ARMIDALE Regional Council

ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 22 November 2023
4pm

at

Armidale Council Chambers

ATTACHMENTS

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ARMIDALE Regional Council

MINUTES

ORDINARY MEETING OF COUNCIL

Held on

Wednesday, 25 October 2023
4pm

at

Armidale Council Chambers

PRESENT: Councillor Sam Coupland (Mayor), Councillor Todd Redwood (Deputy Mayor), Councillor Paul Gaddes, Councillor Jon Galletly, Councillor Susan McMichael, Councillor Steven Mepham, Councillor Debra O'Brien, Councillor Margaret O'Connor, Councillor Paul Packham, Councillor Dorothy Robinson and Councillor Bradley Widders.

IN ATTENDANCE: Mr James Roncon (General Manager), Mr Darren Schaefer (Chief Officer Corporate and Community), Mr Daniel Boyce (Chief Officer Planning and Activation), Mr Alex Manners (Chief Officer Assets and Services), Ms Simone Mooketsi (Manager Governance and Strategy), Ms Michaella Giandomenico (Executive Officer) and Ms Melissa Hoult (Executive Officer).

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(General Manager's Note: The report considers tender information and is deemed confidential under Section 10A(2)(d) of the Local Government Act 1993, as it deals with 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).

1. CIVIC AFFIRMATION AND ACKNOWLEDGEMENT OF COUNTRY

Cr Mepham delivered the Civic Affirmation and Cr Widders delivered the Acknowledgement of Country.

2. STATEMENT IN RELATION TO LIVE STREAMING OF COUNCIL MEETINGS

The General Manager delivered the statement.

3. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

Nil

4. DISCLOSURES OF INTEREST

Nil

5. CONFIRMATION OF MINUTES

5.1 Minutes of Previous Meeting held 27 September 2023

Ref: AINT/2023/26424 (ARC16/0001-8)

137/23 **RESOLVED**

That the Minutes of the Ordinary Council meeting held on 27 September 2023 be taken as read and accepted as a true record of the meeting.

Moved Cr McMichael **Seconded Cr Mepham**

The Motion on being put to the vote was CARRIED unanimously.

6. MAYORAL MINUTE

6.1 Mayoral Minute: Water Restrictions *Ref: AINT/2023/27327 (ARC20/4403)*

MOTION

That Council;

a. move to Level 1 Water Restrictions when total dam storage is 90%;

b. move to Level 2 Water Restrictions when total dam storage is 80%;

c. investigate a subsidised rainwater tank program.

Moved Cr Coupland **Seconded Cr Galletly**

Amendment

That Council;

a. move to Level 1 Water Restrictions when total dam storage is 90%;

b. move to Level 2 Water Restrictions when total dam storage is 80%;

c. investigate a subsidised rainwater tank program, and other ways to improve water efficiency.

Moved Cr Robinson **Seconded Cr O'Connor**

DIVISION The result being:-

FOR: Crs S McMichael, D O'Brien, M O'Connor, D Robinson and B Widders

AGAINST: Crs S Coupland, P Gaddes, J Galletly, S Mepham, P Packham and T Redwood

The Mayor declared the Amendment LOST.

138/23 **RESOLVED**

That Council;

a. move to Level 1 Water Restrictions when total dam storage is 90%;

b. move to Level 2 Water Restrictions when total dam storage is 80%;

c. investigate a subsidised rainwater tank program.

Moved Cr Robinson **Seconded Cr O'Connor**

The Motion on being put to the vote was CARRIED unanimously.

7. REPORTS - GENERAL MANAGER'S OFFICE

7.1 Council Actions Report January 2022 - September 2023

Ref: AINT/2023/26426 (ARC16/0001-8)

139/23 **RESOLVED**

That Council notes the report summarising the actions taken on the resolutions of Council.

Moved Cr Gaddes **Seconded Cr Redwood**

The Motion on being put to the vote was CARRIED unanimously.

8. REPORTS - FINANCE

8.1 Cash and Investment Report 30 September 2023 *Ref: AINT/2023/26696 (ARC23/6030)*

140/23 **RESOLVED**

That Council note the Cash and Investment Report for September 2023.

Moved Cr McMichael **Seconded Cr Galletly**

The Motion on being put to the vote was CARRIED unanimously.

9. REPORTS - PLANNING AND ACTIVATION

9.1 Adoption of Renewable Energy Benefit Sharing Framework

Ref: AINT/2023/25103 (ARC23/5799)

141/23 **RESOLVED**

That Council:

a. Adopt the Renewable Energy Benefit Sharing Framework;

b. Review the Renewable Energy Benefit Sharing Framework within one year of adoption.

Moved Cr Redwood **Seconded Cr Robinson**

The Motion on being put to the vote was CARRIED unanimously.

9.2 Keeping of Animals Policy (Urban Areas) *Ref: AINT/2023/17992 (ARC17/1865)*

142/23 **RESOLVED**

That Council:

a. Endorse the draft Keeping of Animals Policy (Urban Areas) for public exhibition for no less than 28 days.

b. Receive a further report should any submissions be received as a result of the exhibition period, however should no submissions be received, endorse the policy be adopted.

Moved Cr Robinson **Seconded Cr Redwood**

The Motion on being put to the vote was CARRIED unanimously.

9.3 Finalisation of Planning Proposal for Schedule 5 Environmental Heritage Housekeeping Amendments *Ref: AINT/2023/25390 (ARC23/5894)*

143/23 **RESOLVED**

That Council:

a. Endorse the Planning Proposal to undertake housekeeping amendments to Schedule 5 – Environmental Heritage and the associated Heritage Maps of the *Armidale Regional Local Environmental Plan 2012* to correct minor errors and mis-descriptions.

b. Exercise the functions of the local plan-making authority under section 3.36(2) of the EP&A Act to make the Local Environmental Plan.

c. Authorise the General Manager to sign all relevant documentation on behalf of Council in exercising the functions of the local plan-making authority.

Moved Cr Robinson **Seconded Cr McMichael**

The Motion on being put to the vote was CARRIED unanimously.

10. REPORTS - CORPORATE AND COMMUNITY

10.1 Tabling of Disclosure of Pecuniary Interest *Ref: AINT/2023/24923 (ARC23/5602)*

144/23 **RESOLVED**

That Council note the tabling of Disclosures of Pecuniary Interest and Other Matters by designated persons lodged for the 12 months ending 30 June 2023.

Moved Cr Gaddes **Seconded Cr Packham**

The Motion on being put to the vote was CARRIED unanimously.

10.2 Government Information Public Access Act (GIPA) Annual Report 22-23

Ref: AINT/2023/24926 (ARC23/5596)

145/23 **RESOLVED**

That Council:

a. Endorse the attached GIPA Annual Report for 2022/2023 financial year.

b. Submit Armidale Regional Council's 2022/2023 Annual GIPA Report to the Information and Privacy Commissioner as required by legislation.

Moved Cr Robinson **Seconded Cr Gaddes**

The Motion on being put to the vote was CARRIED unanimously.

10.3 Council's Success in the Statewide Risk Management Awards

Ref: AINT/2023/26255 (ARC23/5778)

146/23 **RESOLVED**

That Council note Armidale Regional Council won the Category Winner: Strategic and Enterprise Risk - Rural, Regional and County Councils and Overall Winner: Rural, Regional and County Councils at the Risk Management Excellence Awards for NSW.

Moved Cr O'Brien **Seconded Cr Robinson**

The Motion on being put to the vote was CARRIED unanimously.

10.4 Public Interest Disclosure Policy *Ref: AINT/2023/26262 (ARC23/5778)*

147/23 **RESOLVED**

That Council:

a. Note the responsibilities incumbent upon Council resultant from the commencement of the *Public Interest Disclosure Act 2022* on 1 October 2023.

b. Endorse public exhibition of the draft Public Interest Disclosure Policy for a period of 28 days.

c. Authorise the General Manager to make administrative amendments when appropriate for currency, specifically in relation to names of personnel, positions and responsibilities therein.

Moved Cr Redwood **Seconded Cr O'Brien**

The Motion on being put to the vote was CARRIED unanimously.

10.5 Review of ARIC Charter *Ref: AINT/2023/26263 (ARC23/5778)*

148/23 **RESOLVED**

That Council:

a. Refer the Terms of Reference back to Council staff for revision to allow for a non-voting Councillor member.
b. That the new Terms of Reference be based on the model terms from the Office of Local Government and customise these to allow for the option of a non-voting Councillor member.
c. That revised Terms of Reference be brought to the November Ordinary Council Meeting for review and consideration.

