



BUSINESS PAPER

ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 22 November 2017
1pm

at

Guyra Council Chambers

Members

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

AGENDA

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20	Close of Ordinary Meeting	

Item: 7.1 **Ref:** AINT/2017/18216
Title: FOR DECISION: Notice of Rescission Motion - Council Meeting 25
October 2017 Item 10.9 Motion to LGNSW Conference 2017 - Wood
Heating Pollution **Container:** ARC16/0025
Author: Peter Wilson, Acting Program Leader Governance, Risk and Legal
Attachments: 1. Signed Rescission Motion 6 November 2017

MOTION TO RESCIND

That Resolution 289/17 be rescinded which RESOLVED that Council –

“That Council submit the following Environmental Policy motion to LGNSW for inclusion in the LGNSW Annual Conference 2017 Business Paper.

That Local Government NSW calls upon the NSW Government to:

- a) develop legislation to allow local councils to follow the NSW Chief Medical Officer’s advice, e.g. by requiring wood heaters to be removed when houses are sold (estimated net benefit \$4 billion over 20 years).**
- b) introduce an effective education and incentive program commensurate with the \$8 billion health cost of residential wood heating pollution in NSW that will create widespread understanding of the benefits of switching non-polluting heating.**
- c) provide effective powers for councils to take action against unhealthy levels of wood smoke pollution, including local exceedances of National PM2.5 Air Quality Standards.”**

Submitted by: Councillors Jon Galletly, Diane Gray and Andrew Murat

Background

The Councillors “strongly believe there was insufficient time available to fully understand the nature of the motion, how it fits in the overall environmental sustainability strategy for the Armidale Region and no information or community consultation results were provided.”

Item:	8.1	Ref: AINT/2017/17921
Title:	FOR DECISION: Notice of Motion - Councillor O'Connor - Heritage and Tourism Signage	Container: ARC16/0025
Author:	Greg Lawrence, Service Leader Economic Development and Marketing	
Attachments:	Nil	

Councillor O'Connor has submitted the following Notice of Motion -

That Council recognises and prioritises the following:

- (a) **The updating of heritage and tourism signage for the Armidale region including the Airport ;**
- (b) **Identification of grant opportunities to pay for the above from private and government sectors ; and**
- (c) **Local tourism and heritage groups being consulted and included in any consultation and implementation.**

Background as Provided By Councillor O'Connor

1. Brief History

Local residents and visitors to our region place a high value on our heritage- that is **built or natural features of our environment that are of especial value and worthy of preservation**. Lingering on heritage trails could be a major way of encouraging visitors to stay an extra night and to engage more emotionally with our 'places' -leading to a genuine reflection on lifestyle and relocation options.

From site visits and conferences the writer has noted that local and visitor experience is heightened by signage and events that provide insight into the anthropological, historical and natural history context of local regions. This also applies to retail signage.

The writer has noticed frustrated visitors looking for interpretive signage at some of our heritage buildings, e.g. the Anglican Cathedral, wanting to know more about its architectural provenance (it is now on NSW Heritage register) but there is no signage assisting.

With the exception of some small bicentenary plaques from last century, and some interpretive signage at Dumaresq Dam and Blue Hole, there appears to be very little information available outside our folk museum or the heritage bus. Other than the heritage bus, none of it, to the writer's knowledge, is packaged in a modern user friendly "trail" format.

We in the Armidale Region have so many magnificent heritage stories to tell, from a colonial history perspective, Aboriginal language and culture and pre-white contact history, bushrangers, colonial surveyors, the birth of the wool industry, the extraordinary self sufficiency of Armidale as a colonial town in the West Armidale industrial precinct where there were brickworks, cordial and bread factories, tanneries, saddleries and so much more. The Cathedrals and large churches have a massive story to tell of Church history (Armidale diocese was the second Anglican diocese in Australia!) Then there are our natural history stories re wetlands, geological events, and current rehabilitation projects such as the Angophora reserve at Buona Vista Street, which are unique "high country" features.

For example, recently, while having lunch at Thunderbolt's cave at Black Mountain, the writer met two Aboriginal heritage officers (also visiting) who said that there is a strong rumour amongst Aboriginal families that Thunderbolt may have faked his death at Uralla and escaped to America! What a great story to tell! Yet the on site signage there is faded and incomplete.

We could be building a three tiered heritage trails attraction for local residents and visitors alike. Tier one: Aboriginal cultural and language trail, Tier Two: colonial life and architecture trail, Tier three: natural history and agri-tech trail. Further extensions could be : notable plants and trees of the high country- we have so many examples around our towns and villages of wonderful cold climate and sub alpine species that most visitors cannot see elsewhere and do not notice here, due to lack of organised information and signage.

The vision is to develop these trails to enhance both the visitor economy and local cultural awareness. It would be wonderful to wander around our region, being able to understand what can be seen, to extend bed nights to boost our visitor economy. Equally, understanding our heritage builds a sense of pride and identity in our residents, especially our children and young people so that they will understand the treasures they already have here in New England.

Examples of different approaches to heritage and signage for reference are: Picton: engraved heritage sign trail, Cowra Visitor Information Centre- hologram presentation of the Cowra Breakout, Beechworth Victoria: heritage preserved and painted strip shopping, Parramatta: actors performing as early settlers along the Parramatta River, engaging in conversation with ferry travellers, Wahroonga Railway station signage with photos of original station and railway history, Armidale Catholic precinct (opened 16 November 2017, sound trail by Aboriginal children on history of Central park and the Cathedral, Wollombi mobile phone QR code activated video re-enactments of famous local characters on the colonial Great Northern Rd route e.g. Solomon Wiseman of Wiseman's ferry.

2. Strategic Fit

A heritage signage program (whether it is physical signs or QR codes, Sound trails , re-enactments , or self guided maps for natural history , wetland and other ecological heritage sites) would fall within *Growth Prosperity and Economic Development* : OUTCOME 3 and bullet point 3 p. 19 of the Armidale Regional Community Strategic Plan (CSP) Viz " The visitor economy generates additional revenue and employment to boost the local economy and creates opportunities for more vibrant cultural offerings and activities" by supporting strategy to "develop a marketing program of attractions , combined with effective signage, to encourage people to stop and visit the region's centres as they comment between other destinations" and

Our people and community -community outcome 3: Events and cultural activities provide the community with an opportunity to celebrate the unique culture and lifestyle of the region via bullet point strategy "Develop an Arts and Cultural Plan (ACP) for the region"(CSP p.25).

That Plan states inter alia, at p.6 "what is missing-Gaps and Needs" the following:-

- *enhancing the reach of arts and cultural activity to young people, new residents and visitors*
- *opportunities to develop partnerships, networks and collaborations between arts/cultural and community groups*
- *strengthening of current events and development of new signature events/heritage trails*

- *revitalising public spaces including the Armidale Mall, CBD and Guyra Main Street.*

At the moment, the Action section (p.10 ACP) has as a year 3 priority action a) *further support the Armidale Folk Museum to identify, preserve and a promote local heritage including appropriate signage*” and b) *support and expand the current Heritage Tours in Armidale* and year 4 “ *Investigate a heritage walk in Guyra*” .

As signage is quite a “ low hanging fruit” there seems little reason to not allow these actions to take place earlier than years 3 and 4 particularly given the funding opportunities which terminate in 2019 (year 2) as set out below.

3. Funding Strategy

The NSW Government’s “Heritage Near Me” project is designed to distribute funding beyond Sydney for whatever local communities determine is “important to them” heritage. The scheme was outlined at the 2016 Destination NSW LGNSW Tourism Conference (at which Cr O’Connor was a delegate from former Armidale Dumaresq Council.) The funding of \$16M (in \$10-100K grants per annum) extends from 2016 to 2019. It is broken into three categories of grants: heritage activation grants, heritage green energy grants and local heritage strategic projects.

4. Community Collaboration

Clearly the development of heritage signage and trails would have to be done in partnership with local history, heritage and tourism groups and operators. An advantage of undertaking such an initiative is that there is room for the project to offer joint participation between Aboriginal and non Aboriginal groups and enterprises. It could be used to seed fund some Aboriginal Tourism enterprises.

Council Response

Signage is a key issue for Armidale Regional Council and is a pet subject of the author and congratulates Councillor O’Connor for raising the issue. Here is some history of current signs and background on work to date-

Signage Categories:

New England Highway

- Supersite Billboards x2 Armidale, x2 Guyra – use to promote visitor destination, Business Park development, local business (eg UNE), events, LGA. Approx. cost /side to change \$1500
- Entrance signs - major cost to change/amend to new LGA brand but is being considered by the author as part of rebranding Armidale
- Armidale Airport – planning for additional (temporary) signage to promote business park development, position adjacent to site of new roundabout

Guyra – Way finding to High St

- An important opportunity flagged with Council staff in charge of the main street renewal to include signage from the highway to the main street of Guyra.

TASAC (Brown Tourist)

- Armidale Regional Council area – all current (updated and approved)
- Guyra area – Thunderbolts Cave planned for renewal with addition of interpretive sign

In Town Armidale

- Finger Boards Attractions (eg NERAM). Reviewed by previous council with additions installed and ongoing

Central Mall way finding

- This will become part of the Mall Vibrancy plan once finalised.

Part of the rebranding for the new council was to collect an inventory of all signage. A spreadsheet including photographs has been generated and Council is progressively addressing signs for rebranding across the LGA. Major council building signage and facilities have been completed.

A sign strategy including wayfinding has been developed as part of the branding process. All signs are being assessed for suitability for new branding or skinned with a sticker to replace logo only on regulatory signs.

Tourism, heritage walks and walking/cycle ways are also being reviewed for new branding and wayfinding options.

In addition to the above is the need to address the opportunity that smart technology that is currently before us and the author is in discussions with operator's who provide options in this space. Technology that link people, places and stories through GSP locative technology that allow you to walk the street with your smartphone and hear stories and sounds, local voices and music, history and contemporary tales. Thus providing a great way for both the community and visitors alike to understand our great region.

Key Issues and Risks

Signage is an integral part of providing information to both our community and visitors alike, therefore it is important to plan for replacing, upgrading and providing additional signage including smart technology. To not plan exposes Armidale Regional Council to the risk of having to update, replace signs in an ad hoc manner.

Integrated Planning and Reporting

Community Strategic Plan – Growth, Prosperity and Economic Development

G3 – The visitor economy generates additional revenue and employment to boost the local economy and creates opportunities for more vibrant cultural activities

G3.1 – Develop a Tourism Strategy to attract visitors to stay longer and also enhance the economic and cultural offerings and attractions of the region

G3.1.1 – Implement Tourism Strategy Action Plan

G3.3 – Develop a marketing program of attractions, combined with effective signage, to encourage people to stop and visit the region's centres as they commute between other destinations.

Stakeholder Engagement

Need to re-engage with stakeholders like Armidale & Guyra Historical Societies, Armidale & Guyra Business Chambers, Locals4Locals, and B&B Association.

Financial Implications

There is funding set aside in the merger funds for upgrading signage to the new look Armidale Regional council brand and ARC is exploring opportunities here. Smart technology signage will be reviewed for inclusion in ED's budget for 2018/19.

Next Steps

Council to note the response and for ongoing management of the aforesaid.

Item: 9.1 Ref: AINT/2017/18657

Title: FOR DECISION: Review of CEO Delegations of Authority
Container: ARC17/2144
Author: Peter Wilson, Acting Program Leader Governance, Risk and Legal
Attachments: 1. Instrument of Delegation CEO

RECOMMENDATION:

- (a) That any previous delegation to the Chief Executive Officer be revoked.**
- (b) That Council delegate to the Chief Executive Officer, the “Instrument of Delegation CEO” attached.**
- (c) For the period 27 September 2017 and ongoing appoint one of the two Group Leaders to act as Chief Executive Officer if the Chief Executive Officer is sick or otherwise absent from work on leave, with such appointment to cease upon the return to work of the Chief Executive Officer or other resolution of the Council.**
- (d) That Council delegate to any person acting as Chief Executive Officer, pursuant to this resolution, all the functions, delegations and sub-delegations given to the Chief Executive Officer by the Council.**

Background:

This report presents the current Instrument of Delegation for the Chief Executive Officer for consideration by the new Council.

