without the portion owned by Council, is land locked.



**Community Engagement and Internal Consultation**

Limited community engagement has been carried out. Both Mr Lyndon and Mr Desmond Hardman have been advised of the situation. The Interim General Manager has had discussions with Clifton Legal.

**Financial Implications**

Administrative costs in selling the land, including valuation costs of \$400.

**Good Governance**

Nil items applicable.

**Integrated Planning and Reporting Framework**

Promote our social connections.

Participate in organising events or providing assistance to community event.

Participate in events attracting tourists to the area.

**Sustainability Assessment**

Establishing, displaying, preserving, maintaining and managing a collection of transport vehicles.

<b>Item:</b>	7.2.6	<b>Ref:</b> AINT/2016/03745
<b>Title:</b>	Review of Council's Committee Structure - Home Support Services (HSS) Advisory Committee	<b>Container:</b> ARC16/0494
<b>Author:</b>	Governance Officer	
<b>Attachments:</b>	1. Home Support Services Advisory Committee - Draft Terms of Reference	

**RECOMMENDATION:**

- a) **That the former Guyra Shire Council Home Support Services (HSS) Committee be reconstituted as the Home Support Services (HSS) Advisory Committee;**
- b) **That the Draft Terms of Reference be referred to the Committee for endorsement prior to being adopted by Council.**

**Introduction:**

This report is to reconstitute the committee as the Home Support Services (HSS) Advisory Committee.

**Report:**

The scope of the committee is to assist the service co-ordinators to develop the strategic direction of the program, to review the performance of the services delivered and consider current and future service proposals within the available resources.

**Community Engagement and Internal Consultation**

The Services Co-ordinator has been consulted in regard to the service provision in the Guyra and Tingha communities, the role of the committee and the Terms of Reference.

**Financial Implications**

The HSS receives funding from the Federal Government (DSS) with funding approved for 2015-2018. HSS operates in accordance with the National Guide to the Commonwealth Home Services Program (CHSP) Fees Contribution Framework (2015), which reinforces fairness, transparency and consistency in the collection of fees. In order to improve the programs financial sustainability, a collection target of 15 % of the total grant revenue provided by the Australian Government, was adopted in April 2016 and is to be implemented by 2018.

The program also receives an annual funding contribution from the Uralla Shire Council for transport services.

**Good Governance**

Good governance is central to ensuring the committees are effective and that they meet their responsibilities. The Terms of Reference clearly articulate the committee's role, responsibilities and strategic focus.

### **Integrated Planning and Reporting Framework**

Council's Integrated Planning and Reporting (IPR) Framework has influenced the review. The scope of the committee is set out in the Terms of Reference. Advisory Committees provide a key link between the community, State agencies and sector interest groups and Council by providing advice and recommendations that help form the direction and policies of Council.

### **Sustainability Assessment**

The Home Support Services program provides services to aged clients in the areas of group social support, meal service delivery, direct and indirect transport assistance and individual social support to both the Guyra and Tingha communities.

Sustainability issues include the quality of meals, aging volunteer drivers, declining interest in traditional day centres and the need for office facility improvements.

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<b>Item:</b>	7.2.7	<b>Ref:</b> AINT/2016/03794
<b>Title:</b>	Rates Category Review Project	<b>Container:</b> ARC16/0441
<b>Author:</b>	Chief Finance and Information Officer	
<b>Attachments:</b>	Nil	

**RECOMMENDATION:**

- (a) That a qualified and experienced consultant to assist the Finance team to complete a rates modelling exercise be engaged and provide the modelling rights to Council to be able to assess model changes.
- (b) That the outcomes of the modelling take into account the yield from each category relative to services provided and the number of required sub-categories constructed to be the optimum number.

**Introduction:**

At the Council Meeting held on the 29 June 2016 as part of adopting the Operational Plan, the Administrator adopted the Revenue Policy with the following statement;

*“During the 2016/2017 financial year, that a review of the rating categories be conducted using a modified process and that a new Revenue Policy be formulated in consultation with stakeholders.”*

**Report:**

The Administrator requested that he be provided with basic models from which “what if” scenarios. Council has some elementary rate modeling capacity however with the merger of Armidale Dumaresq and Guyra Shire into Armidale Regional - a more comprehensive model tool and process is required to provide complete scenarios for management to consider.

