



# Achievements in Implementing Council’s Integrated Planning and Reporting Framework

## Community Strategic Plan Achievements

Highlights of Council’s progress in achieving the goals of the Community Strategic Plan are outlined in the *Annual Report Part A – Community Report Card*.

## Delivery Program and Operational Plan

Armidale Regional Council’s Delivery Program 2017-2021 and Operational Plan 2017-2018 documents were adopted by Council in June 2017.

The Delivery Program outlines the commitment of the Council to work towards the goals of the Community Strategic Plan by setting strategies to undertake through the course of their elected term.

The Operational Plan is an annual plan which sets out the Programs, Projects and Services that Council will deliver in order to achieve the guiding strategies set by the Council in its Delivery Plan and, ultimately, the community in its Community Strategic Plan.

## Delivery Program Outcomes

As at 30 June 2018, Council Officers reported the following status of Delivery Program strategies:

Delivery Program Strategy	Status as at 30 June 2018
<b>E1.1</b> Partner with local organisations and stakeholders to develop strategies for dealing with climate change impacts on the local agricultural sector	Work has been carried out on identifying environmentally sustainable practices that could be implemented within Council's operations. An EcoARC (Green Print) is being developed that will guide actions in this project area for both Council's activities and in collaboration with its community.
<b>E1.2</b> Tourism strategies and active, eco-tourism partnerships, promote the local landscape and natural attractions while considering potential impacts on the environment and ways to mitigate such impacts	New England High Country promotional programs are ongoing, including those targeted at motor cycling enthusiasts. Working with BMW Motor Bikes on a promotional media launch on the steps of Parliament House with our Local Member in attendance.
<b>E1.3</b> Maintain and improve local waterways, lagoons and creek lands in partnership with community groups and other agencies	An EcoARC (GreenPrint) is being developed that will guide actions to ensure community environmental programs are coordinated. A business case had been developed to facilitate the employment of an officer to coordinate the sustainability and environmental programs. The employment of a Sustainability Officer will assist with continued education of the community.
<b>E1.4</b> Partner with stakeholders to develop strategies and provide programs which improve air quality across the region, including the reduction of smoke pollution by using alternative energy sources.	

<p><b>E1.5</b> Investigate alternative sources of power generation to reduce the community's carbon footprint</p>	
<p><b>E2.1</b> Provide educational programs to increase community awareness of climate change risks and enable the community to implement climate change adaptation and mitigation actions in daily life.</p>	
<p><b>E2.2</b> Provide specific educational programs on waste reduction and recycling, including vegetation recycling, and support these programs through increased recycling services across the region.</p>	<p>During this period Council has continued to deliver community participation programs including:</p> <ul style="list-style-type: none"> <li>• Providing static displays at events. The displays incorporate waste minimisation, recycling collection and processing and using sustainable practices.</li> <li>• Providing presentations to community groups including Armidale Garden Club.</li> <li>• Conducting educational tours to better inform younger members of the community the importance of waste minimisation, recycling and recovery of waste for future reuse.</li> </ul> <p>Council also continued activities including:</p> <ul style="list-style-type: none"> <li>• A pilot study with High School Prefects to introduce a litter program where waste minimisation is achieved through appropriate recycling within the school environment.</li> <li>• A planned Waste Services Guide to assist householders to adopt the various methods for waste minimisation, recycling, recovery, and reuse opportunities that are currently provided by Council.</li> <li>• A compostable catering trial with the Seasons of New England event in Uralla. The trial will determine if the City to Soil composting process can convert compostable cups, plates, containers and utensils into A-grade compost.</li> <li>• Conducting waste facility tours including tours of existing facilities and the new landfill as part of our community engagement plan.</li> </ul>
<p><b>E2.3</b> Prepare disaster management plans to reduce the impact of natural disasters.</p>	<p>Elements of operations responses to disaster incidents have been included in Business Continuity Plans and Risk Registers.</p> <p>The Disaster Management Plan (DMP) has been developed and includes a template for developing DMPs progressively across all waste management facilities.</p>
<p><b>E2.4</b> Develop a Sustainability Strategy which includes objectives for the region as a whole as well as Council operations</p>	<p>A Sustainability Strategy for council's operations (ARUP, 2017) has been prepared but not yet implemented. The recommended actions from the Strategy have been incorporated into the draft proforma sheets being prepared for each of the 8 elements in Council's Green Print.</p>

<p><b>E2.5</b> Provide incentives for eco-tourism operators to establish programs which promote sustainable living and attract tourists to the region.</p>	<p>Armidale Heritage Bus Tour operating to schedule (Mon-Sat). Bus also made available for one off events including conferences, Council meeting, Jobs NSW etc.</p>
<p><b>E2.6</b> Advocate for cost-effective access to renewable energy for the local community and businesses</p>	<p>EcoARC (Green Print) is being developed in association with council's Environmental Sustainability Advisory Committee that will guide actions in the area of renewable energy requiring collaborations between council and community groups, including businesses. The project also ties in with the New England North West Regional Plan 2036 (Department of Planning and Environment, August 2017) which proposes that councils partner with DP&amp;E and the Department of Industry on an ongoing basis to facilitate appropriate smaller-scale renewable energy projects using biowaste, solar, wind, hydro, geothermal or other innovative storage technologies. Implementation of actions requires resourcing and council has recently recruited a Sustainability Officer.</p>
<p><b>E3.1</b> Regular review of Asset Management Plans to ensure that prioritisation of resources are allocated in the most effective and efficient manner.</p>	<p>The Roads Strategy is being revised to include a policy and management plan for Cattle Grids. This will be a new section in the Roads Strategy. Completion of this section and reporting to Council will be held back until the 2018 drought has broken. Otherwise the Roads Strategy is still current.</p>
<p><b>E3.2</b> Improved community engagement mechanisms to establish acceptable levels of service for all of Council's asset classes</p>	<p>A Service Review is planned for July – December 2018 period. A program of community engagement will be undertaken in Phase 2 of the project and will likely commence between November 2018 and March 2019.</p>
<p><b>E3.3</b> Partnerships with all levels of government to support the provision of improved infrastructure for the region.</p>	
<p><b>E3.4</b> Allocate resources and investigate opportunities to access grants and funding to further improve infrastructure across the region.</p>	<p>This is an ongoing activity and working with RDANi for the coordination of some applications.</p>
<p><b>E3.5</b> Regular review of open space related Asset Management Plans to ensure parks, sportsgrounds, water recreation facilities and other open space meets community needs and is provided to an acceptable level of service and accessibility standards.</p>	<p>Currently under review. This work is also being integrated with the over arching Parks &amp; Facilities AMP.</p>
<p><b>E3.6</b> Develop a strategy to ensure that water and sewer utilities are maintained to an acceptable standard, and to ensure that the community has access to a water supply even in times of drought.</p>	<p>The Water and Sewerage Strategic Business Plans, in accordance with the provisions of the NSW Government's Best Practice Management of Water Supply and Sewerage Framework (BPMF), requires these plans to include an Asset Management Plan and Financial Plan, Water Conservation Plan, Drought Management Plan and Integrated Water Cycle Management Plan. Council continues to develop these strategic documents to enable the finalisation</p>