Key Issues and Risks

Council’s general power to delegate its functions is contained within Section 377 of the Act. For the new Council’s information, this section is reproduced hereunder:

377 General power of the Council to delegate

- (1) A council may, by resolution, delegate to the general manager or any other person or body (not including another employee of the council) any of the functions of the council under this or any other Act, other than the following:*
 - (a) the appointment of a general manager,*
 - (b) the making of a rate,*
 - (c) a determination under section 549 as to the levying of a rate,*
 - (d) the making of a charge,*
 - (e) the fixing of a fee,*
 - (f) the borrowing of money,*
 - (g) the voting of money for expenditure on its works, services or operations,*
 - (h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),*
 - (i) the acceptance of tenders to provide services currently provided by members of staff of the council,*
 - (j) the adoption of an operational plan under section 405,*
 - (k) the adoption of a financial statement included in an annual financial report,*
 - (l) a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,*

- (m) the fixing of an amount or rate for the carrying out by the council of work on private land,*
- (n) the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,*
- (o) the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the [Environmental Planning and Assessment Act 1979](#),*
- (p) the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,*
- (q) a decision under section 356 to contribute money or otherwise grant financial assistance to persons,*
- (r) a decision under section 234 to grant leave of absence to the holder of a civic office,*
- (s) the making of an application, or the giving of a notice, to the Governor or Minister,*
- (t) this power of delegation,*
- (u) any function under this or any other Act that is expressly required to be exercised by resolution of the council.*

(1A) Despite subsection (1), a council may delegate its functions relating to the granting of financial assistance if:

- (a) the financial assistance is part of a specified program, and*
- (b) the program is included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and*
- (c) the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and*
- (d) the program applies uniformly to all persons within the council's area or to a significant proportion of all the persons within the council's area.*

(2) A council may, by resolution, sub-delegate to the general manager or any other person or body (not including another employee of the council) any function delegated to the council by the Departmental Chief Executive except as provided by the instrument of delegation to the council.

The NSW Parliament in 2016 passed amendments to the Act by the proclamation of the Local Government Amendment (Governance and Planning) Act 2016. These reforms are known as the 'Phase One amendments' and have not all commenced. However the amendments in relation to the delegations for the acceptance of tenders for goods and services (refer to Section 377(1)(i) above) commenced on 23 September 2016.

The amendment to the delegations was the subject of extensive community and industry consultation and was proposed in order to facilitate the more efficient and effective delivery of services by Council and thus enabling the council to focus on strategic issues.

Currently, a tender process takes about 3 to 4 months to complete. The delegation of authority to the Chief Executive Officer to accept tenders up to \$500,000 has shortened the tender process by approximately 4-6 weeks. This then has a positive impact on the service providers and operational activities, by ensuring a more efficient and timely process, where appropriate.

Integrated Planning and Reporting Framework

Community Strategic Plan – Leadership for the Region

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

L2.2 – Council implements a business excellence program across its operations

L2.2.2 – Implement a Good Governance Framework

Stakeholder Engagement

Under the provisions of Section 380 of the Local Government Act 1993, Council is required to review its delegations of authority during the first 12 months of each term of office.

A Councillor workshop was held on 10 November 2017 to provide an overview of the delegations and their impact on service delivery.

Financial Implications

The administration and implementation of Council's delegations is the responsibility of the governance program utilising existing resources.

Next Steps

The Instrument of Delegation to be executed by the Mayor in accordance with the Council resolution. All tenders approved under delegation are to be reported to open Council quarterly.

Item:	9.2	Ref: AINT/2017/18399
Title:	FOR DECISION: Appointment of Councillors to Advisory and S355 Committees	Container: ARC16/0759
Author:	Peter Wilson, Acting Program Leader Governance, Risk and Legal	
Attachments:	Nil	

RECOMMENDATION:

- a) That a Councillor be appointed as the Chairperson to each of the following committees:
- Arts and Cultural Advisory Committee
 - Community Wellbeing Advisory Committee
 - Environmental Sustainability Advisory Committee
 - Floodplain Management Advisory Committee
 - Regional Growth Advisory Committee
 - Traffic Advisory Committee
 - Business Advisory Committee
 - Armidale Regional Sports Council (S355)
- b) That Councillors be appointed to each of the following committees:
- Armidale Regional Youth Advisory Committee (One Councillor)
 - Arts and Cultural Advisory Committee (One Councillor)
 - Audit Risk and Improvement Committee (Two Councillors)
 - Community Wellbeing Advisory Committee (Two Councillors)
 - Environmental Sustainability Advisory Committee (One Councillor)
 - Floodplain Management Advisory Committee (One Councillor)
 - Regional Growth Advisory Committee (Two Councillors)
 - Traffic Advisory Committee (One Councillor as an alternate)
 - Business Advisory Committee (One Councillor)
 - Gayinyaga Aboriginal Advisory Committee (One Councillor)
 - Armidale Regional Sports Council (One Councillor)
- c) That the current committee community representatives, as detailed in the report, be reappointed for the term of the council.
- d) That the Gayinyaga Aboriginal Advisory Committee be renamed the Armidale Region Gayinyaga Aboriginal Advisory Committee, and that a discussion paper be developed to enable consultation with the ATSIC people of Armidale, Guyra and Tingha, on the preferred governance and engagement model for the future.

Background:

This report seeks the adoption of a Committee Structure that is aligned to the Integrated Planning and Reporting Framework and has a strategic focus. The number of advisory/S355 committees and the level of councillor representation also provides an opportunity for councillors (excluding the Mayor) to take on a portfolio role.

Key Issues and Risks

Drivers that have influenced the structure include the need to rationalise the number of committees and a desire to broaden the scope of some committees to give them a more holistic and strategic focus.

Other influences are the strategic directions outlined in the NSW Making It Happen – Premiers and State Priorities, NSW Planning & Environment’s New England North West Regional Growth Plan approved in August 2017, Council’s Integrated Planning and Reporting (IPR) Framework and the new council’s Organisation Structure.

Good governance is central to ensuring that committees are effective and that they meet their responsibilities. The Terms of Reference clearly articulate their roles, responsibilities and strategic focus. The committees will be supported by staff to ensure agendas and minutes reflect their strategic scope and that the committee members are made aware of and understand their roles and responsibilities.

Overview of Advisory and S355 Committee Structure

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. The committees have no delegations from Council, meet quarterly or as required and are guided by Terms of Reference.

Local Management Committees can be established under section 355 of the NSW Local Government Act 1993 to perform certain functions on behalf of Council and involve local community members in the management of its facilities or functions. The delegations are set out in the specific Terms of Reference adopted by Council for the Committee.

As such, Council is responsible for everything that the Committee does while it is acting within its Terms of Reference. It is therefore important that the Committee only acts within the powers set out in its Terms of Reference and keeps Council advised of what it is doing.

The Table below lists the committees to which Council should appoint councillor representatives and where appropriate, appoint a councillor to be the Chair of that committee.

Integrated Planning and Reporting (IPR): <ul style="list-style-type: none">➤ Community Strategic Plan – Leadership for the Region➤ Organisation Structure – Organisational Services	
Audit Risk and Improvement Committee	
<p>To provide independent assurance and assistance to Council on risk management, control, governance, and external accountability responsibilities.</p> <p>The recent local government reforms now require all councils to appoint an Audit, Risk and Improvement Committee within 6 months of the next council election in September 2020. The name of the committee has therefore been slightly changed to align with the legislation, with the addition of the word ‘Improvement.’</p>	<ul style="list-style-type: none">• Independent Chairperson appointed by committee – Carolyn Cooper• Councillor appointment (2), excluding the Mayor• Community representatives - Ben Harris, Sebastian Hempel, Michael O'Connor and Kate Woodland-Smith• Established in accordance with Guidelines under Section 23A LGA

Integrated Planning and Reporting (IPR): ➤ Community Strategic Plan Themes – Growth, Prosperity and Economic Development ➤ Organisation Structure – Organisational Services	
Regional Growth Advisory Committee	
Provide Council with strategic guidance and/or recommendations in relation to its regional economic development	<ul style="list-style-type: none"> • Councillor Chairperson appointed by Council • Councillor appointment (2) • Community representatives - Aileen MacDonald (Guyra and District Chamber of Commerce), Nathan Axelsson (Regional Development Australia), Susan Cull (Armidale Business Chamber), Trevor Goldstone (University of New England), Peter Sniekers (NSW Department of Industry), Lynne Chapman, Glen Chapman, Bruce Chick, Alun Davies, Diane Gray, Greg Hannon (Locals 4 Locals), Maria Hitchcock, Jock Mitchell, Bob Ryan, Joe Townsend and NSW Farmers (vacant)
Business Advisory Committee	
Represents the interests of a wide cross section of businesses located in the Armidale region. Funds activities that promote business and economic benefits in the region. Advise and make recommendations for council's consideration.	<ul style="list-style-type: none"> • Councillor Chairperson appointed by Council • Councillor appointment (1) • Community representatives – Armidale Guyra Business Alliance (AGBA) comprising Armidale Business Chamber (2) - Susan Cull and Anthony Fox, Guyra and District Chamber of Commerce (2) & Armidale Locals 4 Locals (2)
Integrated Planning and Reporting (IPR): ➤ Community Strategic Plan – Our People and Community ➤ Organisation Structure – Service Delivery	
Armidale Regional Youth Advisory Committee	
Provides a forum for young people to have a say on community issues that affect them and to provide input into Council's youth policy development	<ul style="list-style-type: none"> • Independent Chairperson appointed by committee – Laura Murray • Councillor appointment (1) • Community representatives
Arts and Cultural Advisory Committee	
Purpose is to provide information and advice about current and emerging arts and culture related matters to Council for the purpose of decision-making and planning	<ul style="list-style-type: none"> • Councillor Chairperson appointed by Council • Councillor appointment (1) • Community representatives - Caroline Downer (Arts NW), Chris Halligan (Community), Susie Dunn (Community), Cherene Spendelove (Community Arts), Robert Heather (NERAM), Tess Cullen (Armidale Art Gallery), Dr Herman Beyersdorf (CAC), Les Davis (Saumarez), Andrew O'Connell (TAS Hoskins Centre), Peter Creamer (UNE), Fiona MacDonald (NEWC), Lorina Barker (Aboriginal Artist), David Henderson (Guyra), Anna Henderson (Guyra), Maurice Anker (ARPAC) and Tess Cullen (AAG)

Community Wellbeing Advisory Committee	
<p>Provide advice regarding health and wellbeing priorities and evidence based strategies and actions for the community, with a focus on vulnerable population groups.</p> <p>Identify and advise Council on current and emerging community safety and crime prevention concerns within the community.</p> <p>Advise Council on the access needs of people with physical disabilities and access issues.</p>	<ul style="list-style-type: none"> • Councillor Chairperson appointed by Council • Councillor appointment (2) • Community representatives – to include representatives of the diverse government agencies and local community groups and organisations including former Community Safety and Access Advisory Committees representatives.
Gayinyaga Aboriginal Advisory Committee	
<p>To provide a forum for Aboriginal and Torres Strait Islander (ATSIC) people who live/or work within the LGA with an opportunity to:</p> <ul style="list-style-type: none"> • Identify and discuss concerns affecting people from ATSIC backgrounds • Work to increase the community's awareness and respect for ATSIC culture and history • Develop recommendations for Council's consideration 	<ul style="list-style-type: none"> • Independent Chairperson appointed by committee – Veronica Walford • Councillor appointment (1) • Community representatives - members of the Aboriginal community who reside or work in the Armidale Regional Council Local Government Area, or who are recognised as members of the local community - Jeff Siegel (ANTaR), Lorna Hague (Elder), Dr Herman Beyersdorf (Community member), Catherine Faulkner (Community Member), Mary Munro (Elder & AMBS), Lisa Waters (Community Member), Hazel Vale (Murawin), Jill Ahoy (Community Member)
<p>Integrated Planning and Reporting (IPR):</p> <ul style="list-style-type: none"> ➤ Community Strategic Plan – Environment and Infrastructure ➤ Organisation Structure – Service Delivery 	
Environmental Sustainability Advisory Committee	
<p>Assist council in the formulation, prioritisation and implementation of strategies and initiatives to achieve sustainability as primarily set out in the Armidale Region Sustainability Greenprint</p>	<ul style="list-style-type: none"> • Councillor Chairperson appointed by Council • Councillor appointment (1) • Community representatives - Bruce Whan, David Carr, Enis Ruzdic, Herman Beyersdorf, Jo Leoni, Mahalath Halperin, Margaret O'Connor, Maria Hitchcock, Navjot Bhullar, Peter O'Donohue, Robyn Bartel and Sara Schmude.
Floodplain Risk Management Advisory Committee	
<p>Provide strategic advice to council on floodplain risk management issues, including the development and implementation of Floodplain Risk Management Plans</p>	<ul style="list-style-type: none"> • Councillor Chairperson appointed by Council • Councillors (1) • Community representatives (3), Local SES Controller (1), NSW Office of Environment and Heritage (1) and ARC Staff - Engineering, Planning and Environmental disciplines (2)

Traffic Advisory Committee	
<p>Technical review committee that is required to advise and make recommendations to the Council on traffic related matters referred to it by the Council or other authorities.</p>	<ul style="list-style-type: none"> • Councillor Chairperson appointed by Council • Councillors (1) as an alternate • Committee members comprise a representative of NSW Police, Snr Sgt Paul Caldwell, representatives of the Roads and Maritime Services (RMS), Stefan Wielebinski, Local State Member of Parliament (MP) or their nominee, Hans Hietbrink and Council staff representatives (2)
Armidale Regional Sports Council (\$355)	
<p>The Sports Council creates an overarching regional framework.</p> <p>The Sports Council provides small grants to local sporting stars to help cover the cost of participating at high level competitions. The program is open year round to residents of the Armidale Regional Council Local Government Area or sporting groups affiliated with the Sports Council. It also administers a regional Sporting Infrastructure Priority Funding Program</p>	<ul style="list-style-type: none"> • Councillor Chairperson appointed by Council • Councillors (1) • Representatives of Armidale (2) and Guyra (2) Sports Committees

Integrated Planning and Reporting Framework

Community Strategic Plan – Our People and Community

P1 – The community is engaged and has access to local representation

P1.2 – Elected representatives are supported to engage with their community and provided a forum to share feedback they receive

P1.2.1 – Establish a committee structure that is aligned with Council’s strategic direction

P1.5 – Go to people and make engagement accessible when seeking feedback on local issues

P1.5.1 – Establish and support Advisory Committees, working groups and community committees

Stakeholder Engagement

A Councillor workshop was held on 10 November 2017 to provide an overview of the committee structures, roles and member composition.