In June 2016 IPART released its interim report, which includes recommendations for the interpretation of the rate freeze. The report can be found at:-

[www.ipart.nsw.gov.au/files/sharedassets/website/shared\\_files/investigation\\_-\\_section\\_9\\_-\\_legislative\\_-\\_review\\_of\\_the\\_local\\_government\\_rating\\_system/interim\\_report\\_-\\_freezing\\_existing\\_rate\\_paths\\_for\\_newly\\_merged\\_councils\\_-\\_june\\_2016.pdf](http://www.ipart.nsw.gov.au/files/sharedassets/website/shared_files/investigation_-_section_9_-_legislative_-_review_of_the_local_government_rating_system/interim_report_-_freezing_existing_rate_paths_for_newly_merged_councils_-_june_2016.pdf)

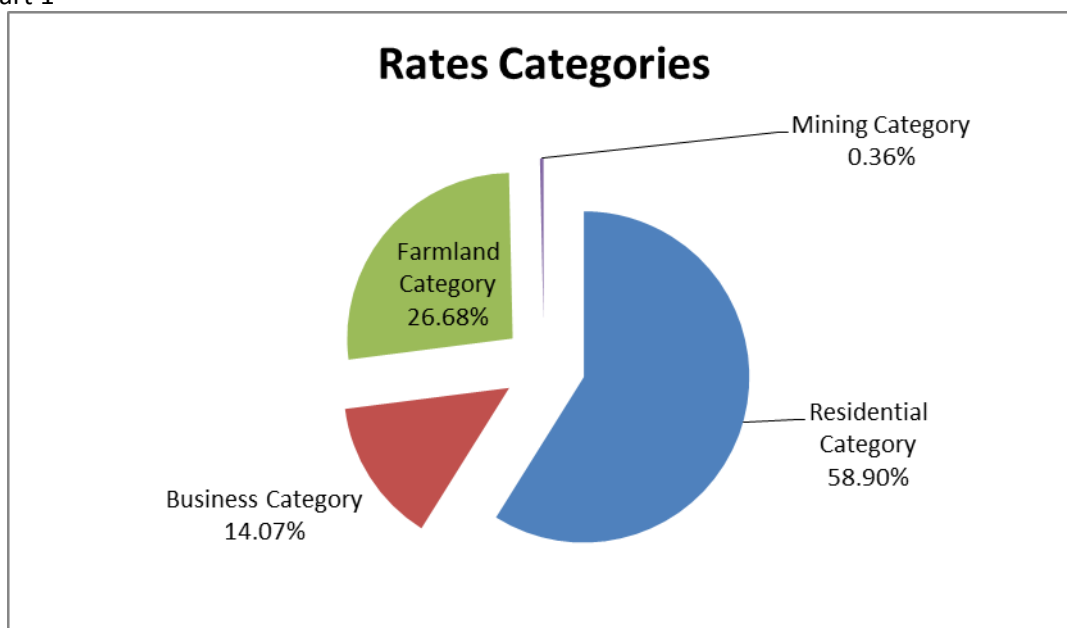
It has recommended the following;

*In implementing the rate path freeze within each pre-merger Council area, we recommend applying the rate path freeze policy only at the rating category level, and not at the subcategory level. We consider applying the rate path freeze policy at the rating subcategory level may lead to excessive rates volatility.*

*We recommend applying the rate path freeze policy to minimum and base amounts as well.*

The modelling of rates will need to be frozen at the Residential, Business, Farmland and Mining Category. The current split in Chart 1 will need to be maintained for the 4 years following proclamation.

Chart 1



It is, however, open for review and rationalisation for the subcategories below. There is a constraint on changing the base ad valorem ratio as this is also frozen under the IPART report.

The following table lists the rating categories.