Moved Cr Packham **Seconded Cr Redwood**

The Motion on being put to the vote was CARRIED unanimously.

11. REPORTS - ASSETS AND SERVICES

11.1 Wards Mistake Road Realignment *Ref: AINT/2023/25867 (ARC23/6084)*

149/23 **RESOLVED**

That Council:

a. Note the proposed sale of the two Crown lots being Lot 209 DP755824 and Lot 70022 DP94112, to the adjoining owners from The Crown to the adjoining landowners at the landowners cost;

b. Endorse the relocation of Wards Mistake Road reserves to the current bridge and road alignment adjoining the Gara River, through a process of land swap with the adjoining owners; and

c. Delegates authority to the General Manager to execute all necessary documentation to facilitate the realignment of the road reserves.

Moved Cr Redwood **Seconded Cr Robinson**

The Motion on being put to the vote was CARRIED unanimously.

11.2 Kempsey Road Status Report *Ref: AINT/2023/26258 (ARC23/6087)*

150/23 **RESOLVED**

That Council note information within the report regarding the Kempsey –Armidale Road Restoration Project following the Steering Committee held Thursday 19 October 2023.

Moved Cr Widders **Seconded Cr McMichael**

The Motion on being put to the vote was CARRIED unanimously.

11.3 Gazettal Of Roads For Utility Installation *Ref: AINT/2023/26380 (ARC23/6129)*

151/23 **RESOLVED**

That Council:

a. Endorse for the following Crown Road Reserves to be transferred to Council:

   i. Ollera Street Guyra – Oban Street to Robinsons Lane;

   ii. Robinsons Lane Guyra – Ollera Street to Baldersleigh Road;

   iii. Baldersleigh Road Guyra – Robinson Lane to Charles Lane;

   iv. Ross Street Armidale – Braun St to Spring Hill Lane; and

b. Delegate to the General Manager the authority to execute all documents and actions necessary to complete the transfer.

Moved Cr McMichael **Seconded Cr Redwood**

The Motion on being put to the vote was CARRIED unanimously.

11.4 Update - Gates and Stock Grids on Public Roads POL087

Ref: AINT/2023/27632 (ARC16/0652)

152/23 **RESOLVED**

That Council:

a. Note the update report; and

b. Note that the Connected Region Key Pillar Working Group requested that Policy POL087 - Gates and Stock Grids on Public Roads be deferred to the November 2023 Ordinary Council Meeting.

Moved Cr O'Connor **Seconded Cr Redwood**

The Motion on being put to the vote was CARRIED unanimously.

12. NOTICES OF MOTION

Nil.

13. COMMITTEE REPORTS

13.1 KPWG - Minutes of meetings held July 2023 - October 2023

Ref: AINT/2023/24503 (ARC16/0001-8)

153/23 **RESOLVED**

That the following Minutes of the Key Pillar Working Group meetings held from July 2023 to October 2023 be noted;

- Growing Region KPWG meeting held 20 June 2023
- Enriched Region KPWG meeting held 22 June 2023
- Growing Region KPWG meeting held 18 July 2023
- Connected Region KPWG meeting held 3 August 2023
- Future Region KPWG meeting held 3 August 2023
- Enriched Region KPWG meeting held 10 August 2023
- Growing Region KPWG meeting held 1 September 2023
- Growing Region KPWG meeting held 11 September 2023
- Connected Region KPWG meeting held 18 September 2023
- Growing Region KPWG meeting held 19 September 2023
- Growing Region KPWG meeting held 10 October 2023

Moved Cr Gaddes **Seconded Cr Redwood**

The Motion on being put to the vote was CARRIED unanimously.

13.2 Traffic Advisory Committee - Minutes of meeting held 3 October 2023

Ref: AINT/2023/26249 (ARC16/0168-8)

154/23 **RESOLVED**

That in relation to the report "Armidale Regional Council Traffic Advisory Committee Minutes – 3 October 2023", that Council;

a) Endorse the temporary road closures of Dangar Street and Faulkner Street Armidale between Rusden and Moore Street, along with the East and West Beardy Street Mall from Marsh to Jessie Street, for the 'Christmas in the Mall 2023' celebrations, Thursday 30 November 2023;

b) Endorse the road closure of Bradley Street between McKenzie Street and the Police station, Guyra for the purpose of conducting the Remembrance Day service and opening of Mandala Garden and Remembrance Park 11 November 23;

c) Endorse the Special Event Transport Management Plan for the Guyra Christmas Carnival 2023 and associated road closures of Bradley Street between Mackenzie Street and Ollera Street, Guyra between 3pm and 10pm on Friday 1 December 2023;

d) Endorse the changes to the pedestrian crossings in Rusden Street Armidale outside the Civic Administration Building and on Trevenna Road Armidale (UNE), to become raised flat top hump crossings; and

e) Endorse the Special Event Transport Management Plan New England Antique Machinery Rally Advertising Run 10 November 2023 involves seven tractors travelling a return route from the Armidale showgrounds south along Canambe Street, into Mann Street, into Castledoyle Road, Fosters Road, Long Swamp Road, Edwards Lane, Dangarsleigh Road, Knobs Road, Simmonds Road Armidale, and return via the same route.

Moved Cr McMichael **Seconded Cr O'Brien**

The Motion on being put to the vote was CARRIED unanimously.

14. QUESTIONS FOR WHICH NOTICE HAS BEEN GIVEN

Nil.

PROCEDURAL MOTION

155/23 **RESOLVED**

a) That Council move into closed Session to receive and consider the following items:

15.1 Assets and Services Project Management Procurement Pathway. (AINT/2023/24366) - *(**General Manager's Note:** The report considers commercial rates provided by consultants and is deemed confidential under Section 10A(2)(d) of the Local Government Act 1993, as it deals with 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).*

15.2 Kempsey Armidale Road Restoration Project - GeoLink. (AINT/2023/25269) - *(**General Manager's Note:** The report considers tender information and is deemed confidential under Section 10A(2)(d) of the Local Government Act 1993, as it deals with 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).*

b) That Council exclude the press and public from the proceedings of the Council in Confidential Session pursuant to Section 10A, subsections 2 & 3 and section 10B of the Local Government Act 1993, on the basis that the items to be considered are of a confidential nature.

c) That Council make the resolutions made in Confidential Session public as soon as practicable.

Moved Cr O'Brien **Seconded Cr Redwood**

The Motion on being put to the vote was CARRIED unanimously.

Council entered Closed Session at 05:09pm.

Council returned to Open Session at 05:22pm.

RESUMPTION OF MEETING

156/23 **RESOLVED**

That Council move back into open Session and that the resolutions of the closed Session be made public.

Moved Cr O'Connor **Seconded Cr Robinson**

The Motion on being put to the vote was CARRIED unanimously.

15. CLOSED SESSION

15.1 Assets and Services Project Management Procurement Pathway

Ref: AINT/2023/24366 (ARC23/6170)

157/23 **RESOLVED**

That Council:

a. Endorse the addition and extension of contracts for engineering and project professionals in lieu of available resources under Council's existing Professional Services Panel Contract including;
   I. Simon Flannery, SJ F Civil Project Management Pty Ltd
   II. Stuart Collett, GHD Pty Ltd
   III. Ian Giblett of 5G Management
   IV. Graham Macpherson of MACPHERSON DESIGN PTY LTD; and
b. Delegate authority to the General Manager to execute all documentation in relation to the engagements.

Moved Cr McMichael **Seconded Cr Gaddes**

The Motion on being put to the vote was CARRIED unanimously.

15.2 Kempsey Armidale Road Restoration Project - GeoLink

Ref: AINT/2023/25269 (ARC23/6087)

158/23 **RESOLVED**

That Council:

a) Endorse the extension of the contract RFT ARC21/4499 "Provision of Panel for Kempsey Road Reconstruction Works" for the period of the contract to its expiry on 31 March 2024;

b) Delegate authority to the General Manager to authorise expenditure under the contract to an upper limit of funding available for the project as approved by the Administrating Agency Transport for NSW (TfNSW); and

c) Delegate authority to the General Manager to execute documentation associated with the contract.

Moved Cr McMichael **Seconded Cr Galletly**

The Motion on being put to the vote was CARRIED unanimously.

There being no further business the Mayor declared the meeting closed at 05:23pm.