	<p>of the Strategic Business Plans with:</p> <ul style="list-style-type: none"> <li>• Secure yield of water supply dams, capacity assessment of Water Treatment Plants and Armidale Sewer Treatment Plants completed</li> <li>• Asset Management Plan and Drought Management Plan - completed in DRAFT form to be adopted by Council</li> <li>• The Armidale Water and Sewer network modelling and capacity assessment scheduled for completion prior to 30 October 2018</li> </ul> <p>These studies will be used to develop the Integrated Water Cycle Management Plan and new Strategic Business Plan which was scheduled for completion prior to 31 December 2018 now expected for completion in March 2019 to inform the 2019/20 budget deliberations.</p> <p>Council has incorporated the separate Guyra Integrated Water Cycle Management (IWCM) plan into the overall LGA-wide IWCM strategy.</p> <p>The cost benefit study on options to improve drought security of Guyra water supply system was completed. Council considered the report on Guyra Bulk Water Augmentation Options at its meeting of 13 December 2017. In the June 2018 State Budget, funding was announced to build a pipeline from Malpas Dam to Guyra to augment Guyra's bulk water supply.</p>
<p><b>E3.7</b> Develop a program for the provision of sustainable transport options, including additional cycleways and education programs to encourage sustainable transport.</p>	<p>A detailed programme and timeline for Roads and Parks Capital works in 2018-19 has been written. More than 60% of the projects are outsourced to external contractors.</p>
<p><b>G1.1</b> Develop a strategy to promote the region as a destination for new residents and workers</p>	<p>Planning commenced for development of a new tourism strategy. Round 1 of stakeholder consultation was delivered in late March 2018 final draft report is due end of September. It is prosed to have a Council workshop and then take this to the October meeting for adoption.</p>
<p><b>G1.2</b> Develop an Economic Development Strategy for the region with the objective of supporting existing businesses, attracting new industries and businesses and creating more employment opportunities</p>	<p>The Economic Development Strategy sent to council for adoption. This strategy was adopted at the ordinary meeting of council in December 2017. The strategy has been rolled out and is currently under review to be able to report back to Council on achievements to date.</p>
<p><b>G1.3</b> Continue to update and review legislated planning documents to ensure a variety of appropriate dwellings and housing affordability across the region</p>	<p>The building and development team continue to update and improve processes in light of new legislation at time this is slow due to other commitments however this is planned to improve on the coming year.</p>

<p><b>G2.1</b> Partner with local livestock industry to ensure the ongoing growth and sustainability of the livestock trade, including a strategy for supporting the ongoing promotion and upkeep of local saleyards.</p>	<p>Council has been working with the Armidale Livestock Selling Association (ALSA) to develop a business plan for both sites.</p>
<p><b>G2.2</b> In partnership with other agencies, develop a program to encourage networking and support mechanisms for farmers, with a focus on social well-being and interaction opportunities for farmers.</p>	<p>Council is working closely with UNE, Chambers of Commerce, Jobs for NSW and others.</p>
<p><b>G2.3</b> Encourage new innovations and technological applications, and work with partners to explore new opportunities and diversification relevant to primary industries, which create a point of difference for the region</p>	<p>Council is working with AgTech Champion and DPC to promote Armidale as the Centre of Excellence in Agriculture, Technology and Innovation. Ongoing support of UNE Incubator. Renewed membership of Australian Smart Communities Association. Council is also working with a number of new businesses to the area that may benefit from marketing support.</p>
<p><b>G2.4</b> Develop partnerships with local agencies, and UNE, to encourage careers for young people in the agricultural sector</p>	<p>Council continues ongoing use of Evocities platform to promote local jobs and opportunities. ARC is also participating on the Relocation Advisory Committee of the APVMA. Our involvement in, and support of, UNE Incubator and Agtech programs is promoting innovation and creating opportunities locally. ARC is working with a horticulture proponent moving to area. The Regional Growth Advisory committee recently conducted calls to over 100 potential relocators who had expressed interest to moving to Armidale and have a couple of potential relocators.</p>
<p><b>G3.1</b> Develop a Tourism Strategy to attract visitors to stay longer and also enhance the economic and cultural offerings and attractions of the region</p>	<p>Planning commenced for development of a new tourism strategy. Round 1 of stakeholder consultation was delivered in late March 2018 final draft report is due end of September. It is prosed to have a Council workshop and then take this to the October meeting for adoption. The Armidale Visitor Information Centre operated as planned.</p>
<p><b>G3.2</b> Develop an Events Strategy and Marketing Plan to support the Tourism Strategy</p>	<p>Full events program delivered as planned with positive feedback. Principal events being Australia Day, Queens Baton Relay and Autumn Festival which were all well received. This is in no small part due to the enthusiasm, ingenuity and attention to detail of the 6 month term Assistant Events Officer. Looking to develop a seasonal events offering showcasing in particular Winter.</p>
<p><b>G3.3</b> 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</p>	<p>Efforts to obtain matched funding from DNSW have proved unsuccessful. Proceeding to market with campaign as planned using joint NEHC funding and Adventures Group as Partner. Have secured TASAC who are the state regulator for tourism signs to have a meeting here in Armidale. They will review our signage in particular wayfaring signposting.</p>
<p><b>G3.4</b> Implement the Armidale Mall Vibrancy Plan</p>	<p>This is ongoing. Council has secured the International Buskers to be in the mall.</p>

