

# TAMWORTH REGIONAL COUNCIL

Notice is hereby given, in accordance with the provisions of the Local Government Act 1993, that a **Meeting of Tamworth Regional Council** will be held in the **Council Chambers, 4th Floor Ray Walsh House, 437 Peel Street, Tamworth**, commencing at **6:30pm**.

## ORDINARY COUNCIL AGENDA

**23 JUNE 2020**

**PAUL BENNETT**  
**GENERAL MANAGER**

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## Council

Meeting Date: 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month commencing at 6:30pm.

Matters determined by Ordinary meetings will include all those non-delegable functions identified in Section 377 of the Local Government Act as follows:

- *“the appointment of a general manager*
- *the making of a rate*
- *a determination under section 549 as to the levying of a rate*
- *the making of a charge*
- *the fixing of a fee*
- *the borrowing of money*
- *the voting of money for expenditure on its works, services or operations*
- *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)*
- *the acceptance of tenders which are required under this Act to be invited by the council*
- *the adoption of an operational plan under section 405*
- *the adoption of a financial statement included in an annual financial report*
- *a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6*
- *the fixing of an amount or rate for the carrying out by the council of work on private land*
- *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*
- *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](#)*
- *the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194*
- *a decision under section 356 to contribute money or otherwise grant financial assistance to persons*
- *the making of an application, or the giving of a notice, to the Governor or Minister*
- *this power of delegation*
- *any function under this or any other Act that is expressly required to be exercised by resolution of the council.”*

Other matters and functions determined by Ordinary Council Meetings will include:

- *Notices of Motion*
- *Notices of Motion of Rescission*
- *Council Elections, Polls, Constitutional Referendums and Public Hearings/Inquiries*
- *Ministerial Committees and Inquiries*
- *Mayor and Councillors Annual Fees*
- *Payment of Expenses and Provision of Facilities to Mayor and Councillors*
- *Local Government Remuneration Tribunal*
- *Local Government Boundaries*
- *NSW Ombudsman*
- *Administrative Decisions Tribunal*
- *Delegation of Functions by the Minister*
- *Delegation of Functions to General Manager and Principal Committees*
- *Organisation Structure*
- *Code of Conduct*
- *Code of Meeting Practice*
- *Honesty and Disclosure of Interests*
- *Access to Information*
- *Protection of Privacy*
- *Enforcement Functions (statutory breaches/prosecutions/recovery of rates)*
- *Dispute Resolution*
- *Council Land and Property Development*
- *Annual Financial Reports, Auditors Reports, Annual Reports and Statement of the Environment Reports*
- *Performance of the General Manager*
- *Equal Employment Opportunity*
- *Powers of Entry*
- *Liability and Insurance*
- *Membership of Organisations*

<b>Membership:</b>	<b>All Councillors</b>
<b>Quorum:</b>	<b>Five members</b>
<b>Chairperson:</b>	<b>The Mayor</b>
<b>Deputy Chairperson:</b>	<b>The Deputy Mayor</b>

## Community Consultation Policy

The first 30 minutes of Open Council Meetings is available for members of the Public to address the Council Meeting or submit questions either verbally or in writing, on matters INCLUDED in the Business Paper for the Meeting.

Members of the public will be permitted a maximum of three minutes to address the Council Meeting. An extension of time may be granted if deemed necessary.

Members of the public seeking to represent or speak on behalf of a third party must satisfy the Council or Committee Meeting that he or she has the authority to represent or speak on behalf of the third party.

Members of the public wishing to address Council Meetings are requested to contact Council either by telephone, in person or online prior to 4:30pm the day of the Meeting to address the Council Meeting. Persons not registered to speak will not be able to address Council at the Meeting.

Council will only permit three speakers in support and three speakers in opposition to a recommendation contained in the Business Paper. If there are more than three speakers, Council's Governance division will contact all registered speakers to determine who will address Council. In relation to a Development Application, the applicant will be reserved a position to speak.

Members of the public will not be permitted to raise matters or provide information which involves:

- personnel matters concerning particular individuals (other than Councillors);
- personal hardship of any resident or ratepayer;
- information that would, if disclosed confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business;
- Commercial information of a confidential nature that would, if disclosed:
  - prejudice the commercial position of the person who supplied it, or
  - confer a commercial advantage on a competitor of the Council; or
  - reveal a trade secret;
- information that would, if disclosed prejudice the maintenance of law;
- matters affecting the security of the Council, Councillors, Council staff or Council property;
- advice concerning litigation or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege;
- information concerning the nature and location of a place or an item of Aboriginal significance on community land;
- alleged contraventions of any Code of Conduct requirements applicable under Section 440; or
- on balance, be contrary to the public interest.

Members of the public will not be permitted to use Community Consultation to abuse, vilify, insult, threaten, intimidate or harass Councillors, Council staff or other members of the public. Conduct of this nature will be deemed to be an act of disorder and the person engaging in such behaviour will be ruled out of the order and may be expelled.

### **Disclosure of Political Donations or Gifts**

If you have made a relevant planning application to Council which is listed for determination on the Council Business Paper you must disclose any political donation or gift made to any councillor or employee of the Council within the period commencing two years before the application is made and ending when the application is determined (Section 147(4) Environmental Planning and Assessment Act 1979).

If you have made a relevant public submission to Council in relation to a relevant planning application which is listed for determination on the Council Business Paper you must disclose any political donation or gifts made to any councillor or employee of the Council by you as the person making the submission or any associate within the period commencing two years before the submission is made and ending when the application is determined (Section 147(5) Environmental Planning and Assessment Act 1979).

## AGENDA

- 1 APOLOGIES AND LEAVE OF ABSENCE**
- 2 COMMUNITY CONSULTATION**
- 3 MINUTES OF PREVIOUS MEETING SUBMITTED FOR APPROVAL**

### **RECOMMENDATION**

*That the Minutes of the Ordinary Meeting held on Tuesday, 26 May 2020 and Extraordinary Meeting held on Tuesday, 9 June 2020, copies of which were circulated, be taken as read and confirmed as a correct record of the proceedings of the Meeting.*

### **4 DISCLOSURE OF INTEREST**

Pecuniary Interest

Non Pecuniary Conflict of Interest

Political Donations

### **5 MAYORAL MINUTE**

Nil

### **6 NOTICE OF MOTION**

Nil

## **OPEN COUNCIL REPORTS**

### **7 ENVIRONMENT AND PLANNING**

#### **7.1 TAMWORTH CITY CENTRE WORKING GROUP MEETING No. 37 – FILE No SF3196**

**DIRECTORATE: PLANNING AND COMPLIANCE**

**AUTHOR: Genevieve Harrison, Manager Integrated Planning**

**1 ANNEXURES ATTACHED**

### **RECOMMENDATION**

*That in relation to the report “Tamworth City Centre Working Group Meeting No. 37”, Council receive and note the Minutes of the meeting held Wednesday 3 June 2020.*

### **SUMMARY**

The Tamworth City Centre Working Group (TCCWG) met on Wednesday 3 June 2020, via Bluejeans Conferencing. An update was provided at the meeting in relation to both Blueprint 100 and the revitalisation priorities in Fitzroy Street and the CBD. Group members also discussed the impact of the COVID-19 pandemic on the CBD.

## COMMENTARY

The Minutes of the Tamworth City Centre Working Group Meeting No. 37, held 3 June 2020 are **ATTACHED**, refer **ANNEXURE 1**. The main items discussed at the meeting are detailed below:

### *Blueprint 100*

The Integrated Planning Manager, Genevieve Harrison, advised the Group that a milestone had been reached on 26 May 2020, when Council officially resolved to adopt the Tamworth Regional Blueprint 100 (Part 1) as a policy of Council and proceed with the publication of Part 2 (the Local Strategic Planning Statement). The TCCWG will provide advice in the future on key actions of Blueprint 100 such as the establishment of university and cultural precincts together with the provision of financial incentives to stimulate business growth and development.

### *Fitzroy Street Upgrade*

There have been a number of new features installed in the Fitzroy Street plaza during the past nine months to provide more comfort (shelter and shade) and to improve the overall amenity of the street. These features have included the planting of four advanced trees and the installation of a series of living umbrellas plus associated seating. Plantings for the living umbrellas have not occurred at this stage due to current water restrictions. Tactile markers have also been placed at the edge of the roadway in the plaza area to facilitate pedestrian movement across this space.

#### **(a) Policy Implications**

Nil

#### **(b) Financial Implications**

Nil

#### **(c) Legal Implications**

Nil

#### **(d) Community Consultation**

Nil

#### **(e) Delivery Program Objective/Strategy**

A Prosperous Region – P11 Support and facilitate economic development and employment opportunities.

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## **8 INFRASTRUCTURE AND SERVICES**

### **8.1 TAMWORTH REGIONAL AQUATIC AND LEISURE CENTRE PROJECT UPDATE AND COVID-19 IMPACT** **– FILE No PROJ2019-0206**

**DIRECTORATE:**

**REGIONAL SERVICES**

**AUTHOR:**

**Paul Kelly, Manager Sports and Recreation**

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**Reference:**                    **Item 8.1 to Ordinary Council 12 November 2019 – Minute No 397/19**  
                                      **Item 8.5 to Ordinary Council 12 March 2019 - Minute 63/19**  
                                      **Item 7.1 to Ordinary Council 18 December 2018 - Minute No 324/18**  
                                      **Item 21.1 to Ordinary Council 23 May 2017 - Minute No 142/17**

### **RECOMMENDATION**

*That in relation to the report “Tamworth Regional Aquatic and Leisure Centre Project Update and COVID-19 Impact”, Council:*

- (i) note the current estimated amount of funding required is \$2,680,000 to engage a Lead Designer to progress the project to 50% design, for design documentation to be ready to engage a contractor under a single Design and Construct delivery contract; and*
- (ii) due to the current impact of COVID-19, agree to consider the allocation of additional funds for the engagement of a Lead Designer as part of the 2021/2022 Annual Operating Plan process.*

### **SUMMARY**

This report is to update the Councillors on the status of the Tamworth Regional Aquatic and Leisure Centre (TRALC) and reconsider its progress in light of the impact of COVID-19 on Council.

### **COMMENTARY**

#### **Background**

Tamworth Regional Council is proposing to develop a major aquatic and indoor leisure centre. The consultation, planning, design, and delivery of this project is being delivered in three phases, each operating as a separate project with assigned Project Managers and delivered in accordance with Council's Project Management Framework.

The phases are summarised as:

- Phase 1 (complete) – Concept design, Consultation and Business Case – Early project development and community consultations;
- Phase 2 (current) – Design Development – Preparation of developed design drawings (to 50%) and technical specifications, including planning approvals; and
- Phase 3 (future) – Design Finalisation (to 100%) and Construction – Single Design and Construct contract.

**Phase 1** of this process was completed in 2019. This phase was managed by Council's Sports and Recreation Division in consultation with a contracted Leisure Consultant and involved the preparation of concept designs, development of a business case, and community consultation of both the concept designs and the business case.

**Phase 2** of the project is currently being managed by Council's Project Management and Engineering Services Division and involves Council developing a suite of substantially developed design drawings (nominally to a 50% design stage) and engineering, servicing and architectural specifications for the facility. This will allow the submission of a Development Application (DA) and revised construction cost estimates. At the completion of

Phase 2 the project will be ready to advertise a tender for a single Design and Construct delivery contract, once funding for construction has been secured.

**Phase 3** of the project will involve the calling of tenders for the design finalisation and construction of the facility and includes the issuing of the Construction Certificate (CC) and obtaining the Occupation Certificate (OC). This phase will require significant external funding to supplement Council's contribution to fund the capital expenditure.

Multiple project delivery processes were considered for the Aquatic and Leisure Centre project, including reduced design development versus full design and documentation. It was considered that the above adopted process provides the best balance in managing risk (i.e. progressing the design far enough to control the outcome, obtain planning approval and improve the accuracy of construction estimates) and minimising up front cost (by deferring a significant portion of the design completion to the final Design and Construct contract).

### Project Management Structure and Lead Designer Role

Following approval of the business case by Council in early 2019, Council engaged Otium Planning Group (Otium) to assist Council's project team in preparing the design brief and tender package for the lead designer role (Lead Designer). This Lead Designer is planned to complete all design and compliance activities relating to the 50% design of the TRALC, and provide ongoing business planning to ensure the functional and operational imperatives of the design are addressed. As per the following relationship diagram in Figure 1, the Council project team will coordinate the project between the four key stakeholder groups, being Councillors, the leisure planner (liaising with state sporting bodies), working groups (local user groups and adjacent landowners), and the Lead Designer.

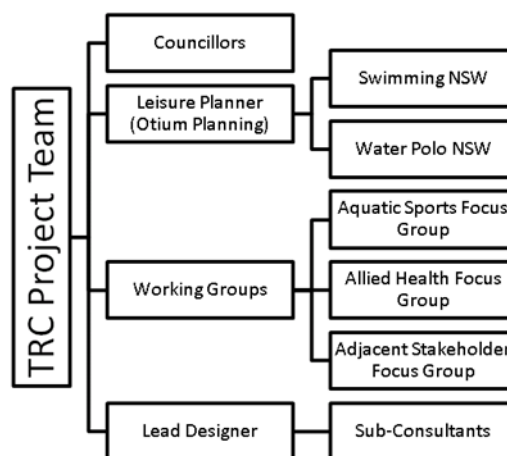


Figure 1 – Relationship diagram for consultants and key stakeholders

The Lead Designer is planned to be engaged for three overarching design deliverables:

- approved DA from the 20% drawing suite;
- final 50% drawing suite and technical specifications across all disciplines; and
- a revised construction estimate.

## **Facility Design Development**

Through the preparation of the Lead Designer brief, the project team consulted with the Aquatic Sports Focus Group as well as with Swimming NSW and Water Polo NSW (through Otium). These discussions have refined the technical and operational requirements of the facility from the approved business case.

These proposed refinements will be detailed to Councillors in a workshop later in the project, and include:

- FINA (Fédération Internationale de Natation or International Swimming Federation) accreditation and pool depths;
- separation of leisure water from program pool;
- installation of a swim wall and moveable boom; and
- spectator seating.

This consultation process also confirmed both swimming and water polo events that the proposed TRALC is likely to attract when constructed.

## **Professional Design Fee Estimate and Budget**

### *Professional Design Fee Estimate*

Design fees on such a major project can vary significantly depending on the level of specialist advice required, so the project team has explored these from multiple approaches to ensure that design estimates are known accurate up front.

Early design fee estimates provided by Otium indicated that to achieve a 50% design it would likely cost approximately \$1.6 million, based on 2.5% to 3% of the capital construction costs of \$57.9 million. This capital cost has been calculated based on the estimate in the approved Business Case of \$67 million less project management, other professional fees, authority charges, and contingency.

To provide more certainty of the proposed design fee estimate, in April 2020 Otium engaged Turner & Townsend (a professional services firm) to undertake a detailed estimate of professional fees using similar recent projects to benchmark this against. Following this more detailed review, Turner and Townsend now estimate the design fees to cost approximately \$2.17 million (3.5% to 4% of the adjusted capital cost estimate of \$57.9 million) as detailed in Table 1. Note these figures are for design consultant fees only, excluding other costs – refer to the Project Budget section below for a full break down of costs.