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
28/04/2022	Standard Instrument LEP Natural Disasters Clause	85/22	**RESOLVED** a. That Council advise the Department of Planning and Environment to incorporate the Dwelling house or secondary dwelling affected by natural disaster clause (Clauses 5.9), into the *Armidale Dumaresq Local Environmental Plan 2012* and *Guyra Local Environmental Plan 2012* or *Armidale Regional Local Environmental Plan* (as applicable), applying in the zones that currently permit dwelling house or secondary dwelling. b. That Council develop a policy that assists building owners to recover from disasters including but not limited to: i. the use of the Orders provisions in the Environmental Planning and Assessment Act 1979 and Local Government Act 1993 to the maximum extent possible to permit the repair and rebuild of buildings without the need for the DA, ii. an appropriate reduction in DA fees for replacement buildings that require a DA, iii. provide a concierge advisory and fast-track approval service for disaster affected building owners. **Moved Cr Packham** **Seconded Cr Galletly** **The Motion on being put to the vote was CARRIED unanimously.** **AMENDMENT** iii. provide a concierge advisory and fast-track approval service for disaster affected building owners that also provides advice on information on building back better to meet desirable energy-efficiency standards and passive solar design.	Boyce, Daniel	**13 May 2022 8:07am Boyce, Daniel** Disaster clause package sent to NSW Department of Planning and Environment., Policy to be developed. **15 Mar 2023 1:14pm Hoult, Melissa** ARLEP came into force in Jan 2023. Staff will now liaise with DPE to switch on Natural Disaster Clause. **15 Mar 2023 1:15pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 12 May 2022 to 30 June 2023 - Natural Disaster Clause will need to activated. **17 May 2023 11:47am Boyce, Daniel**

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			Moved Cr Robinson **Seconded Cr O'Brien** *FOR:* *Cr D O'Brien, M O'Connor and D Robinson* *AGAINST:* *Crs S Coupland, P Gaddes, J Galletly, S McMichael, S Mepham, P Packham, T Redwood, and B Widders* **The Motion on being put to the vote was LOST.** Cr Bradley Widders left the meeting, the time being 4:56 PM Cr Bradley Widders returned to the meeting, the time being 4:58 PM		Council have checked with NSW Planning and there has been a delay in turning the clause on in the LEP as a result of the 2022 flood enquiry. Council's original request to activate the clause has been received and it was intended to insert the clause into the LEPs by way of an amending SEPP. A timeframe for inserting the clause into the LEP is unknown at this stage, but there is nothing more that Council needs to do.
25/05/2022	Simpler Financial Information	102/22	**RESOLVED** That Councillors and Council Staff collaborate on the development of a format to provide financial information that is easy for councillors and lay people to understand. **Moved Cr Robinson** **Seconded Cr O'Brien** *DIVISION* *The result being:-* *FOR:* *Crs S Coupland, P Gaddes, S McMichael, S Mepham, D O'Brien, M O'Connor, P Packham, T Redwood, D Robinson and B Widders* *AGAINST:* *Cr J Galletly* **The Motion on being put to the vote was CARRIED.**	Hoult, Melissa	**20 Jun 2022 11:39am Bower, Jessica** Manager Financial Services to meet with Cr Robinson week of 20 June to discuss. **15 Aug 2022 4:16pm Hoult, Melissa** Due to staff resourcing and other imperatives, staff will seek to provide a response towards the end of October 2022. **15 Aug 2022 4:19pm Hoult, Melissa - Target Date Revision**

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
					Target date changed by Hoult, Melissa from 08 June 2022 to 31 October 2022 - Due to staff resourcing and other imperatives, staff will seek to provide a response towards the end of October 2022. **13 Sep 2022 4:18pm Hoult, Melissa** Owing to annual financial statements being due and the SRV consultation, a meeting between Cr Robinson and the acting CFO, to facilitate simpler financial information, has not progressed further than the first meeting. A meeting with the new CFO will be scheduled towards the end of the year. **13 Sep 2022 4:18pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 31 October 2022 to 23 November 2022 - Due to staff resourcing and other imperatives, staff will seek to provide a response towards the end of November 2022. **07 Dec 2022 11:59am Hoult, Melissa - Target Date Revision**

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
					Target date changed by Hoult, Melissa from 23 November 2022 to 16 December 2022 - Meeting to be scheduled with CFO after December OCM. **14 Feb 2023 11:50am Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 16 December 2022 to 16 June 2023 - Target date changed by Hoult, Melissa from 28 December 2022 to 23 June 2023 - Subject to the outcome of the special rate variation application to be determined by IPART, this matter may be able to be actioned in the 2023/24 financial year with the upgrade of financial systems.
27/07/2022	Look Up! Make the State of our Planet BAU Pilot Program	145/22	**MOVED** That Council: a. Endorse the Leadership Principles and Climate Action Plan initiatives contained within the outcomes of the pilot program "*Look-Up! Make the State of our Planet BAU*." b. Reaffirm Council's resolution on 25 September 2019 to commit to achieving the goals of Project Zero30. c. Request that the General Manager prepare an organisational plan to minimise our contribution to the global temperature rise and achieve Climate Active certification which will be reported back to Council with costings.	Bower, Jessica	**11 Aug 2022 11:55am Bower, Jessica** Correspondence forwarded to Project Zero30 Board members advising councils resolution. GM advised a further report will be provided to Council in Sep/Oct 2022 relating to item C once it is fully scoped and resource commitment better understood. **14 Sep 2022 3:10pm Bower, Jessica**

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			Moved Cr Robinson **Seconded Cr Widders** **PROCEDURAL MOTION** That the items be voted on in seriatim. **Moved Cr O'Connor** **Seconded Cr Packham** **The Motion on being put to the vote was CARRIED unanimously.** **RESOLVED** That Council: a. Endorse the Leadership Principles and Climate Action Plan initiatives contained within the outcomes of the pilot program *"Look-Up! Make the State of our Planet BAU."* *DIVISION* *The result being:-* *FOR:* *Crs S Coupland, P Gaddes, J Galletly, S McMichael, D O'Brien, T Redwood, D Robinson; S Mepham and B Widders* *AGAINST:* *Crs P Packham and M O'Connor* **The Motion on being put to the vote was CARRIED** b. Reaffirm Council's resolution on 25 September 2019 to commit to achieving the goals of Project Zero30.		GM advised: Item C to be addressed once the Renewable Energy Action Plan (REAP) has been formally adopted.

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			DIVISION *The result being:-* *FOR:* *Crs S Coupland, P Gaddes, J Galletly, S McMichael, D O'Brien, T Redwood, D Robinson; S Mepham and B Widders* *AGAINST:* *Crs P Packham and M O'Connor* **The Motion on being put to the vote was CARRIED** c. Request that the General Manager prepare an organisational plan to minimise our contribution to the global temperature rise and achieve Climate Active certification which will be reported back to Council with costings. **The Motion on being put to the vote was CARRIED unanimously.** **Moved Cr Robinson** **Seconded Cr Widders**		
24/08/2022	Question on Notice - Cr Robinson	173/22	**RESOLVED** That Council note the response to the Questions on Notice submitted by Cr Robinson. **Moved Cr Robinson** **Seconded Cr McMichael** **The Motion on being put to the vote was CARRIED unanimously.**	Hoult, Melissa	**13 Sep 2022 4:07pm Hoult, Melissa** Owing to annual financial statements being due and the SRV consultation, a meeting between Cr Robinson and the acting CFO, to facilitate simpler financial information, has not progressed further than the first meeting. A meeting with the new CFO will be scheduled towards the end of the year., Report on item c. to be submitted to September OCM.

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
					13 Sep 2022 4:14pm Hoult, Melissa - Target Date Revision Target date changed by Hoult, Melissa from 07 September 2022 to 23 November 2022 - A meeting will be scheduled with the new CFO towards the end of the year. **14 Feb 2023 10:36am Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 23 November 2022 to 03 July 2023 - Subject to the outcome of the special rate variation application to be determined by IPART, this matter may be able to be actioned in the 2023/24 financial year. If the SRV is approved and the operational plan includes this as an action, staff can be deployed to work on a fix.
26/10/2022	Endorsement to Engage a Public Process for a Road Reserve Closure	206/22	**RESOLVED** That Council endorse the application: a. To undertake a public process for the purpose of a road reserve closure. b. Prepare the lands survey and application to the regional Crown Lands Office.	Walsh, Annabelle	**17 Nov 2022 8:27am Boyce, Daniel** Scoping of project and procurement commencing. **15 Mar 2023 11:15am Boyce, Daniel** Legal paperwork being drafted by Council lawyers.