Rate Type and Category	Base Amount \$	Base Amount %	Ad Valorem Rate in \$
<b>Ordinary Rates</b>			
<b><u>Residential Category</u></b>			
Sub Category			
Residential - Armidale	467.60	45	0.005121
Residential - Armidale Non Urban	485.00	46	0.002592
Residential - Wollomombi	200.00	41	0.013665
Residential - Ebor	200.00	40	0.009390
Residential - Hillgrove	200.00	36	0.014572
Residential - Guyra	238.00	49	0.004074
Residential - Tingha	242.50	49	0.060940
Residential - Village	182.00	49	0.005174
Residential - Guyra Non Urban	258.80	49	0.002444
<b><u>Business Category</u></b>			
Subcategory			
Business - Armidale	791.00	20	0.011466
Industrial - Armidale	882.20	20	0.011466
Business - Armidale Non Urban	737.30	44	0.003830
Business - Guyra	409.80	49	0.007465
Business -Tingha	258.60	47	0.055189
Business - Village	106.70	44	0.003259



<b>Farmland Category</b>			
Subcategory			
Farmland - Armidale	1,321.60	42	0.002522
Farmland -Armidale City	1,261.00	43	0.002522
Farmland - Guyra	468.00	20	0.002582
Farmland - Guyra Intensive	1,146.90	20	0.009499
<b>Mining Category</b>			
Subcategory			
Mining - Armidale	995.30	19	0.029420
Mining - Guyra	252.30	41	0.013358

With the constraints applied by regulation a comprehensive restructure may be difficult to achieve in the short term. The purpose of this project is achieve the objective of reviewing the rating policy and is structured in two stages. The first project is to engage with a suitably qualified and experienced organisation/contractor to assist Council officers to take the data from Council's Land and Information System and to then present to management and the Administrator detailed scenarios and options for a new rating restructure.

The second project will be for a period of consultation and engagement with the community to achieve an agreed community wide Revenue Policy prior to its implementation. The year of implementation will depend upon the degree of change proposed. If it is minor and fits within the constraints of the IPART recommendations it may be implemented in the short term, if it is more comprehensive then it will need to comply with the IPART recommendations.

The first project is intended to be completed by the end of December to allow sufficient time to engage with the community on any possible changes to the 2017/18 rating year.

#### **Community Engagement and Internal Consultation**

The scope of the project is structured into two phases the first is around modelling and the possible scenarios. The second part will only proceed to consultation following the outcome of the first phase.

#### **Financial Implications**

External Consultancy and configuration will cost \$32,100. Council does not have the necessary internal tools or data management capacity to complete the objective effectively.

#### **Good Governance**

As part of the formation of Armidale Regional Council, there is a legislative need to conduct a review of the rating categories and subsequent structure while recognising the regulations relating to the NSW governments policy on a rate freeze.

#### **Integrated Planning and Reporting Framework**

Rating forms the Revenue Policy which is a key part of the Operational Plan. The Revenue Policy needs to apply the social justice principles

#### **Sustainability Assessment**

The review will ensure that Council is on a solid foundation should it undertake this process.

**Item:** 7.3.1 **Ref:** AINT/2016/03818  
**Title:** Preparation of New Infrastructure Policies and Documents **Container:** ARC16/0498  
**Author:** Director of Regional Infrastructure  
**Attachments:** Nil

**RECOMMENDATION:**

- a) That Council note the actions taken to prepare new Infrastructure policies and documents, and the proposed completion targets.
- b) That the ADC 2012 resolution to sell a small number of surplus reserves be implemented without delay.

**Introduction:**

The Administrator has requested that this report and these actions be brought forward to facilitate the preparation of a new suite of policies and management documents, to facilitate progress with the merger, standardisation of levels of service and design standards across the new Armidale Regional Council area.

**Report:**

The following new Infrastructure policies and management documents are being prepared as an essential part of the merger process:-

<b>Policy / document name</b>	<b>Managed by</b>	<b>Target completion</b>
1. Parks and Playing Fields Servicing Strategy	R. Shaw & Parks Manager	Dec 2016
2. Unsealed Roads Maintenance Levels of Service	J. Lewis	Dec 2016
3. New ARC Engineering Design Code	S.McElroy	Oct 2016
4. Priority Programme for Roads Infrastructure Upgrades	R. Shaw	Sept 2016

All of these policies and documents are being prepared using in-house staff resources and/or term employees.