Table 1 – TRALC design and specification fee estimate

Item	Stage	Otium (Turner & Townsend) (% of \$57.9 million)	
1	Design Development 20%	2%	\$ 1,158,000
2	Town Planning (DA)		
3	Design Development 50%	1.5 - 2%	\$ 1,013,250
4	Construction Specifications 50%		
Subtotal for 50% Design		<b>3.75%</b>	<b>\$ 2.17 million</b>
5	Design Development (CC)	2.5 – 4%	\$ 1,881,750
6	Construction Specifications		
7	Construction Administration		
Total for 100% Design		<b>6 – 8%</b>	<b>\$ 4.053 million</b> (average 7% used)

Note that a significant portion of the design cost (items 5, 6, and 7) as a result of the recommended delivery process is deferred to the main Design and Construct contract within Phase 3.

To provide a higher degree of confidence in the design fee estimate prepared by Turner & Townsend for Otium, benchmarking data was analysed for recently tendered projects of similar scope and size in both New South Wales and Victoria. The design fee was calculated as a percentage of the construction estimate for each project. This information is presented in Table 2 below, and supports Turner & Townsend's total project design fee estimate of between 6 and 8% of the overall project construction cost.

Table 2 – Benchmarking projects for Turner & Townsend estimate

Project	Status	Design Fee (% of Estimate)	Construction Estimate
St Albans Leisure Centre, Brimbank VIC	D&C Contract currently out to tender	7.5 – 8%	\$ 62 million
Kew Recreation Centre, Kew VIC	100% design lump sum contract, currently completing Design Development	5.5 – 6%	\$ 62 million
Parramatta Aquatic Centre, Parramatta NSW	Based on original design, project now changed	4.5 – 6%	\$ 74 million
Green Square Aquatic Centre, Green Square NSW	Partial D&C Contract now in construction	6%	\$ 100 million
Rosebud Aquatic Centre, Mornington Peninsula VIC	Now in construction	6%	\$ 35 million

Following consideration of the revised estimate from Turner & Townsend and the subsequent benchmarking, the project team is confident in achieving the 50% design suite of documents as per the estimate in Table 1 and the proposed budget provided below.

#### Project Budget

\$100,000 has already been allocated to Phase 2 of the project, funded through a combination of remaining funds from Phase 1 and the Civil Construction Reserve (Item 8.1 to Ordinary Council 12 November 2019). This initial funding allowed for the engagement of the Leisure Planner, Otium, and for project management expenditure to develop the Lead Designer's brief and tender package. To progress to the Lead Designer tender, additional funding is required to be allocated, currently estimated at \$2.68 million, in addition to the \$100,000 already allocated, to fund the total design costs for Phase 2. The breakdown of this estimate is provided in Table 3.

Table 3 – TRALC design and specification budget breakdown

Component	Estimate
Project Management	\$ 71,500
Leisure Consultant	\$ 44,800
Development Application	\$ 118,700
Survey	\$ 5,000
Geotechnical Investigations	\$ 10,000
Professional Design Fees	\$ 2,170,000
<b>SUBTOTAL</b>	<b>\$ 2,420,000</b>
Contingency (~15%)	\$ 360,000
<b>PROPOSED BUDGET</b>	<b>\$ 2,780,000</b>

#### **Phase 2 – Current status**

Having now clearly defined the scope of works to engage a Lead Designer, the project team would normally seek to request an allocation of funds to progress this project. However, the financial impacts of the COVID-19 pandemic on the organisation must be considered.

Up until now, COVID-19's impact on projects managed by Council has centred on social distancing and organisational shutdowns (internal and external); both legislated by State and Federal Governments. These measures have placed pressure on Council's income streams with minimal relief on outgoing expenditure.

To progress the TRALC project, by engaging a Lead Designer to prepare design documentation ready for a Design and Construct delivery contract, approximately \$2.68 million is estimated to be required. Based on the high expenditure required to complete the 50% design of the facility, no short-term financial return on this investment and the economic strain on Council and the wider community in general as a result of COVID-19, it is recommended that the allocation of additional funds to this project be postponed. When considered appropriate, a Councillor workshop and subsequent Council report will be undertaken to initiate the project's recommencement.

**(a) Policy Implications**

Nil

**(b) Financial Implications**

Due to the financial impact of COVID-19 on Council, the allocation of additional funding beyond the \$100,000 already provided is recommended to be delayed for further consideration for possible inclusion in the 2021/2022 Annual Operating Plan (AOP).

**(c) Legal Implications**

Nil

**(d) Community Consultation**

Otium discussed the facility design with the state competitive bodies, Swimming NSW and Water Polo NSW, with both bodies providing advice on the minimum acceptable requirements and deviations from the standards to permit competitive events to be held at the facility.

A workshop with the Aquatic User Group was held on 10 February 2020, and was attended by representatives from Tamworth City Swim Club, Kootingal and Moonbi Swim Club, 360 Swim Club, and Tamworth Water Polo. The workshop introduced the group to the project team, provided an overview of Phase 2, and discussed the proposed facility design deviations.

No further consultation has been undertaken with the wider community as part of Phase 2. The project team plans to provide an update to the general public at the next key milestone, being when funding is approved to progress to the 50% design stage.

**(e) Delivery Program Objective/Strategy**

A Spirit of Community – C13 Provide high-quality specialised sporting facilities to drive sporting excellence for the region and state.

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## **8.2 TAMWORTH REGIONAL LOCAL TRAFFIC COMMITTEE MEETING - GENERAL - 6 MAY 2020 – FILE NO SF1387**

**DIRECTORATE: REGIONAL SERVICES**

**AUTHOR: Murray Russell, Manager Infrastructure and Works**

**1 ANNEXURES ATTACHED**

### **RECOMMENDATION**

*That in relation to the report “Tamworth Regional Local Traffic Committee Meeting – General – 6 May 2020”, Council:*

- (i) approve the installation of a five metre No Stopping Zone on Lockheed Street, to the right of the driveway at 32-44 Lockheed Street; and*
- (ii) approve the installation of 45 degree rear angle marked parking bays on Peel Street, from Roderick Street to White Street.*

### **SUMMARY**

The purpose of this report is to advise Council of two recommendations made by the Tamworth Regional Local Traffic Committee at the meeting held via video conference in May 2020.

### **COMMENTARY**

The minutes of the meeting held 6 May 2020 are **ATTACHED**, refer **ANNEXURE 1**.

#### **46/2020 – request No Parking signs – 32-44 Lockheed Street, Taminda**

A business has requested No Parking/No Standing signs be installed on Lockheed Street, at the southern driveway, for approximately 15 metres as shown by the red line in the below image.

This is the exit gate for the business and it is difficult to enter the traffic flow when vehicles are parked right up to the edge of the driveway. This is compounded by the speed most vehicles travel and the angle of the road as the traffic approaches; the driver is completely blind until approximately 20 metres from the driveway.



**Committee Recommendation:** support the installation of a five metre No Stopping Zone to the right of the driveway.

**49/2020 - request for marked parking bays on Peel Street, from White Street to Roderick Street, Tamworth**

A number of businesses have requested line marked parking bays in Peel Street between White Street and Roderick Street. There is two hour parking in these blocks, and the businesses feel there would be improved driver behaviour with marked bays.

Marked bays would reduce the total number of parking bays available; however it is expected to improve compliance for not parking across driveways, and would allow sensors or numbered bays to be implemented for parking enforcement strategies in the future.



**Committee Recommendation:** support the installation of 45 degree rear angle parking marked parking bays on Peel Street, from Roderick Street to White Street.

**(a) Policy Implications**

Nil

**(b) Financial Implications**

46/2020 - will be funded from the Infrastructure and Works signs and line marking budgets.

49/2020 - will be funded from the Infrastructure and Works signs and line marking budgets.

**(c) Legal Implications**

Nil

**(d) Community Consultation**

49/2020 – Has been discussed with several businesses.

**(e) Delivery Program Objective/Strategy**

An Accessible Region – A23 Traffic management and traffic safety planning.

### **8.3 TAMWORTH REGIONAL LOCAL TRAFFIC COMMITTEE MEETING - GENERAL - 4 MARCH 2020 AND 3 JUNE 2020 – FILE NO SF1387**

**DIRECTORATE:** REGIONAL SERVICES

**AUTHOR:** Murray Russell, Manager Infrastructure and Works

**Reference:** Item 8.1 to Ordinary Council 28 April 2020 - Minute No 97/20

**1 ANNEXURES ATTACHED**

#### **RECOMMENDATION**

*That in relation to the report “Tamworth Regional Local Traffic Committee Meeting – General – 3 June 2020”, Council:*

- (i) approve the installation of S1 broken line markings on Forest Road, starting from the intersection of Forest Road and Browns Lane roundabout, to Bowdens Lane, Moore Creek;*
- (ii) approve the installation of S1 broken line marking on Piper Street, from Janison Street to Bligh Street, and the installation of painted kerb blisters at the intersection of Piper Street and Hyman Street, North Tamworth, for 10 metres minimum at each corner of the intersection;*
- (iii) approve the installation of 15 minute parking during school zone hours, on Jenkins Street Nundle, either side of the Nundle Public School, in front of the Nundle Post Office at 91 Jenkins Street, and at 101 Jenkins Street, with no change to the existing Bus Zone and No Stopping Zone, between 91 and 101 Jenkins Street Nundle;*
- (iv) approve the installation of an at-grade crossing on Forest Road, approximately 80 metres north of Reeves Bridge, to allow for a safe road crossing point for pedestrians and cyclists; and*
- (v) support moving the bus zone from its current position to be adjacent to the current No Stopping zone at the intersection of Raglan and Brisbane streets. The bus zone to have a length of 20 metres minimum.*

*That in relation to the report “Tamworth Regional Local Traffic Committee Meeting – General – 4 March 2020”, Council:*

- (vi) approve the Tamworth Cycle Club winter race series events to be held in the Loomberah and Moore Creek area from 1 July 2020 to October 2020, subject to COVID-19 social distancing and public gathering requirements; and*
- (vii) approve the Tamworth Triathlon Club winter duathlon series events to be run in alternating locations between Kootingal and Hillvue, from 1 July 2020 to 25 October 2020, subject to COVID-19 social distancing and public gathering requirements.*

#### **SUMMARY**

The purpose of this report is to advise Council of two sporting event recommendations made by the Tamworth Regional Local Traffic Committee at the meeting held in March 2020 and of five recommendations made by the Tamworth Regional Local Traffic Committee at the meeting via video conference in June 2020.

## COMMENTARY

The Minutes of the meeting held 4 March 2020 were reported at the Council Meeting on 28 April 2020. Recommendations regarding events were not submitted in the report for Council approval due to COVID-19 restrictions being implemented across NSW. Two sporting events items have been included in this report for approval for commencement after 1 July 2020 subject to COVID-19 requirements.

### 3 June 2020 Meeting

The Minutes of the meeting held 3 June 2020 are **ATTACHED** refer **ANNEXURE 1**.

### 51/2020 - request for Line marking on Forest Road and Bowdens Lane, Moore Creek

Council has received a request for separation and edge line markings to be installed along Forest Road, starting from the intersection of Forest Road and Browns Lane roundabout, to Bowdens Lane, Moore Creek.

Forest Road has an Average Annual Daily Traffic (AADT) of 751 in the most recent count, which does not meet the warrant for separation markings. However, there is a 73.31% exceedance of the 50km/hr speed limit.

Separation S1 type lines may be beneficial in promoting slower speeds.



Image 1

**COMMITTEE RECOMMENDATION:** support the installation of S1 broken line markings on Forest Road, starting from the intersection of Forest Road and Browns Lane roundabout, to Bowdens Lane, Moore Creek.

### 52/2020 - separation line and painted kerb blisters on Piper Street intersection with Hyman Street, North Tamworth

There have been a number of accidents at the intersection of Piper Street and Hyman Street in the past couple of years. The sight distance at the intersection has been reviewed previously and is acceptable.

To improve speed compliance and driver behaviour at the intersection, it is proposed to implement painted kerb blisters and S1 separation line markings.

Although the AADT does not meet the warrant for S1 (2500) linemarking, the accident history indicates the need under the special warrant criteria.



Image 2

**COMMITTEE RECOMMENDATION:** support the installation of S1 broken line marking on Piper Street, from Janison Street to Bligh Street, and the installation of painted kerb blisters at the intersection of Piper Street and Hyman Street, North Tamworth, for 10 metres minimum at each corner of the intersection.

#### 54/2020 - request to change parking zones at Nundle Public School

Council propose to implement 15 minute parking during school zone hours on Jenkins Street Nundle, to improve parent drop off/pick up access. The locations are indicated in green on the below map.



Image 3

**COMMITTEE RECOMMENDATION:** support the installation of 15 minute parking during school zone hours, on Jenkins Street Nundle, either side of the Nundle Public School, in front of the Nundle Post Office at 91 Jenkins Street, and at 101 Jenkins Street, with no change to the existing Bus Zone and No Stopping Zone, between 91 and 101 Jenkins Street Nundle.

### **56/2020 – Forest Road cycleway – at-grade crossing at Reeves Bridge**

The Forest Road cycleway starts at Monteray Street and heads north out of town on the western side of the road.

There is insufficient space on the eastern side of the road in several locations, hence the need for a road crossing. This path will primarily service the mountain bike park, which is on the eastern side of Forest Road. An external consultant has been engaged to undertake an independent road safety audit on the at-grade crossing north of Reeves Bridge. From the road safety audit, it is concluded that we can achieve an at-grade crossing in conformance with all relevant current standards and control or mitigate all of the identified risks.

There were a number of items identified in the Road Safety Audit that highlighted concerns around the original proposal to cross Forest Road under Reeves Bridge. These included:

- steep slope on the north eastern approach ramp;
- risk of debris and stormwater from steep upstream catchment; and
- potential anti-social behaviour.

However, even more significant than the above mentioned risks, is that the relatively difficult crossing presented by the under bridge route is likely to result in some cyclists choosing not to use that route, and instead choose to cross the road unprotected. This is likely to occur at a location that has insufficient sight distance, and without appropriate crossing infrastructure, leading to significant risk of injury. The construction of a well located road crossing, with appropriate interface infrastructure, would mitigate this risk.

The at-grade crossing is therefore the preferred solution, and it is proposed to install that the following control measures at a location approximately 80 metres north of the bridge, where the sight distance significantly exceeds the minimum specified in the AustRoads design guide:

- kerb blisters and median refuge;
- traffic barrier where the path is parallel and adjacent to the road (ie south and north of the bridge);
- lighting; and
- signage, including advanced warning for motorists and give way for cyclists and pedestrians.