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			c. Post closure prepare a subdivision development application for two residential lots. **Moved Cr Galletly** **Seconded Cr O'Connor** **The Motion on being put to the vote was CARRIED unanimously.**		**15 Mar 2023 1:16pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 09 November 2022 to 30 April 2023 - Waiting on legal paperwork. **19 Jun 2023 10:20am Boyce, Daniel - Reallocation** Action reassigned to Walsh, Annabelle by Boyce, Daniel **21 Jun 2023 11:07am Boyce, Daniel** New Senior Property Specialist commenced and reviewing. **20 Sep 2023 8:13am Walsh, Annabelle** In the process of making the application for acquisition. The application for the acquisition should be prepared by November 2023.
26/10/2022	Review of Local Approval Policy Street Trading	209/22	**RESOLVED** That Council: a. Endorse the Local Approvals Policy Street Trading for public notice and exhibition in accordance with the *Local Government Act 1993*; b. Receive a further report to consider any submissions received; c. Endorse the Local Approvals Policy Street Trading for submission to the Departmental Chief Executive of the Office of Local Government. **Moved Cr Widders** **Seconded Cr Mepham**	Boyce, Daniel	**07 Dec 2022 9:04am Hoult, Melissa** Daniel Boyce advised this item will be action in January 2023. **15 Feb 2023 9:26am Boyce, Daniel** The Policy will be on public exhibition from 7 February 2023 until close of business on 28 March 2023.

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Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			The Motion on being put to the vote was CARRIED unanimously.		**15 Mar 2023 1:16pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 09 November 2022 to 30 April 2023 - Awaiting close of public exhibition. **21 Jun 2023 11:04am Boyce, Daniel** Discussion held with OLG. Policy to be forwarded to OLG for endorsement.
23/11/2022	Endorsement to Engage a Public Process for a Road Reserve Closure	232/22	**RESOLVED** That Council endorse the application; a. To undertake a public process for the purpose of a road reserve closure. b. Prepare the lands survey and application to the regional Crown Lands Office. c. Post closure prepare a subdivision development application for a residential lot **Moved Cr Redwood** **Seconded Cr Widders** **The Motion on being put to the vote was CARRIED unanimously.**	Walsh, Annabelle	**02 Dec 2022 11:21am Boyce, Daniel** Scoping of project and procurement commencing. **15 Mar 2023 11:14am Boyce, Daniel** Legal paperwork being drafted by Council lawyers. **15 Mar 2023 1:18pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 07 December 2022 to 30 April 2023 - Waiting on legal paperwork. **19 Jun 2023 10:20am Boyce, Daniel - Reallocation** Action reassigned to Walsh, Annabelle by Boyce, Daniel

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
					21 Jun 2023 11:07am Boyce, Daniel New Senior Property Specialist commenced and reviewing. **20 Sep 2023 8:14am Walsh, Annabelle** In the process of making the application for acquisition. The application for the acquisition should be prepared by November 2023.
14/12/2022	Mayoral Minute: Water Security - Purchase of Oaky River Hydro Scheme as an Additional Water Source	246/22	**RESOLVED** That Council; a. Note the "Commercial-in-Confidence" valuation report provided by The Stable Pty Ltd; b. Approve the purchase of the Oaky River Hydro Scheme for $4,300,000.00 and classify the land as operational land; c. Place on public exhibition for 28 days, the proposal to classify all land acquired through the purchase as "operational land" in accordance with section 33 of the *Local Government Act 1993* at its time of acquisition; d. Note that any submissions as they relate to the classification of the land as 'operational land', will not impact the purchase by Council; e. Approve the release of $4,500,000.00 from the Water Reserve to fund the purchase and cover legal fees and other asset acquisition activities; and	Manners, Alex	**14 Feb 2023 11:44am Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 28 December 2022 to 30 June 2023 - Public Exhibition of the proposal to classify all land acquired through the purchase as "operational land" will be on display once settlement is finalised. **03 May 2023 11:09am Hoult, Melissa - Reallocation** Action reassigned to Manners, Alex by Hoult, Melissa **20 Jun 2023 11:49am Manners, Alex**

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			f. Delegate authority to the General Manager to execute all documents in relation to the purchase **Moved Cr Coupland** **Seconded Cr Redwood** **DIVISION** The result being:- **FOR**: Crs S Coupland, P Gaddes, J Galletly, S McMichael, S Mepham, D O'Brien, P Packham, T Redwood and B Widders **AGAINST**: Crs M O'Connor and D Robinson **The Motion on being put to the vote was CARRIED**		Settlement for the dam is set for July 2023., Public exhibition of the land classification needs to occur within three months of settlement., Target Date will be extended to reflect the proposed activities for settlement of the dam and land activities. **20 Jun 2023 11:52am Manners, Alex - Target Date Revision** Target date changed by Manners, Alex from 30 June 2023 to 31 August 2023 - Settlement is not expected until July 2023 beyond the current target date. **30 Jun 2023 8:25am Manners, Alex** Public Exhibition of Land Classification has commenced 29 June 2023., The classification will cease after 28 days. **19 Sep 2023 6:45am Manners, Alex - Target Date Revision** Target date changed by Manners, Alex from 31 August 2023 to 30 November 2023 - The Purchase Settlement for Oaky Dam has been deferred by Essential Energy until November 2023 to allow land registration activities to be undertaken.

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
14/12/2022	Appointment of the NSW Electoral Commissioner to Administer Council's Elections	248/22	**RESOLVED** That Council: a) pursuant to s. 296(2) and (3) of *the Local Government Act 1993* (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council. b) pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council. **c)** pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council. **Moved Cr McMichael** **Seconded Cr Robinson** **The Motion on being put to the vote was CARRIED unanimously.**	Schaefer, Darren	**13 Feb 2023 10:11am Schaefer, Darren** Cost estimate has been sent in readiness for formal contract execution closer to the election. With elections being held September 2024, this status will remain until approximately 6-8months prior to the election where details are known and contracts can be formalised. **15 Mar 2023 12:30pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 28 December 2022 to 29 February 2024 - Contract to be formalised in Feb 2024
14/12/2022	Acquisition of 153 Rusden Street Armidale	251/22	**RESOLVED** That Council: a. Approve the acquisition of Lot 1, DP 137550 and Lot X, DP 163313 known as 153 Rusden Street, Armidale (**the Land**). b. Approve the expenditure of funds to the amount of $26,000 ex GST from Council's property reserve. c. Give public notice of the proposed acquisition of the Land and proposed resolution to classify the Land as operational under section 31 of the *Local Government Act 1993.*	Walsh, Annabelle	**02 Feb 2023 4:45pm Boyce, Daniel** Appointed conveyancer. Awaiting sellers legal contract. **15 Mar 2023 11:13am Boyce, Daniel** Council legal now in possession of sales contract. **19 Apr 2023 11:24am Boyce, Daniel** Sales contract under review.

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			d. Delegate authority to the General Manager to negotiate the terms of the acquisition and to sign all documents and take any other action necessary to finalise the transaction. **Moved Cr Robinson** **Seconded Cr Redwood** **The Motion on being put to the vote was CARRIED unanimously.**		**19 Jun 2023 10:21am Boyce, Daniel - Reallocation** Action reassigned to Walsh, Annabelle by Boyce, Daniel **21 Jun 2023 11:03am Boyce, Daniel** New Senior Property Specialist commenced and reviewing contract. **21 Aug 2023 2:21pm Walsh, Annabelle** Transaction settled on 30 June 2023.
14/12/2022	Questions on Notice - Cr Robinson	259/22	**RESOLVED** That Council note the response to the Question on Notice submitted by Cr Robinson. **Moved Cr Robinson** **Seconded Cr McMichael** **The Motion on being put to the vote was CARRIED unanimously.**	Hoult, Melissa	**14 Feb 2023 10:27am Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 28 December 2022 to 23 June 2023 - Subject to the outcome of the special rate variation application to be determined by IPART, this matter may be able to be actioned in the 2023/24 financial year. If the SRV is approved and the operational plan includes this as an action, staff can be deployed to work on a fix.