**Parks and Playing Fields Servicing Strategy**

The former Armidale Dumaresq Council had a very good servicing strategy document which was adopted by Council in 2014 known as the "Armidale Dumaresq Parks and Reserves Maintenance Service Levels 2014". As outlined in the document, the former Armidale Dumaresq Council was responsible for maintaining 22 active parks, 61 passive parks, 100 reserves and walkways, 4 cemeteries, halls, 24 landscaped roundabouts and thousands of street trees. The strategy sorted all of the parks and other assets into service groups and identified the service levels for each group (i.e. frequency of mowing or other maintenance for each service group). This has allowed the Parks and Reserves management staff to effectively plan work programmes and resources required to delivery the agreed levels of service. It has also allowed for accurate budgeting and cost control in the Parks and Reserves area.

The benefit to the community has been the adoption of predictable planned intervention instead of the former ad hoc reactionary response to maintenance requests.

Following the merge, it is now proposed to consolidate the assets and service levels for all parks and reserves across the whole of Armidale Regional Council area into one new servicing strategy document.

It is expected that this document will be completed by December 2016, and will be presented to Council with the recommendation that it be exhibited for public comment before adoption by Council.

#### **Unsealed Roads Maintenance Levels of Service**

This project refers only to the planning of routine maintenance activities on unsealed roads (specifically grading of gravel roads). This is only one part of road asset management, but it has been separated for special attention.

[Note: The overall management of Council's infrastructure assets is a separate long term project to establish a new Asset Management Framework, being worked through at a multi-departmental level, with future road upgrades, rehabilitations, resealing programmes for bitumen roads, maintenance programmes for footpaths, drainage systems, water and sewerage assets, buildings etc., predicted and tied into asset depreciation, using Council's existing financial software EAM and Technology One, and incorporating great work already done by staff collecting asset data and condition assessments, particularly for road segments throughout the council area.]

While the new Asset Management Framework is being developed, there is an obvious need to establish a simple system of agreed levels of service for maintenance of unsealed roads.

It is not expected that these levels of service will in any way conflict with the overall Asset Management Framework referred to above.

The former Guyra Shire Council had a good workable system, whereby all unsealed road segments were grouped into three service groups with agreed intervention frequencies (i.e. Group A gravel roads graded twice a year, Group B gravel roads graded once a year, and Group C roads not maintained at all).

The former Armidale Dumaresq Council had an Asset Management Plan with similar agreed intervention frequencies for its gravel roads, but has been unable to stay the course due to increasing consumer expectations.

Now as part of the merge it is proposed to consolidate and establish a simple and consistent system of managing the maintenance of gravel roads across the whole of the Armidale Regional Council area, with agreed and predictable levels of service and intervention frequencies.

It is expected that levels of service document will be completed by December 2016, and will be presented to Council with the recommendation that it be exhibited for public comment, with special invitations extended to the Local Area Committees, to comment before adoption by Council.

#### **New ARC Engineering Design Code**

The former Armidale City Council, prior to merging with Dumaresq Shire Council, had a comprehensive Engineering Code, which provided the rules and guidelines to designers engaged in designing roads, streets, footpaths, drainage systems, water and sewerage installation for construction within the City of Armidale.

The code provided certainty for designers, both internal design staff and consultants, about the engineering standards that the former Armidale City Council expected for all new construction whether by Council staff or by developers. It was particularly important for developments to ensure that new work that becomes the responsibility of Council is constructed to acceptable standards.

The former Armidale Dumaresq Council did not have an Engineering Code but relied on the old Armidale City Council's code. That code is over 20 years old, difficult to read, and out of date.

The former Guyra Shire Council did not have a formal Engineering Code but relied on relevant Australian Standards in assessing development standards.

Staff members are currently working through a new comprehensive Engineering Code covering design and construction rules for the whole of the Armidale Regional Council area.

The document is based on an Australian Standard for engineering developments, so that we are not re-inventing the wheel. The essential design parts of the new Code are now completed in draft form, and have been distributed to selected staff for review. Local engineering consultants will also be invited to comment on the draft.

The Engineering Code is expected to be completed in October 2016. It will then be reported to Council for adoption before being permanently posted on the Council web site.