*Image 4: Forest Road crossing – sight distance - view to the north*



*Image 5: Forest Road crossing – sight distance - view to the south*

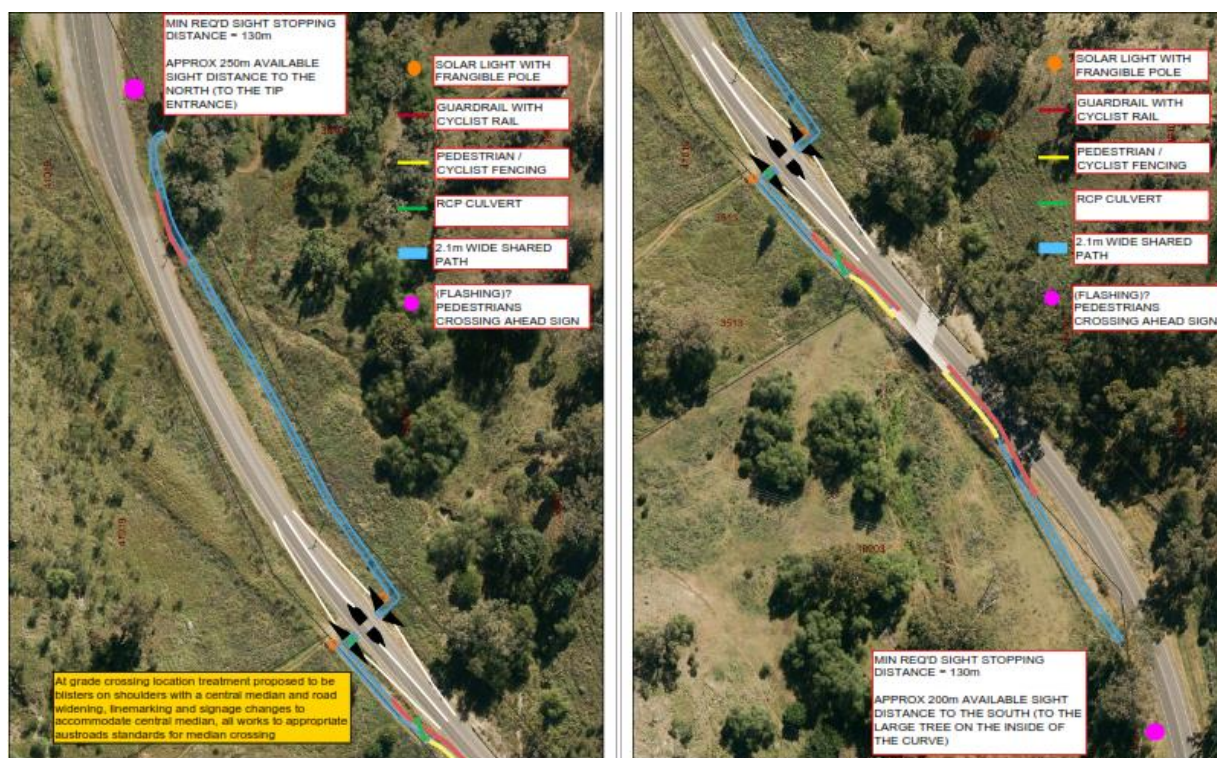


Image 6

**COMMITTEE RECOMMENDATION:** support the installation of an at-grade crossing on Forest Road, approximately 80 metres north of Reeves Bridge, to allow for a safe road crossing point for pedestrians and cyclists.

#### 60/2020 - Calrossy School – Bus Zone on Raglan Street, East Tamworth

Tamworth Buslines requested a review of parking along Raglan Street in vicinity of Calrossy School. Cars are parking right up to either end of the current bus zone, which prevents the bus pulling in from the travel lane. Tamworth Buslines suggest that if the zone was moved up to the No Stopping at Brisbane Street and Raglan Street, with a 20 metre length, that would allow buses the distance to safely enter and exit the bus zone. The proposed site would also allow better vision for drivers to see children preparing to cross the road in front/behind the parked bus.

**COMMITTEE RECOMMENDATION:** support moving the bus zone from its current position to be adjacent to the current No Stopping zone at the intersection of Raglan and Brisbane streets. The bus zone to have a length of 20 metres minimum.

#### 4 March 2020 meeting

The following items were supported at the March 2020 meeting and not reported to Council due to the COVID-19 restrictions for sporting activities. With the planned easing of restrictions across NSW, the following recommendations are now provided for Council endorsement.

#### 36/2020 - Tamworth Cycle Club – Winter Racing Series 2020 (2020-49045)

The Tamworth Cycle Club (TCC) propose to run alternate start/finish locations at Loomberah Hall, Loomberah, and Davidsons Road, Moore Creek, for winter cycling road races, on Saturdays commencing 18 April 2020, and ending 10 October 2020.

The events will set up at 1:15pm, start at 2:00pm, conclude at 4:00pm and be packed down by 4:30pm.

#### Appendix 1 – Race Routes

##### Course 1 - Loomberah Club Race Circuit (Normal)

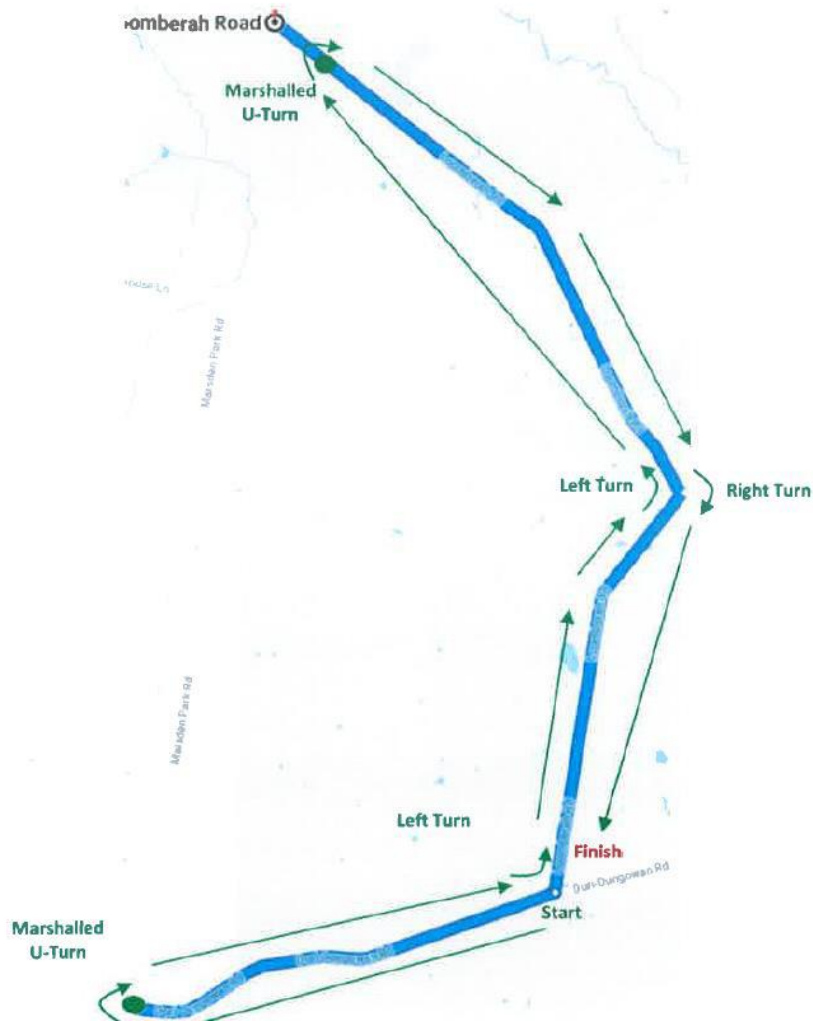


Image 7

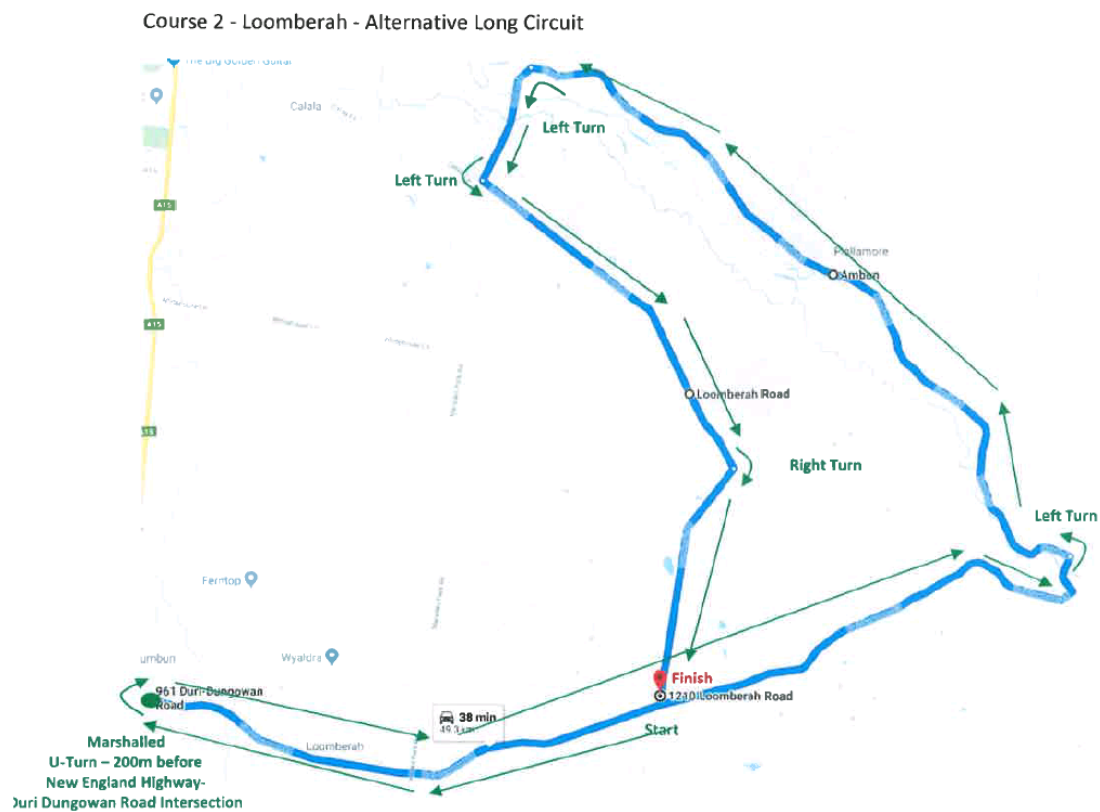


Image 8

Course 3 - Moore Creek Circuit (Normal)

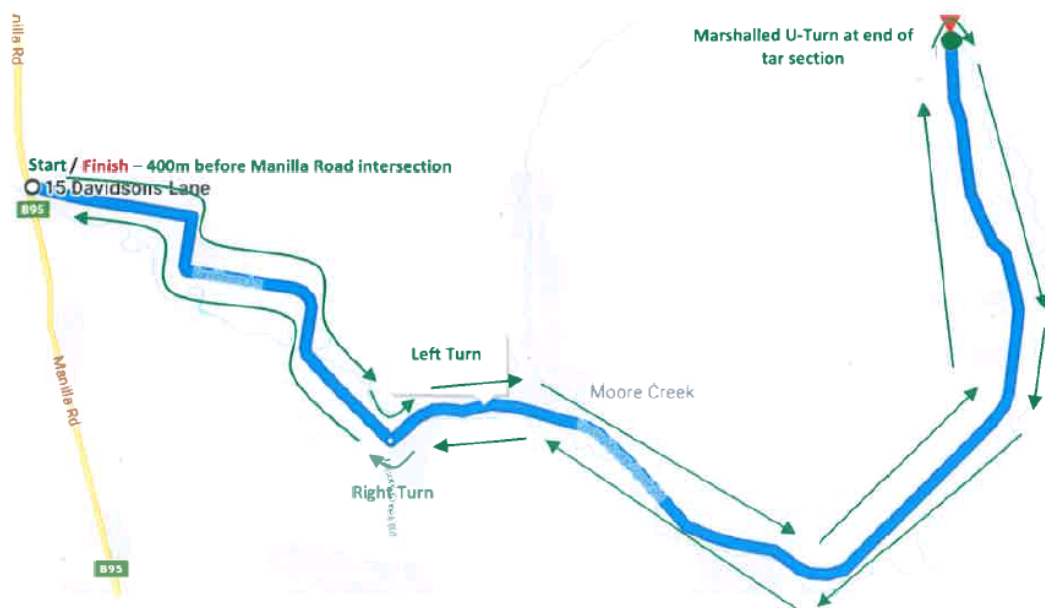


Image 9

Course 4 - Moore Creek - Alternate Circuit



Course 5 - Moore Creek - Long Alternate Circuit

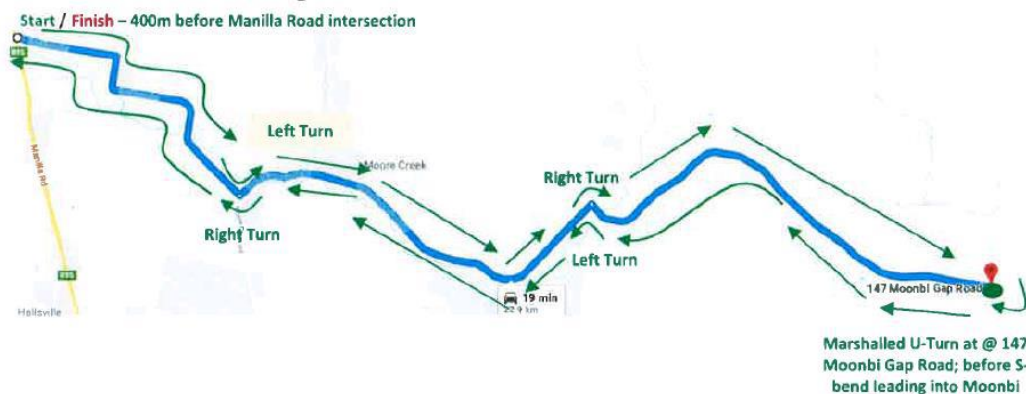


Image 10

**COMMITTEE RECOMMENDATION:** support the Tamworth Cycle Club winter race series events to be held in the Loomberah and Moore Creek area from 1 July 2020 to October 2020, subject to COVID-19 social distancing and public gathering requirements.

**39/2020 - Tamworth Triathlon Club – Winter Duathlons 2020**

The Tamworth Triathlon Club propose to run duathlons during the winter on Sunday afternoons up to 25 October 2020, the format is run-bike-run. High school students and adults cycle on the road. Runs and events for children under high school age are held on the footpath, or criterion track. Alternating locations between Kootingal (as per previous years), and the criterion track/Hillvue, subject to hire availability.

The events will set up at 2:30pm, start at 3:00pm, conclude at 6:00pm and be packed down by 6:30pm.



Image 11: Hillvue route



Image 12: Kootingal route

**COMMITTEE RECOMMENDATION:** support the Tamworth Triathlon Club winter duathlon series events to be run in alternating locations between Kootingal and Hillvue, from 1 July 2020 to October 2020, subject to COVID-19 social distancing and public gathering requirements.

**(a) Policy Implications**

Nil

**(b) Financial Implications**

36/2020 – will be funded by the event organiser.

39/2020 - will be funded by the event organiser.

51/2020 - will be funded from the Infrastructure and Works signs and line marking budgets.

52/2020 - will be funded from the Infrastructure and Works signs and line marking budgets.

54/2020 - will be funded from the Infrastructure and Works signs and line marking budgets.

56/2020 - will be funded from the project budget.

60/2020 - will be funded from the Infrastructure and Works signs and line marking budgets.

**(c) Legal Implications**

Nil

**(d) Community Consultation**

54/2020 – Will be discussed with the adjacent school.

**(e) Delivery Program Objective/Strategy**

An Accessible Region – A23 Traffic management and traffic safety planning.

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**8.4 REGULAR UPDATE ON DROUGHT RESPONSE AND WATER SUSTAINABILITY – FILE NO SF9442**

**DIRECTORATE:** WATER AND WASTE

**AUTHOR:** Tracey Carr, Sustainability Coordinator

**Reference:** Item 8.9 to Ordinary Council 28 April 2020 - Minute No 105/20  
Item 8.5 to Ordinary Council 11 June 2019 - Minute No 188/19

**RECOMMENDATION**

*That in relation to the report “Regular Update on Drought Response and Water Sustainability”, Council receive and note the report.*

**SUMMARY**

The following report is presented to update Council on the drought response and Water Sustainability activities undertaken across Council and any future planned works.