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ARMIDALE Regional Council

Outstanding Actions 2023

Meeting Date	Report Title	Res #	Detail	Officer	Notes
22/03/2023	Planning Proposal for 57 Newton Street, Armidale	18/23	**RESOLVED** That Council: a. Endorse the Planning Proposal to amend the *Armidale Regional Local Environmental Plan* to regularise the permissibility of the light industry land uses that have historically and continually been carried out at 57 Newton Street, Armidale (Lot 4 DP 546075). b. Forward the endorsed Planning Proposal to the Department of Planning and Environment with a request for Gateway Determination and exhibit the proposal in accordance with that determination. c. Seek authorisation from the Department of Planning and Environment to be the local plan-making authority. **Moved Cr Packham** **Seconded Cr Redwood** **The Motion on being put to the vote was CARRIED unanimously.**	Boyce, Daniel	**19 Apr 2023 10:34am Boyce, Daniel** Planning Proposal lodged with NSW Department of Planning and Environment for Gateway Determination. Gateway Determination received 19.4.23. **17 May 2023 11:57am Boyce, Daniel** PP on exhibition. Submissions close 25 May 2023. **21 Jun 2023 11:02am Boyce, Daniel** Public exhibition completed. No submission received. Report back to Council for adoption being drafted once mapping completed. **21 Jun 2023 2:36pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 05 April 2023 to 31 August 2023 **15 Aug 2023 8:09pm Boyce, Daniel** Report recommending finalisation of the PP on agenda for August 2023 OCM.

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
26/04/2023	Establishment of Leash-Free Areas in Guyra	30/23	**RESOLVED** That Council: a. Note the submissions received regarding the two (2) proposed leash-free areas for Guyra. b. Endorse Lot 701 DP 94244 (South Guyra Park, Sandon Street South Guyra) as a leash-free area. **c.** Receive a further report on the need for a second leash-free area in Guyra, including Lot 7002 DP 94125 (Holts Park, Balblair Street, Guyra), once Lot 701 DP 94244 has been established and has been accessible to the public for a minimum of 12 months. **Moved Cr Mepham** **Seconded Cr O'Connor** **The Motion on being put to the vote was CARRIED unanimously.**	Mickerts, Rick	**17 May 2023 11:58am Boyce, Daniel - Reallocation** Action reassigned to Chetcuti, Ian by Boyce, Daniel **17 May 2023 4:23pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 10 May 2023 to 30 June 2023 - Media release published last week. Design stage is underway with some works to commence by the end of the 2023 financial year. **30 May 2023 10:43am Boyce, Daniel** Obtaining quotes for fencing. **21 Jun 2023 11:01am Boyce, Daniel** Fence quotes exceed budget. Project scope review under way. **21 Jun 2023 2:37pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 30 June 2023 to 31 July 2023 **21 Jun 2023 2:38pm Hoult, Melissa - Reallocation** Action reassigned to Mickerts, Rick by Hoult, Melissa **18 Jul 2023 6:57pm Boyce, Daniel**

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
					Revised quotes received. Scope to be further reviewed. **16 Aug 2023 7:46pm Boyce, Daniel** Works commenced on fencing.
26/04/2023	Public Exhibition of Gates and Stock Grids on Public Roads Policy	34/23	**RESOLVED** That Council: a. Note the revised Policy POL087 – Gates and Stock Grids on Public Roads; b. Endorse the placement of revised Policy POL087 on public exhibition for 28 days; c. Run concurrent community engagement sessions in line with the public exhibition period, auspice by the Connected Region key pillar working group; d. Refer the outcomes of the public exhibition period and the community engagement sessions to the Connected Region key pillar working group and finalise the draft policy for determination by Council; e. Note, following that above, the implementation of the policy through the commencement of removal of obsolete grids and gates and the issue of new permits in accordance with the Roads Act (1993) following appropriate consultation with landholders. **Moved Cr Gaddes** **Seconded Cr Packham** **The Motion on being put to the vote was CARRIED unanimously.**	Manners, Alex	**17 May 2023 4:38pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 10 May 2023 to 30 June 2023 - To be placed on public exhibition. Planning place to consult with Local Area Committees. **20 Jun 2023 10:57am Manners, Alex** Policy has been on places on public exhibition for 28 days., Offer of support was provided to the Chair of the Connected Region key pillar working group (KPWG) on 2nd May., Three submissions have been received and passed on to the Chair of the KPWG., Report proposing adoption of the Policy has been prepared for Council for the June OCM., Pending outcome of the OCM, this item is likely to be completed by the target due date of 30 June 2023. **30 Jun 2023 8:27am Manners, Alex**

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
					The Grids and Gates Policy was re-sent to Council 28 June 2023 for Adoption following public exhibition. Council replaced this resolution with a further resolution to defer the policy until the September 2023 OCM and refer the policy and feedback to the Connected Region Key Pillar Working Group. **18 Jul 2023 1:52pm Manners, Alex - Target Date Revision** Target date changed by Manners, Alex from 30 June 2023 to 30 September 2023 - June OCM Resolution to push Policy adoption to the September OCM **16 Aug 2023 10:04am Manners, Alex** Connected Region Key Pillar Working Group met and flagged consultation is underway. further, the Guyra Community meeting attendees raised that they had some feedback they would like to provide., It is still expected that the Policy will go to council in September OCM. **19 Sep 2023 6:45am Manners, Alex**

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
					The Connected Region Key Pillar Working Group has conducted public consultation and requires additional time to finalise the Policy. It is predicted that the report will be provided to the October OCM **19 Sep 2023 6:48am Manners, Alex - Target Date Revision** Target date changed by Manners, Alex from 30 September 2023 to 31 October 2023 - The Connected Region KPWG have requested additional time to finalise the policy **18 Oct 2023 11:17am Hoult, Melissa** Policy has been placed on the website for public exhibition for a period of 28 days.
24/05/2023	Armidale Regional Council acknowledges that Armidale Regional Council sits on the lands of the Anaiwan, Banbai and Dunghutti People.		**MOTION** I hereby give notice of my intention to move the following motion at the Ordinary Council to be held on 24 May 2023. That Armidale Regional Council erect signs at the council boundaries acknowledging that Armidale Regional Council sits on the lands of the Anaiwan, Banbai and Dunghutti people, based on all credible available evidence, noting that if a Native Title determination is made, for example with the current Gomeroi land claim still under determination, that the signs be changed to reflect any and all determinations.	Roncon, James	**21 Jun 2023 2:15pm Hoult, Melissa** Councillors have met to workshop next steps with regard to appropriate wording to appear on entry signs bordering the Armidale Regional Council area. Work in progress.

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			Moved Cr Widders **Seconded Cr Packham** **CR COUPLAND FORESHADOWED A MOTION** **DIVISION** The result being:- **FOR:** Cr B Widders **AGAINST:** Crs S Coupland, P Gaddes, J Galletly, S McMichael, S Mepham, D O'Brien, M O'Connor, P Packham, T Redwood and D Robinson **The Chair declared the Motion LOST.** **FORESHADOWED MOTION** Armidale Regional Council to erect signs on or within the LGA boundary that acknowledge the traditional custodians. Consultation with the community is to be undertaken to determine appropriate wording. **Moved Cr Coupland** **Seconded Cr O'Brien** **DIVISION** The result being:- **FOR:** Crs S Coupland, P Gaddes, J Galletly, S McMichael, S Mepham, D O'Brien, M O'Connor, P Packham, T Redwood and D Robinson **AGAINST:** Cr B Widders **The Foreshadowed Motion on being put to the vote was CARRIED**		**21 Jun 2023 2:17pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 07 June 2023 to 31 August 2023

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			RESOLVED Armidale Regional Council to erect signs on or within the LGA boundary that acknowledge the traditional custodians. Consultation with the community is to be undertaken to determine appropriate wording. **Moved Cr Coupland Seconded Cr O'Brien** **The Motion on being put to the vote was CARRIED**		
28/06/2023	Review of Property Addressing & Naming our Roads & Places Policy and Register of Pre-Endorsed Road and Places Names	73/23	**RESOLVED** That Council: a. Endorse the reviewed *Property Addressing and Naming our Roads and Places Policy* for public exhibition for a period of 28 days. b. Seek submissions for the reviewed Register of Pre-Endorsed Road and Place Names for a period of 28 days. c. Receive a further report once the submission period closes to consider any submissions received. **Moved Cr O'Connor Seconded Cr Redwood**	Boyce, Daniel	**18 Jul 2023 7:00pm Boyce, Daniel** Policy on public exhibition. Submissions must be received by Thursday 27 July 2023. **15 Aug 2023 8:34pm Boyce, Daniel**

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			The Motion on being put to the vote was CARRIED unanimously.		Public exhibition period closed 27 July 2023. Consultation was documentation e-mailed or posted to the attached list and inclusion on Council's 'Have your Say' and advertised on our social pages. One submission, which came from a community member, was received. Additional consultation proposed to be undertaken. **19 Sep 2023 7:17pm Boyce, Daniel** Consultation extended until 31 October 2023.
28/06/2023	Armidale Local Environmental Plan 2012 - Planning Proposal 22 - Schedule 5 Environmental Heritage Housekeeping Amendment	74/23	**RESOLVED** That Council: a. Endorse the Planning Proposal to undertake housekeeping amendments to Schedule 5 – Environmental Heritage and the associated Heritage Maps of the *Armidale Regional Local Environmental Plan 2012* to correct minor errors and mis-descriptions. b. Forward the endorsed Planning Proposal to the *NSW Department of Planning and Environment* with a request for Gateway Determination and exhibit the proposal in accordance with that determination. c. Seek authorisation from the *NSW Department of Planning and Environment* for Council to be the local plan-making authority. **Moved Cr Robinson** **Seconded Cr Redwood**	Boyce, Daniel	**13 Jul 2023 2:48pm Boyce, Daniel** Planning Proposal has been lodged with NSW DPE. **19 Sep 2023 7:18pm Boyce, Daniel** Gateway Determination received from NSW Government 17 August 2023. **19 Sep 2023 7:19pm Boyce, Daniel** Consultation in accordance with Gateway Determination concludes 20 September 2023.