#### **Priority Programme for Roads Infrastructure Upgrades**

Future priorities for upgrade and rehabilitation of roads in Armidale Regional Council area will be generated by the Asset Management system, as noted above.

In the meantime however there is a need for an interim priority list of road upgrades to be established and adopted by Council, to allow for short term (i.e. 1 to 3 years) planning and pre-construction design and investigation, and to allow for informed advice to be given to the community when questions are asked about upgrades.

Both the former Armidale Dumaresq and Guyra Shire Councils have current existing lists of priorities for upgrades of roads, footpaths and drainage works.

It is proposed to use a simple process of evaluating the projects from both former councils to create a short-term priority list of projects for Armidale Regional Council. Criteria will include (in the case of roads): traffic volumes, bus routes, condition, safety and risk, importance of the road as a link between communities and benefit versus cost.

It is expected that the draft priority list will be presented to Council for review and adoption in September 2016.

#### **Community Engagement and Internal Consultation**

Each of the proposed new policies and documents will be provided to the community for advice and comment as outlined in the report above. The Engineering Code when adopted by Council will be permanently posted on Council's website for use by developers and external consultants.

### **Financial Implications**

Costs for the development of these new policies and documents will be funded from the \$5 million new Council implementation fund.

### **Good Governance**

This report relates to the development of new policies.

### **Integrated Planning and Reporting Framework**

The development of the four new policies and documents provides for good governance in the effective management of resources to maintain and improve infrastructure. That the proposed plans will support and inform future contribution plans approved for review by Council.

### **Sustainability Assessment**

The proposed Parks and Reserves Strategy aims to protect Council's environmental assets. The Engineering code aims to provide consistent rules and guidelines for development of new infrastructure. Each of the new policies and documents will provide for consistency in advice to the community across the new Council area.

**Item:** 7.4.1 **Ref:** AINT/2016/03792  
**Title:** Administrator's Listening Tours **Container:** ARC16/0163  
**Author:** General Manager  
**Attachments:** Nil

**RECOMMENDATION:**

- a) That the report and minutes from the second round of Administrator Listening Tours be noted and that each Directorate review the community matters raised.
- b) That a further report be provided on waste management fees and voucher system and other options such as tip drop off facilities be investigated.

**Introduction:**

Administrator Listening Tours were held in Hillgrove and Boorolong on 9 and 10 August 2016. Members of the public were invited to attend the meetings to discuss the changes that have occurred as a result of the merger of Armidale Dumaresq and Guyra Shire councils to form the new Armidale Regional Council.

**Report:**

An overview of the common topics discussed at the meetings is outlined below:

Community Matters	Response/Action	Responsible Directorate
Projects for consideration under the Stronger Communities Fund (a number of potential projects were identified)	There is funding available for the new Council to provide for needed community assets. \$1m of the Stronger Communities Fund will be made available for community groups to apply for funding on community owned and other infrastructure projects. The other \$9m will be utilised to enhance Council owned community assets. Council will be trying to leverage other funding sources to achieve more with the funding.	Governance
Rates	Advised there is a rating freeze for four years with modelling for new rating structure to take place later in 2016. There will also be a review of rating categories.	Finance
Local issues - road widening, maintenance, floodways, causeways, potholes, roadside maintenance (slashing and weeds management), access for heavy vehicles, roadside dumping.	Individual items noted for investigation.	Infrastructure/ Services
Roads criteria	Criteria for maintenance and construction of roads provided. A report will be provided to Council on merged priority list of roads in new council area.	Infrastructure
Bridges	A number of bridges raised to be assessed by	Infrastructure