**COMMENTARY**

**Current regional water supply situation**

The latest update as of 16 June 2020, is provided below:

Area	Restrictions	Water Supply	Situation
Barraba	Permanent Water Conservation Measures (PWCM)	Split Rock Dam	Split Rock Dam level is currently sitting at 4.6%.  Restrictions on releases from Split Rock Dam were lifted in March 2020, which was the trigger for Council to return to reviewing Barraba and Manilla independently as per the Drought Management Plan

Bendemeer	Permanent Water Conservation Measures (PWCM)	MacDonald River	Due to sustained flows in the MacDonald River, Bendemeer was moved to Permanent Water Conservation Measures in March 2020.
Nundle	Permanent Water Conservation Measures (PWCM)	Peel River/Nundle Bore/Crawney Road Bore	The Peel River at Nundle has been flowing consistently since February, and was moved to Permanent Water Conservation Measures in May 2020.
Manilla	Permanent Water Conservation Measures (PWCM)	Namoi River/Manilla River	<p>The Namoi River has sustained flows above the requirement to return to Permanent Water Conservation Measures.</p> <p>Restrictions on releases from Split Rock Dam were lifted in March 2020, which was the trigger for Council to return to reviewing Barraba and Manilla independently as per the Drought Management Plan</p>
Attunga	Permanent Water Conservation Measures (PWCM)	Attunga Bores	The groundwater level has recovered and the bores are meeting maximum pumping rates, Attunga was moved Permanent Water Conservation Measures in May 2020.
Tamworth/ Moonbi- Kootingal	Level 5	Chaffey Dam/Dungowan Dam – Moonbi-Kootingal via Nemingha Pipeline	<p>Rain throughout autumn and into winter has kept the Chaffey Dam level relatively stable. The dam is currently sitting at 14.2%.</p> <p>On 23 January 2020, Chaffey Dam reached its lowest point to date of 12.8% so it is encouraging to see the stability.</p> <p>Storage level at 10% is the next trigger point under the Drought Marketing and Communications Plan to increase and update communications with business and residential users as well as introduce the 100 Litres per person per day residential target.</p> <p>Dungowan Dam is at 60%, a slight increase. An amendment to Council's Drought Management Plan at the Ordinary Meeting on</p>

			28 April allows water to be sourced from Dungowan Dam should the level get to 50% and above.
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### **Water Restrictions Patrols**

Council's compliance staff have been patrolling Tamworth, Moonbi and Kootingal at random times on weekdays and weekends since 4 May 2020. A number of water restriction breaches were reported through the MyTRC App during this time.

At the end of May the patrols were reviewed, and it was decided that they would be extended until 30 June 2020. Observations from compliance staff noted that weekend patrols proved more effective, but having a constant presence out in the community was a positive deterrent to water restrictions breaches.

These patrols are covered by a monthly budget of \$5,000.00, approved at the Ordinary Council Meeting held 11 June 2019. A review of the budget requirements will be undertaken come 1 July 2020 should there be a need for patrols to continue.

### **Communications Engagement Plan Level 5**

Rain throughout autumn and into winter has led to some stability in Chaffey Dam, with the level currently sitting at 14.2%. However, Tamworth, Moonbi and Kootingal remain on Level 5 water restrictions and Council staff is continuing to prepare for the potential to reach 10% capacity in the dam. Under the Drought Management Plan - Communication and Engagement Plan (CEP), 10% of Chaffey Dam is the next trigger point for further reduction in residential and business water use. Should the dam reach this trigger point the residential target will reduce from 150 Litres per person per day to 100 Litres per person per day.

In preparation for this eventuality, new scripts for television and radio advertising have been developed and production on these has finished. Television ads use existing footage filmed at the creation of the current ads to avoid unnecessary costs as well as allow for the ads to be created in isolation as per distancing requirements during the COVID-19 pandemic. The ads include updated scripts and messages and the colour palette identified in the CEP for Level 5 10% trigger, red in place of orange.

The 10% television and radio content include the new message of "at work, at home and at play" encouraging all residents to be aware of their water use in all of their day to day activities.

### **VMS Boards**

In August 2019, as part of its Drought Communications Engagement Plan (CEP), Council resolved to deploy six variable message signs (VMS) across high traffic areas in Tamworth. The signage was installed in September 2019, and displayed messaging around Level 5 water restrictions and the 150 litres/person/day target.

The boards have proven an effective communication tool and they, along with regular patrols by Council rangers, have assisted in bringing the daily average consumption to below the target of 16.1 mega litres.

As we are now in a traditionally low consumption period and to avoid message fatigue, the VMS boards will be removed at the end of June. A review of the budget requirements will be undertaken should there be a need to reinstate the messaging when the warm weather returns.

### **Water saving rebates**

In June, Council's Business Improvement staff developed a Water Saver Rebate Scheme interactive dashboard. This tool enables easier accessibility to the number of rebates approved, at what cost to Council and identifies product trends.

This data builds on the new online water rebates system which went live on both Councils' website and within the Request Management (RM) system in early March 2020, incorporating all of the new and existing rebates available to both businesses and residents.

In March, there was a noticeable trend for ceiling fan rebates approved for residential water users, with 30 approvals valued at \$2,000.00. Evaporative Air Conditioner Servicing and Maintenance rebates spiked in the month of May, with 27 approvals, valued at more than \$5,000.00.

Since the extended list of 29 water saving rebates was introduced in February 2020, 231 rebates have been approved for residential and commercial water users, at a value of more than \$36,000.00.

Rebate type	Approved
Ceiling fan	47
Dual Flush Toilet	34
Toilet with Cistern Sink	1
Evaporative Air Conditioner Servicing and Maintenance	59
Swimming Pool Cover	20
Showerhead	15
Oxijet	1
Large Rainwater Tank	9
Medium Rainwater Tank	9
Small Rainwater Tank	3
Large Rainwater Tank (stand alone)	9
Medium Rainwater Tank (stand alone)	5
Small Rainwater Tank (stand alone)	1
Greywater Diversion System	2
Plumbers Audit	9
Waterblades	4
Shower Controller Device	3
<b>TOTAL (Number)</b>	<b>231</b>
<b>TOTAL (\$)</b>	<b>36,891</b>

### Rebates Promotion

To increase the reach of the water saver rebate scheme, posters were sent electronically to more than 50 businesses and a number of these have also taken up the opportunity to request hard copies to display in store.

To further promote the rebate scheme, a newspaper advertising and social media marketing campaign is underway. One rebate is promoted every week on Facebook.

Facebook	
Total Post Engagements (Likes, Comments, Shares)	414
Total Link Clicks (Total link clicks to rebates page)	76
Total Organic Reach (Total people reached as a result of no spend)	10,909

This current promotion is scheduled until mid-July.

### **Community Engagement Tool**

Council's Sustainability Unit is in the process of developing a unique community engagement tool and suite of resources. This tool will have a broad appeal and will aid in water, waste and energy education, especially at schools and community events.

The engagement tool is being funded from existing budgets across the three sustainability unit areas. There is the capacity to continue to expand this new tool, ensuring it remains relevant into the future.

The anticipated launch of the community engagement tool is National Water Week, 19 – 23 October 2020.

### **Update to the Water Education Portal**

Significant and permanent works have taken place to enhance Tamworth, Moonbi and Kootingal's water supply during current and future drought conditions.

As part of Council's commitment to water education, the Calala Water Treatment Plant Virtual Tour, part of the online Water Education Portal, is in the process of being amended to include the new works, why they were constructed and how it extends Tamworth Moonbi and Kootingal's water supply during times of drought.

Between 2 June and 4 June 2020, a production company filmed a number of Tamworth Regional Council and Water NSW sites including Dungowan Dam, the Chaffey Dam to Dungowan Pipeline, the Scott Road Drift Wells and the Calala Raw Water Storage Dam. The locations are vital in bringing quality drinking water to Tamworth, Moonbi and Kootingal residents.

Editing is underway, and the updated audio visual tour is expected to be finalised by 30 June 2020. The existing water education budget is sufficient to fund these changes.

### **Internal Water Saving Initiatives**

Ongoing annual internal funding of \$50,000.00 from the 2019/20 financial year has been utilised to upgrade the water efficiency of internal Council facilities.

In May, the Sustainability Unit committed the last of the funding to a small project at the Regional Playground identified by Council Sports and Recreation staff.

A small garden near a BBQ area was recognised as problem spot for establishing plants and grass, requiring excessive watering. Artificial turf will be installed in the area, improving aesthetics and providing a significant water saving.

The Sustainability Unit is working on identifying internal water saving initiatives for the 2020-21 financial year which will not only benefit Council during Level 5 restrictions, but ensure ongoing water savings.

**(a) Policy Implications**

These projects and activities are implemented from stated outcomes of Council's *Demand and Drought Management Plans* and the *Drought Management Plan – Communication and engagement Plan*.

**(b) Financial Implications**

Nil

**(c) Legal Implications**

Nil

**(d) Community Consultation**

Nil

**(e) Delivery Program Objective/Strategy**

A Region for the Future – F22 Encourage efficient use of resources to improve environmental sustainability.

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**8.5 TAMWORTH EMERGENCY WATER SUPPLY PLAN – FILE NO SF9442**

**DIRECTORATE:** WATER AND WASTE

**AUTHOR:** Tracey Carr, Sustainability Coordinator

**Reference:** Item 8.11 to Ordinary Council 11 February 2020 - Minute No 14/20

1 CONFIDENTIAL ENCLOSURES ENCLOSED

**RECOMMENDATION**

*That in relation to the report “Tamworth Emergency Water Supply Plan”, Council adopt the draft Emergency Water Supply Plan for Tamworth Moonbi and Kootingal.*

**SUMMARY**

With the Region facing unprecedented drought conditions, including record low rainfall in 2018 and 2019, water supply for Tamworth, Moonbi and Kootingal remains critical. At the Ordinary Council Meeting of 11 February 2020, Council approved the development of a Tamworth Emergency Water Supply Plan (TEWSP) for Tamworth and Moonbi, Kootingal to extend the existing supply in Chaffey Dam and plan for the potential of Chaffey Dam to empty.

The Draft TEWSP is now completed. The purpose of this report is to request Council adopt the draft as the final version of TEWSP.

**COMMENTARY**

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Chaffey Dam has been below 15% of capacity since 15 December 2019, with Level 5 Water Restrictions in place in Tamworth, Moonbi and Kootingal since September 2019. Whilst early 2020 has seen a return to more normal rainfall and the dam level has stabilised somewhat, there has not been sufficient rainfall in the catchment to see any major increase in the dam level and Council continues to plan for extension of the current drought and the prospect of Chaffey Dam continuing to fall.

Based on recent modelling of Chaffey Dam undertaken for Council, which includes water savings realised from the WaterNSW emergency weir and pipeline projects, even with no inflow, the remaining storage in Chaffey Dam is likely to be able to meet Tamworth and Moonbi Kootingal's demand for approximately 19 months. Current storage in Dungowan Dam (60.05% as of Tuesday 16 June) if accessed, will provide an additional two months supply and the Scott Road Drift Wells potentially offer a further two to three months water supply.

However, when looking at potential actions Council could take to further increase the length of time supplies could last, it is critical to consider how long any actions might take, so that sufficient time is allowed to implement a specific action or actions before the water supply is exhausted. To address this, the Draft TEWSP, **ENCLOSED**, refer **CONFIDENTIAL ENCLOSURE 1**, proposes a two phased approach to demand and supply side options.

Phase one, to commence immediately, focuses on:

- short term efficiency gains and improvements to existing supply sources; and
- demand focused actions to support future water savings.

The aim of phase one is to ensure all currently available water supplies are used as effectively and efficiently as possible and continued demand reductions are pursued to extend available supplies for as long as possible.

Phase two is to commence when the Chaffey Dam supply has reached a point where there is considered to be 18 months supply remaining and focuses on:

- the identification, and implementation, of a major emergency water supply source/s; and
- further demand reductions including emergency measures that may only have a short term benefit.

Most feasible emergency supply options identified in the TEWSP will take approximately six months to plan and gain the necessary support and approvals from the relevant State Government departments and a further 12 months to construct and complete.

The Executive Summary from the Draft Plan is presented below:

## *Executive Summary*

### *Overview*

*The Tamworth Emergency Water Supply Plan has been prepared by Hunter H2O in association with Tamworth Regional Council (TRC) to assist Council with the ongoing management of limited water supplies in the severe drought conditions that are being experienced in the Peel Valley. Tamworth's primary water security storage, Chaffey Dam, has fallen to critical levels and Level 5 emergency water restrictions have been in place since September 2019. While Council's Drought Management Plan has been the*

guiding policy document since water restrictions were first implemented in January 2019, an Emergency Water Supply Plan is now needed to further guide Council through this most critical stage of the drought and to help plan for the potential worst-case scenario of Chaffey Dam reaching zero storage. The Plan outlines a staged action plan, for both demand and supply based measures, to extend existing supplies and avoid running out of water.

## Background

The Namoi Region experienced unprecedented drought conditions in 2018 and 2019, with record low rainfall and streamflows. This led to town water supply systems facing severe stress and having to implement severe water restrictions, as well as major dams in the region dropping to record low storage levels. With Chaffey Dam now below 15% and Level 5 water restrictions in place, the Tamworth water supply is under severe stress and works have been recently undertaken to minimise water losses between Chaffey Dam and Tamworth in order to extend the remaining supplies as long as possible. With a temporary block-bank weir on the Peel River at Dungowan installed in December 2019 and the Chaffey Dam to Dungowan pipeline completed in May 2020, water losses between the dam and Tamworth are now mostly eliminated.

Without these drought contingency works, it was estimated that Chaffey Dam could have reached day zero by around August 2020 (assuming a continuation of the 2019 drought conditions). With these works now in place and taking into consideration the more favourable climatic conditions since the start of 2020, the remaining storage in Chaffey Dam now likely exceeds 18 months of supply. However, with Chaffey Dam storage levels still critical, Council needs to start considering further drought contingency and emergency supply measures to ensure Tamworth and Moonbi / Kootingal don't run out of water. It is important that TRC starts planning for emergency supply measures now, to ensure there is sufficient time to implement these measures.

## Demands

Existing town water demands are around 16.8 megalitres per day (ML/d), which comprises:

- 7.3 ML/d residential demand, or just over 150 litres per person per day (L/p/d)
- 7.5 ML/d non-residential demand
- 2.0 ML/d estimated water losses

As shown in Figure 1, evaporative coolers make up a significant proportion of average residential usage (0.7 ML/d, or around 10% of residential demand) and this increases to around 1.4 ML/d (17.5%) on average during the warmer months between October and March and peaks as high as 4 – 5 ML/d on very hot summer days. TRC has estimated that there are around 8,000 evaporative cooler units installed in Tamworth (including Moonbi/Kootingal), with the typical water usage of each unit being between 10 and 40 litres per hour (L/hr). It is estimated that older, poorly maintained units could use up to 70 L/hr on very hot days.

In early 2020, TRC introduced further water efficiency rebates to help reduce the impact of evaporative coolers on town water usage. The rebates include 50% (up to \$50 each) of the cost of ceiling fans permanently installed in an indoor room that has

an evaporative cooler / duct and 50% (up to \$200) of the cost of servicing and/or replacing filters in evaporative cooler units. Further water saving measures / rebates related to evaporative coolers that could be considered include: a rebate towards the cost of replacing an old and/or inefficient evaporative cooling unit with a new, efficient evaporative cooling unit or reverse cycle air conditioning; the installation of smart water meters to provide real-time access to water consumption data; and restrictions on the hours of use of evaporative coolers (if the water supply situation becomes critical) with special exemptions for vulnerable people.