<p><b>G3.5</b> Investigate opportunities for providing a venue which can hold more than 500 people, as a means of attracting larger events which will in turn encourage tourism</p>	<p>This is an ongoing program.</p>
<p><b>G3.6</b> Provide Central Business District (CBD) infrastructure that supports a more vibrant and varied offering of shopping experiences for tourists</p>	<p>Redevelopment of the Guyra Main Street is imminent and funding has been sought under the Stronger Country Communities Fund for the redevelopment of the Central Mall precinct in Armidale. Council is looking to secure CCTV for Guyra main street.</p>
<p><b>G3.7</b> Develop an Arts and Cultural Program with an emphasis on creating vibrant and attractive public spaces, including the installation of public art in city centres</p>	<p>The Arts and Cultural Plan has been adopted by Council.</p>
<p><b>G4.1</b> Provide a program, which includes resources and events, to support small and home based businesses across the region</p>	<p>Council is working closely with UNE Incubator and Agtech Cluster. Following up of potential for Old Court House for NECOM.</p>
<p><b>G4.2</b> Provide local businesses with information and access to technology as part of a Digital Economy Strategy, as well as advocating for improved high speed internet access</p>	<p>Ongoing support of Armidale and Guyra Business Chambers and of Welcome events for new residents and businesses.</p>
<p><b>G4.3</b> Partner with other agencies to ensure adequate mobile phone and internet coverage across the region</p>	<p>Council officers have been in discussions with groups about mobile sites at Kingstown, Doughboy Mountain (Wongwibinda) and Boorolong/Baldersleigh so these communities/areas can have connectivity with a view to potential application for funding under the Connecting Country Communities Fund.</p>
<p><b>G4.4</b> Support the UNE business incubator program to encourage innovation for start-up businesses which is accessible for all entrepreneurs</p>	<p>This is an ongoing program and high on ARC list of must-haves.</p>
<p><b>G4.5</b> Develop a strategy with an objective of actively seeking out and encouraging businesses and organisations to locate their operations in the region</p>	<p>Full Business Attraction Program to be developed for the Armidale Business Park development key to business attraction. A business prospectus has been delivered and will sit on ARC Website.  Council has developed 4 short videos of local business discussing Armidale and this will be available on our website as well. Plans to revamp the Economic Development and Tourism Websites to make them more relevant and contemporary.</p>
<p><b>G4.6</b> Maintain an ongoing partnership with the UNE and explore ways in which Council and the UNE can work together to provide greater benefits for the whole region. Examples of a successful partnership would mean greater access to education and information</p>	<p>In constant dialogue.</p>

<p><b>G4.7</b> Investigate opportunities for new partnerships with other educational institutions across the region to develop programs which support the vocational upskilling of students and workers</p>	<p>Initial discussions have taken place; we have also built the TAFE Digital Micro Site to assist TAFE in attracting talent to Armidale to fill approximately 40 new positions. Council has offered assistance with skills gap identification across the region.</p>
<p><b>G5.1</b> Facilitate discussions at regular intervals with local transport providers and commuters to ensure that transport services meet the needs of the local community.</p>	<p>Airport Terminal expansion completed. Roundabout has commenced and is anticipated to be completed by Nov 2018. A Business Case for the Airport Business Park as been submitted for \$6.5M ignition funding.</p>
<p><b>G5.2</b> Facilitate partnerships with State and Federal Government, other agencies and rail providers to investigate opportunities for increased rail services to and from the region</p>	<p>Ongoing conversations with Department of Premier and Cabinet stating our desire to keep the passenger service to and from Armidale and the potential for future freight services. Infrastructure funding needed for upgrade of Tamworth to Armidale line.</p>
<p><b>G5.3</b> Investigate opportunities for increased bus services from remote areas to Armidale town centre to support people to attend work commitments, partake in activities which mitigate social isolation and carry out regular tasks and errands.</p>	<p>Daily services are provided by a private provider.</p>
<p><b>G5.4</b> Create partnerships and facilitate discussions with relevant stakeholders to ensure further progress towards the implementation of the Armidale Airport Masterplan</p>	<p>Comments for each of the Operational Plan activities that support this strategy are provided below and give an explanation on progress.</p>
<p><b>G5.5</b> Council's asset management plans ensure that roads and bridges are provided and maintained to an acceptable standard, and are suitable for use by heavy transport.</p>	<p>Nine (9) timber bridges will be upgraded to a safe condition in 2018-19. On completion of that work, one (1) bridge will continue to have a load limit – ie Bakers Creek Bridge on Old Hillgrove Road. It is proposed to apply for a second round of bridge replacement funding in 2018-19 to allow further reduction of the backlog of timber bridge replacements.</p>
<p><b>L1.1</b> Council staff are supported to deliver high quality services to the community through training, sufficient staff resourcing and awareness of Council's strategic objectives</p>	<p>This needs to be a whole of Council approach. Delivering high quality services must be supported by all departments and teams to enable services that are timely, efficient and meet the needs of the customer. Alignment of staff resourcing and priorities will better enable a productive and nimble organisation that can respond to and embrace change. Our people are enthusiastic for learning and development opportunities however our resourcing and budget currently do not allow for this to occur on a mutually beneficial basis. Further consideration should be given to creating individual learning and development plans that align with strategic priorities to enable a strong and empowered workforce. Communication and engagement, to both our community and our employees, of the Operational Plan and Delivery Program are key to progression and leadership for the region.</p>



<p><b>L1.2</b> Council utilises appropriate data management systems to support service delivery and effective decision making</p>	<p>This is an ongoing program to be aligned with Digital and Smart City Strategy. The planned Service Review outcomes will inform the direction and priorities within the Digital and Smart City strategies. Scope, funding and resourced to be confirmed once the Service Review process is finalized.</p> <p>The outcomes of the Smart City submission will be available end October, 2018. If Council is successful, funding is included in this year's budget. There will however be a requirement to prioritise resource allocation to meet submitted delivery timeframes.</p>
<p><b>L1.3</b> Council implements systems and appropriate resources to create a user friendly, customer focused approach for processing development applications and housing development applications in an efficient and timely manner</p>	<p>The Building and Development team have been implementing new report to better track applicant and altering forms in an attempt to make these more user friendly. This will be ongoing due to the continued legislative changes.</p>
<p><b>L1.4</b> Implement an online communication strategy to provide the community with user-friendly access to more online content and information about Council and its services</p>	<p>The final digital strategy will include online communications and will address community access needs and information requirements.</p>
<p><b>L2.1</b> Financial sustainability is maintained through effective short and long term financial management</p>	<p>Council's 2018-19 resourcing strategy contains recommendations to improve Council's financial position, which are in the process of being implemented.</p>
<p><b>L2.2</b> Council implements a business excellence program across its operations</p>	<p>Council is working toward the Stronger Council Framework. Reviews of Council's operations are being undertaken to identify areas for improved efficiencies across the organisation. This is an ongoing program and will identify areas for Council to consider improvements.</p> <p>Some areas that have been assessed through the Audit and Risk Committee include Councillor onboarding program, delegation review, policy review, and establishment of Good Governance Framework.</p> <p>Work to develop the Work Health and Safety Strategy is ongoing.</p>
<p><b>L2.3</b> Council's strategic planning documents are integrated in a way which delivers community outcomes while effectively managing budgets, asset management and workforce planning</p>	<p>Council has reviewed and adopted the suite of Integrated Planning and Reporting documents, as required by June 30 2018. This was undertaken in accordance with the IPR Guidelines.</p>
<p><b>L3.1</b> Elected officials, and people considering a role as an elected official, can easily access information and support with a view to attracting a diverse and high quality calibre of representatives.</p>	<p>A comprehensive Councillors' Induction Program has been delivered and ongoing professional development opportunities will be rolled-out in consultation with Councillors.</p>