Financial Implications

The rationalisation of the committee structure will result in efficiency gains in the administration of the committees. The attendance by Councillors may incur expenses in accordance with the Councillors Expenses and Facilities Policy.

Next Steps

The Committees should function until the next Local Government Elections in September 2020. The Council reserves the right to review the committee composition or dissolve a committee at any time by a resolution of the Council.

Item: 9.3 **Ref:** AINT/2017/18658
Title: FOR DECISION: Draft Media Policy **Container:** ARC17/2331
Author: Peter Wilson, Acting Program Leader Governance, Risk and Legal
Attachments: 1. Draft Media Policy

RECOMMENDATION:

- (a) That the Draft Media Policy be endorsed.**
- (b) That the Draft Media Policy go on public exhibition for a period of not less than 28 days, from Friday 1 December 2017 to Monday 22 January 2018.**
- (c) That a further report be provided to the February 2018 Council meeting for consideration of any submissions received.**
- (d) That if no submissions are made within the submission period, then the Media Policy be adopted retrospectively.**
- (e) That it be acknowledged that the intent of the Media Policy is to be implemented immediately, in order to provide a strong statement of the new Council's commitment to media relations and that the Mayor and the CEO are the chief spokespersons for the Council.**

Background:

This report seeks Council's endorsement of the draft Media Policy in order to provide a strong statement of Council's commitment to working with the media in order to communicate accurate and timely information to the community. It also defines the rights and responsibilities of Council staff and elected representatives in dealing with the media.

For the purposes of this policy, media includes both traditional media outlets and social media platforms.

Key Issues and Risks

The draft Media Policy has been developed to ensure that comment made to the public through the media:

- Is consistent, well informed, timely and appropriate.
- Provides a coordinated, professional and consistent approach to media liaison.
- Clearly indicates Council's authorised spokespersons and defines the roles and responsibilities within the Council for working with the media.

The preparation and implementation of Council's Community Engagement Framework (Community Connect) will identify the methods that Council will use to engage with the relevant stakeholder groups in the community. Effective Councils need a combination of representative and participatory democracy and the methods of engagement will depend on the individual characteristics of our community, existing relationships with council and the time and resources available for the process.

Integrated Planning and Reporting Framework

Community Strategic Plan – Leadership for the Region

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

L2.2 – Council implements a business excellence program across its operations

L2.2.2 – Implement a Good Governance Framework

Stakeholder Engagement

Placing a draft policy on public exhibition is an important step in developing policy and engaging with the community and key stakeholders. It is also a statutory requirement that the draft Policy be publicly exhibited for not less than 28 days and that any submissions are considered by Council prior to the adoption of the Policy.

A Councillor workshop was held on 10 November 2017 to provide an overview of the policy and outline its links with the Local Government Act and the Model Code of Conduct.

The focus of this policy is on media and this no way inhibits Councillors important role in connecting and ongoing stakeholder engagement with the community on the regions strategic issues.

Financial Implications

There is no cost implications associated with the endorsement of the draft Policy.

Next Steps

The Policy will confirm Council's commitment to providing timely and accurate information to the community through positive working relationships with the media.

The Policy will be placed on public exhibition and a report will be submitted to the February Council meeting to consider any submissions received.

Item:	9.4	Ref: AINT/2017/18659
Title:	FOR DECISION: Draft Councillor and Staff Interaction Policy	Container: ARC17/2330
Author:	Peter Wilson, Acting Program Leader Governance, Risk and Legal	
Attachments:	1. Draft Councillor and Staff Interaction Policy	

RECOMMENDATION:

- (a) That the Draft Councillor and Staff Interaction Policy be endorsed.**
- (b) That the Draft Councillor and Staff Interaction Policy go on public exhibition for a period of not less than 28 days, from Friday 1 December 2017 to Monday 22 January 2018.**
- (c) That a further report be provided to the February 2018 Council meeting for consideration of any submissions received.**
- (d) That if no submissions are made within the submission period, then the Councillor and Staff Interaction Policy be adopted retrospectively.**
- (e) That it be acknowledged that the intent of the Councillor and Staff Interaction Policy is to be implemented immediately, in order to establish a good governance framework.**

Background:

The Draft Policy provides a framework for Councillors in exercising their civic duties by specifically addressing their ability to interact and receive advice from authorised staff. This Policy supports the provisions of the Code of Conduct and will form a central part of Council's Code of Conduct Framework.

Key Issues and Risks

The Local Government Act defines the roles and responsibilities of the Mayor and Councillors, and specifies that the General Manager is to direct staff in the performance of their duties. Interactions between Councillors and staff are necessary to facilitate well-informed decisions and the provision of Council services.

In accordance with Council's Code of Conduct, Councillors, Administrators and staff are expected to conduct their interactions with each other with respect, professionalism, objectivity, honesty and to a high standard of ethical behaviour. This Policy supplements the Code and nominates those Council staff that Councillors may access to exercise their civic leadership and represent the views of the community.

Integrated Planning and Reporting Framework

Community Strategic Plan – Leadership for the Region

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

L2.2 – Council implements a business excellence program across its operations

L2.2.2 – Implement a Good Governance Framework

Stakeholder Engagement

Placing a draft policy on public exhibition is an important step in developing policy and engaging with the community and key stakeholders. It is also a statutory requirement that the draft Policy be publicly exhibited for not less than 28 days and that any submissions are considered by Council prior to the adoption of the Policy.

A Councillor workshop was held on 10 November 2017 to provide an overview of the policy and outline its links with the Local Government Act and the Model Code of Conduct.

Financial Implications

There are no financial impacts associated with this report.

Next Steps

The Policy will be placed on public exhibition and a report will be submitted to the February Council meeting if any submissions are received.

Item: 9.5 **Ref:** AINT/2017/18408
Title: FOR DECISION: Quarterly Budget Review Statement First Quarter 2017-2018 **Container:** ARC17/1519
Author: Keith Lockyer, Service Leader Finance and Information Technology
Attachments: 1. Quarterly Budget Review Statement 2017-2018 First Quarter

RECOMMENDATION:

- i. That Council note the First Quarter Budget Review Statement and adjustments for the 2017-2018 financial year
- ii. That Council adopt the net increase in budget expense totalling \$ 136,106 as listed in the report

Background:

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

The Regulations require that a budget review statement must include or be accompanied by a report as to whether or not the Responsible Accounting Officer (RAO) believes the QBRs indicates that Council's financial position is satisfactory, having regard to the original estimate of income and expenditure. Detailed QBRs for September is attached. Council's projected QBRs result for the year ending June 2018 is deemed to be satisfactory as at September 2017.

FINANCIAL REPORT AS AT 30 SEPTEMBER 2017	GENERAL FUND TOTAL	WATER FUND TOTAL	SEWER FUND TOTAL
	(000)	(000)	(000)
OPERATING			
ORIGINAL Budgeted Operating Result	\$ 4,309	\$ (1,101)	\$ (701)
Q1 REVISED FORCAST Budget Operating Result	\$ 4,276	\$ (1,101)	\$ (701)
Net (Increase) /Decrease in Operating Deficit	\$ 34	\$ -	\$ -
CAPITAL			
ORIGINAL Budgeted Operating Result	\$ 28,530	\$ 2,836	\$ 2,332
Revised Forcast Capital Result	\$ 28,700	\$ 2,836	\$ 2,332
<u>Net (Increase) Decrease In Capital</u>	\$ (170)	\$ -	\$ -
NET CASH BUDGET DEFICIT (SURPLUS)	\$ 21,929	\$ (1,008)	\$ (56)

Key Issues and Risks

The 2016/17 financial statements have been completed but cash balances and updated depreciation has not been rolled forward into this review. This will form part of the 2nd quarter review once audit has been finalised.

Integrated Planning and Reporting Framework

Community Strategic Plan – Leadership for the Region

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

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

L2.1.1 – Monitor and review achievement of Financial Strategy

Stakeholder Engagement

Service Leaders have reported all known material variations to the Responsible Accounting Officer (RAO) during the period and ELT meet monthly to review the financial changes.

Financial Implications

The following adjustments are reflected in the budget to align with forecasted actual and seek Council approval.

Account	2017/2018 Original	2017/2018 Q1 Revised Forecast	Budget Adjust	Comments
	\$	\$	\$	
Rates - Ordinary	(17,199,232)	(17,313,232)	(114,000)	Increase in General Purpose Property Rates
Annual Charges	(3,388,405)	(3,948,299)	(559,894)	Increase in Domestic Waste Charges from expansion in collection area
Employee Salaries Wages and On-costs	14,450,867	15,090,867	640,000	Align with Work force plan
Operating Contributions	(2401351)	(2441351)	(40,000)	Resident contribution to Cluny Road Seal
Roads Capital Program	32383642	32593642	210,000	Addition for Cluny Road Seal
			136,106	
Funded by				
Change in Operating			(33,894)	Improved Operating Result
Transfer From s94 Reserve			170,000	Reduction in Cash Reserve
Net Change in Cash			136,106	

Next Steps

Adjustments to be posted to the Ledger.

FINANCIAL REPORT AS AT 30 SEPTEMBER 2017	GENERAL FUND TOTAL	WATER FUND TOTAL	SEWER FUND TOTAL
	(000)	(000)	(000)
OPERATING			
REVENUE			
ORIGINAL BUDGET	\$ (45,218)	\$ (9,744)	\$ (6,522)
BUDGET REVISED	\$ (45,892)	\$ (9,744)	\$ (6,522)
<u>BUDGET CHANGE</u>	\$ (674)	\$ -	\$ -
Salaries and Wages			
ORIGINAL BUDGET	\$ 15,088	\$ 1,101	\$ 982
BUDGET REVISED	\$ 15,558	\$ 1,101	\$ 982
<u>BUDGET CHANGE</u>	\$ 470	\$ -	\$ -
Employee Oncosts Recovery			
ORIGINAL BUDGET	\$ 1,793	\$ 579	\$ 423
BUDGET REVISED	\$ 1,963	\$ 579	\$ 423
<u>BUDGET CHANGE</u>	\$ 170	\$ -	\$ -
Fixed Costs			
ORIGINAL BUDGET	\$ 14,981	\$ 1,795	\$ 1,034
BUDGET REVISED	\$ 14,981	\$ 1,795	\$ 1,034
<u>BUDGET CHANGE</u>	\$ -	\$ -	\$ -
Variable Expenses			
ORIGINAL BUDGET	\$ 9,676	\$ 541	\$ 401
BUDGET REVISED	\$ 9,676	\$ 541	\$ 401
<u>BUDGET CHANGE</u>	\$ -	\$ -	\$ -
Internal Transactions			
ORIGINAL BUDGET	\$ (3,056)	\$ 1,884	\$ 1,294
BUDGET REVISED	\$ (3,056)	\$ 1,884	\$ 1,294
<u>BUDGET CHANGE</u>	\$ -	\$ -	\$ -
Depreciation Infrastructure Property Plant & Equipment			
ORIGINAL BUDGET	\$ 11,046	\$ 2,743	\$ 1,687
BUDGET REVISED	\$ 11,046	\$ 2,743	\$ 1,687
<u>BUDGET CHANGE</u>	\$ -	\$ -	\$ -
ORIGINAL Budgeted Operating Result	\$ 4,309	\$ (1,101)	\$ (701)
Q1 REVISED FORCAST Budget Operating Result	\$ 4,276	\$ (1,101)	\$ (701)
Net (Increase) /Decrease in Operating Deficit	\$ 34	\$ -	\$ -
CAPITAL			
CAPITAL INCOME			
ORIGINAL BUDGET	\$ (7,948.40)	\$ (200.00)	\$ -
BUDGET REVISED	\$ (7,988.40)	\$ (200.00)	\$ -
<u>BUDGET CHANGE</u>	\$ (40.00)	\$ -	\$ -
CAPITAL Infrastructure Property Plant & Equipment			
ORIGINAL BUDGET	\$ 34,303.22	\$ 2,874.00	\$ 2,332.00
BUDGET REVISED	\$ 34,513.22	\$ 2,874.00	\$ 2,332.00
<u>BUDGET CHANGE</u>	\$ 210.00	\$ -	\$ -
LONG-TERM DEBT REPAYMENT			
ORIGINAL BUDGET	\$ 2,174.72	\$ 161.53	\$ -
BUDGET REVISED	\$ 2,174.72	\$ 161.53	\$ -
<u>BUDGET CHANGE</u>	\$ -	\$ -	\$ -
ORIGINAL Budgeted Operating Result	\$ 28,530	\$ 2,836	\$ 2,332
Revised Forecast Capital Result	\$ 28,700	\$ 2,836	\$ 2,332
<u>Net (Increase) Decrease In Capital</u>	\$ (170)	\$ -	\$ -
NET BUDGET RESULT DEFICIT (SURPLUS)	\$ 21,929	\$ (1,008)	\$ (56)
CASH INCREASE (DECREASE)			
ORIGINAL BUDGET	\$ (21,793)	\$ 1,008	\$ 56
BUDGET REVISED	\$ (21,929)	\$ 1,008	\$ 56
<u>Q1 BUDGET CHANGE (NET DECREASE) INCREASE IN CASH</u>	\$ (136)	\$ -	\$ -
	\$ -	\$ -	\$ -

Item:	10.1	Ref: AINT/2017/18489
Title:	FOR INFORMATION: Armidale CBD Revitalisation – Central Mall Redevelopment	Container: ARC17/1716
Author:	Harold Ritch, Program Leader Economic Development	
Attachments:	<ol style="list-style-type: none">1. Stronger Country Communities Fund Application2. Stronger Country Communities Fund Application - Budget3. Stronger Country Communities Fund Application - Community Consultation4. Stronger Country Communities Fund Application - Supporting Information	

RECOMMENDATION:

That Council notes the status of this significant community project and the proposed approach to community consultation.