Despite the impact of evaporative coolers on the residential water usage, it is estimated the current residential usage is just over 150 L/p/d, which is in line with the current residential usage target. This target was established by the Water Restrictions Communication and Engagement Plan (CEP), endorsed by Council in mid-2019. The CEP assists TRC with the development and implementation of an expanded community awareness campaign. The CEP has also set a future residential usage target of 100 L/p/d, which will be applied if supplies become more critical.

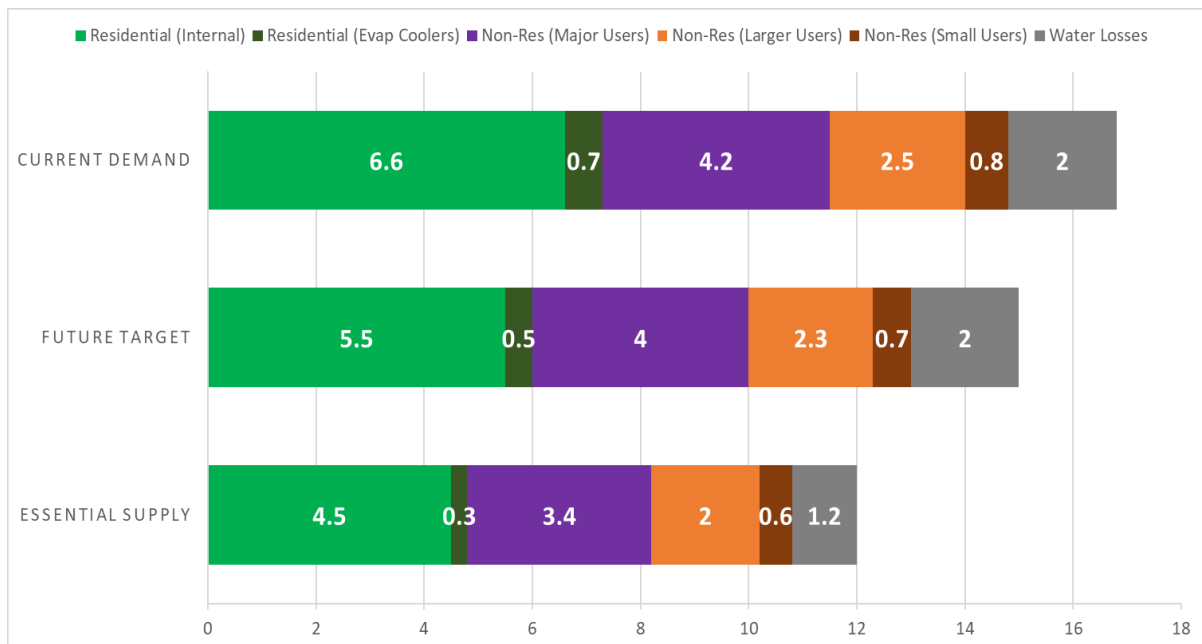


Figure 1 Current Demands and Future Demand Targets (by Category)

As shown on Figure 1, 4.2 ML/d of the estimated 7.5 ML/d of current non-residential water usage can be attributed to the top four major users (all related to the meat processing industry). Due to the nature of these businesses and the previous establishment of water efficient processes, the major users have been unable to further significantly reduce their water usage to-date. The remaining water users – categorised as either large users (top 150) or small users, depending on their water usage – currently use around 3.3 ML/d and have significantly reduced their water usage over the last 12 months (around 35% reduction compared to 2018/19).

Current water losses are assumed to be 2 ML/d, based on the difference between water production and metered usage. Further analysis is needed to better understand the true extent of existing water losses.

Further reductions in non-residential water usage will need to be achieved as the water supply situation deteriorates, as shown on Figure 1. A non-residential usage target of 7.0 ML/d is proposed once Chaffey Dam falls to 10%, with the total town water consumption target reducing to 15 ML/d. If the water supply situation becomes more critical, town water demands may need to be reduced to minimum essential supply requirements, which is estimated to be around 12 ML/d, including 6 ML/d for non-residential usage and 4.8 ML/d for residential usage (based on 100 L/p/d).

## Emergency Supply Options

A range of emergency water supply options have been considered and include local and regional surface water options, local and regional groundwater options and local reclaimed effluent options. The key emergency supply options considered in the Plan are summarised in Table 1.

Table 1 Tamworth Emergency Water Supply Options

Surface Water	Groundwater	Reclaimed Effluent
<p><b>Local</b></p> <ul style="list-style-type: none"> <li>Optimising storage in Chaffey and Dungowan Dams</li> <li>Temporary block-bank (and pump station) on Peel River near Paradise Weir</li> </ul> <p><b>Regional</b></p> <ul style="list-style-type: none"> <li>Pipeline from Keepit Dam</li> <li>Pipeline from Split Rock Dam</li> <li>Pipeline from Copeton Dam</li> </ul>	<p><b>Local</b></p> <ul style="list-style-type: none"> <li>Maximise use of existing Paradise Drift Wells</li> <li>Expand the Paradise wellfield</li> <li>New wellfield in Peel Alluvium (around Appleby)</li> <li>New wellfield in Peel Fractured Rock source</li> </ul> <p><b>Regional</b></p> <ul style="list-style-type: none"> <li>New wellfield in Upper Namoi Alluvium (around Carroll)</li> </ul>	<p><b>Local</b></p> <ul style="list-style-type: none"> <li>Temporary industrial reuse (potable substitution) to large users around Westdale STP</li> <li>Temporary direct potable reuse (DPR) via Calala WTP</li> </ul>

Train-based water carting is not considered to be a viable option due to the uncertainties and complexities associated with carting water to Tamworth from the Hunter Valley via rail. However, truck-based water carting is considered technically feasible, with Keepit Dam and/or Copeton Dam being the most likely supply sources. Full water carting for Tamworth is not considered to be viable and would, at best, only contribute 25% to 33% of the minimum essential supply requirement – i.e. potentially 3 – 4 ML/d via truck-based carting from two different sources, compared to 12 ML/d minimum essential supply requirements.

## Emergency Water Supply Action Plan

It is estimated that there may only be 19 months of remaining storage in Chaffey Dam, assuming the dam is used as the sole source for Tamworth and assuming a return to zero inflows (as experienced across most of 2018 and 2019). The months to failure estimates could increase by a further 3 months if TRC is able to maximise the use of the Paradise Drift Wells and a further 2 months if the likely remaining storage in Dungowan Dam is taken into account.

**Therefore, for the purposes of this Plan, it is estimated that there is around 24 months to the potential failure of the combined water supplies, assuming zero inflows to Chaffey Dam.**

With the return to more typical rainfall conditions across the first half of 2020 – resulting in Chaffey Dam storage levels maintaining at around 14% for the past 6 months – and a forecast wetter than average winter, it is important that a staged approach be adopted for the actions proposed in this Plan. A key outcome of this approach will be delaying any decisions on major infrastructure options for at least 6 months (if possible) and only proceeding with these options if the Chaffey Dam storage volume starts falling again and/or the months to failure estimate (for the combined water supplies) reduces to around 18 months. After this point, implementation of a major emergency water supply source option/s will need to commence and proceed quickly to ensure completion within the remaining 18-month timeframe and to avoid the possibility of Tamworth and Moonbi / Kootingal running out of water.

A two-phased approach to demand-side and supply-side actions is outlined in Table 2.

Table 2 Emergency Water Supply Action Plan

ACTIONS	DETAILS
<b>Phase 1: Immediate Actions</b>	
<ul style="list-style-type: none"> <li>Phase 1 commences immediately and continues until remaining storage reduces to 18 months</li> <li>Supply-side focus is on short-term water efficiency gains and incremental improvements to existing supply sources (to avoid or at least further delay Phase 2)</li> <li>Demand-side focus is on actions to support future water savings (under Phase 2)</li> <li>Emergency supply options will require the necessary approvals from DPIE and other NSW government agencies and their assistance to help preserve water for critical human needs</li> </ul>	
<b>1. Maximise the use of the existing Paradise Drift Wells</b>	<ul style="list-style-type: none"> <li>Requires DPIE/NRAR to provide a temporary increase in LWU entitlements to better utilise a critical backup supply source</li> <li>May require reducing or pulsing flows from Chaffey Dam</li> </ul>
<b>2. Limit environmental flows from Chaffey Dam and Dungowan</b>	<ul style="list-style-type: none"> <li>TRC needs to work with DPIE and WaterNSW to preserve water in both dams for critical human needs, as much as possible</li> <li>May require a temporary suspension of the Water</li> </ul>

ACTIONS	DETAILS
<b>Dam</b>	<i>Sharing Plan</i>
<b>3. Consider options to install a temporary block-bank on the Peel River near Paradise Weir</b>	<ul style="list-style-type: none"> <li>▪ The block-bank weir (and associated pumping system) will facilitate the harvesting of more flows from the Peel River</li> <li>▪ May require a temporary suspension of the Water Sharing Plan</li> </ul>
<b>4. Consider options to expand the Paradise wellfield</b>	<ul style="list-style-type: none"> <li>▪ Increase local groundwater extractions by negotiating with and compensating existing licence owners to allow Council to access and utilise their bores (either temporarily or permanently)</li> </ul>
<b>5. Consider whether fractured rock groundwater is worth pursuing</b>	<ul style="list-style-type: none"> <li>▪ The risks associated with utilising fractured rock groundwater are significantly higher than other groundwater sources, but further investigation may be warranted before dismissing entirely.</li> </ul>
<b>6. Further investigation and preliminary planning for a major emergency water supply source</b>	<ul style="list-style-type: none"> <li>▪ Preferred option must be able to supply 15 – 17 ML/d (for up to 24 months) and must be delivered within 12 – 18 months</li> <li>▪ Preferred options include: a pipeline from Keepit Dam; a new groundwater wellfield in Lower Peel alluvium; or a new groundwater wellfield in Upper Namoi alluvium.</li> <li>▪ Need to assess planning approval requirements and the ability to fast-track approvals, as allowed under the Water Supply (Critical Needs) Act 2019</li> </ul>
<b>7. Fast-track implementation of Automated Meter Reading (AMR)</b>	<ul style="list-style-type: none"> <li>▪ Smart meters could be installed in Tamworth in 6 months and would assist with achieving residential usage targets, driving further large user reductions and assist water loss management</li> </ul>
<b>8. Review non-residential large user water efficiency measures</b>	<ul style="list-style-type: none"> <li>▪ Investigate the potential costs and timing to implement up to 1.75 ML/d of previously identified water efficiency measures</li> </ul>
<b>9. Investigate viability of non-residential potable substitution with reclaimed effluent</b>	<ul style="list-style-type: none"> <li>▪ Consultation with major and large users to assess the viability of using reclaimed effluent to substitute potable water requirements</li> <li>▪ Need to consider likely planning approval requirements, timing and cost effectiveness</li> </ul>
<b>10. Maintain average town water consumption below 17 ML/d</b>	<ul style="list-style-type: none"> <li>▪ Maintain current residential usage target of 150 L/p/d and non-residential usage target of 25% reduction</li> </ul>

ACTIONS	DETAILS
<b>Phase 2: 18 Months to Day Zero</b> <ul style="list-style-type: none"> <li>Phase 2 should commence once remaining storage reduces to 18 months</li> <li>Supply-side focus is on the implementation of a major emergency water supply source</li> <li>Demand-side focus is on achieving further water savings, including implementing some measures that may only have a short-term benefit</li> <li>Emergency supply options will require the necessary approvals from DPIE and other NSW government agencies and ongoing assistance to help preserve water for critical human needs</li> </ul>	
<b>11. Implement major emergency water supply source</b>	<ul style="list-style-type: none"> <li>Subject to the outcomes of Action 6, the implementation of the major emergency supply source would be undertaken in two stages: <ul style="list-style-type: none"> <li><u>Stage 1</u> would involve detailed design and planning approvals for the major emergency supply source and would take around 6 months (with fast-track approvals)</li> <li><u>Stage 2</u> would involve construction of the major emergency supply source (within 12 months) and would only proceed if the remaining storage reduced to around 12 months</li> </ul> </li> </ul>
<b>12. Use of Reclaimed Effluent to substitute up to 2.5 ML/d of non-residential water usage</b>	<ul style="list-style-type: none"> <li>Subject to the outcomes of Action 9, implement a temporary reclaimed effluent scheme to support non-residential customers achieving usage reduction targets</li> </ul>
<b>13. Maximise use of the expanded Drift Wells and/or extractions from the block-bank at Paradise Weir</b>	<ul style="list-style-type: none"> <li>Need to continue maximising the use of local surface water and groundwater resources (subject to ongoing availability) to maximise the time available to design and then construct the major emergency supply source (or potentially avoid construction)</li> </ul>
<b>14. Reduce average town water consumption to 15 ML/d or less</b>	<ul style="list-style-type: none"> <li>Further reduction in residential demand target (from 150 to 100 L/p/d) and non-residential demand target (from 25% reduction to 30% reduction)</li> <li>The use of AMR will allow real-time usage data to be provided to customers to help drive revised water targets</li> </ul>
<b>15. Implement non-residential large user water efficiency measures</b>	<ul style="list-style-type: none"> <li>Council to work in collaboration with non-residential customers to implement measures, where cost effective, including considering the co-funding of some measures (subject to a business case)</li> </ul>
<b>16. Ramp-up water loss management (utilising AMR data)</b>	<ul style="list-style-type: none"> <li>AMR data will allow water losses to be more easily detected (both customer-side losses and network losses)</li> <li>Assisted by night-time flow analysis and active leak</li> </ul>

ACTIONS	DETAILS
	detection
<b>17. Consider shutting down non-essential businesses and limiting the use of evaporative coolers</b>	<ul style="list-style-type: none"> <li>WILL ONLY BE CONSIDERED IF DEMAND TARGETS CANNOT BE ACHIEVED AND SUPPLIES ARE CRITICAL</li> </ul>
<b>18. If supplies become critical, commence carting up to 2 ML/d from Keepit Dam and/or 2 ML/d from Copeton Dam</b>	<ul style="list-style-type: none"> <li>CARTING WILL ONLY BE REQUIRED IF LOCAL WATER SUPPLIES START TO FAIL BEFORE THE MAJOR EMERGENCY SUPPLY SOURCE IS COMPLETED</li> <li>Emergency works will be required at the dams and the WTP / Drift Wells to enable carting of up to 2 ML/d from each source (4 ML/d in total)</li> </ul>

**(a) Policy Implications**

This project is proposed to establish an Emergency Water Supply Plan that compliments and expands actions identified and being undertaken under Councils *Drought Management Plan and Drought Management Response – Water Restrictions Communication and Engagement Plan*.

**(b) Financial Implications**

At this stage there is no budget for the actions identified in the Draft EWSP. Under the two phases of the EWSP high level approximate costings have been completed. As each suggested action is investigated, more detailed costings will be determined and presented to Council with options for funding. Funding options may include grant applications, requests for State Government support or funding from the Water Reserve. This will be determined on a case by case basis.

**(c) Legal Implications**

Nil

**(d) Community Consultation**

Should Council adopt the draft Plan a summary will be prepared and placed on Council's website for community information.

**(e) Delivery Program Objective/Strategy**

A Region for the Future – F22 Encourage efficient use of resources to improve environmental sustainability.