<p><b>L3.2</b> Staff are provided with the training to carry out their duties effectively and opportunities for professional development.</p>	<p>The Corporate Training Plan is in the process of developed with a report due to be presented at the Senior Leadership Team in the near future. Relevant workshops have been attended by ELT/SLT and Program Leaders and Consultant to identify what type of leadership program is to be developed.</p>
<p><b>L3.3</b> Staff are provided with opportunities to provide feedback on Council operations and culture at regular intervals and through a variety of mechanisms</p>	<p>The Cultural Survey has been delivered and completed with reports developed and debriefing workshops delivered to ELT, Service Leaders and Programs Leaders.</p>
<p><b>L3.4</b> Staff are given feedback on their performance and offered opportunities to increase their range of vocational abilities if desired and where aligned to business outcomes.</p>	<p>Performance Appraisal review completed and new processes implemented for 2017/2018 - 2018/2019 performance appraisal reviews. The Workforce Management Plan is currently under review with further actions to take place.</p>
<p><b>L3.5</b> Develop and implement a Workforce Management Plan which commits to building a skilled, motivated, inclusive and diverse workforce.</p>	<p>The Workforce Management Plan is under review, however certain actions have been initiated.</p>
<p><b>L4.1</b> Council regularly reviews and reports on its strategic documents and makes them available to the community for comment.</p>	<p>Operational Plan activities for 2017-2018 are incorporated into Council's internal reporting systems for regular reporting. Six monthly Delivery Program Report is available to Council and the community.</p>
<p><b>L4.2</b> Council initiates and fosters strong partnerships with all levels of government, peak bodies and agencies and the community.</p>	<p>Council has built strong relationships with a number of Government and Council representative bodies including our Federal and State Government Local Members; Department of Premier and Cabinet; the recently created New England Joint Organisation (NEJO).</p>
<p><b>L4.3</b> When progress towards the long term Community Vision falls outside of the scope of Council's charter, Council will advocate to other government bodies and agencies on behalf of the community.</p>	<p>Council has been actively engaging our Local Member, Federal Member and the newly-formed New England Group of Councils to ensure that the needs and future goals of our Local Government Area are taken into consideration in regional, state and federal decisions, and that our representatives are well-informed to be able to lobby on behalf of Council and our region</p>
<p><b>P1.1</b> Council's Community Engagement Strategy provides guidance and principles for effectively engaging with the community on all issues related to Council decision making.</p>	<p>The Community Connect Framework has been developed.</p>
<p><b>P1.2</b> Elected representatives are supported to engage with their community and provided a forum to share feedback they receive</p>	<p>Council's Committees have now been reviewed and rationalised. The new Committee Structure is aligned to the Integrated Planning and Reporting Framework and has a strategic focus. The Mayor and Deputy Mayor are council's representatives on the New England Group of Councils (NEGOC). Council resolved to become a member of the New England JO comprising 7 of the 12 councils that make up the New England North West Planning Region.</p>

<p><b>P1.3</b> Promote a wide variety of engagement methods, with a mixture of traditional and online mediums, to ensure the whole community can easily share their opinion and participate in community engagement activities.</p>	<p>A number of engagement methods have been established, with Have Your Say online, the Councillor Cuppa, workshops, the reference group, attendance at Local Area Committees, a regular radio show, print media and social media.</p>
<p><b>P1.4</b> Provide opportunities for localised input and collaboration on local issues, while recognising existing, effective forms of public participation.</p>	<p>The Community Connect framework has been developed and includes a variety of engagement strategies and activities that can be implemented for Council's various engagement programs.</p>
<p><b>P1.5</b> Go 'to people' and make engagement accessible when seeking feedback on local issues.</p>	<p>Council has sought to improve engagement on local issues through the following actions and initiatives: Informal appointment of Councillors and staff to Local Area Committees. Rationalisation of Council Committees structure. Establishment of the Armidale Mall Reference Group. Establishment of the Community Reference Group for input to IPR.</p>
<p><b>P2.1</b> Council works collaboratively to develop Asset Management Plans for community facilities and public spaces such as buildings, sportsgrounds, swimming pools, playgrounds and open space which reflect community needs.</p>	<p>Morrison Low has been engaged to develop Asset Management Policy, Strategy and AM Plans (AMPs) Since LTFP has been updated, Morrison Low has reviewed the plans and is updating them to be in line with the new 10 year forecast.</p>
<p><b>P2.2</b> Provide a network of a modern library and learning centres across the region, including a library service in Armidale town centre which caters for the needs of the community including meeting spaces, accessible internet services and up to date resources.</p>	<p>The Armidale and Guyra libraries have been identifying areas of improvement in their spaces. Guyra Library's focus is on improving technology, and Armidale Library is focusing on the purchase of new furniture to create more inviting and adaptable community spaces. Both Libraries, though particularly the Armidale Library, are branching out into more diverse areas in the community. Now the library team has settled in to the new building, they are exploring increased opportunities this new space provides. To begin with the focus will be on new and innovative ways the café and makerspace areas can be utilised. For example, recently we have partnered with TAFE for their Barista students to operate a coffee cart in our café area every Tuesday morning. Community Engagement is also a focus at present to ensure both libraries are being responsive to community needs and wants.</p>
<p><b>P2.3</b> Partner with local police and other agencies to develop strategies to reduce crime and improve community safety.</p>	<p>The Community Safety Committee will form part of the Community Wellbeing Committee that is being convened as part of the new council committees. Once this committee meets, a Crime Prevention Strategy can be tabled. In conjunction with the Crime Prevention Strategy the Community Safety Committee highlighted two areas of concern. Firstly the secondary supply of alcohol to teenagers and the CCTV camera systems. The Committee negotiated and developed a television commercial to address the legalities of secondary supply of alcohol that screened on WIN TV at the end of the school exam period and</p>