Background:

Beardy Street has been the heart of Armidale commerce since the mid 1800's. In 1972 approval was granted for the closure of Beardy Street, from Dangar to Faulkner Streets. The mall, the second ever built in Australia, opened for Christmas trading in 1973. The mall was significantly re-developed in 1988 as a Bicentennial project. The Mall precinct stretches over three blocks and with the opening of the Centro and Armidale Plaza Shopping centre and the increase in online shopping, there has been a significant shift away from shopping in the Mall, in particular the East Mall.

The decline in Armidale's CBD has long been of concern to residents. In 2012 Council developed the Armidale City Centre Marketing Plan as a step to revitalising the city's once thriving retail heart. The implementation of Wi-Fi, boutique shopping television campaigns and events in the Central Mall were positive outcomes. In 2015 council commenced the drafting of a Mall Vibrancy Plan. This was further developed and following community consultation the Armidale City Mall Vibrancy Plan 2017-2021 was adopted by Council. This Plan identified a range of initiatives which formed the scope of works for what is the Armidale CBD Revitalisation Project. The Mall Vibrancy Plan is supported by a total budget of \$558,000 over four years (half of which is Council contribution and the other half State Government funded).

An urban design consultant (King and Campbell) was selected through a tender process to perform a review of the CBD/Mall precinct to determine how to best implement elements of the mall vibrancy plan. An outcome of this review was the preparation of a vision and concept for the CBD/Mall precinct. The concept developed was used to support Council's recent application for the *Stronger Country Communities Fund* from which Council seeks to secure \$3.3M in State Government funding toward a total estimated project cost of \$4.7M, for the significant Central Mall redevelopment Project which is the first stage toward activating and revitalising Armidale's 'heart'.

The proposed redevelopment of the CBD/Mall precinct will showcase a modern urban design transforming the area into an effective pedestrian plaza linking commerce, retail, entertainment and events. The streetscape upgrade will include unique pedestrian and vehicle shared spaces, smart lighting, enhanced security, modern stage, including power, lighting and sound to revitalise the community's experience. Future phases of the CBD/Mall Precinct redevelopment will address the East and West Mall precincts and provide a modern, seamless and connected urban development along Beardy Street from Marsh Street through to Jessie Street.

Key Issues and Risks

The revitalisation of the CBD/Mall Precinct is central to attracting overnight and day visitors to Armidale, not to mention the quality of life benefits for our local community that such a project would provide.

There are risks in not securing funding and not being able to fulfil the outcomes of the Mall Vibrancy Plan but the current grant environment suggests 2017 to 2019 is a once in a generation opportunity to bring this vision to reality. It is not often that this level of funding is available for projects such as this. This needs to be balanced against affordability and hence maximising external funding is a priority for Council.

Integrated Planning and Reporting Framework

Community Strategic Plan – Growth, Prosperity and Economic Development

G3.4 – Implement the Armidale Mall Vibrancy Plan

G3.6 – Provide Central Business District (CBD) infrastructure that supports a more vibrant and varied offering of shopping experiences for tourists

G3.6.1 – Develop and implement CBD revitalisation programs for Armidale and Guyra

Stakeholder Engagement

Councillors have been provided with an update on the Armidale CBD Revitalisation project at workshops on the 11 October and 10 November 2017.

Community engagement is a critical component of both grant funding conditions and of Council's desire to redevelop and revitalise the CBD. A Community Engagement Strategy was adopted and the community has had the opportunity through websites, social media, surveys, presentations to local member organisations and pop-up stalls to voice their views on the projects council should concentrate on. The Mall redevelopment has been identified as a high priority initiative by the Armidale Community.

Council is committed to continuing a consultation and engagement process and is planning to showcase major projects and the focus of council's infrastructure programs in a pop-up stall in the Mall (*The Community Connect Engagement Centre*). This site will be utilised to inform the community about the Mall Development and to secure the community's views, feedback, and submissions. Targeted engagement will also take place with the Mall traders and property owners as well as the regional Business Chambers and other key stakeholders.

Financial Implications

The Central Mall Redevelopment Project is clearly subject to the success of grant applications. Council officers are examining a range of funding options, including Federal funding to fund the \$1.0-\$2.0 million remaining project budget. Council has recently prepared a Land Portfolio Strategy and it is anticipated that some of the proceeds from the divestment of Council owned properties and land (identified as surplus to needs) could help to fund projects including the Mall Redevelopment Project.

In addition a more detailed project budget is being undertaken to ensure there is better certainty of project costs.

Next Steps

1. To continue to advocate to ensure the \$3.3 million State funding is secured under the Stronger Country Communities Fund
2. To seek additional funding from the Federal Building Better Regions Fund and other possible sources
3. To undertake extensive community consultation on the mall revitalisation concept to ensure it meets community expectations and has community ownership
4. To seek budget approval from Council for necessary internal funding once additional funding sources have been further explored and a better cost estimate of the project has been undertaken.

Item:	11.1	Ref: AINT/2017/18500
Title:	FOR DECISION: Adoption of Roads Management Strategic Plan	Container: ARC16/0126
Author:	Rob Shaw, Service Leader Roads and Parks	
Attachments:	1. Road Management Strategic Plan 2. RMSP Community Engagement Plan 3. RMSP Community Engagement Summary Report 4. Road User Group Minutes 16 August 2017	

RECOMMENDATION:

- a) That Council adopt the Roads Management Strategic Plan, including the levels of service outlined in the report, which have been supported by community feedback.
- b) That the levels of service outlined in the report, be adopted for future Operational Plans and for the setting of future annual budgets for Roads and Drainage.

Background:

In February 2017, Council adopted an agreed Level Of Service (LOS) for the maintenance of unsealed roads, following a period of community engagement.

At that time, it was acknowledged that the unsealed roads LOS was just the first part of an overall road management strategy being developed as a result of the merger, and that levels of service for a full range of road management functions including sealed roads would be presented to Council for adoption after a period of community engagement.

Report:

The Road Strategy is a post-merge initiative, developed for the purpose of better planning and programming of road works and better use of resources across the new merged Council area.

The expected outcomes are:-

- A planned strategic approach to road maintenance and repairs, instead of reacting to complaints.
- Methods of work that are consistent across the new merged Council area.
- Adopting levels of service will allow staff to prepare annual budgets consistently and accurately, based on planned activities.

The attached report "ROAD MANAGEMENT STRATEGIC PLAN" is in seven parts:-

1. Section A: Sealed roads maintenance (*operational expenditure**)
2. Section B: Sealed roads resealing (*capital**)
3. Section C: Sealed roads pavement rehabilitation (*capital**)
4. Section D: Unsealed roads maintenance (previously adopted) (*operational**)
5. Section E: Unsealed roads gravel resheeting (*capital**)
6. Section F: Unsealed roads bitumen sealing (*capital**)
7. Section G: Grids on local roads (new section)

* *Operational expenditure is the cost of carrying out the maintenance activities necessary to retain assets in as near as practicable to their original condition (e.g. bitumen patching of potholes, unsealed road grading, and drain cleaning).*

*Capital expenditure is the cost of carrying out renewal and upgrade works where **renewals** are the activities which return the service capability of an asset back to that which it had originally (e.g. resealing, gravel resheeting, rehabilitation work to replace aging pavements) and **upgrades** are works which enable an asset to provide a higher level of service (e.g. widening a road or sealing an existing unsealed road).*

SECTION A – Sealed roads maintenance

Sealed roads maintenance includes maintenance and repair of sealed roads (includes pothole patching) for both urban and rural roads, street sweeping and cleaning, and street lighting.

Three different levels of service are described and costed in the report, and community feedback supported the medium option LOS 2, which cost \$2,222,000 in 2017/18.

SECTION B – Sealed Roads resealing

Resealing is classified as a capital expense, but in a practical sense it is really a maintenance treatment essential for the protection of the underlying road pavement and the wearing surface of the sealed road. Bitumen deteriorates with time and traffic, and a sealed road needs to be resealed at regular intervals (generally on average every 10 to 12 years).

The Australian Roads Research Board (ARRB) recommends resealing of bitumen roads at cycles of 10 to 12 years on average, in order to maximise the life of the wearing surface of a local road.

Five different levels of service are described and costed based on resealing cycle times ranging from reseals every eight (8) years LOS 1) to eighteen (18) years (LOS 5).

In 2017/18, Armidale Regional Council adopted LOS 4 for reseals on an average cycle of 15 years, at a cost of \$1,560,000. But for future years an **average resealing cycle of 12 years on average for all local roads is recommended** by ARRB and based on feedback from the community.

SECTION C – Sealed roads pavement rehabilitation

Pavement rehabilitation refers to the reconstruction or renewal of an existing sealed road pavement. Rehabilitation generally refers to strengthening of the existing pavement after the road has reached the end of its useful life or has become damaged over time by traffic or moisture.

Pavement rehabilitation is a capital expense, but is influenced by the level of operational road maintenance carried out. For this reason it is logical to include rehabilitation in the overall road management strategy. However, the actual amounts of funding for pavement rehabilitation of sealed roads vary significantly from one year to the next and are determined by asset renewal processes and grant funding opportunities rather than levels of service.

Community feedback indicated support for maintenance of the existing road network before Council considers extending its network with new sealed roads. Therefore levels of service are not proposed for pavement rehabilitation in this plan.

SECTION D – Unsealed roads maintenance

After extensive community engagement in 2016, Council adopted LOS 3 for unsealed roads maintenance which cost \$2,503,861 in 2017/18.

LOS 3 means grading of B roads twice a year, C and D roads once a year, and all bus routes twice

a year, on average.

SECTION E – Unsealed roads gravel resheeting

Gravel resheeting involves the replacement of lost gravel on a cyclical basis.

Four different levels of service are described and costed, based on resheeting cycle times.

Community feedback indicated support for LOS3 – i.e. resheeting of B roads every 20 years, C roads every 22 years and D roads every 25 years on average.

The cost of LOS 3 in 2017/18 was \$1,320,924.

SECTION F – Unsealed roads – priorities for bitumen sealing

Council receives regular requests from the community to extend the sealed road network, by bitumen sealing of existing unsealed roads.

As part of the Road Management Strategic Plan, a priority list was developed for the sealing of roads, based on criteria such as:-

- Actual road usage (i.e. traffic volumes, heavy vehicle content, and school buses)
- Connectivity for communities
- Pavement conditions
- Road geometry
- Economics and
- Road safety.

Firstly a list of candidate road sections was developed from previous requests for road sealing, and unsealed roads with disproportionately high maintenance costs. Approximately fifty (50) unsealed road sections made it onto this list of candidate projects.

The list of roads was analysed according to the above criteria, and ranked in priority order.

The above methodology was endorsed by the community feedback received and a copy of the priority list is included at Section F6 in the Roads Management Strategic Plan.

It is proposed that the priority list will be used for forward planning when funding is available for the upgrade of unsealed roads.

SECTION G – Cattle Grids on local roads

During the community engagement period, it was pointed out by several Council outdoor staff that we have an inconsistent approach to the maintenance of cattle grids on local roads.

In the former Guyra Shire Council, the property owner was responsible for maintenance of the grid and associated signs plus maintenance of the road for a distance of 20 metres on both sides of the grid. But in the former Armidale Dumaresq Council, the owner was required to pay for the installation of a grid, but Armidale Dumaresq Council was responsible for maintenance of the road and the grid. Where grids were found to be no longer required, they were removed from the road by Council, and in some cases given to the landowner if he or she wanted to reuse them on their own land.