Community Matters	Response/Action	Responsible Directorate
	Council.	
Council's use of subcontractors	Advised that Council maintains a core group of skilled employees with contractors utilised for additional work or specialist equipment required. However there is a growing trend in local government of contractors being utilised.	Governance
Rail Trail	Attendees advised interest in this matter in Guyra area, utilising rail line from Guyra to Ben Lomond.	Governance
Waste management fees (transfer station). Request to review charges, transfer facility costs and other options to reduce costs.	Option of extending pickup service discussed and fee structure for general and pickup service advised. The charges are reviewed every year as part of Council's Revenue Policy. Advised of legislative requirements for cost recovery.	Regional Services
Airport parking	Advised that quantity of car spaces is sufficient and parking provided by private operator	Regional Services
Car parking in Armidale and request for CBD parking review. Figures on parking surveys, time limits and employee parking to be released.	Concerns noted. Advised that developers are required to make provision for parking requirements based on operation of the premises. Parking in CBD is deemed to be sufficient.	Planning and Environment
Septic inspection costs	Advised that the State Government rules have changed and as a result fees are charged.	Planning and Environment
Tip drop off facility - can the community run the facility?	To be investigated.	Regional Services

### Community Engagement and Internal Consultation

The intention of the Listening Tours is to increase engagement with the outlying village communities in the Armidale Regional Council area and find out about the issues of interest to those communities, as well as advise on the Stronger Communities grants opportunities.

### Financial Implications

Not assessed.

### Good Governance

There are varied policy implications related to the items included in the above table.

### Integrated Planning and Reporting Framework

Further engagement with the community and investigation into the issues of interest to the community will be carried out as part of the development of the Community Strategic Plan.

The Integrated Planning & Reporting (IP&R) framework is the principal planning and reporting tool for NSW local councils.

The framework encourages councils to better integrate their various plans to plan holistically for the future. It allows councils and their communities to have important discussions about funding

priorities, service levels and preserving local identity and to plan in partnership for a more sustainable future.

Each local council must prepare and implement a Community Engagement Strategy for engaging the local community for the development and review of the CSP. The Community Engagement Strategy must identify relevant stakeholder groups in the community and outline the methods that the council will use to engage each of these groups.

**Sustainability Assessment**

Social implications of the items listed in the above table are varied.



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<b>Item:</b>	8.1	<b>Ref:</b> AINT/2016/03781
<b>Title:</b>	Traffic Advisory Committee - Minutes of the meeting held 9 August 2016	<b>Container:</b> ARC16/0168
<b>Author:</b>	Director of Regional Infrastructure	
<b>Attachments:</b>	1. Minutes - Local Traffic Committee - 02 August 2016	

**RECOMMENDATION:**

- (a) That the Minutes of the Traffic Advisory Committee meeting held on 9 August 2016 be noted.

**Special Event Transport Management Plan Armidale Triathlon Club for the 2016/2017**

- (b) That approval be granted for the routes provided by the Armidale Triathlon Club for the 2016/2017 event season commencing 16 October 2016 and conclude 19 March 2017, consisting of a cycle course from The Armidale School grounds via the southern gate into Kennedy St, left turn into Kentucky Street, right turn into Long Swamp Road then proceeding out along Long Swamp Road, returning to the school via the same route, and then followed by laps around The Armidale School, be approved in accordance with the submitted Transport Management Plan and any other conditions imposed by NSW Police.

**Rallysprint at Echidna Gully October 2016.**

- (c) That approval be granted for the requested temporary road closures for the Johnson and Kennedy Freight Service Rallysprint scheduled to be held 22 October 2016, if there are no major changes to this years TCP which is still to be provided.
- (d) That the applicants are to be advised that an RMS Road Occupancy Licence must be applied for, for the use of the Waterfall Way section or road.

**Proposed Guyra Main Street temporary closure**

- (e) That the request from the Guyra Spring Trout Fest Committee to close Bradley Street on Saturday 1 October, 2016 between 10.00am and 3.30 pm be approved.
- (f) Further, emergency services are to be notified of the proposed temporary closure and the public informed via an advertisement in the local newspaper.

**Waterfall Way, Ebor - Proposed tourist sign**

- (g) That the proposed Ebor tourist sign location and associated small shelter on the grass verge opposite the Ebor Falls Hotel be endorsed.

**Guyra & District Historical Society Machinery Group**

- (h) That the Guyra & District Historical Society Machinery Group request to extend the current tourist train operations licence north of Guyra be denied due to safety and compliance issues.

**Rusden Street Medical Centre**

- (i) That the No Stopping Zone on the corner Niagara and Rusden Street be extended to the east of the driveway at 275 Rusden Street.