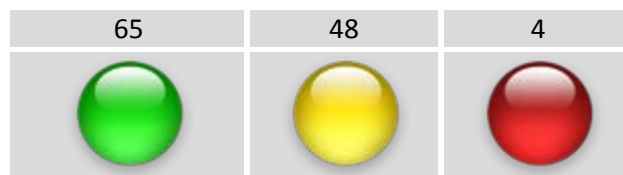
	will air again over the Christmas and new year period. The second area, CCTV, is currently being reviewed in light of an open grants round under the Safety Communities Fund. New relationships are being forged with NSW Police with a focus on a holistic view to reduced crime and community safety.
<b>P3.1</b> Provide resources to enable the ongoing provision of arts and cultural centres across the region.	The Arts and Cultural Strategic Plan 2017-2022 was adopted by Council November 2017. The position of Cultural Projects Officer has been aligned with the role of Interim Museum Team Leader. The position will continue to support the actions and strategies from the Arts and Cultural Strategic Plan in coordinating and promoting arts and cultural projects in the region.
<b>P3.2</b> Deliver annual program of events which reflect the social and cultural needs of the community.	CWA Conference ran well with positive feedback. Final plans in place for LG NSW Water Conference 3-5 Sept. Armidale to host 2019 Swimming NSW Regional Country Meet – 26-27 January. Planning commenced for 2020 WEMBO with preparation of marketing collateral to be available at the 2018 event in Fort William, UK. Planning well underway for community-driven Festival of Autumn event (16/17 March) and for council driven event 6 April 2019.
<b>P3.3</b> Develop an Arts and Cultural Plan for the region.	The Arts and Cultural Strategic Plan 2017-2022 was adopted by Council November 2017.
<b>P3.5</b> Develop programs and partnerships which support and promote the arts and cultural activities across the region.	Arts North West is a member of Council's Arts and Cultural Advisory Committee and works closely with the Cultural Projects Officer to develop opportunities and support arts across the region.
<b>P3.6</b> Develop a marketing and promotional strategy to inform people about the arts and cultural activities and events available across the region.	The Cultural Projects Officer, Arts North West and other local key arts and cultural stakeholders continue to develop and implement actions from the Arts and Cultural Strategic Plan. To provide a more coordinated approach to arts and culture across the region, it has been identified that Councils Arts and Culture Committee actions should be aligned with the action items in the Arts and Culture Strategic Plan, and this will be the focus moving forward.
<b>P4.1</b> Develop a Disability Action Plan and Pedestrian and Mobility Plan to improve access to services and infrastructure for people living with a disability and the aged.	The Disability Inclusion Action Plan is current and live on our ARC website. This document has been registered with the governing body. NIL further actions are pending.
<b>P4.2</b> Give further consideration to the issue of accessibility to Council's services and infrastructure as part of Asset Management Planning.	Work is ongoing.
<b>P4.3</b> Partner with other levels of government and agencies	The first Wellbeing Committee meeting will occur in September. Committee members have recently been

<p>to ensure the introduction of the National Disability Insurance Scheme provides adequate access to services for people with a disability.</p>	<p>determined through an application process and these members have been accepted by Council. The development of a 4 year Community Wellbeing Plan will occur over the coming months as this committee continues to meet.</p>
<p><b>P4.4</b> Develop strategies which promote inclusiveness of people from a cultural and linguistically diverse (CALD) background.</p>	<p>Council's volunteer referral service provides an outstanding service to the community. Our staff work extremely hard and closely with the community and potential volunteer bases in Armidale and surrounds. We continue to explore ways to develop volunteer services in the broader Armidale region.</p> <p>The Youth and Family position description has been extended to include a focus on multicultural relations. This includes maintaining a relationship with SSI and keeping abreast of the Refugee Resettlement Program.</p>
<p><b>P5.1</b> Engage with the community to ensure that library services and facilities are provided which meet community needs and expectations.</p>	<p>Home Support Services in Guyra provides a large number of activities to clients in Guyra and surrounds. Activities include client transport, social interaction activities, and meals on wheels. The majority of funding for this service is external.</p> <p>Nicholii house and the museum and library continue to offer venues and services to the community at low or no cost.</p> <p>The libraries explore opportunities to introduce new technology to the community, for example 3D Printing and robotics. Both libraries also offer many community and school holiday programs to the community.</p>
<p><b>P5.2</b> Partner with local organisations to offer programs to young people which offer mentoring, encourage leadership and provide pathways to employment and further education opportunities.</p>	<p>A new Youth and Family Coordinator commenced in April 2018. Program planning for the 2018/19 financial year is currently underway. Engagement with youth during school holiday periods has been the focus.</p>
<p><b>P5.3</b> Promote partnerships between businesses and the community which offer programs that encourage inclusivity and networking, such as the Men's Shed program in Armidale and Guyra.</p>	<p>Community Services work with a wide range of people and stakeholders in our community, primarily through interagency meetings and the like. There is significant engagement with the community to work towards promoting social inclusion.</p> <p>Council's Volunteer Referral Service also maintains regular contact with local businesses in an effort to place volunteers throughout the region.</p>
<p><b>P5.4</b> Partner with organisations and key stakeholders in remote communities to facilitate the delivery of activities for young people outside of school hours.</p>	<p>The Youth and Family Coordinator acts as the executive officer for the Armidale Regional Youth Advisory Committee (ARYAC) which discusses issues affecting youth across the region.</p> <p>The Youth and Family Coordinator along with ARYAC delivered the 2018 Youth Forum in August. Planning is also underway for the 2018 Youth Awards on 22 September 2018.</p> <p>A youth interagency is also coordinated monthly by our Youth and Family Coordinator which brings together a variety of local youth services.</p>

<p><b>P5.5</b> Further develop partnerships with educational institutions across all stages of the learning spectrum to ensure that face to face and online education is available to the community.</p>	<p>The Youth and Family Coordinator has been actively engaging with all schools in the region to develop and strengthen these relationships. Recently this has included meetings with students at local schools and presenting at some school assemblies.</p>
<p><b>P5.6</b> Lobby and advocate for improved health services across the region, to support an ageing population, and investigate funding opportunities for a new hospital for the region.</p>	<p>Recently investigations have been made to obtain membership on this committee for the Program Leader – Community Services.</p>
<p><b>P5.7</b> Facilitate and support the delivery of high quality early childhood and out of school hours services across the region.</p>	<p>The Guyra preschool and Long Day Care Centre is successfully delivery a high quality curriculum and program for children aged birth to 12 years of age. Council’s new Youth and Family Coordinator has established a number of networks with external agencies and will continue to do so as she settles into the role.</p>

## Operational Plan Results

Armidale Regional Council reports quarterly on the progress of achievements related to the Operational Plan. As at 30 June 2018, staff reported that 65 actions were completed or on track for completion, 48 were in progress, and four actions had some critical issues to remedy.