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			The Motion on being put to the vote was CARRIED unanimously.		
28/06/2023	Planning Agreement with Enerparc Australia Pty Ltd associated with the Tilbuster Solar Farm	75/23	**RESOLVED** That Council: a. Agrees to publicly notify, for a minimum period of 28 days, the Planning Agreement (PA) between Council and the Developer of the Tilbuster Solar Farm which proposes that the Developer make the following contributions: i. A lump sum payment of monetary contributions of $1,529,000 for public purposes determined by Council; and ii. Provision of funding for community engagement process to co-design the benefit sharing strategy for the Community Benefit Fund. b. The General Manager is authorised to do all things necessary to arrange the public notification of the PA. c. Following the public exhibition period, a report be presented to Council for further consideration, if any submissions are received. d. Council agrees to enter into the PA if no submissions are received during the public exhibition period, without any further report to Council being required, and the Council delegates to the General Manager the authority to execute all documents and do all other things necessary to enter into the PA on behalf of Council, and to effect the registration of the PA on the title to the land to which it applies. **Moved Cr Galletly** **Seconded Cr Robinson** **The Motion on being put to the vote was CARRIED unanimously.**	Boyce, Daniel	**17 Jul 2023 4:09pm Boyce, Daniel** VPA on public exhibition closing 26 July 2023. **15 Aug 2023 8:10pm Boyce, Daniel** No submissions received during exhibition. Requested original version of Planning Agreement document from the proponent so that the General Manager can execute. **19 Sep 2023 7:19pm Boyce, Daniel** Planning agreement executed on behalf of ARC.

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
28/06/2023	Question for Which Notice Has Been Given - Cr Robinson	84/23	**RESOLVED** That Council note the response to the Questions for which Notice has been Given provided by Cr Robinson. **Moved Cr Robinson** **Seconded Cr O'Connor** **The Motion on being put to the vote was CARRIED unanimously.**	Robinson, Dorothy	
26/07/2023	Evaluation Report and Recommendation - ARC Building Trades Panel of Pre Qualified Contractors	100/23	**RESOLVED** That Council: a. Accept the following suppliers for inclusion into its Building Trades Prequalified Panel of contractors for a two-year period subject to the terms and conditions, quality, resources, rates and services as tendered: • Davies and Sons Electrical Services Pty Ltd • R&R Communications • Vince Williams Electrical • Armidale Electrical • Tri Tech Security Armidale • M J Straub PTY LTD – T/A First Flush Plumbing and Gas • Flick Anticimex Pty Ltd • Rentokil Initial Pty Ltd	Bower, Tom	**15 Aug 2023 8:38pm Boyce, Daniel** Noted. Tender Evaluation Report circulated to Councillors. **15 Aug 2023 8:38pm Boyce, Daniel - Reallocation** Action reassigned to Bower, Tom by Boyce, Daniel

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			• Bri Ant Pest Control • Statewide Pest Solutions & Bird Netting Pty Ltd • AS and IJ Sole T/a Sustainable Plant Design • Dynamic Fire • Lockman Doors and Glass • Love Paint Pty Ltd • EnviroScience Solutions • Hazchek Pty Ltd • Rice Construction Group Pty Ltd • Sunwest Constructions Pty Ltd • Chill-Rite Refrigeration & Air Conditioning • Armidale Air Conditioning Pty Ltd • Faircloth & Reynolds b. Perform a Public Tender refreshment/on boarding process in 12 months and/or as specified to consider other entrants in the market for Council's Building Trades Panel of Pre-qualified Contractors based on terms and conditions, quality, resources, rates and services as tendered and; c. Delegate authority to the General Manager to execute all documents in relation to the Contract and to delegate contract and financial management including authority required to extend this arrangement under the terms and conditions of the tender documentation.		

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			Moved Cr O'Brien **Seconded Cr Packham** **The Motion on being put to the vote was CARRIED unanimously.**		
23/08/2023	Draft Renewable Energy Community Benefit Framework	109/23	**RESOLVED** That Council: a. Endorse the Draft Renewable Energy Community Benefit Framework for public exhibition for a period of not less than 28 days. b. Receive a further report once the submission period closes to consider any submissions received. **Moved Cr Gaddes** **Seconded Cr Robinson** **The Motion on being put to the vote was CARRIED unanimously.**	Boyce, Daniel	**19 Sep 2023 7:16pm Boyce, Daniel** Consultation concludes 25 September 2023
23/08/2023	Finalisation of Planning Proposal for 57 Newton Street Armidale	110/23	**RESOLVED** That Council: a. Endorse the Planning Proposal to amend the *Armidale Regional Local Environmental Plan 2012,* to regularise the permissibility of the light industry land uses that have historically and continually been carried out at 57 Newton, Armidale (Lot 4 DP 546075). b. Exercise the functions of the local plan-making authority under section 3.36(2) of the EP&A Act to make the Local Environmental Plan. c. Authorise the General Manager to sign all relevant documentation on behalf of Council in exercising the functions of the local plan-making authority.	Boyce, Daniel	

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			Moved Cr Galletly **Seconded Cr McMichael** **The Motion on being put to the vote was CARRIED unanimously.**		
27/09/2023	Election of the Mayor and Deputy Mayor		**OFFICERS' RECOMMENDATION:** That Council: a. Determine the method of voting for the election of the Mayor for the period of 23 September 2023 to 14 September 2024 proceed by open voting by way of show of hands; b. Resolve that should there be more than one Mayoral candidate, each Mayoral candidate is provided the opportunity to speak to their nomination for five minutes with the order of speakers to be based on the order in which the nominations were received; c. Determine the method of voting for the election of the Deputy Mayor for the period of 23 September 2023 to 14 September 2024 proceed by open voting by way of show of hands; d. Resolve that should there be more than one Deputy Mayoral candidate, each Deputy Mayoral candidate is provided the opportunity to speak to their nomination for five minutes with the order of speakers to be based on the order in which the nominations were received. The Acting General Manager, acting as Returning Officer, called for nominations for the office of Mayor for the term through to 14 September 2024. One nomination was received, that of Cr Coupland. The Returning Officer declared Cr Coupland elected as the Mayor, unopposed, for the term through to 14 September 2024.	Drew, Stacey	

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			The General Manager, acting as Returning Officer, called for nominations for the office of Deputy Mayor for the term through to 14 September 2024. One nomination was received, that of Cr Redwood. The Returning Officer declared Cr Redwood elected as Deputy Mayor, unopposed, for the term through to 14 September 2024.		
27/09/2023	Welcome Signage	117/23	Cr Dorothy Robinson left the meeting, the time being 04:25 PM **RESOLVED** After Community consultations stemming from the earlier motion at the June OCM, that Council erect signs at all main road Armidale city limit entrances stating "Welcome to the Ancestral Home of the Anaiwan people", and that this will be the first step in further consultations in acknowledging the traditional custodians in other villages and/or the Armidale Regional Council boundaries. In addition, when Council events are held within the Armidale city limits that it be acknowledged as being held on Anaiwan land. **Moved Cr Widders** **Seconded Cr O'Brien** **The Motion on being put to the vote was CARRIED unanimously.** Cr Dorothy Robinson returned to the meeting, the time being 04:26 PM	Boyce, Daniel	**06 Oct 2023 11:32am Hoult, Melissa - Reallocation** Action reassigned to Boyce, Daniel by Hoult, Melissa