## 9 GOVERNANCE, STRATEGY AND FINANCE

### 9.1 COUNCILLOR ANNUAL FEES FOR THE 2020/2021 FINANCIAL YEAR – FILE NO SF828

DIRECTORATE: CORPORATE AND GOVERNANCE  
AUTHOR: Karen Litchfield, Manager Governance

1 ANNEXURES ATTACHED

#### RECOMMENDATION

*That in relation to the report “Councillor Annual Fees for the 2020/2021 Financial Year”, Council fix and determine the annual fee payable to Councillors and Mayor of Tamworth Regional Council for the 2020/2021 financial year effective from 1 July 2020, at the maximum allowable amount for a Regional Centre Council.*

#### SUMMARY

The purpose of this report is to advise Council on the Local Government Remuneration Tribunal’s decision on the range of fees payable to Councillors and Mayors for 2020/2021.

#### COMMENTARY

The Local Government Remuneration Tribunal handed down its 2020 report on 10 June 2020, and determined that there be no increase in the fees payable to Councillors and Mayors in the next financial year given the current economic and social circumstances. The full 2019 Annual Review is **ATTACHED**, refer **ANNEXURE 1**.

Tamworth Regional Council was previously categorised as Regional Rural Council. However, the Tribunal must determine the categories of Councils and Mayoral offices once every three years under section 239 of the Local Government Act with the last review being undertaken in 2017. This year, the Tribunal has established new categories in the General Purpose Councils – Non-metropolitan range:

	2019 Category	2020 Category
General Purpose Councils – Non-metropolitan	Regional City	Major Regional City
	Regional Strategic Area	Major Strategic Area
	Regional Rural	Regional Strategic Area
	Rural	Regional Centre
		Regional Rural
		Rural

Tamworth has been placed in the new category of Regional Centre and a new fee structure has been allocated accordingly.

Pursuant to s.241 of the Local Government Act 1993, the annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2019, are determined as follows:

Category		Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee*	
		Minimum	Maximum	Minimum	Maximum
General Purpose Councils Metropolitan	Principal CBD	27,640	40,530	169,100	222,510
	Major CBD	18,430	34,140	39,160	110,310
	Metropolitan Large	18,430	30,140	39,160	88,600
	Metropolitan Medium	13,820	25,790	29,360	68,530
	Metropolitan Small	9,190	20,280	19,580	44,230
General Purpose Councils Non-metropolitan	Major Regional City	18,430	32,040	39,160	99,800
	Major Strategic Area	18,430	32,040	39,160	99,800
	Regional Strategic Area	18,430	30,410	39,160	88,600
	Regional Centre	13,820	24,320	28,750	60,080
	Regional Rural	9,190	20,280	19,580	44,250
	Rural	9,190	12,160	9,780	26,530
County Councils	Water	1,820	10,140	3,920	16,660
	Other	1,820	6,060	3,920	11,060

\*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).

**(a) Policy Implications**

It is a policy decision of the Council to fix and determine the annual fee payable to a Councillor and the Mayor with the restriction that the respective fees must not exceed the maximum amount as determined by the Local Government Remuneration Tribunal.

**(b) Financial Implications**

It has been Council's policy to fix and determine the annual fee payable to a Councillor and the Mayor since formation of Tamworth Regional Council at the maximum amounts

determined by the Tribunal. The amount included in the 2020/2021 Operational Plan and Budget is \$182,767 for Councillors and \$42,121 for the Mayor. An amount of \$36,113 for Councillor and \$17,959 for the Mayor will need to be added to the 2020/2021 budget as a result of the reclassification as a Regional Centre.

**(c) Legal Implications**

Section 248 of the Local Government Act 1993, provides that a Council must pay each Councillor an annual fee in accordance with appropriate determination made by the Local Government Remuneration Tribunal.

**(d) Community Consultation**

Nil

**(e) Delivery Program Objective/Strategy**

A Region of Progressive Leadership – L21 Transparency and accountability of government.

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**9.2 COVID-19 RELIEF PACKAGE – FILE No SF10194**

**DIRECTORATE:** CORPORATE AND GOVERNANCE  
**AUTHOR:** Sherrill Young, Manager Financial Services  
**Reference:** Item 4.1 to Extraordinary Council 6 April 2020 - Minute No 90/20

**RECOMMENDATION**

*That in relation to the report “COVID-19 Relief Package”, Council:*

- (i) receive and note the report;*
- (ii) cease the use of additional public space to provide take-away food services;*
- (iii) approve the reintroduction of CBD car parking fees from 1 July 2020;*
- (iv) approve an extension of refunding of DA fees where the applicant wants to withdraw an application under assessment until 30 September 2020, inclusive and then cease;*
- (v) approve the continuation of the deferral of water and sewer headwork charges within the parameters set by Council; and*
- (vi) acknowledge that debt recovery will continue as per Council’s debt recovery and hardship policy on any debts that remain unpaid and were outstanding at 31/3/2020 with no new debt recovery action to commence until 1 October 2020.*

**SUMMARY**

At the Extraordinary Meeting on 6 April 2020, Council approved a recommendation to instigate a COVID-19 Relief Package. The recommendation stipulated that at the final Meeting in June 2020, a report be put to Council to provide an update on the measures detailed in the COVID-19 Relief Package. A table has been provided in the commentary outlining where applicable, the financial repercussions of each measure, and a recommendation regarding continuance of the measure.

A separate report has been furnished with regards to commercially leased properties.

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## COMMENTARY

At the Extraordinary Meeting held on 6 April 2020, Council resolved:

*That in relation to the report “COVID-19 Relief Package”, Council:*

- (i) receive and note the report;*
- (ii) acknowledge the work already undertaken;*
- (iii) approve the waiving of footpath advertising fees to 30 June 2020;*
- (iv) approve that no additional fees will be charged for the use of additional public space to provide take-away food services to 30 June 2020;*
- (v) approve that CBD Car Parking Fees will be removed to 30 June 2020, and that time restrictions will remain in place;*
- (vi) authorise the full refund of fees to any Development Application (DA) applicants wanting to withdraw applications currently under assessment;*
- (vii) endorse the flexible approach to enforcement and compliance as outlined in the body of the report;*
- (viii) endorse the work with Local, State and Federal agencies to maximise employment opportunities;*
- (ix) acknowledge no new debt recovery action for overdue rates and charges during the COVID-19 crisis to 23 June 2020;*
- (x) approve the writing off of any interest in accordance with section 567 of the Local Government Act 1993 to any overdue rates from the fourth quarter 2020 rates instalments;*
- (xi) approve the pausing/suspension of rent for commercial properties on application from the lessee to 30 June 2020;*
- (xii) seek the same consideration from all commercial landlords to the level of assistance they are able to receive from the State and Federal governments;*
- (xiii) request a future report to the Ordinary Meeting scheduled for 23 June 2020, for an update on the items listed to end on 30 June 2020;*
- (xiv) request a further report on the further options being reviewed outlined in the body of this report; and*
- (xv) will reimburse the water and sewer headworks charges that have been paid for any parcel of land developed and with a linen release date of between 1 March 2018 and 31 March 2020 (dates inclusive) that currently remains unsold. The reimbursed amount will be subject to legal agreement and will become a charge due or payable pursuant to section 603 of the Local Government Act 1993 as a charge against the land, payable upon settlement for the sale of the land with the General Manager to present a further detailed report in the future to consider making this a permanent measure.*

The local community is slowly emerging from the initial COVID-19 restrictions as State Government Regulations allow. Schools have returned, and at the time of writing this report the majority of business entities and retailers that were affected by COVID-19 have returned to some form of retail trading; this is evidenced by the return of visitors and residents to Council's CBD.

Unfortunately the impact of the pandemic will be felt by many for some time.

The following table shows the items adopted by Council at its April Meeting to assist both residents and local businesses with regards to Council Fees and Charges. The table includes commentary about the financial impact of each measure and where available the take up of the measure by the community.

Commentary has also been provided with regards to debt recovery for outstanding rates and charges.

<b>Action</b>	<b>Estimated Financial Impact to Date</b>	<b>Recommendation</b>
the waiving of footpath advertising fees to 30 June 2020	Nil	Council does not allow footpath advertising. The intent of the report was in regard to fees charged for restaurant seating. Any sort of assistance in this area is impractical to implement as fees are charged annually. Any refund would need to be prorated and would be an administrative expense. Council has not received any applications to waive this fee due to COVID-19.
approve that no additional fees will be charged for the use of additional public space to provide take-away food services to 30 June 2020	Nil	Cease, now that restaurants and cafes etc. are reopening.
CBD Car Parking Fees waived whilst still enforcing time restrictions with the buffer time increased from 15 to 30 minutes	Compared to the period April 1 to June 30 2019 car parking fees for ticketed machines is down by \$89,000.00. It is difficult to determine how much of this is due to the relief package and how much is due to less people utilising the CBD.	That car parking fees recommence from 1 July 2020.

Action	Estimated Financial Impact to Date	Recommendation
Development Application fees to be refunded to applicants wanting to withdraw applications currently under assessment.	Nil	To date no applications for a refund have been received. Extend until 30 September, inclusive and then cease.
flexible approach to enforcement and compliance as outlined in the body of the report;	Unknown	This flexible approach will continue until 30 September and reviewed again at that time
work with Local, State and Federal agencies to maximise employment opportunities;	Unknown	
no new debt recovery action for overdue rates and charges during the COVID-19 crisis to 23 June 2020;	Approximately \$10,000	Refer debt recovery section later in the report.
the pausing/suspension of rent for commercial properties on application from the lessee to 30 June 2020	To be determined and will vary according to the lease.	Subject of separate report in this business paper
seek the same consideration from all commercial landlords to the level of assistance they are able to receive from the State and Federal governments;	To be determined and will vary according to the lease.	Subject of separate report in this business paper

Action	Estimated Financial Impact to Date	Recommendation
will reimburse the water and sewer headworks charges that have been paid for any parcel of land developed and with a linen release date of between 1 March 2018 and 31 March 2020 (dates inclusive) that currently remains unsold. The reimbursed amount will be subject to legal agreement and will become a charge due or payable pursuant to section 603 of the Local Government Act 1993 as a charge against the land, payable upon settlement for the sale of the land	Currently applications have been received for reimbursement of water and sewer headworks for 54 lots. At the time of writing these repayments were being arranged. The total amount of reimbursements is \$700,432.00 being \$499,338 for water and \$201,094 for sewer.  Interest that Council would have received for these funds is negligible. The not insignificant administrative cost of setting up this arrangement has been absorbed by Council.	Continue to provide the relief within the parameters set by Council.
the General Manager to present a further detailed report in the future to consider making this a permanent measure.	Unknown	This report will be provided in the new financial year following further investigations of the full impacts

### Debt Recovery

Since the onset of COVID-19, Council has not commenced any new debt recovery action on overdue rates and charges. By way of further assistance Council has not charged any interest on overdue fourth quarter rates instalments. The impact of this is currently estimated to be \$10,000.00 based on prior year revenue. The full cost will not be known until the process to calculate the interest is run in early July.

Going forward the Office of Local Government has decreed that the interest rate for the first six months of next financial year on overdue rates and annual charges will be 0%, for the final six months the maximum interest rate will be 7%. This measure will provide relief and peace of mind to many and it is estimated that it will cost Council approximately \$165,000.00 in lost interest, the majority of which will be borne by general fund.

Council's focus with regard to debt recovery will be to deal with each case on its individual merits. It is recommended that no new debt recovery action be commenced until 1 October 2020. Any existing debt recovery action prior to 31 March 2020, will proceed in accordance with Council's Debt Recovery Policy taking into account individual circumstances and past

adherence to payment plans. Anyone experiencing difficulties is encouraged to contact Council.

**(a) Policy Implications**

Nil

**(b) Financial Implications**

It is difficult to differentiate between the financial cost to Council as a result of COVID-19 and the cost to Council due to relief provided.

It is estimated that the 0% interest charge on overdue rates and annual charges for the first half of next year will cost Council approximately \$165,000.00.

The only other financial implication of note is the reduction in restricted cash due to deferral of water and sewer headworks. To date these amount to \$700,432.00. The loss of income by way of interest income is minimal with term deposits currently achieving less than 1% per annum.

**(c) Legal Implications**

Lease agreements will require review, negotiation and updates. Agreements for headwork reimbursements will need to be put in place.

**(d) Community Consultation**

Media briefings and press releases have been made regarding this matter.

**(e) Delivery Program Objective/Strategy**

A Region of Progressive Leadership – L12 Represent and advocate community needs.

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**9.3 ADOPTION OF THE TAMWORTH REGIONAL COUNCIL DELIVERY PROGRAM AND ANNUAL OPERATION PLAN 2020/21 – FILE NO SF7923**

**DIRECTORATE:** CORPORATE AND GOVERNANCE

**AUTHOR:** Sherrill Young, Manager Financial Services

**Reference:** Item 9.5 to Ordinary Council 28 April 2020 - Minute No 111/20  
Item 8.7 to Ordinary Council 26 May 2020 - Minute No 132/20  
Item 9.2 to Ordinary Council 24 March 2020 - Minute No 74/20

**4 ANNEXURES ATTACHED**

**RECOMMENDATION**

*That in relation to the report “Adoption of the Tamworth Regional Council Delivery Program and Annual Operation Plan 2020/21”, Council make the following determinations:*

- (i) in accordance with Section 404 and 405 of the Local Government Act 1993, Council adopt the Tamworth Regional Council Delivery Program and Annual Operational Plan 2020/21, as described in ANNEXURE 1, ANNEXURE 2 and ANNEXURE 3, noting amendments made to the exhibited draft, refer ANNEXURE 4;*
  - (ii) in accordance with Part 9, Division 5, clause 211(2) of the Local Government*
-

*(General) Regulation 2005, Council approve expenditure and vote funds as detailed in the Tamworth Regional Council Delivery Program and Annual Operational Plan 2020/21, subject to the amendments as outlined in ANNEXURE 4 of this report;*

- (iii) that in relation to ordinary rates, Council adopt the 2.6% annual maximum rate peg, as approved by the Independent Pricing and Regulatory Tribunal, and in accordance with Section 494 of the Local Government Act 1993, Council make and levy the ordinary rates for the year 1 July 2020 to 30 June 2021, as ATTACHED, refer ANNEXURE 2;*
- (iv) that in relation to water supply charges; in accordance with Section 501 and Section 502 of the Local Government Act 1993, Council make and levy the charges in ANNEXURE 2 for Water Supply Services in 2020/21;*
- (v) that in relation to sewerage service charges; in accordance with Section 501 and Section 502 of the Local Government Act 1993, Council make and levy the charges in ANNEXURE 2 for Sewerage Services in 2020/21;*
- (vi) that in relation to waste management charges, in accordance with Section 496 and Section 501 and Section 502 of the Local Government Act 1993, Council make and levy the annual charges in ANNEXURE 2 for Waste Management Services in 2020/21;*
- (vii) that in relation to stormwater management service charges, in accordance with Section 496A of the Local Government Act 1993, Council make and impose the charges in ANNEXURE 2 for Stormwater Management Services in 2020/21, to fund works identified in the Tamworth Urban Area Stormwater Management Plan;*
- (viii) that in relation to interest on overdue rates and charges, Council make and impose the maximum charge for interest of 0.0% from 1 July 2020 to 31 December 2020 inclusive and 7.0% from 1 January 2021 to 30 June 2021 inclusive on overdue rates and charges as determined by the Minister for Local Government, in accordance with Section 566 (3) of the Local Government Act 1993; and*
- (ix) that in relation to the exhibited fees and charges in ANNEXURE 3, fees and charges for services provided by Council as detailed in ANNEXURE 3 of the Tamworth Regional Council Delivery Program and Annual Operational Plan 2020/21 be adopted in accordance with Section 502 of the Local Government Act 1993, and other relevant legislation as described in the annexure, noting amendments made to the exhibited draft, refer ANNEXURE 4.*

## **SUMMARY**

At its Ordinary Meeting held 28 April 2020, Council resolved to place the following Integrated Planning and Reporting (IPR&R) draft documents on public exhibition in accordance with Section 405 of the Local Government Act 1993, for the 2020/21 year:

- Delivery Program 2020/21 and Annual Operational Plan (AOP) 2020/21;
- Revenue Policy 2020/21; and
- Fees and Charges 2020/21.