## Audited Financial Reports 2017-2018

The audited financial statements are required to be included as part of the Annual Report and are included in *Part C*.

## Special Variation of Rating Income

On 3 June 2014, the Independent Pricing and Regulatory Tribunal (IPART) issued its determination approving a special variation under section 508(2) of the Local Government Act 1993 of 12.30% for Armidale Dumaresq Council commencing in 2014-2015.

The approval was subject to the following conditions:

1. That Council uses the additional income for the purposes of funding the program of asset renewals for roads, storm water drainage, recreation facilities and buildings;
2. Council will reduce its general income for the 2021-2022 rating year by \$1,287,368 plus the equivalent cumulative proportion of this increase from any general variation increases or any special variation increases approved for the 2015-2016 to 2020-2021 rating years;
3. Council reports in its Annual Report for the period 2014-2015 to 2020-2021 information on the total income received, expenditure per project/program and outcomes achieved; and
4. Council reports to the Office of Local Government by 30 November each year on its compliance with the conditions for each rating year from 2014-2015 to 2020-2021.

This rate variation assists in funding a 7-year program of asset renewal and maintenance in the Armidale local government area.

The additional general rate income has been used to manage Council's existing infrastructure. This includes renewal and ongoing maintenance of assets such as buildings, roads, bridges, drainage, parks and facilities. Renewal activities extend the life of the asset, such as re-sheeting a section of road. Maintenance includes repairs, painting, replacement of broken fixtures etc.

The following Table provides information on the total income received and renewal expenditure per asset class in 2017-2018.

Asset Class	Expenditure	SRV Income	Other Income
Cycleways	93,762	19,500	74,262
Footpaths	47,134	21,000	26,134
Urban Rehabilitation	887,851	67,000	820,851
Kerb and Gutter	280,987	148,000	132,987
Bridges	1,108,827	110,000	998,827
<b>Total Roads</b>	<b>2,418,561</b>	<b>365,500</b>	<b>2,053,061</b>
Stormwater Pipe	360,781	230,203	130,578
Junction/Manholes	0	42,000	-42,000
Kerb Inlet Pits	15,910	30,000	-14,900
Trunk Main - Allingham St	0	270,000	-270,000
GPT Cookes Rd	0	80,000	-80,000
<b>Total Stormwater Drainage</b>	<b>376,691</b>	<b>652,203</b>	<b>-275,512</b>
Aquatic Centre Facility Renewals	29,066	42,318	-13,252
Playground Equipment Replacements	55,458	87,581	-32,123
<b>Total Recreational &amp; Facilities</b>	<b>84,524</b>	<b>129,899</b>	<b>-45,375</b>
Kent/Hughes House - Upgrade	39,254	11,000	28,254
CCTV Services - Upgrade	69,721	40,000	29,721
CAB - Upgrade	27,067	100,000	-72,933
Mann St Depot - Upgrade	120,453	70,000	50,453
<b>Total Buildings</b>	<b>256,496</b>	<b>221,000</b>	<b>35,496</b>

## Rates and Charges Written Off

### Local Government (General) Regulation 2005 Clause 132

Rates abandoned (postponed)	17,070
Interest abandoned (postponed)	8,749
Mandatory pension rebate	693,030
Voluntary pension rebate (*)	116,728
<b>Total</b>	<b>\$835,577</b>

(\*) Council has adopted a Pensioner Concession Policy which provides an additional concession of up to \$25 in General Rates, up to \$25 in Water Rates and up to \$25 in Sewerage Rates.

## Register of Overseas Travel

### Overseas visits by Councillors, Council Staff and other Council Representatives Clause 217(1)(a1)

No overseas travel was undertaken during the 2017-2018 year by Councillors, Council Staff or Council Representatives.

## Administrator Fees, Facilities and Expenses

Total remuneration and cost of expenses and facilities to Administrator for the period 1 July 2017 to 26 September 2017 was \$50,791.

## Mayor and Councillor Fees, Facilities and Expenses

### Local Government (General) Regulation 2005 Clause 217(1)(a1)

The Mayor and Councillors are paid an annual fee that is within the limit set by the Local Government Remuneration Tribunal.

The Mayor's Fee for 2017-2018 was \$42,120 in addition to the Councillor Fee. The Councillor's Fee for 2017-2018 was \$19,310. The fees payable totalled \$192,115 which were based on a 75% (9 months) pro rata basis, as the new Council commenced on 27 September 2017.

All the Councillors are paid for expenses incurred in discharging their functions and responsibilities to the Armidale regional community in accordance with the Councillor Expenses and Facilities Policy adopted on 28 June 2017. The policy is accessible from Council's website.

The policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties. It ensures accountability and transparency, and seeks to align Councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under the policy.

The policy has been prepared in accordance with the Local Government Act 1993 and Local Government (General) Regulation 2005, and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW. The policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.



Expense or Facility	Amount \$
General travel expenses (business, professional development, seminars & conferences and use of private motor vehicle)	4,162
Interstate visits by councillors, including transport, accommodation and other out-of-pocket travelling expenses	0
Overseas visits by councillors, including transport, accommodation and other out-of-pocket travelling expenses	0
Accommodation and meals	9,681
Training of councillors and provision of skill development	0
Attendance of councillors at conferences and seminars	2,191
ICT expenses	988
Expenses involved in the provision of care for a child of, or an immediate family member of, a councillor	0
Home office expenses	0
Corporate clothing	1,231
<b>Total amount of money expended on the provision of Councillor facilities and the payment of Councillor expenses</b>	<b>\$ 18,253</b>

The Mayor is provided with a furnished office, council vehicle and fuel card, and a reserved parking space at the council offices. Councillors have access to facilities in a councillor room at the Armidale administration building.