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
27/09/2023	Public Exhibition of Draft Ecologically Sustainable Development (ESD) Policy	122/23	**RESOLVED** That Council: a. Endorse public exhibition of the Draft Ecologically Sustainable Development Policy for a period of 28 days. b. Receive a further report following the public exhibition period. **Moved Cr Robinson** **Seconded Cr McMichael** **The Motion on being put to the vote was CARRIED unanimously.**	Dick, Jesse	**18 Oct 2023 11:19am Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 11 October 2023 to 30 November 2023 - Policy has been placed on the website for public exhibition for a period of 28 days.
27/09/2023	New England Future Fund	123/23	**RESOLVED** That Council: a. Endorse in principle, the concept of a "Future Fund" governed by a Board of Guardians and a Community Benefit Panel to be established to manage, invest and distribute contributions from renewable energy planning agreements. b. Endorse approaching the Minister for Local Government seeking alternative investment options (outside Investment Order) which may include investing in real property and community energy projects in Armidale Local Government Area. c. Receive a further report on the progress of pursuing the above within 3 months. **Moved Cr Gaddes** **Seconded Cr O'Brien** **The Motion on being put to the vote was CARRIED unanimously.**	Boyce, Daniel	

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
27/09/2023	Gazettal of Roads for purposes of (DA-95-2022) subdivision of 32 A Crest Road, Armidale	124/23	**RESOLVED** That Council: a. endorse for the following Crown Road Reserves to be transferred to Council: i. Harden Street. ii. Crest Road, Armidale. iii. Gordon Street. iv. Orr Drive. v. Chestnut Avenue. vi. Glen Innes Road. vii. Birch Crescent. b. delegate to the General Manager the authority to execute all documents and do all other things necessary to complete the transfer. **Moved Cr Robinson** **Seconded Cr Mepham** **The Motion on being put to the vote was CARRIED unanimously.**	Walsh, Annabelle	**11 Oct 2023 2:04pm Giandomenico, Michaella - Reallocation** Action reassigned to Walsh, Annabelle by Giandomenico, Michaella - Delgated to Annabelle for completion
27/09/2023	Review of ARIC Charter	126/23	**RESOLVED** That Council defers this matter to the October OCM and a workshop with all councillors be held within two weeks to discuss the ARIC Charter **Moved Cr Packham** **Seconded Cr Robinson** **The Motion on being put to the vote was CARRIED unanimously.**	Mooketsi, Simone	

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
25/10/2023	Mayoral Minute: Water Restrictions	138/23	**MOTION** That Council; a. move to Level 1 Water Restrictions when total dam storage is 90%; b. move to Level 2 Water Restrictions when total dam storage is 80%; c. investigate a subsidised rainwater tank program. **Moved Cr Coupland** **Seconded Cr Galletly** **Amendment** That Council; a. move to Level 1 Water Restrictions when total dam storage is 90%; b. move to Level 2 Water Restrictions when total dam storage is 80%; c. investigate a subsidised rainwater tank program, and other ways to improve water efficiency. **Moved Cr Robinson** **Seconded Cr O'Connor** **DIVISION** The result being:- **FOR**: Crs S McMichael, D O'Brien, M O'Connor, D Robinson and B Widders	Coupland, Sam	

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			AGAINST: Crs S Coupland, P Gaddes, J Galletly, S Mepham, P Packham and T Redwood **The Mayor declared the Amendment LOST.** **RESOLVED** That Council; a. move to Level 1 Water Restrictions when total dam storage is 90%; b. move to Level 2 Water Restrictions when total dam storage is 80%; c. investigate a subsidised rainwater tank program. **Moved Cr Robinson** **Seconded Cr O'Connor** **The Motion on being put to the vote was CARRIED unanimously.**		
25/10/2023	Cash and Investment Report 30 September 2023	140/23	**RESOLVED** That Council note the Cash and Investment Report for September 2023. **Moved Cr McMichael** **Seconded Cr Galletly** **The Motion on being put to the vote was CARRIED unanimously.**	Newsome, Ann	

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
25/10/2023	Adoption of Renewable Energy Benefit Sharing Framework	141/23	**RESOLVED** That Council: a. Adopt the Renewable Energy Benefit Sharing Framework; b. Review the Renewable Energy Benefit Sharing Framework within one year of adoption. **Moved Cr Redwood** **Seconded Cr Robinson** **The Motion on being put to the vote was CARRIED unanimously.**	Boyce, Daniel	
25/10/2023	Keeping of Animals Policy (Urban Areas)	142/23	**RESOLVED** That Council: a. Endorse the draft Keeping of Animals Policy (Urban Areas) for public exhibition for no less than 28 days. b. Receive a further report should any submissions be received as a result of the exhibition period, however should no submissions be received, endorse the policy be adopted. **Moved Cr Robinson** **Seconded Cr Redwood** **The Motion on being put to the vote was CARRIED unanimously.**	Mickerts, Rick	

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
25/10/2023	Finalisation of Planning Proposal for Schedule 5 Environmental Heritage Housekeeping Amendments	143/23	**RESOLVED** That Council: a. Endorse the Planning Proposal to undertake housekeeping amendments to Schedule 5 – Environmental Heritage and the associated Heritage Maps of the *Armidale Regional Local Environmental Plan 2012* to correct minor errors and mis-descriptions. b. Exercise the functions of the local plan-making authority under section 3.36(2) of the EP&A Act to make the Local Environmental Plan. c. Authorise the General Manager to sign all relevant documentation on behalf of Council in exercising the functions of the local plan-making authority. **Moved Cr Robinson** **Seconded Cr McMichael** **The Motion on being put to the vote was CARRIED unanimously.**	Boyce, Daniel	
25/10/2023	Tabling of Disclosure of Pecuniary Interest	144/23	**RESOLVED** That Council note the tabling of Disclosures of Pecuniary Interest and Other Matters by designated persons lodged for the 12 months ending 30 June 2023. **Moved Cr Gaddes** **Seconded Cr Packham** **The Motion on being put to the vote was CARRIED unanimously.**	Schaefer, Darren	
25/10/2023	Government Information Public Access Act (GIPA) Annual Report 22-23	145/23	**RESOLVED** That Council: a. Endorse the attached GIPA Annual Report for 2022/2023 financial year.	Schaefer, Darren	

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			b. Submit Armidale Regional Council's 2022/2023 Annual GIPA Report to the Information and Privacy Commissioner as required by legislation. **Moved Cr Robinson** **Seconded Cr Gaddes** **The Motion on being put to the vote was CARRIED unanimously.**		
25/10/2023	Council's Success in the Statewide Risk Management Awards	146/23	**RESOLVED** That Council note Armidale Regional Council won the Category Winner: Strategic and Enterprise Risk - Rural, Regional and County Councils and Overall Winner: Rural, Regional and County Councils at the Risk Management Excellence Awards for NSW. **Moved Cr O'Brien** **Seconded Cr Robinson** **The Motion on being put to the vote was CARRIED unanimously.**	Schaefer, Darren	
25/10/2023	Public Interest Disclosure Policy	147/23	**RESOLVED** That Council: a. Note the responsibilities incumbent upon Council resultant from the commencement of the *Public Interest Disclosure Act 2022* on 1 October 2023. b. Endorse public exhibition of the draft Public Interest Disclosure Policy for a period of 28 days. c. Authorise the General Manager to make administrative amendments when appropriate for currency, specifically in relation to names of personnel, positions and responsibilities therein. **Moved Cr Redwood** **Seconded Cr O'Brien**	Schaefer, Darren	

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			The Motion on being put to the vote was CARRIED unanimously.		
25/10/2023	Review of ARIC Charter	148/23	**RESOLVED** That Council: a. Refer the Terms of Reference back to Council staff for revision to allow for a non-voting Councillor member. b. That the new Terms of Reference be based on the model terms from the Office of Local Government and customise these to allow for the option of a non-voting Councillor member. c. That revised Terms of Reference be brought to the November Ordinary Council Meeting for review and consideration. **Moved Cr Packham** **Seconded Cr Redwood** **The Motion on being put to the vote was CARRIED unanimously.**	Schaefer, Darren	
25/10/2023	Wards Mistake Road Realignment	149/23	**RESOLVED** That Council: a. Note the proposed sale of the two Crown lots being Lot 209 DP755824 and Lot 70022 DP94112, to the adjoining owners from The Crown to the adjoining landowners at the landowners cost; b. Endorse the relocation of Wards Mistake Road reserves to the current bridge and road alignment adjoining the Gara River, through a process of land swap with the adjoining owners; and c. Delegates authority to the General Manager to execute all necessary documentation to facilitate the realignment of the road reserves.	Wilson, Mark	