Grids are tolerated by Council for the land owner's benefit as an alternative to the cost of constructing boundary fences. It is preferred that the roads be fenced.

Many of the grids on local roads within Armidale Regional Council area are in poor condition and when not properly maintained they can present a risk to public safety.

It is proposed that the land owner be responsible for maintenance of the grid and associated fencing and signs, but that Council be responsible for maintenance of the road right up to the grid. It is also recommended that an audit of grids be conducted, and that letters be written to landowners asking if they still require the grid, and if so asking them to commit to being responsible for its maintenance. Then a programme can be developed to progressively remove grids that are no longer required.

Community feedback on this proposal will be sought then a draft policy on the management of cattle grids will be submitted to Council for consideration via a future separate report.

Key Issues and Risks

The Strategic Plan will promote better planning of road maintenance activities, and allow for a strategic approach to annual budgeting of operational works.

Integrated Planning and Reporting Framework

Community Strategic Plan – Environment and Infrastructure

E3 – The community is provided with the essential and resilient infrastructure it requires for daily life, and has access to a prioritised schedule of infrastructure works

E3.1 – Regular review of Asset Management Plans to ensure that prioritisation of resources are allocated in the most effective and efficient manner

E3.1.1 – Review the Annual Roads Management Strategic Plan

E3.1.2 – Develop an Annual Works Program

Stakeholder Engagement

The Road Management Strategic Plan has been developed with the input and cooperation of key staff in the road maintenance area, and was distributed for public comment and engagement in accordance with the attached community engagement plan.

The community was engaged by distribution of the draft report via Council's web site, and by direct engagement through Council's Local Area Committees (LACs).

No formal responses to the Roads Strategy were received on Council's web site, possibly due to the complexity of the subject matter.

However, during the exhibition period, representatives from eleven (11) LACs were invited to attend a Road Users Group meeting at Armidale, in order to thrash out the issues in the Roads Strategy, and advise Council staff on the levels of service for the management of Council's road network that the rural community believes is reasonable and sustainable for the future.

The meeting was very successful, with representatives attending from Ben Lomond, Boorolong, Ebor, Guyra, Hillgrove, Lower Creek, Tingha, Wards Mistake and Wollomombi. Apologies were received from Black Mountain and Wongwibinda LACs.

Feedback from the Road Users Group meeting was very positive, with the consensus being:

- Support for the levels of service recommended above
- Good to see that Council staff are now planning their work in advance

- Road maintenance methods have improved but more efficiencies are possible
- General support for the initiatives outlined in the Roads Strategy

Feedback was also received from existing Council outdoor staff that have started to use the Roads Strategy. This resulted in the inclusion of a new Section G – Cattle Grids on local roads.

Further community feedback on grids will be sought by consultation with the Road Users Group, and then a draft policy document will be prepared for Council's consideration via a future separate report on the management of cattle grids on local roads.

The Roads Strategy will also form the basis of Council's broader discussion with the community on service levels as part of its Community Connect program.

Financial Implications

Council's current budget for 2017/18 already accommodates the recommended levels of service outlined in the Roads Management Strategic Plan. The Roads Strategy will form the basis of developing the 2018/19 capital and operating budgets. There may need to be some reprioritisation in the event that there are financial constraints.

Next Steps

The budget for 2018/19 and following years will be calculated according to the adopted levels of service.

Item:	11.2	Ref: AINT/2017/17947
Title:	FOR DECISION: Planning Proposal for Draft Amendment No 9 to Armidale Dumaresq LEP 2012	Container: A15/6879
Author:	Kathy Martin, Acting Program Leader Environment and Sustainability	
Attachments:	1. Summary LEP amendment procedure 2. Planning Proposal No 9 - November 2017	

RECOMMENDATION:

- a) **That Planning Proposal No.9 to amend Armidale Dumaresq Local Environmental Plan 2012, which applies to Part Lot 1 and Lot 2 DP 1196697, Part Lot 1 and Part Lot 2 DP 1198787 and Part Lot 19 DP 817347, 33-125 Saumarez Road and 10541 New England Highway, Armidale, and proposes to:**
- **Rezone parts of the land to B7 Business Park, SP2 Infrastructure (Air Transport Facility) or IN2 Light Industrial,**
 - **Alter the lot size standard so that 1,000 square metres applies to land to be zoned IN2 Light Industrial and no standard applies to land to be zoned B7 Business Park or SP2 Infrastructure (Air Transport Facility), and**
 - **Permit additional permitted uses as follows:**
 - **Hotel or motel accommodation on part of the land to be zoned B7 Business Park**
 - **Information and education facilities on part of Lot 2 DP 1198787,**
- be forwarded to the Department of Planning and Environment with a request for a Gateway Determination, in accordance with section 56 of the *Environmental Planning and Assessment Act 1979*.**
- b) **That a further report be provided to Council following public exhibition of Planning Proposal No. 9 to amend Armidale Dumaresq Local Environmental Plan 2012.**

Background:

A local environmental plan (LEP) is a legal document comprising a written document and a series of maps showing zonings, minimum lot size standards for development, heritage items, additional permitted uses, buffers and the like. Preparing an LEP or an amending LEP must be in accordance with the *Environmental Planning and Assessment Act 1979* (EPA Act). A summary of the process for amending an LEP is included in Attachment 1. The first step involves preparing a Planning Proposal for council's consideration for endorsement. A Planning Proposal explains the intended effect of a proposed LEP amendment and sets out the justification for making the plan. When council has endorsed the Planning Proposal it is sent to the Department of Planning and Environment (DP&E) with a request for a Gateway Determination. The Gateway Determination specifies whether the Planning Proposal may proceed, the requirement for any specialist studies, the public authorities to be consulted and the community consultation to be undertaken.

Planning Proposal No 9 intends to amend Armidale Dumaresq LEP 2012 (ADLEP 2012). A copy of the Planning Proposal is included in Attachment 2. The Proposal applies to part of council's land at 10541 New England Highway and 33-125 Saumarez Road, which is located on the southern end of Armidale Regional Airport and adjoining land to the south. The subject land is part of a precinct

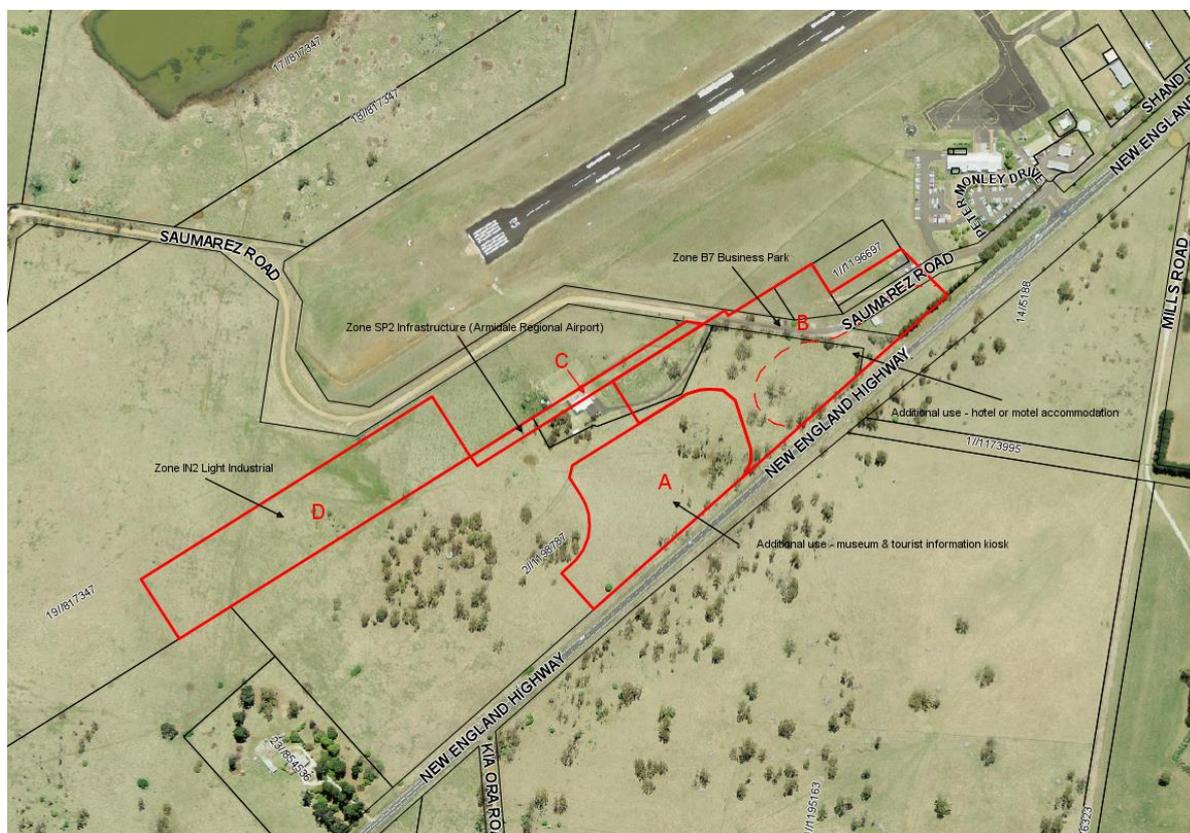
that council's *Airport Regional Airport Master Plan* (December 2016) identified for future light industrial, business park and aviation related enterprises as well as a transport museum, information kiosk and hotel or motel accommodation to serve tourists and the travelling public.

A development application (DA-46-2017) for a 72 lot subdivision of the precinct, which is based largely on the Airport Master Plan, was granted consent by the Northern Joint Regional Planning Panel on 17 October 2017. While the approved subdivision lot layout complies with the planning controls in ADLEP 2012, not all of the proposed future land uses as shown on the subdivision plan are currently permitted. At present land within the precinct may be developed for light industrial enterprises or airport related facilities and services. However, the approved subdivision plan also identifies lots proposed to be used for purposes that are currently not permitted including business park developments, a hotel, and a car museum. The subdivision plan also shows reconfiguration of some of the land within the precinct where light industrial and airport related developments will be permitted. The purpose of the Planning Proposal is to amend ADLEP 2012 to facilitate future development of the precinct consistent with the proposed uses shown on the approved subdivision in DA-46-2017.

The Planning Proposal outlines the proposed amendments to ADLEP 2012 which includes changes to Schedule 1 Additional Permitted Uses in the LEP document as well as the LEP's Land Zoning, Lot Size and Additional Permitted Uses maps.

Land within the precinct that is subject of the Planning Proposal comprises four areas, identified as Areas A, B, C and D in the proposal. The location of the four areas and the proposed changes to the land use controls for each area are described and shown in *Diagram 1*.

Diagram 1. Land subject of Planning Proposal – proposed changes



All land subject of the Planning Proposal is owned by council and classified as Operational land under the *Local Government Act 1993* (LG Act), except for a crown public road located in Area B. Control of the road was formally transferred to council upon publication in the NSW Government Gazette on 11 August 2017. Since the transfer, council has commenced procedures to close the road and classify the land as Operational under the LG Act. Where land is classified as Operational, council may sell, exchange or otherwise dispose of the land.

Key Issues and Risks

Strategic planning framework

The Planning Proposal is considered to be consistent with most of the recommendations and actions in the following strategies and plans. Where there are inconsistencies they are considered to be of minor significance or justified for the reasons and explanations provided in relevant sections of the Proposal:

- Armidale Regional Airport Master Plan (Armidale Regional Council December 2016)
- New England North West Regional Plan 2036 (Department of Planning and Environment, 2017)
- New England Development Strategy (WorleyParsons, 2010)
- Armidale Industrial Land Study (AECgroup, 2013).

State policies and Ministerial directions

The Planning Proposal considers whether the proposal is consistent with relevant State Environmental Planning Policies (SEPPs) and directions issued by the Minister for Planning under section 117 of the EPA Act regarding the content of LEPs. The Planning Proposal is considered to be consistent with most of the SEPPs and s117 directions and where it is not, the proposal recommends actions to ensure compliance. These actions include consulting with relevant public authorities and preparing specialist studies, subject to a Gateway Determination.

Biodiversity

Biodiversity assessments have been undertaken for Areas A, that part of Area B south of Saumarez Road and Area C. The Planning Proposal indicates that land adjoining the precinct to the south-west will be dedicated as a biodiversity offset area to compensate for the loss of two endangered ecological communities when the precinct is developed. The offset area, which is owned by council, will be established through a Vegetation Management Plan and may involve a future environmental protection zoning over the offset land. The biodiversity assessment did not include Area D or that part of Area B north of Saumarez Road. That part of Area B north of Saumarez Road has been heavily modified with much of it developed for airport related purposes such as carparking and a car hire business. However, Area D has not been modified significantly, being covered in grasses with a few native trees and mainly used for grazing. The Planning Proposal recommends that a biodiversity assessment of Area D be carried out, subject to a Gateway Determination.

Other environmental effects

The land subject of the Planning Proposal is not identified as bush fire prone land on council's bushfire prone land map certified by the Commissioner of the NSW Rural Fire Service.