## Contracts awarded greater than \$150,000

In accordance with the Local Government (General) Regulation 2005 Clause 217(1)(a2)

Name of Contractor	Nature of Goods or Services Supplied	Amount \$
Garwood International P/L	Supply and Disposal on Truck Mounted Road Sweeper	228,700
Ducats Earthmoving P/L	Cluny Road Upgrade	221,133
Vertical Telecoms P/L (Vertel)	Two Way Radio Extension	310,445
AEC Group P/L	Armidale Regional Airport Precinct Business Plan	164,933
Public Works Advisory	Water & Sewer Network Modelling & Servicing Strategy	192,046
Cardno (NSW) P/L	Consultancy Malpas Dam to Guyra Pipeline	219,566
Berule P/L (TOBCO)	Timber Bridge Upgrade	1,337,165
JT Fossey (Sales) P/L	Supply and Delivery of Bus	159,700
Coffs Harbour City Council (Coastal Works)	Design Airport Internal Water & Sewer Reticulation	433,921
Roadwork Industries P/L (BMR Quarries)	Reseal of Jessie Street, Dumaresq Street - Beardy Street	171,911
Interflow P/L	RMS Culvert	341,004
Wagners CFT Manufacturing P/L	Bridge Super Structure	446,946
Ronin G P/L (Hofman Electrical Group)	New England Highway Airport Roundabout Electrical	292,905
Roadworks Industries P/L (BMR Quarries)	Road rehabilitation Madgewick Drive and Guyra Road	591,296
Techspan Building System P/L	Armidale RFS Logistics Shed	157,911
Irwin Fencing P/L	MR76 Guard Rail Upgrade and Repair	166,397

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

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

## Legal Proceedings

### **In accordance with the Local Government (General) Regulation 2005 Clause 217(1)(a3)**

No expenses were incurred, as at year ended 30 June 2018, in relation to legal proceedings.

## Resolutions made under Section 67 concerning work carried out on private land

### **In accordance with the Local Government (General) Regulation Clause 217(1)(a4)**

Council did not resolve to undertake any Private Works during the period 2017-2018.

## Grants, Financial Assistance and Contributions

### **Total amount granted under section 356 in accordance with the Local Government (General) Regulation Clause 217(1)(a5)**

Council recognises the importance of assisting Not-For-Profit community groups and organisations that are interested in and working towards the enhancement of facilities and improving the community well-being of its residents.

In 2017-2018 Council approved funding of \$10,600 to eleven (11) groups under its Small Community Grants Program.

## Statement of external bodies exercising delegated function by Council

### **In accordance with the Local Government (General) Regulation Clause 217(1)(a6)**

No external bodies exercised functions delegated by Council during 2017-2018.

## Statement of all corporations, partnerships, trusts, joint ventures, syndicates or other bodies in which council held a controlling interest

**In accordance with the Local Government (General) Regulation Clause 217(1)(a8)**

Council held no controlling interest in any company for the twelve month period ending 30 June 2018.

## Statement of all corporations, partnerships, trusts, joint ventures, syndicates or other bodies in which the council participated during the year

Council participated in the following entities during the year:

- Arts North West
- Australian Airports Association
- Bush Fire Management Committee
- Country Mayors Association
- Mid North Weight of Loads Group
- New England District Emergency Management Committee (DEMC)
- New England Group of Councils (NEGOC)
- New England Joint Organisation (NEJO)
- New England Conservatorium of Music (NECOM)
- New South Wales Inland Forum
- New South Wales Public Libraries Association
- Northern Inland Regional Waste Group
- Northern Region Joint Regional Planning Panel
- StateCover
- Statewide Mutual

For further financial details on Controlled Entities, Associated Entities and Interests in Joint Ventures, refer to Note 19, of the Armidale Regional Council General Purpose Financial Report 2018.

## Statement of activities to implement its Equal Employment Opportunity (EEO) Management Plan

**In accordance with the Local Government (General) Regulation Clause 217(1)(a9)**

In consideration of the 2 former council's EEO Management Plans, the following actions demonstrate the new Council's continued commitment to strategies which support a positive working environment, where employees and others in the workplace are treated fairly and with respect and are free from unlawful discrimination, harassment, bullying, vilification and victimisation.

Key achievements during the 2017-2018 have been:

- A complete review of our EEO obligations lead to the development and implementation of a Diversity and Inclusion Policy, which is supported by a Diversity and Inclusion Management Plan. These documents will provide the framework for building diversity activities across Council and will focus on attracting, recruiting and retaining a diverse workforce, as well as cultivating a change in culture to one of a supportive workplace environment that encourages and engages in diversity.

It is therefore the intention of Council to move beyond a culture of compliance to one where, diversity and inclusion is at the core of everyday operations; the full value of supporting a diverse workforce is realised; and council can ultimately be seen as a leader within the community and local government arena.

The Policy and Strategy recognise that all people bring different qualities, skills, knowledge, experiences, perspectives and attitudes to work. They support Council in recognising the value that these differences can make to improve the workplace for all our staff and enhance Council's overall performance.

- Review of all policies and strategic documents to ensure alignment with contemporary diversity and inclusion principles and legislation.
- EEO and diversity commitment included in all of our Position Descriptions and employment arrangements.
- Undertook a review of flexible work arrangements to consider how flexibility arrangements are currently being utilised and if there is discrimination/bias in terms of its application.
- Commenced the development of Retirement Planning documentation to support staff who are looking to transition to retirement.
- Compulsory training provided to the Executive Leadership Team, Senior Leadership Team, Program Leaders, and Supervisors to ensure they have the right skills and resources to support staff.
- Continued observation of days relating to diversity and encouragement of staff and community participation in events.

Our current diversity profile is:

Female staff	38%
Male staff	62%
Average age of workforce	45 years
Staff who identify as Aboriginal and Torres Strait Islander	5%
Staff who come from a non-english speaking background	4%
Staff who identify as having a disability	4%

## CEO Remuneration Package

In accordance with the Local Government (General) Regulation 2005 Clause 217(1)(b)

Detail	Amount \$
Salary component of the package	244,034
Total amount of any bonus, performance or other payments that do not form part of the salary component	0
Total amount payable by way of the employer's contribution or salary sacrifice to any superannuation scheme to which the general manager may be a contributor	25,728
Total value of any non-cash benefits for which the general manager may elect under the package	15,700
Total amount payable by way of fringe benefits tax for any such non-cash benefits	0
<b>Total Remuneration Package</b>	<b>\$285,462</b>

The CEO, Mr Peter Dennis, resigned from the position in February 2018. Council resolved on 28 February 2018, to appoint Mr Chris Rose as Acting CEO from 21 March 2018 until the commencement of a permanent CEO.