**Item:** 8.2 **Ref:** AINT/2016/03841  
**Title:** Arts and Cultural Advisory Committee - Minutes of the meeting held on 3 August 2016 **Container:** ARC16/0217  
**Author:** Director of Planning and Environmental Services  
**Attachments:** 1. Minutes - Arts & Cultural Advisory Committee - 03 August 2016

**RECOMMENDATION:**

**That the Minutes of the Arts and Cultural Advisory Committee meeting held on 3 August be noted and the following recommendations endorsed with changes made by the Administrator as follows:**

**a) That the following members are accepted on the Arts & Cultural Advisory Committee:**

<b>i. Ms Caroline Downer</b>	<b>Arts North West (Chairperson)</b>
<b>ii. Mr Robert Heather</b>	<b>NERAM</b>
<b>iii. Ms Cherene Spendelove</b>	<b>Community Arts</b>
<b>iv. Mr Chris Halligan</b>	<b>Community Member</b>
<b>v. Ms Susie Dunn</b>	<b>Community Member</b>
<b>vi. Mr Malcolm McClintock</b>	<b>Armidale Art Gallery</b>
<b>vii. Dr Daisy Williams</b>	<b>Aboriginal Cultural Centre and Keeping Place</b>
<b>viii. Dr Herman Beyersdorf</b>	<b>Civic Precinct Advisory Committee</b>
<b>ix. Ms Susanne James</b>	<b>New England Conservatorium of Music</b>
<b>x. Mr Les Davis</b>	<b>Saumarez Homestead</b>
<b>xi. Mr Andrew O'Connell</b>	<b>Hoskins Centre</b>
<b>xii. Ms Fiona MacDonald</b>	<b>Writer's Centre</b>
<b>xiii. Mr Peter Creamer</b>	<b>UNE</b>
<b>xiv. Guyra representative</b>	<b>To be confirmed (to seek at least 2)</b>

**b) That the Arts and Cultural Committee has responsibility for oversight of development of the Armidale Regional Council's Cultural Plan.**

**c) That Council use local resources to develop the Cultural Plan.**

**d) That the Cultural Plan commence with the mapping of regional cultural organisations.**

**e) That a survey is developed by the committee for Council to gather information for the Cultural Plan.**

**f) That employment of a Cultural Development Officer be investigated as part of the current management audit process.**

The Arts and Cultural Advisory Committee recommended as follows:

**a) That the following members are accepted on the Arts & Cultural Advisory Committee and that the committee is satisfied with the number of representatives:**

<b>i. Ms Caroline Downer</b>	<b>Arts North West</b>
<b>ii. Mr Robert Heather</b>	<b>NERAM</b>
<b>iii. Ms Cherene Spendelove</b>	<b>Community Arts</b>
<b>iv. Mr Chris Halligan</b>	<b>Community Member</b>
<b>v. Ms Susie Dunn</b>	<b>Community Member</b>
<b>vi. Mr Malcolm McClintock</b>	<b>Armidale Art Gallery</b>

vii. Dr Daisy Williams	Aboriginal Cultural Centre and Keeping Place
viii. Dr Herman Beyersdorf	Civic Precinct Advisory Committee
ix. Ms Susanne James	New England Conservatorium of Music
x. Mr Les Davis	Saumarez Homestead
xi. Mr Andrew O'Connell	Hoskins Centre
xii. Ms Fiona MacDonald	Writer's Centre
xiii. Mr Peter Creamer	UNE
xiv. Guyra representative	To be confirmed

- b) That Council consider using local resources to develop the Cultural Plan.
- c) That Council begin the Cultural Plan with the mapping of local cultural organisations.
- d) That a survey is developed by the committee for Council to gather information for the Cultural Plan.
- e) That Council consider employing a full time Cultural Development Officer.

**Item:** 8.3 **Ref:** AINT/2016/03849  
**Title:** Community Safety Advisory Committee - Minutes of the meeting held on 9 August 2016 **Container:** A02/0059-8  
**Author:** Director of Planning and Environmental Services  
**Attachments:** 1. Minutes - Community Safety Advisory Committee - 09 August 2016

**RECOMMENDATION:**

**That the Minutes of the Community Safety Advisory Committee meeting held on 9 August 2016 be noted.**