Part of Area D was previously used as an orchard which is listed as a potentially contaminating land use under the *Managing Contaminated Land Planning Guidelines* (DUAP, 1998). The Planning Proposal rezones Area D from SP2 Infrastructure (Air Transport Facility) to IN2 Light Industrial. While changes of use associated with the rezoning would be similar, for example industrial type developments, the recently gazetted *SEPP Education Establishments and Child*

Care facilities 2017 permits TAFE establishments in the IN2 zone. The *Managing Contaminated Land Planning Guidelines* advises that educational establishments are a type of use where there is a greater risk to human health. Under the circumstances, the Planning Proposal recommends that further investigations be carried out for that part of Area D previously used as an orchard in accordance with the Guidelines.

The Planning Proposal considers the effects of the proposal on the ongoing operation of Armidale Regional Airport. ADLEP 2012 already includes provisions relating to height restrictions through the Obstacle Limitation Surface Plan for the airport, location of noise sensitive developments and matters for consideration for development within the Airport buffer. In addition, the Commercial and Industrial (New Buildings and Additions) Code for complying development under the *SEPP Exempt and Complying Development Codes 2008* does not apply to land within the Airport buffer. Consequently, new commercial and industrial building and additions in the airport precinct will require a development application that addresses the provisions in ADLEP 2012 relating to the safe and ongoing operation of the airport.

Aboriginal cultural heritage

An Aboriginal cultural heritage assessment was carried out for Areas A, that part of Area B south of Saumarez Road and Area C. The assessment concluded that there is no evidence remaining on the land of any sites or artefacts of significance to the Anaiwan (Nganyaywana) people of the Northern Tablelands of the New England Area or to the Gumbaynggirr Nation. The Aboriginal cultural heritage assessment did not include Area D or that part of Area B north of Saumarez Road. The part of Area B north of Saumarez Road has been heavily modified with much of it developed for airport related purposes such as carparking and a car hire business. However, Area D has not been modified significantly and the Planning Proposal recommends that an Aboriginal cultural heritage assessment of Area D be carried out, subject to a Gateway Determination.

European heritage

There are no heritage items on the land subject of the Planning Proposal. The nearest heritage item is Saumarez Homestead at 230 Saumarez Road, which is listed on the State Heritage Register. The entrance to Saumarez and the homestead are located approximately 1 km and 1.5km respectively, west of Area D. The Planning Proposal is not expected to have an adverse visual impact on Saumarez homestead, particularly given the topography with the homestead being located at a lower elevation of approximately 30m than the airport precinct. Development of the precinct includes a new access to Saumarez homestead via a proposed roundabout on the New England Highway that will initially pass through Areas A and B. Areas A and B will create a gateway to the precinct and the proposed uses in these areas are not considered likely to detract from the visual amenity of the access to the homestead.

Economic and social effects

The Planning Proposal will enable implementation of the *Armidale Regional Airport Master Plan* (2016) which outlines the opportunities provided by the airport and its precinct to drive economic growth.

Infrastructure for proposed development of land subject of the Planning Proposal comprises a reticulated water supply and sewerage system, drainage, power, telecommunications (NBN) and a new roundabout on the New England highway. This infrastructure has been or is capable of being provided to serve future development of the land.

Local plan making delegations

At the time a Gateway Determination is issued by the Department of Planning and Environment council is advised if it is authorised to use its delegations and exercise the Minister's functions under section 59 of the EPA Act to make the amendment to the LEP following the community consultation period. The local plan making functions under section 59 include:

- following completion of community consultation, deciding:
 - to make an LEP amendment (with or without variation of the Planning Proposal), or
 - not to make the proposed LEP amendment.
- making arrangements for the drafting of an LEP amendment to give effect to the final Planning Proposal.

The types of proposed LEP amendments that are routinely delegated to councils to make are listed in *A Guide to Preparing Local Environmental Plans* (NSW Department of Planning and Environment, August 2016). Planning Proposal No 9 is not a type of LEP amendment listed in the Guide. However, the Gateway may determine the matter is of local planning significance and authorise council to use its delegations. If this is the case, council will be advised when the Gateway Determination is issued.

Integrated Planning and Reporting Framework

Under the Growth, Prosperity and Economic Development theme in Council's *Community Strategic Plan 2017-2027*, the Planning Proposal will contribute to the following outcomes:

- G1 – the community experiences the benefits of an increasing population
- G2 – the agricultural sector is supported as one of the pillars of growth and to sustain local and national food security
- G3 – the visitor economy generates additional revenue and employment to boost the local economy and creates opportunities for more vibrant cultural activities
- G4 – economic development is supported through new initiatives, innovation and additional resources to assist growth of business and industry.

Stakeholder Engagement

Preparation of the Planning Proposal has entailed consulting with relevant staff within council. Council has also consulted with the Office of Environment and Heritage regarding biodiversity matters.

Consultations with public authorities and the community will be carried out in accordance with the requirements of the Gateway Determination. The Planning Proposal recommends that the Commonwealth Department responsible for aerodromes, NSW Roads and Maritime Services and the Office of Environment and Heritage be consulted, subject to the Gateway Determination.

Financial Implications

The Planning Proposal recommends that a biodiversity assessment, Aboriginal cultural heritage assessment and contamination investigation be carried out for Area D, subject to the Gateway Determination. Should specialist studies be required by the Gateway the proponent, being council, will be responsible for preparing the studies.

The Planning Proposal indicates that the cost of providing the new roundabout on the New England Highway and biodiversity offsets on council's land south-west of the airport precinct

may be shared with the proponent for Planning Proposal No 7 through a Voluntary Planning Agreement. Planning Proposal No 7 applies to 10558 New England Highway and 19 Kia-Ora Road, Armidale, which is located opposite council's airport precinct. Planning Proposal No 7 seeks to rezone the land from RU4 Primary Production Small Lots to IN2 Light Industrial and to alter the lot size standard to allow for future light industrial subdivision and development. Planning Proposal No 7 has received a Gateway Determination and it is proposed to exhibit the proposal with a draft Voluntary Planning Agreement.

Next Steps

Following council's endorsement of the Planning Proposal, the proposal will be sent to the Department of Planning and Environment with a request for a Gateway Determination. The Gateway Determination will specify whether the Planning Proposal can proceed, any specialist studies that may be required, the public authorities to be consulted, community consultation requirements and the timeframe for completing the Planning Proposal and the LEP amendment. The DP&E will also advise whether council can use its local plan making delegations after completion of the community consultation period.

Item: 11.3 **Ref:** AINT/2017/18229
Title: FOR DECISION: Request to waive fees associated with development of land for purpose of a restaurant - 110 Beardy Street, Armidale (Lot 1 in DP1009134) **Container:** P/502-2
Author: Linda Graham, Town Planner
Attachments: 1. Appendix 1: Letter from Sonny Pty Ltd

RECOMMENDATION:

(a) That the request to waive fees associated with the development of 110 Beardy Street, Armidale (Lot 1 in DP1009134) be refused.

(b) That the applicant, Sonny Pty Ltd, be notified of the determination in writing.

Background:

Council received a letter on the 7 July 2017, from Sonny Pty Ltd, asking for the waiver of application fees in relation to developing land at 110 Beardy Street, Armidale for the purpose of a restaurant. Sonny Pty Ltd is the owner of the subject site. At the time the letter was received, Council was assessing DA-93-2017 which sought approval for the use and development of the subject site for the purpose of a restaurant. Development consent was granted on the 10 August 2017 subject to conditions. Now that planning approval has been granted, the next step would be for the applicant to apply for a Construction Certificate (to cover proposed physical works) and a Plumbing Permit (to cover new plumbing fixtures). The physical works associated with the project primarily concern the construction of an accessible, ground floor bathroom.

The applicant is requesting a refund of fees paid in relation to DA-93-2017 and the waiving of future fees associated with a Construction Certificate and Plumbing Permit. Application fees paid in respect of DA-93-2017 totalled \$245.00. This amount was paid by the applicant in full. At the time of writing this report Council has not received applications for the issue of a Construction Certificate and/or Plumbing Permit. The fees associated with these applications are expected to total:

- Construction Certificate: \$1715.00 (approximate figure and variable based upon number of required inspections during construction).
- Plumbing Permit: \$220.00 (variable based upon number of required inspections during construction).

In asking for a waiver of fees, the applicant has cited additional costs associated with the provision of an accessible bathroom for restaurant customers at ground level. The applicant has indicated that the provision of improved bathroom facilities will exacerbate existing financial difficulties and that the potential waiving of fees will determine whether the project goes ahead or not.

Fees associated with development are generally not waived, the reasons being:

- In some instances, fees are collected on a statutory basis and are required to be paid (in part) to the NSW State Government;
- The collection of fees covers the cost of providing development services to the public; and
- In the deregulated certification environment, Council cannot purposely subsidise fees so as to undermine private certifiers.

For the reasons given above, it is not the general practice of Council to waive development fees associated with a particular project. While there is empathy for the financial situation of the applicant, a decision to waive fees could invite similar requests from other applicants for the same reasons.

Key Issues and Risks

Reduced grounds to refuse similar requests directed to Council should Council resolve to waive fees associated with the development of 110 Beardy Street, Armidale.

Integrated Planning and Reporting Framework

Under the “Leadership of the Region” theme in *Council’s Community Strategic Plan 2017-2027*, the request to waive fees associated with developments will affect the financial sustainability of Council as applicants are required to pay fees in accordance with the fees and charges. Should Council choose to waive these fees the General fund will be required to offset this loss.

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

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

L2.1.1 – Monitor and review achievement of Financial Strategy

L2.1.2 – Undertake service reviews across targeted areas of business operations

L2.1.3 – Develop effective financial management systems

Stakeholder Engagement

Not applicable.

Financial Implications

Lost revenue associated with a decision to waive fees.

Next Steps

That Council resolve to refuse the request to waive application fees associated with the development of 110 Beardy Street, Armidale (as it relates to DA-93-2017).

Item: 11.4 **Ref:** AINT/2017/18615
Title: FOR DECISION: Request for refund of fees associated with the development of 1 West Avenue, Armidale (Lot 25 in DP700241)
Container: P/4661-1
Author: Linda Graham, Town Planner
Attachments: 1. Letter from Armidale Montessori Preschool Inc.

RECOMMENDATION:

- (a) That the request to refund fees associated with the development of 1 West Avenue, Armidale (Lot 25 in DP700241) be refused.**
- (b) That the applicant, Armidale Montessori Preschool Inc., be notified of the determination in writing.**

Background:

Council received a letter on the 25 October 2017, from Armidale Montessori Preschool Inc., asking for the refund of application fees paid in relation to developing land at 1 West Avenue, Armidale for the continued use of the land as a preschool. Armidale Montessori Preschool Inc. is the owner of the subject site. At the time the letter was received, Council was assessing DA-146-2017 and CCB-55-2017, seeking approval for the construction of a deck. Development consent was granted on the 30 October 2017 and a Construction Certificate was issued on the 8 November 2017.

The applicant is requesting a refund of fees paid in relation to DA-146-2017 and CCB-55-2017. Application fees paid in respect of DA-146-2017 totalled \$200.70. Application fees paid in respect of CCB-55-2017 totalled \$705.00. Both amounts have been paid in full by the applicant.

In asking for a refund of fees, the applicant has cited an unanticipated increase in the cost of undertaking the works.

Fees associated with development are generally not refunded or waived, the reasons being:

- In some instances, fees are collected on a statutory basis and are required to be paid (in part) to the NSW State Government;
- The collection of fees covers the cost of providing development services to the public; and
- In the deregulated certification environment, Council cannot purposely subsidise fees so as to undermine private certifiers.

For the reasons given above, it is not the general practice of Council to waive development fees associated with a particular project. While there is empathy for the financial situation of the applicant, a decision to waive fees could invite similar requests from other applicants for the same reasons.

Key Issues and Risks

Reduced grounds to refuse similar requests directed to Council should Council resolve to refund fees associated with the development of 1 West Avenue, Armidale.

Integrated Planning and Reporting Framework

Under the “Leadership of the Region” theme in *Council’s Community Strategic Plan 2017-2027*, the request to waive fees associated with developments will affect the financial sustainability of Council as applicants are required to pay fees in accordance with the fees and charges. Should Council choose to waive these fees the General fund will be required to offset this loss.

- L2 – Council exceeds community expectations when managing its budget and operations
- L2.1 – Financial sustainability is maintained through effective short and long term financial management
 - L2.1.1 – Monitor and review achievement of Financial Strategy
 - L2.1.2 – Undertake service reviews across targeted areas of business operations
 - L2.1.3 – Develop effective financial management systems

Stakeholder Engagement

Not applicable.

Financial Implications

Lost revenue associated with a decision to refund fees.

Next Steps

That Council resolve to refuse the request to refund application fees associated with the development of 1 West Avenue, Armidale (as it relates to DA-146-2017 and CCB-55-2017).