Council resolved on 1 June 2018 to appoint the Group Leader – Organisation Services, Mr Lindsay Woodland as the Acting CEO from 2 June 2018, until the commencement of the permanent CEO.

## Senior Staff Remuneration Package

In accordance with the Local Government (General) Regulation Clause 217(1)(c)

In addition to the CEO, Council has classified two (2) Group Leaders as senior staff positions under Section 428(1)© of the Local Government Act 1993. The total combined remuneration packages for the two senior staff were as follows:

Detail	Amount \$
Salary component of the packages	468,484
Total amount of any bonus, performance or other payments that do not form part of the salary components	0
Total amount payable by way of the employer's contribution or salary sacrifice to any superannuation scheme to which the general manager may be a contributor	39,682
Total value of any non-cash benefits	24,000
Total amount payable by way of fringe benefits tax	0
<b>Total Remuneration Package for two senior staff</b>	<b>\$532,166</b>

## Statement of Stormwater Management Services

### In accordance with the Local government (General) Regulation 2005 Clause 217(1)(e)

A Stormwater Management Service Charge funds additional investigations and activities towards improving stormwater quality, managing stormwater flows and flooding, and harvesting and reusing stormwater.

The charge is levied on rateable urban land that is categorised as Residential or Business (excludes vacant land). During the period 2017-2018 the stormwater management service charge was levied on rateable urban land that is categorised as Residential or Business in the former Guyra Shire Council local government area.

The \$25 charge was levied on 873 rate assessments generating income of \$21,825.

## Particulars of any Environmental Upgrade Agreement entered into

### In accordance with any requirements imposed under s406 and s54P

Council did not enter into any agreements during 2017-2018.

## Statement detailing the Coastal Protection Services provided

### In accordance with the Local Government (General) Regulation 2005 Clause 217(1)(e1)

Council did not levy services for the provision of coastal protection services, under Section 496B (1) of the Local Government Act 1993, during 2017-2018.

## Companion Animals Act 1998

### Statement regarding activities relating to enforcing and ensuring compliance with Clause 217(1)(f)

Council has lodged the required data with the department and a new impoundment register will be developed within our corporate software to make reporting easier.

Over the past year, council rangers received 13 reports of alleged dog attacks involving 20 dogs. Council promoted the desexing of dogs and cats by conducting a desexing program where a discounted desexing of companion animals was offered to low income families.

Council offers for sale all suitable unclaimed animals from its companion animal shelter. These animals are advertised on Council's Facebook page and through word of mouth from staff and Council's volunteer network. All animals sold are desexed, microchipped, registered, vaccinated and wormed.

A number of animal welfare groups such as RSPCA, Greyhound rescue, Herds to Homes, Death row to freedom and Cattle dog rescue are utilised to promote the alternatives to euthanasia for unclaimed animals.

Council provides and maintains five (5) off-leash areas within the Armidale City area and one (1) off-leash area in Guyra.

## Capital Expenditure Reviews for Capital Works Projects

No capital expenditure reviews were submitted.

## Carers (Recognition) Act 2010 Compliance

Council has a Flexible Working Arrangements Policy in place which provides for flexibility in handling work and family responsibilities. Council also utilises its Consultative committee as a consulting mechanism with employees during the development of HR operational policies and procedures.

All employees are eligible for Carer's Leave and the Councillors Facilities and Expenses Policy makes provision for carer's and child care expenses.

An Employee Assistance Program is available for staff to access and its use is encouraged. Staff can access this service for personal reasons in complete privacy.

## Disability Inclusion Action Plan

Following amalgamation of Armidale Dumaresq and Guyra Shire Councils to form Armidale Regional Council a new Disability Inclusion Action Plan (DIAP) has been developed. Council is in the process of delivering the action items included in the new Plan.

## Planning Agreement Compliance

**Under the Environment Planning and Assessment Act, 1979, Council is required to report on any planning agreements that were in force during the financial year.**

Planning agreements are voluntary agreements or other arrangements under the Act between a planning authority (such as Armidale Regional Council) and a person or company (the developer) who has sought a change to an environmental planning instrument, or who has made, or proposes to make, a development application under which the developer is required to dedicate land free of cost, pay a monetary contribution, or provide any other material public benefit, or any combination of them, to be used for or applied towards a public purpose.

Armidale Regional Council has not entered into any new planning agreements during the year.

## Recovery and Threat Abatement Plans

Council has no recovery or threat abatement plans.

## Swimming Pool Inspections Act 1992

Section 22F(2) Swimming Pool Act 1992, section 428 of the Local Government Act 1993 Division 5 of Part 2

Swimming Pool Regulations	Total Inspections
Number of inspections of tourist & visitor accommodation and premises on which there are more than two dwellings	6
Number of inspections that resulted in the issuing of a certificate of compliance under section 22D of the Act	16
Number of inspections that resulted in the issuing of a certificate of non-compliance under clause 18BA of the Regulation	1

## Government Information (Public Access) Act 2009

Council has an obligation under the Government Information (Public Access) Act 2009 (GIPA Act) to submit annual reports to the Information and Privacy Commission NSW (IPC) by 31 October each year, in order to meet the requirements under section 125 of the GIPA Act and Clause 7 of the GIPA Regulation.

### Review of proactive release program

Council continually reviews its proactive release program to identify the kinds of information that we make publicly available. This occurs through extensive publication on Council's website or through inspection and/or provision of information in response to a written application.

### Number of access applications received

During the reporting period, Council received a total of two (2) formal access applications (including withdrawn applications but not invalid applications) from members of the public. Access was granted in full and the applications were decided within the statutory timeframes.

### Number of refused applications for Schedule 1 information

During the reporting period, no formal access applications were refused.

## Public Interest Disclosures Act 1994

Report to NSW Ombudsman for the period 2017-2018:

Public interest disclosures in 2017-2018	Total
Number of public officials who made PIDS	2
Number of PIDs received	2
Number of PIDs finalised	1