Following the completion of the exhibition period and consideration of submissions received, the purpose of this report is to recommend to Council that the Tamworth Regional Council

Delivery Program 2020/21 and Annual Operational Plan 2020/21, including Council's 2020/21 Revenue Policy and Fees and Charges, be adopted.

## COMMENTARY

Before the beginning of each financial year Council must adopt an Operational Plan that details the activities to be engaged in by Council during the year as part of the Delivery Program covering that year. To facilitate the activities Council must also approve and vote funds for expenditure, and adopt the rates and fees and charges to be applied.

The Operational Plan for 2020/21, provides the detail for the fourth year of the Delivery Program for 2017-2022, which sets the objectives for the year term of the current Council. Due to the current COVID-19 pandemic and the postponement of Council elections, the Office of Local Government (OLG) has extended the current IP&R cycles for 12 months, converting it into a five year cycle with the next cycle reducing to a three year cycle.

These documents have been prepared in line with the current Community Strategic Plan and the Resourcing Strategy. As the Resourcing Strategy demonstrates, Council should continue to apply rate peg limits to rates and charges to maintain current service levels and financial sustainability.

The budget tables included in the Plan provide a break down of the source and application of funds by key service functions. This is supported by a highly detailed budget which will be used by management to implement and monitor the plan. Budget progress will be reported by the Quarterly Budget Review Statements following the September, December and March quarters. Budget variations requiring Council approval will be reported monthly. Performance reports will also be provided every six months to report progress against the actions indicators included in the Delivery Program for the year.

The final versions of these documents are as follows:

- Tamworth Regional Council Delivery Program 2017-2021 and Annual Operational Plan 2020/21, **ATTACHED**, refer **ANNEXURE 1**;
- Tamworth Regional Council Revenue Policy 2020/21, **ATTACHED**, refer **ANNEXURE 2**;
- Tamworth Regional Council Fees and Charges 2020/21, **ATTACHED**, refer **ANNEXURE 3**; and
- Summary of Changes from Draft - a complete list of changes and variances from the draft to the final AOP, including any financial amendments from the initial draft, **ATTACHED**, refer **ANNEXURE 4**.

Modifications to the Schedule of Fees and Charges and budget adjustments requested to reflect operational decisions made since the original drafting of actions and the budget in March 2020, are also listed in the draft **ATTACHED**, refer **ANNEXURE 4**.

## 2020/21 Revenue Policy

Council's 2020/21 Revenue Policy **ATTACHED**, refer **ANNEXURE 2**, and conforms to the legislative requirements of section 405 of the Local Government Act 1993. It is recommended that Council adopt rates and charges based on the 2.6% maximum rate peg, as approved by the NSW Independent Pricing and Regulatory Tribunal, and in accordance with Section 494 of the Local Government Act 1993.

In response to financial implications faced by the community by the COVID19 pandemic, the OLG has provided new rates to apply for the interest on overdue rate for 2020/21. There are to be two rates for 2020/21, they are as follows:

- 1 July 2020 to 31 December 2020 inclusive 0.0%; and
- 1 January 2021 to 30 June 2021 inclusive 7.0%.

### **2020/21 Fees and Charges**

It is recommended that the Fees and charges for the services provided by the Council, as detailed in the Fees and Charges 2020/21 as **ATTACHED**, refer **ANNEXURE 3**, be adopted in accordance with Section 502 of the Local Government Act 1993, noting the amendments as presented in **ANNEXURE 4**.

### **Exhibition**

The draft plan was put on public exhibition from 29 April to 3 June 2020.

Due to the implications for COVID-19 the community consultation process for the year was run through a combination of online and face to face meetings throughout the region. Submissions received were by a variety of mechanism including verbal representation and online submissions.

Feedback received this year was more of a general nature relating to the day to day business of Council. These were anything from safety issues related to our assets through to clarification or updates on projects that are being carried out by Council. These matters raised have or are being addressed through our current customer service request management system. Feedback received in relation to the documents resulted in minor changes and clearer definitions to explain fees and charges. These have been reflected in **ATTACHED**, refer **ANNEXURE 4**.

The adoption of the Tamworth Regional Council Deliver Program, Annual Operation Plan, Revenue Policy and Fees and Charges for 2020/21 will serve to outline the activities and services that Council plans to provide over the next financial year. Copies will be made available on Council's website and sent to the Office of Local Government.

#### **(a) Policy Implications**

As detailed in **ANNEXURES 1, 2, 3 and 4**.

#### **(b) Financial Implications**

As detailed in **ANNEXURES 1, 2, 3 and 4**.

#### **(c) Legal Implications**

When adopted, Council's Integrated Planning and Reporting documents for 2020/21 and 2017 to 2021, will meet relevant statutory requirements for the Local Government Act 1993.

#### **(d) Community Consultation**

The Local Government Act 1993 requires Council at a minimum to place the draft Annual Operation Plan on public exhibition for a period of at least 28 days.

The draft Tamworth Regional Council Delivery Plan 2017-2021, Annual Operation Plan 2020/21, Revenue Policy 2020/21 and Fees and Charges 2020/21 were publicly exhibited between 29 April 2020 and 03 June 2020. Hard copies of the document were made available at the face to face information sessions and if requested copies were posted. Council placed public notices of the exhibition period in the Northern Daily Leader, Barraba Gazette and the Manilla Express in accordance with statutory

requirements. Council also conducted a social media campaign and during the exhibition period Council held a combination of online and face to face meetings through out the region as detailed below:

**Face-to-Face information sessions**

Date	Location and Time	Who in attendance
20 May 2020	Ray Walsh House 10.00am – 11.00am	Councillors as available, Senior staff as available Specialist staff as required
25 May 2020	Ray Walsh House 10.00am-11.00am	
28 May 2020	Barraba Office 10.30am-11.30am	Mayor Director Corporate & Governance Place Manager Cr Jim Maxwell
28 May 2020	Manilla IGA 1pm – 2pm	

**Online - BLUEJEANS MEETINGS**

Date	Time	Primary Topic	Who in attendance
20 May 2020	4.30pm-5.30pm	Tamworth Region	Councillors as available, Senior staff as available Specialist staff subject to questions raised
25 May 2020	4.30pm-5.30pm	Towns and Villages dedicated to Nundle, Kootingal, Moonbi, Bendemeer, Dungowan, Woolomin and Hanging Rock	

**(e) Delivery Program Objective/Strategy**

A Region of Progressive Leadership – L21 Transparency and accountability of government.

**9.4 STORES INVENTORY WRITE OFF – FILE No SF9206**

**DIRECTORATE:** CORPORATE AND GOVERNANCE  
**AUTHOR:** Sherrill Young, Manager Financial Services

**1 ANNEXURES ATTACHED**

**RECOMMENDATION**

*That in relation to the report “Stores Inventory Write Off”, Council:*

- (i) receive and note the report; and*
- (ii) authorise the write off of \$25,293.14 being obsolete inventory.*

**SUMMARY**

Each year finance and store staff are required to carry out a stock take of stores inventory. This year it was determined that Council is holding items to the value of \$25,293.14 that are obsolete and need to be written off to maintain the accuracy of Council’s financial reports.

## COMMENTARY

A stock take of Council store items was held on Thursday 11 June 2020. The work preceding the stocktake and the actual stock take itself highlighted **ATTACHED**, refer **ANNEXURE 1**, obsolete store items that need to be expensed (written off). Expensing these obsolete items will remove them from Council's balance sheet. The items are recorded at a value of \$25,293.14 when the actual value is zero due to obsolesce.

**(a) Policy Implications**

Nil

**(b) Financial Implications**

From a financial reporting perspective this is a immaterial correction to Council's current assets.

**(c) Legal Implications**

Nil

**(d) Community Consultation**

Nil

**(e) Delivery Program Objective/Strategy**

A Region of Progressive Leadership – L21 Transparency and accountability of government.

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## 9.5 ANNUAL OPERATIONAL PLAN 2019/2020 BUDGET VARIATION REPORT - MAY 2020 – FILE No SF9146

**DIRECTORATE:** CORPORATE AND GOVERNANCE  
**AUTHOR:** Sherrill Young, Manager Financial Services

**Reference:** Item 9.1 to Ordinary Council 25 June 2019 - Minute No 204/19  
**1 ANNEXURES ATTACHED**

## RECOMMENDATION

*That in relation to the report “Annual Operational Plan 2019/2020 Budget Variation Report – May 2020”, Council note and approve the variations to the existing budget included in the attached Annexure.*

## SUMMARY

Council adopted the original budget included in the Annual Operational Plan for 2019/2020 at the Ordinary Council Meeting held 25 June 2019. Any changes to the budget must be approved by Council at a later Ordinary Meeting. This report seeks Council approval for any required budget variations identified during the month of May 2020, for which there has been no previous specific report or approval.

The Quarterly Budget Review Statements will provide Council with a full review of revised budget forecasts and actual year to date results following the completion of the September, December and March quarterly budget reviews.

## COMMENTARY

The annual budget provides Council with the means to control resource allocation and revenues per objectives set in the Annual Operational Plan. It also forms the basis for future forecasts and the legal authority for staff to commit expenditures. Constant monitoring and update of the budget is therefore important for sound financial management.

This report aims to provide a timely endorsement of any variations identified and processed during May 2020, and for the reporting of any material differences between budgets and actuals identified by the Responsible Accounting Officer. Some of the items included in the report were included in the March quarterly budget review tabled in May. The monthly report is not as summarised as the quarterly budget review report so all items processed in May have been retained due to the additional detail.

A summary of the budget variations is provided below with a detailed list included as **ATTACHED**, refer **ANNEXURE 1**.

### *General variations identified during May 2020*

<i>Division</i>	<i>Budget Variation</i>	<i>Operating Income</i>	<i>Operating Expenses</i>	<i>Capital Income</i>	<i>Capital Expenses</i>
Central Northern Regional Library	1,461	1,461	0	0	0
Cultural Services	(60,225)	0	(60,225)	0	0
Economic & Destination Development	(5,475)	0	(5,475)	0	0
Events	114,879	170,650	(55,771)	0	0
Airport & Aviation Development	5,377	0	5,377	0	0
Pilot Training Facility	(58,759)	0	(75,099)	0	16,340
Administration and Governance	(33,325)	0	(33,325)	0	0
Financial Services	(6,120)	18,000	(24,120)	0	0
People, Culture & Safety	10,000	0	10,000	0	0
Business Systems & Solutions	(98,550)	0	(98,550)	0	0
Legal	(63,973)	12,205	(139,951)	0	63,773
Communications & Engagement	(71,175)	0	(71,175)	0	0
General Purpose Income	225,641	225,641	0	0	0
Compliance	(76,650)	0	(76,650)	0	0
Directorate Mgt - Planning & Compliance	(5,475)	0	(5,475)	0	0
Development Engineering	(30,175)	41,000	(71,175)	0	0
Development	(131,400)	0	(131,400)	0	0
Integrated Planning	214,724	87,057	(85,716)	213,383	0
Plant, Fleet & Buildings	13,223	823	12,400	0	0
Infrastructure & Projects	(844,575)	149,571	(149,011)	0	(845,135)
Waste Management	(2,781,979)	83,201	(1,060,695)	241,933	(2,046,418)
Water & Waste Water	1,713,415	1,594,337	0	0	119,078
<b>TOTAL</b>	<b>(1,969,136)</b>	<b>2,383,946</b>	<b>(2,116,036)</b>	<b>455,316</b>	<b>(2,692,362)</b>

The Waste Division is showing the most significant movement in the above table and is creating the impression of increased funds due to a deferral of \$2 million dollars in capital

works. There is also a significant deferral in operational expenditure with work on the organic collection facility being postponed. The next most significant item is the reduction in income for water consumption.

**Material differences between budget and actual income or expenditure**

COVID-19 continues to cause significant variations to Council's travel, entertainment and recreational activities the material difference table below highlights the impact of COVID-19 on Council's sporting and entertainment venues. As a result of COVID-19 both divisions have experienced a sharp decline in operational revenue whilst operating expenditure remains comparatively the same.

The following table shows the budget information for the two divisions' year to date:

<b>Division</b>	<b>Original Operating Inc Budget</b>	<b>Current Operating Income Budget</b>	<b>% Movement</b>	<b>Original Operating Exp Budget</b>	<b>Current Operating Expenditure Budget</b>	<b>% Movement</b>
Entertainment Venues	(1,271,429)	(840,097)	33.92%	3,664,867	3,729,288	-1.76%
Sport & Rec Services	(1,577,404)	(1,145,671)	27.37%	12,953,891	12,666,715	2.22%

The table below shows the budget adjustments for May for the divisions listed.

<b>Division</b>	<b>Budget Variation</b>	<b>Operating Income</b>	<b>Operating Expenses</b>	<b>Capital Income</b>	<b>Capital Expenses</b>
Entertainment Venues	213,858	336,164	(88,284)	0	(34,022)
Sport & Rec Services	241,473	441,473	(200,000)	(48,996)	48,996
<b>TOTAL</b>	<b>455,331</b>	<b>777,637</b>	<b>(288,284)</b>	<b>(48,996)</b>	<b>14,974</b>

**(a) Policy Implications**

Nil

**(b) Financial Implications**

The variations included in the report have the following impact on forecast results for 2019/2020:

<b>Fund</b>	<b>Budget Variation</b>	<b>Operating Income</b>	<b>Operating Expenses</b>	<b>Capital Income</b>	<b>Capital Expenses</b>
General	(3,227,220)	1,567,246	(2,404,320)	406,320	(2,796,466)
Water	1,667,787	1,548,709	0	0	119,078
Sewer	45,628	45,628	0	0	0
<b>Grand Total</b>	<b>(1,513,805)</b>	<b>3,161,583</b>	<b>(2,404,320)</b>	<b>406,320</b>	<b>(2,677,388)</b>

The (favourable) variations are due to deferrals in expenditure.

**(c) Legal Implications**

- This report is in compliance with the following sections of the Local Government (General) Regulation 2005;
- 211 Authorisation of expenditure; and
- 202 Responsible Accounting Officer to maintain system for budgetary control.

**(d) Community Consultation**

Nil

**(e) Delivery Program Objective/Strategy**

A Region of Progressive Leadership – L21 Transparency and accountability of government.

**9.6 COUNCIL INVESTMENTS MAY 2020 – FILE No SF9655**

**DIRECTORATE: CORPORATE AND GOVERNANCE**

**AUTHOR: Sherrill Young, Manager Financial Services**

**1 ANNEXURES ATTACHED**

**RECOMMENDATION**

*That in relation to the report “Council Investments May 2020”, Council receive and note the report.*

**SUMMARY**

This report provides an overview of Council Investments for the month of May 2020.

**COMMENTARY**

In accordance with Section 212 of the Local Government (General) Regulation 2005, the details of all money Council has invested as at 31 May 2020, is **ATTACHED**, refer **ANNEXURE 1**.