Item: 13.1 **Ref:** AINT/2017/18214
Title: FOR INFORMATION: Armidale Regional Council Annual Report 2016-2017
Container: ARC17/2393
Author: Heather Sills, Program Leader Corporate Planning and Performance
Attachments: 1. Armidale Regional Council Annual Report 2016-2017

RECOMMENDATION:

That the Armidale Regional Council 2016-2017 Annual Report be noted, being the first annual report for the new Council covering the period from the 12 May 2016 to 30 June 2017.

Background:

The Annual Report has been prepared in accordance with section 428 and the Integrated Planning and Reporting Guidelines under section 406 of the Local Government Act 1993.

Key Issues and Risks

New Councils were not required to prepare Annual Reports for the former Councils or the new Council for the 2015-2016 year. The first annual report for the new Council covers the period from the 12 May 2016 merger date to 30 June 2017 and has been prepared under the existing time frames set out in the Act, which is within five months of the end of the financial year.

The first Annual Report for the new Council must include a copy of the audited financial reports for the new Council for the period from the merger date to 30 June 2017. The financial reports will therefore be included as an addendum, following their audit.

Integrated Planning and Reporting Framework

Community Strategic Plan – Leadership For The Region

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

L2.3 – Council's strategic planning documents are integrated in a way which delivers community outcomes while effectively managing budgets, asset management and workforce planning

L2.3.1 – Develop and review Integrated Planning and Reporting Framework in line with statutory requirements

Stakeholder Engagement

The report has been prepared in house with input from staff.

Financial Implications

The preparation of the document was funded within existing budget allocations.

Next Steps

A copy of the Council's Annual Report must be posted on the Council's website and a copy provided to the Minister by notifying the Minister of the appropriate URL link to access the report on the Council's website.

Item: 13.2 **Ref:** AINT/2017/18026
Title: FOR INFORMATION: Cash & Investments Report October 2017
Container: ARC17/2153
Author: Keith Lockyer, Service Leader Finance and Information Technology
Attachments: Nil

RECOMMENDATION:

That the Cash & Investments Report, as at 30 October 2017, reporting Investments held of \$69,764,487.20 and a consolidated Bank Account balance of \$4,499,666.30, excluding the Trust Fund, be received and noted.

Introduction:

Cash and Investments for the month of October 2017.

Report:

The following is the cash and investments particulars for the period 1 October 2017 to 30 October 2017. At the end of the October period, Council held \$73,764,487.20 in investments and a consolidated bank account balance of \$2,407,804.24 excluding the Trust Fund.

During the month of October, total payments and receipts were \$11.3 million and \$13.4 million respectively. Council's bank account balance as per bank statements at the end of the period 30 October 2017 are as follows:

Bank Accounts	
General Fund	4,499,666.30
Trust Fund	1,235,262.36
Total Bank Balances	5,734,928.66

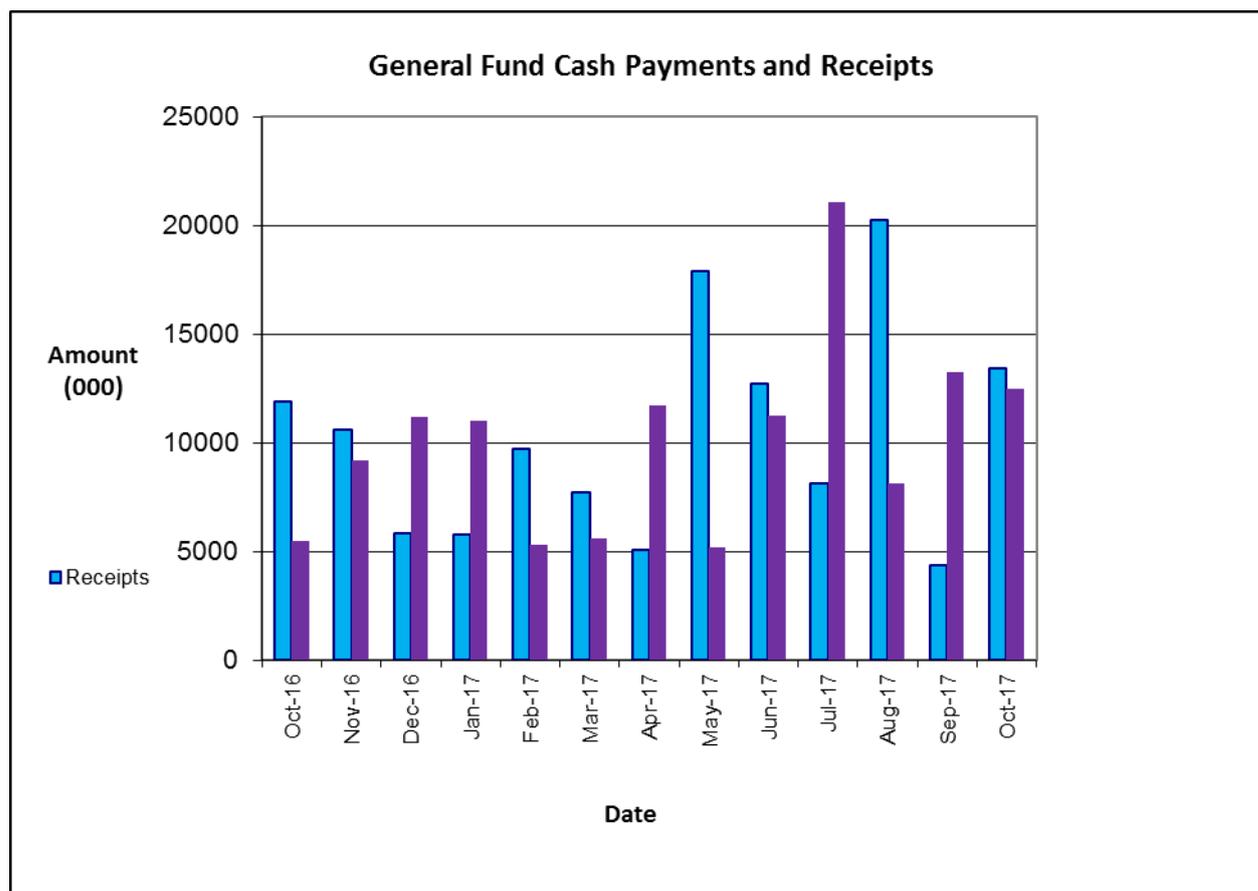
	%
30 day BBSW Index	1.60
Average Interest Rate on Term Deposit Investments	2.63

Investments Register

At the end of the October period Council held \$69,764,487.20 in investments, a decrease of \$4,000,000 from the end of the September period. General fund bank account balances have increased by approximately \$800,000.

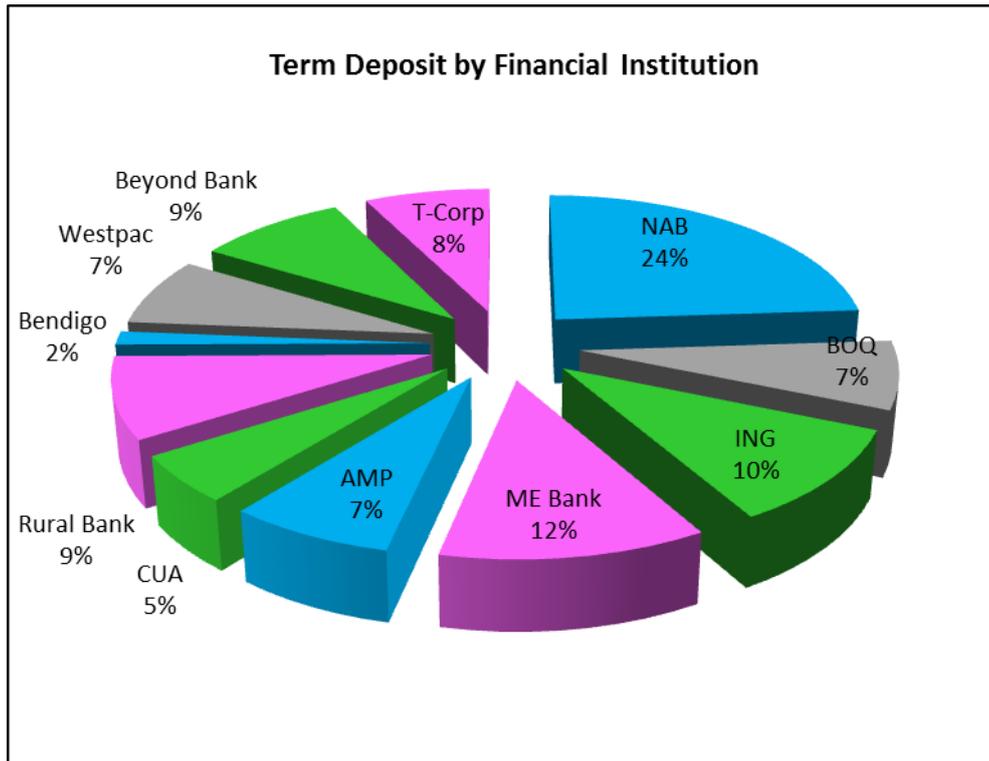
Investment Summary

Opening Balance at the beginning of the Period	73,764,487.20
Redemptions to the NAB General and Business A/c's	- 4,000,000.00
Closing Balance at the end of the Period	69,764,487.20



Institution	Sum of Investment at Market Value	Average of Interest Rate %
AMP	4,000,000.00	2.60%
AMP Bank	1,000,000.00	2.55%
Bank of Queensland	5,000,000.00	2.57%
Bendigo Bank	1,000,000.00	2.45%
Beyond Bank	6,000,000.00	2.70%
Credit Union Australia	3,500,000.00	2.73%
ING	7,000,000.00	2.58%
ME Bank	7,000,000.00	2.81%
NAB	13,600,711.53	2.60%
Rural Bank	6,000,000.00	2.53%
Westpac	5,000,000.00	2.51%
Grand Total	59100711.53	2.63%

At Variable Market Rate

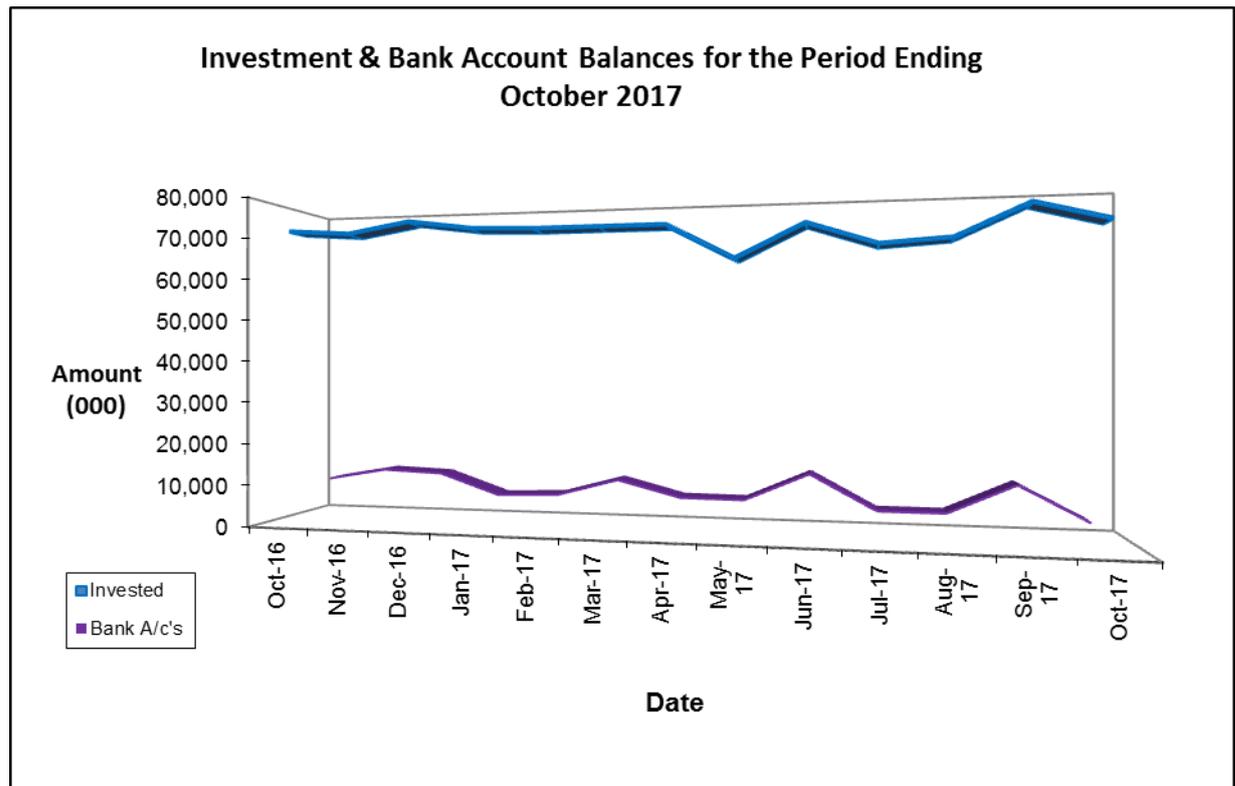


Community Engagement and Internal Consultation

This monthly report provides the community with a snapshot of Council's cash and investment particulars for the period 1 October 2017 to 31 October 2017.

Financial Implications:

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



Good Governance

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

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

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

Integrated Planning and Reporting Issues:

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

Sustainability Assessment

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

Item: 13.3 **Ref:** AINT/2017/17705
Title: FOR INFORMATION: Closure of part of Box Hill Drive Armidale
Container: ARC16/0351
Author: Mark Burgess, Program Leader Roads and Drainage Maintenance
Attachments: 1. Box Hill Drive Map

RECOMMENDATION:

That the closure of the unformed section of the northern end of Box Hill Drive, Armidale for safety reasons be noted.

Background:

No submissions were received after public exhibition Council Meeting 24 May 2017 Item 146/17 closure of undeveloped section of Box Hill Drive due to safety reasons.

Key Issues and Risks

The northern end of Box Hill Drive, Armidale contains a short section of formed and bitumen sealed road which provides access to one property and a section of unformed public road, which is virtually impossible to navigate due to a large gully.

The unformed section is used occasionally by adventurous four wheel drivers, but never normal passenger vehicles. It is not maintained by Council and it is not required for property access. It creates a nuisance for residents due to lost drivers having to turn in their driveways, and for Council or Emergency Services being called to rescue bogged vehicles.

Integrated Planning and Reporting Framework

Consistent with Community Strategic Plan, Our People and Community - Community Outcome 2: *Community programs, services and facilities meet the needs of the community and provide a safe place to live.*

Stakeholder Engagement

The Traffic Advisory Committee meeting held on 4 April 2017 recommended that the road be closed to traffic for safety reasons and that the proposal be publicly exhibited for comment.

Financial Implications

Closing of the road advertising and barrier installation (less than \$2,000).

Next Steps

The unformed section of the road will be closed to traffic with permanent road barriers and appropriate warning signage. It is proposed to rename the northern end of Box Hill Drive to avoid confusion for the travelling public.

Item: 13.4 **Ref:** AINT/2017/17703
Title: FOR INFORMATION: Place Naming Request For Kettericks Ridge
Container: ARC16/1216
Author: Mark Burgess, Program Leader Roads and Drainage Maintenance
Attachments: 1. Letter from Robert Curtis - Reviving the place name Kettericks Ridge
- Attachment sent to Geographical Names Board

RECOMMENDATION:

That Council note the request to name an area on Kellys Plains as 'Kettericks Ridge' and the actions taken to process the place naming.

Background:

Council received a request from Robert Curtis to name the ridge aligning with Translator Road, between Old Gostwyck and Kellys Plains Road, as 'Kettericks Ridge'. Mr Curtis provided historical articles and maps referring to the location, please refer to the attached.

Key Issues and Risks

Public may object to the proposed name.

Integrated Planning and Reporting Framework

Community Strategic Plan – Our People and Community

P1 – The community is engaged and has access to local representation

P1.4 – Provide opportunities for localised input and collaboration on local issues, while recognising existing, effective forms of public participation

P1.4.1 – Innovate and deliver engagement tools that reach diverse audiences and encourage participation from the community

Stakeholder Engagement

Council is carrying out due diligence relating to cultural and/or social sensitivities (4 local family ancestors are known to have passed away on the ridge) and contacting neighbouring boundary property owners seeking comments. Advertising of the place naming has been booked by the Geographical Names Board to occur the week after 22 November 2017 in the Armidale Express newspaper and on the NSW Gazette website.

Financial Implications

Cost of advertising and potential signage.

Next Steps

Should no objections be received, the Geographical Names Board has pre-approved the place naming and sign-posting will be arranged. The location will then be identified in all future print and electronic map versions released.

Item: 13.5 **Ref:** AINT/2017/18400
Title: FOR INFORMATION: Refugee Settlement Update Report
Container: ARC16/0183
Author: Sally Schofield , Program Leader Community Services
Attachments: 1. SSI Refugee Settlement Fact Sheet 13 November 2017
2. Refugee Resettlement in Armidale

RECOMMENDATION:

That the report on the Refugee Settlement Update be noted.

Background:

Armidale has been nominated and endorsed by the Federal Government as a Regional Refugee Settlement Zone. The first group of refugees, currently being processed offshore, are due to arrive in Armidale in February 2018.

Initial intelligence tells us that the first group of refugees nominated to settle in Armidale, pending all relevant checks and approvals, will be made up of eight individual families, seven of which are dual parent families. These families come from predominantly farming/rural backgrounds.

The settlement process for refugees is highly structured and monitored. The Federal Government has contracted Settlement Services International (SSI) to facilitate the settlement of refugees into a number of locations, with Armidale being one of them. The initial settlement of refugees falls under the Humanitarian Settlement Program (HSP) which provides support for up to 18 months. Thereafter an additional 5 years of support can be provided through Northern Settlement Services (NSS).

The HSP will focus on the following areas:

- Housing;
- Education and Training;
- Employment
- Physical and Mental Health and Well-being;
- Managing Money and Transport;
- Community Participation and Networking;
- Family Functioning and Social Support;
- Laws, Justice and
- Language Services.

It should be noted that there are currently two separate groups of refugees looking to settle in Armidale. The first group is comprised of approximately 40 secondary settlers, meaning that they have been in Australia and moved from various locations looking to settle in a more permanent place. This group of people are currently on Safe Haven Enterprise Visas (SHEV Visas), and are expected to settle in Armidale before the end of the year. These Visas allow for work and study and are for a limited period of 5 years per grant. The second group of refugees entering under the Humanitarian Settlement Program are permanent settlers. There will be approximately 200 HSP settlers in early 2018. This report pertains to this latter group of settlers.

Key Issues and Risks

Initial group details

It is anticipated that groups of approximately 50 settlers will arrive per month from February, culminating in approximately 200 people in 2018.

The first group of settlers have been identified (pending checks and approvals). This group is made up of eight families, seven are dual parent families, one is a single mother family and there is an estimated 23 children. None of the identified families have existing extended family in Australia.

First arrival

Housing and food

Upon arrival in Armidale, refugees will be met by an SSI caseworker who will set them up in temporary accommodation. Refugee settlers will be provided with furniture and food/care packages upon arrival.

Centrelink

SSI will engage settlers with Centrelink (there is a specific dedicated Multicultural officer to oversee refugee engagement) to ensure they secure government payments for which this group of settlers are entitled to.

Australian Laws

Refugee settlers will participate in legal workshops to assist them to become familiar with Australian laws in the early days of settlement. This will be reinforced through their SSI case workers and other service providers.

Medical

All refugees will have undergone medical assessment prior to entry to Australia. Additional medical, dental, mental health, trauma and counselling services will be made available.

English

The majority of refugees in this group have little or no formal education and have come from rural backgrounds. It is anticipated that the settlers will have limited English language skills. A significant part of the SSI role will be to engage the refugees in an English language course known as the Adult Migrant English Program (AMEP). TAFE NSW has recently secured the contract to provide the AMEP across a significant portion of NSW. Under the AMEP refugees are given 510 hours of formal English teaching. This can be increased pending review through the AMEP provider.

Interpreters

One area that has been highlighted is that it is likely that the refugee settlers, having little or no English, will require interpretation services. All other services will be relying in the early days on interpreters to communicate effectively. As the people that are settling in Armidale are from an ethnoreligious minority group, interpreters speaking the language as well as English are potentially in short supply. Kurdish Kurmanji interpreters are currently being recruited to assist in settlement through a number of local agencies including SSI, TAFE and Centrelink.

Council's role

The role of Council in establishing the refugees to Armidale is one of oversight, guidance, welcome and acceptance. It is important to remember we will not be required to find housing, employment, education or training for individuals. Every individual refugee, regardless of age or family composition, will have an individual case management plan. As per our Community Strategic plan (P4.4 as listed below) Council has a responsibility to *“Develop strategies which promote inclusiveness of people from cultural and linguistically diverse backgrounds.”*

Integrated Planning and Reporting Framework

Community Strategic Plan – Our People and Community

P4 – Services are provided to ensure inclusiveness and support the vulnerable members of our community

P4.4 – Develop strategies which promote inclusiveness of people from a cultural and linguistically diverse (CALD) background

P4.4.2 – Deliver and support a range of projects and programs which build harmony and understanding

Stakeholder Engagement

Key stakeholders partnering with Council include:

- Settlement Services International
- Northern Settlement Services
- Armidale Regional Council
- Centrelink – Multicultural Service Officer
- Hunter New England Health
- Employment Agencies
- Department of Education
- TAFE - AMEP
- Peripheral Stakeholders (these stakeholders will perform significant tasks in the settlement of refugees that falls outside of contracted services)
- Sanctuary Armidale
- Volunteer groups

Financial Implications

Implications are unknown at this point in time.

Next Steps

Council is committed to working with Settlement Services International and Northern Settlement Services to assist in the successful transition for refugees into our community. In moving forward Council is committed to ensuring that accurate, up to date, relevant information is passed on to the community to allay fears and concerns and encourage community wide inclusivity.

Predominately this will be undertaken by:

- Participation in Settlement Steering Committee Meetings
- Participation in Settlement working group Meetings (Education/Employment, Health, Housing and Community awareness)
- Participation in formal and informal welcoming activities and events
- Appointment of a Youth & Family Worker who will work directly with SSI and NSS to assist in smooth transitions.

Item: 14.1 **Ref:** AINT/2017/18011
Title: FOR DECISION: Leave of Absence - Councillor Bailey
Container: ARC17/2373
Author: Peter Wilson, Acting Program Leader Governance, Risk and Legal
Attachments: Nil

RECOMMENDATION:

That Councillor Bailey be granted leave of absence for the period Thursday 16 November to Sunday 26 November 2017, excluding the Council meeting on 22 November 2017.

Background:

Councillor Bailey has requested leave of absence from Thursday 16 November to Friday 26 November 2017, excluding the Council meeting on 22 November 2017, as he will be out of area.

Key Issues and Risks

Section 235A(1) Reg (1) *“A councillor’s application for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent.”*

Integrated Planning and Reporting Framework

Community Strategic Plan – Leadership for the Region
L2 – Council exceeds community expectations when managing its budget and operations
L2.2 – Council implements a business excellence program across its operations
L2.2.2 – Implement a Good Governance Framework

Stakeholder Engagement

The request for leave of absence has been managed in accordance with the Act and Regulations.

Financial Implications

The period of absence has no impact on the Councillors’ annual fee.

Next Steps

Councillor Bailey’s period of leave does not result in him being absent from the November Council meeting. However he will be an apology for the LGNSW training day held on 16 November and the Council workshop scheduled for 21 November 2017.

Item: 16.1 **Ref:** AINT/2017/17866
Title: FOR INFORMATION: Audit and Risk Committee - Minutes of the meeting held on 21 August 2017
Container: ARC16/0522
Author: Peter Wilson, Acting Program Leader Governance, Risk and Legal
Attachments: 1. Minutes - Audit and Risk Committee - 21 August 2017

RECOMMENDATION:

That the Minutes of the Audit and Risk Committee Meeting held on 21 August 2017, which do not include any recommendations for Council's adoption, be noted.

Item: 16.2 **Ref:** AINT/2017/17867
Title: FOR INFORMATION: Audit and Risk Committee - Minutes of the meeting held on 24 October 2017
Container: ARC16/0522
Author: Peter Wilson, Acting Program Leader Governance, Risk and Legal
Attachments: 1. Minutes - Audit and Risk Committee - 24 October 2017

RECOMMENDATION:

That the Minutes of the Audit and Risk Committee Meeting held on 24 October 2017, which do not include any recommendations for Council's adoption, be noted.

Item:	15.1	Ref: AINT/2017/18077
Title:	FOR DECISION: Affixing Seal to Contracts - Sale of General Aviation Land at Armidale Airport	Container: ARC16/0631
Author:	Mark Piorkowski, Group Leader Service Delivery	
Attachments:	Nil	

RECOMMENDATION:

That the Council seal be affixed to the documents associated with the Contract of Sale and Transfer for the General Aviation Land at the Armidale Regional Airport, being the lots created through Development Application 37-2017.

Background:

Council at its 10 August 2016 Council meeting resolved to proceed to create the lots over the existing leased General Aviation land at the Armidale Regional Airport and authorised the General Manager to finalise the sale.

With recent changes to the signing sheets for the Contracts, a resolution is required to affix Council's seal to the documents.

Now that DA-38-2017 has been approved, the Subdivision Plan is being finalised for registration which will enable the sale of 4 lots and the lease of another.

Key Issues and Risks

A resolution is required to enable the legal contracts to be finalised.

Integrated Planning and Reporting Framework

Community Strategic Plan – Growth, Prosperity and Economic Development

Stakeholder Engagement

The leaseholders have been part of the discussions and negotiations regarding the sale of the land since August 2016.

Financial Implications

As per the resolutions from 10 August 2016, the income generated by the sale of the land will help to offset the costs associated with the infrastructure works required at the airport.

Next Steps

Affix the seal to the documents and exchange contracts.