The following table provides a summary of the types of investments held and the institution they are held with:

Institution	Cash at bank	Financial Assets Amortised Cost	Financial Assets at Fair Value	Total	% of Total
NAB	25,135,608	35,000,000	0	60,135,608	39.28%
ANZ	0	17,000,000	0	17,000,000	11.11%
BOQ	0	5,000,000	0	5,000,000	3.27%
CBA	0	3,000,000		3,000,000	1.96%

St George	0	32,500,000	0	32,500,000	21.23%
TCorp	0	0	1,345,506	1,345,506	0.88%
Westpac	0	34,098,513	0	34,098,513	22.27%
<b>TOTAL</b>	<b>25,135,608</b>	<b>126,598,513</b>	<b>1,345,506</b>	<b>153,079,627</b>	

The amount invested at 31 May 2020, has increased by \$13,294,458.89 compared to funds held at 30 April 2020.

There has been a significant increase in funds held in investments. This is due to the recent incoming rates instalment.

Council's investments are mostly comprised of restricted funds that have been received for specific purposes or funds held for future renewal works. The following table provides a summary of investments held by each fund:

<b>Fund</b>	<b>Restriction</b>	<b>Amount</b>	<b>%</b>
General	Unrestricted	6,144,372	4.01%
General	Internally Restricted	27,351,710	17.88%
General	Externally Restricted	12,621,369	8.24%
<b>General Fund Total</b>		<b>46,117,451</b>	<b>30.13%</b>
Water	Unrestricted	2,040,303	1.33%
Water	Internally Restricted	26,783,993	17.50%
Water	Externally Restricted	20,944,902	13.68%
<b>Water Fund Total</b>		<b>49,769,198</b>	<b>32.51%</b>
Sewer	Unrestricted	2,081,979	1.36%
Sewer	Internally Restricted	40,305,944	26.33%
Sewer	Externally Restricted	14,805,055	9.67%
<b>Sewer Fund Total</b>		<b>57,192,978</b>	<b>37.36%</b>

**Total Investments**

**153,079,627**

Moneys received for each fund can only be used within that fund. An explanation for each category of restriction is described below:

**Unrestricted:**

These are funds required to meet short term cash flow requirements and contingencies to maintain solvency.

**Internally Restricted:**

Funds set aside for future commitments mostly relate to asset renewals, remediation works, or leave provisions. For General Fund, this includes self funding activities such as the Airport, Waste Management and Fleet operations.

**Externally Restricted:**

Funds provided for specific purposes such as developer contributions, grants and loans.

The use of restricted funds is largely controlled by 10 – 20 year asset management plans which are included in the resourcing strategy of Councils Community Strategic Plan.

**(a) Policy Implications**

All of Council's investments are held in accordance with the 'Tamworth Regional Council Investment Policy'.

**(b) Financial Implications**

The low rate of return on investments continues to thwart Council's interest earnings. The following table shows the anticipated impact for each fund for this financial year with regards to interest on investments.

Fund	Original Budget	Current Budget	Variance
General	(1,705,290)	(968,865)	(736,425) Unfavourable
Water	(1,444,000)	(1,054,770)	(389,230) Unfavourable
Sewer	(1,602,000)	(1,188,639)	(413,361) Unfavourable
<b>Total</b>	<b>(4,751,290)</b>	<b>(3,212,274)</b>	<b>(1,539,016) Unfavourable</b>

**(c) Legal Implications**

All of Council's investments are held in accordance with the 'Tamworth Regional Council Investment Policy' which accords with the requirements of:

- Local Government Act 1993 – Section 625;
- Local Government Act 1993 – Order (of Minister) dated 16 November 2000;
- The Trustee Amendment (Discretionary Investments) Act 1997 – Sections 14A(2), 14C(1) and 2;
- Local Government (General) Regulation 2005 – Clauses 212 and 215; and
- Local Government Code of Accounting Practice & Financial Reporting – Update No. 15 dated June 2007.

**(d) Community Consultation**

Nil

**(e) Delivery Program Objective/Strategy**

A Region of Progressive Leadership – L21 Transparency and accountability of government.

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## **10 COMMUNITY SERVICES**

### **10.1 DRAFT TAMWORTH REGIONAL GALLERY STRATEGIC PLAN 2020/2021 TO 2023/2024 – FILE NO SF818**

**DIRECTORATE:** BUSINESS AND COMMUNITY  
**AUTHOR:** Bridget Guthrie, Director Tamworth Regional Gallery and Museums

**2 ANNEXURES ATTACHED**

#### **RECOMMENDATION**

*That in relation to the report “Draft Tamworth Regional Gallery Strategic Plan 2020/2021 to 2023/2024”, Council:*

- (i) receive and note the report;*
- (ii) approve the Draft Tamworth Regional Gallery Strategic Plan 2020/2021-2023/2024 to be placed on public exhibition for 28 days; and*
- (iii) seek a further report to formally adopt the Tamworth Regional Gallery Strategic Plan 2020/2021-2023/2024.*

#### **SUMMARY**

The Tamworth Regional Gallery Strategic Plan 2020/2021 to 2023/2024 (the Plan) is to be utilised by Council to govern a highly professional and well-managed process for the operations and management of the Tamworth Regional Gallery over the next four years.

#### **COMMENTARY**

The Tamworth Regional Gallery Strategic Plan outlines a framework for the support and management of the Tamworth Regional Gallery.

The plan was developed via consultation with key stakeholders between June 2019 and May 2020, and is supported by prior research and consultation contained in existing collection or community documentation including; Collection Significance Statements, the 100 year anniversary Gallery research, forward planning sessions with stakeholders, other consultation undertaken by Tamworth Regional Council staff and various other Council planning documents.

For over 100 years, Tamworth Regional Gallery has provided access to the arts in a regional centre. The Gallery continues the philosophy of its founder John Salvana to provide ‘access to the arts in the country’ to foster, promote and enhance understanding and enjoyment of the visual arts through its collections, temporary exhibitions and public programs.

Tamworth Regional Gallery is a cultural and community service managed by Tamworth Regional Council which offers a distinctive connection to place and a curatorial agenda that

creates meaningful art experiences for all. The Tamworth Regional Gallery collection exists for its audiences – to comprehend the past, to navigate the present, and as a potent avenue for imagining the future. Placing art, access and audiences at the very heart of who we are guides the Gallery's artistic and public programs. Tamworth Regional Gallery contributes positively to cultural cohesion, social wellbeing, creativity, engaged citizenship, and the economic life in Tamworth and the surrounding region.

The Gallery's vision is: *To provide access to a visual arts and cultural resource that inspires, enriches and informs the community; enhances experiences through the visual arts; and is a model in the delivery of cultural services to the community.*

All the activities of the Gallery underpin the delivery of its purpose to provide access to the arts in a regional centre and support the following goals.

1. Delivering *excellence* in cultural programs through exhibitions and collections
2. Developing audience *engagement* through participation in events and education; and
3. Implementing *sustainability* through development of the collection and our environment.

Tamworth Regional Gallery is professionally staffed and administered. It is well recognised for the development and implementation of its annual artistic program. It has attracted nationally significant exhibitions from major arts organisations, and has developed a sound reputation for its ability to successfully develop and tour nationally its textile and collection based exhibitions. The Tamworth Regional Gallery Strategic Plan 2020/2021 to 2023/2024 is **ATTACHED**, refer **ANNEXURE 1**.

During 2019 and early 2020, Tamworth Regional Gallery conducted a significance assessment of its entire collection through the Community Heritage Grants. This assessment was completed by Dr Roslyn Russell, author of Significance 2.0. Below is a summary of her assessment.

"Tamworth Regional Gallery holds a nationally significant collection that dates back over 100 years, and comprises artworks from all periods of Australia's settled history, including fine examples of works that document the changes in fibre textile art practice over the past 40 years; landscape art by iconic figures of the art world in Australia such as Hans Heysen, Will Ashton, Sydney Long, Elioth Gruner and Elisabeth Cummings; nineteenth century silverware in the Regan Collection, a stellar collection of silk batiks from the Utopia Indigenous art community; tapestries by abstract expressionist artists John Coburn and Roger Kemp; and contemporary paintings, sculpture and ceramics that reflect Tamworth's iconic Australian Country Music Festival". Tamworth Regional Gallery Collection Significance Assessment is **ATTACHED**, refer **ANNEXURE 2**.

**(a) Policy Implications**

Upon adoption, this plan will be included on Council's and the Tamworth Regional Gallery website.

**(b) Financial Implications**

The implementation of the Tamworth Regional Gallery Strategic Plan uses the existing budget allocation and staffing resources. Some activities are identified in the 'our impact' section which require the submission of external grants such as the Preservation Needs Assessment for the Gallery collection, but no additional funds are requested from Council. This plan is a requirement of the Create NSW multi-year

funding application as the Gallery focuses on external grants to diversify its income streams.

**(c) Legal Implications**

Implementation of this strategy will assist with Council's forward planning and Risk Management processes. This Plan is also a requirement of the Create NSW multi-year funding application.

**(d) Community Consultation**

There has been a series of community consultation processes used to engage all stakeholders, including informal meetings with stakeholders and support organisations, telephone conversations, the distribution of the draft plans to all relevant stakeholders and formal community consultation workshops and feedback sessions.

Consultation and Feedback has been received from:

- Museums and Galleries of NSW;
- Regional Arts NSW;
- Regional Public Galleries of NSW;
- Dr Roslyn Russell, author of the Tamworth Regional Gallery's significance assessment of the collection;
- Tamworth Regional Gallery Friends and volunteers;
- Tamworth Regional Gallery and Cultural Services staff; and
- Tamworth Region Arts Advisory Committee Members (TRAAC).

**(e) Delivery Program Objective/Strategy**

A Spirit of Community – C22 provide accessible, functional, multi-purpose facilities and spaces suitable for cultural, recreational, learning and information services and activities.

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**10.2 TAMWORTH REGION ARTS ADVISORY COMMITTEE (TRAAC) MINUTES - 21 MAY 2020 – FILE NO SF9914**

**DIRECTORATE: BUSINESS AND COMMUNITY**

**AUTHOR: Kay Delahunt, Manager - Cultural and Community Services**

**1 ANNEXURES ATTACHED**

**RECOMMENDATION**

*That in relation to the report "Tamworth Region Arts Advisory Committee (TRAAC) – Minutes – 21 May 2020", Council receive and note the Minutes.*

**SUMMARY**

The purpose of this report is to present the Minutes of the Tamworth Region Arts Advisory Committee meeting held on Thursday 21 May 2020, and to provide Council with an overview of the meeting outcomes.

## COMMENTARY

The newly appointed TRAAC held its first meeting on 21 May 2020. The Minutes of the meeting are **ATTACHED**, refer **ANNEXURE 1**.

The following standing reports were received:

- Tamworth Regional Gallery Report;
- Tamworth Museums Report;
- Entertainment Venues Report; and
- Tamworth Region Cultural Plan 2018-2023 – progress report.

The Draft Tamworth Regional Gallery Strategic Plan was presented for discussion. Committee members were given hard copies of the draft plan and an additional seven days to provide comment.

The Draft Regional Museums Collection Policy was also presented to the Committee for discussion. Changes were requested to the wording of Item 1.6 (Loan Principles) and the Committee requested that the draft policy be distributed to other stakeholders.

General business included short arts sector updates from Committee members and a Public Art update on the Music Ribbon Bench which is to be installation on a plinth in Fitzroy Street.

### (a) Policy Implications

Nil

### (b) Financial Implications

Nil

### (c) Legal Implications

Nil

### (d) Community Consultation

The TRAAC includes six community members who represent a broad range of art disciplines. The Committee provides strategic advice to the Council in relation to 'Arts' matters within the region and make recommendations regarding priority areas for development.

### (e) Delivery Program Objective/Strategy

A Spirit of Community – C21 Preserve and celebrate the character, heritage and culture of our city, towns and villages.

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## 11 REPORTS TO BE CONSIDERED IN CLOSED COUNCIL

### RECOMMENDATION

*That the confidential reports as listed be considered in a Meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993.*

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### **11.1 NICSE STAGE 2 - CONSTRUCT TAMWORTH REGIONAL HOCKEY CENTRE CARPARK EXTENSION – FILE NO T138/2020**

**DIRECTORATE: REGIONAL SERVICES**

**AUTHOR: Paul Kelly, Manager Sports and Recreation**

Council will determine this matter in part of the Meeting closed to the public pursuant to Section 10A(2) (d)i of the Local Government Act 1993, on the grounds that the matter and information is commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

#### **SUMMARY**

The purpose of this report is to seek Council's approval to award a contract to construct an extension to the Tamworth Regional Hockey Centre carpark, as part of the Northern Inland Centre of Sporting Excellence (NICSE) Stage 2 project.

### **11.2 COVID-19 RELIEF PACKAGE - UPDATE APRIL 2020 – FILE NO SF10194**

**DIRECTORATE: CORPORATE AND GOVERNANCE**

**AUTHOR: Kirrilee Ringland, Manager Property and Legal Services**

**Reference: Item 4.1 to Extraordinary Council 6 April 2020 - Minute No 90/20**  
**Item 9.6 to Ordinary Council 28 April 2020 - Minute Number 112/20**

Council will determine this matter in part of the Meeting closed to the public pursuant to Section 10A(2) (c)&(d)i of the Local Government Act 1993, on the grounds that the matter and information is information that would, if disclosed, confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business and commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

#### **SUMMARY**

The purpose of this report is to advise Council of the requests for relief from Council's commercial tenants, and the proposed response.

## **CLOSED COUNCIL**

### **Confidential Reports**

#### **(Section 10A(2) of The Local Government Act 1993)**

Where it is proposed to close part of the Meeting, the Chairperson will allow members of the public to make representations to or at the meeting, before any part of the meeting is closed to the public, as to whether or not that part of the meeting should be closed to the public.

The Chairperson will check with the General Manager whether any written public submissions or representations have been received as to whether or not that part of the meeting should be closed to the public.

The grounds on which part of the Council meeting may be closed to public are listed in Section 10A(2) of the Local Government Act 1993 and are as follows:

- (a) personnel matters concerning particular individuals other than Councillors,
- (b) the personal hardship of any resident or ratepayer,
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- (d) commercial information of a confidential nature that would, if disclosed:
  - (i) prejudice the commercial position of the person who supplied it, or
  - (ii) confer a commercial advantage on a competitor of the council, or
  - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.
- (h) during the receipt of information or discussion of information concerning the nature and location of a place or an item of Aboriginal significance on community land.
- (i) alleged contraventions of any code of conduct requirements applicable under section 440.

Section 10A(3) of the Act provides that Council, or a Committee of the Council of which all the members are councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Section 10B(3) of the Act provides that if a meeting is closed during discussion of a motion to close another part of the meeting to the public (as referred to in section 10A(3) of the Act), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting (other than consideration of whether the matter concerned is matter referred to in section 10A(2) of the Act).

Section 10B(1) of the Act provides that a meeting is not to remain closed to the public during the receipt of information or the discussion of matters referred to in section 10A(2):

- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret - unless the Council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest section 10B(4) of the Act states it is irrelevant that:

- (a) a person may interpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
  - (i) cause embarrassment to the Council or committee concerned, or to councillors or to employees of the council, or
  - (ii) cause a loss of confidence in the Council or committee.

#### **Resolutions passed in Closed Council**

It is a requirement of Clause 253 of the Local Government (General) Regulation 2005 that any resolution passed in Closed Council, or Committee be made public as soon as practicable after the meeting has ended. At the end of Closed Council or Committee meeting, the Chairperson will provide a summary of those resolutions passed in Closed Council or Committee.