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			Moved Cr Redwood **Seconded Cr Robinson** **The Motion on being put to the vote was CARRIED unanimously.**		
25/10/2023	Gazettal Of Roads For Utility Installation	151/23	**RESOLVED** That Council: a. Endorse for the following Crown Road Reserves to be transferred to Council: i. Ollera Street Guyra – Oban Street to Robinsons Lane; ii. Robinsons Lane Guyra – Ollera Street to Baldersleigh Road; iii. Baldersleigh Road Guyra – Robinson Lane to Charles Lane; iv. Ross Street Armidale – Braun St to Spring Hill Lane; and b. Delegate to the General Manager the authority to execute all documents and actions necessary to complete the transfer. **Moved Cr McMichael** **Seconded Cr Redwood** **The Motion on being put to the vote was CARRIED unanimously.**	Wilson, Mark	
25/10/2023	Update - Gates and Stock Grids on Public Roads POL087	152/23	**RESOLVED** That Council: a. Note the update report; and	Manners, Alex	**13 Nov 2023 6:48am Manners, Alex** No response was received from Cr O'Connor, chair of the Connected Region KPWG and no report has been produced for the November OCM as a result.

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Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			b. Note that the Connected Region Key Pillar Working Group requested that Policy POL087 - Gates and Stock Grids on Public Roads be deferred to the November 2023 Ordinary Council Meeting. **Moved Cr O'Connor** **Seconded Cr Redwood** **The Motion on being put to the vote was CARRIED unanimously.**		
25/10/2023	Traffic Advisory Committee - Minutes of meeting held 3 October 2023	154/23	**RESOLVED** That in relation to the report "Armidale Regional Council Traffic Advisory Committee Minutes – 3 October 2023", that Council; a) Endorse the temporary road closures of Dangar Street and Faulkner Street Armidale between Rusden and Moore Street, along with the East and West Beardy Street Mall from Marsh to Jessie Street, for the 'Christmas in the Mall 2023' celebrations, Thursday 30 November 2023; b) Endorse the road closure of Bradley Street between McKenzie Street and the Police station, Guyra for the purpose of conducting the Remembrance Day service and opening of Mandala Garden and Remembrance Park 11 November 23; c) Endorse the Special Event Transport Management Plan for the Guyra Christmas Carnival 2023 and associated road closures of Bradley Street between Mackenzie Street and Ollera Street, Guyra between 3pm and 10pm on Friday 1 December 2023; d) Endorse the changes to the pedestrian crossings in Rusden Street Armidale outside the Civic Administration Building and on Trevenna Road Armidale (UNE), to become raised flat top hump crossings; and	Ackling, Belinda	

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ACTIONS TRACKING SUMMARY SHEET

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			e) Endorse the Special Event Transport Management Plan New England Antique Machinery Rally Advertising Run 10 November 2023 involves seven tractors travelling a return route from the Armidale showgrounds south along Canambe Street, into Mann Street, into Castledoyle Road, Fosters Road, Long Swamp Road, Edwards Lane, Dangarsleigh Road, Knobs Road, Simmonds Road Armidale, and return via the same route. **Moved Cr McMichael Seconded Cr O'Brien** **The Motion on being put to the vote was CARRIED unanimously.**		
25/10/2023	Assets and Services Project Management Procurement Pathway	157/23	**RESOLVED** That Council: a. Endorse the addition and extension of contracts for engineering and project professionals in lieu of available resources under Council's existing Professional Services Panel Contract including; I. Simon Flannery, SJ F Civil Project Management Pty Ltd II. Stuart Collett, GHD Pty Ltd III. Ian Giblett of 5G Management IV. Graham Macpherson of MACPHERSON DESIGN PTY LTD; and b. Delegate authority to the General Manager to execute all documentation in relation to the engagements. **Moved Cr McMichael Seconded Cr Gaddes** **The Motion on being put to the vote was CARRIED unanimously.**	Lado, Guada	

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Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Completed Actions in the last month

Meeting Date	Report Title	Res #	Detail	Officer	Notes
25/10/2023	Council Actions Report January 2022 - September 2023	139/23	**RESOLVED** That Council notes the report summarising the actions taken on the resolutions of Council. **Moved Cr Gaddes** **Seconded Cr Redwood** **The Motion on being put to the vote was CARRIED unanimously.**	Hoult, Melissa	**27 Oct 2023 10:14am Hoult, Melissa - Completion** Action completed by Hoult, Melissa - For noting, no action required.
25/10/2023	Kempsey Road Status Report	150/23	**RESOLVED** That Council note information within the report regarding the Kempsey –Armidale Road Restoration Project following the Steering Committee held Thursday 19 October 2023. **Moved Cr Widders** **Seconded Cr McMichael** **The Motion on being put to the vote was CARRIED unanimously.**	Spires, Glenn	**30 Oct 2023 9:31am Spires, Glenn - Completion** Action completed by Earl Smith, Cally - Completed
25/10/2023	KPWG - Minutes of meetings held July 2023 - October 2023	153/23	**RESOLVED** That the following Minutes of the Key Pillar Working Group meetings held from July 2023 to October 2023 be noted; • Growing Region KPWG meeting held 20 June 2023 • Enriched Region KPWG meeting held 22 June 2023 • Growing Region KPWG meeting held 18 July 2023 • Connected Region KPWG meeting held 3 August 2023	Hoult, Melissa	**27 Oct 2023 10:14am Hoult, Melissa - Completion** Action completed by Hoult, Melissa - For noting, no action required.

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Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			• Future Region KPWG meeting held 3 August 2023 • Enriched Region KPWG meeting held 10 August 2023 • Growing Region KPWG meeting held 1 September 2023 • Growing Region KPWG meeting held 11 September 2023 • Connected Region KPWG meeting held 18 September 2023 • Growing Region KPWG meeting held 19 September 2023 • Growing Region KPWG meeting held 10 October 2023 **Moved Cr Gaddes** **Seconded Cr Redwood** **The Motion on being put to the vote was CARRIED unanimously.**		
25/10/2023	Kempsey Armidale Road Restoration Project - GeoLink	158/23	**RESOLVED** That Council: a) Endorse the extension of the contract RFT ARC21/4499 "Provision of Panel for Kempsey Road Reconstruction Works" for the period of the contract to its expiry on 31 March 2024; b) Delegate authority to the General Manager to authorise expenditure under the contract to an upper limit of funding available for the project as approved by the Administrating Agency Transport for NSW (TfNSW); and c) Delegate authority to the General Manager to execute documentation associated with the contract. **Moved Cr McMichael** **Seconded Cr Galletly**	Spires, Glenn	**30 Oct 2023 9:31am Spires, Glenn - Completion** Action completed by Earl Smith, Cally - completed

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			The Motion on being put to the vote was CARRIED unanimously.		

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Zero30 Project Board
Terms of Reference

22 January 2021

Version 0.3

Project Board Terms of Reference

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DOCUMENT CONTROL

Version History

Version No (n.n)	Author(s)	Date	Amendments
0.1	Ian Gesch	8 October 2019	Initial draft
0.2	David Miron	8 January 2020	Addition of Section 5 Composition
0.3	Madeleine Murphy	25 August 2020	Removed board member names/position titles (outdated involvement in project)

Distribution

Version No	Distribute To	Purpose	Date
0.1	Project team	Initial review	18 October 2019
0.3	Project Board Members	Approval of Updated Names	16 September 2020
0.4			

1. Purpose

Project Board Terms of Reference is the document that establishes the agreed roles and functions for the Project Board, both collectively and individually. It is owned, maintained and used by the Project Board to ensure the project is governed responsibly. A Project Board can be defined as the key body within the project governance structure that is responsible for the business issues associated with the project.

A Terms of Reference is developed to provide:

- A clear description of the roles and functions of the Project Board.
- An agreed charter by which the Project Board can oversight its performance.
- A formalised agreement between the Project Board and the Project Sponsor on what roles and functions the Project Board has agreed to accept.

2. Project Background and Purpose

The Armidale Regional Council (ARC) in partnership with the University of New England (UNE) has a unique opportunity to move the Armidale Local Government Area to zero $C0_2$ emissions by achieving National Carbon Offset Standard (NCOS) certification by 2030.

Project Zero30 is a unique opportunity that will leverage the combined networks of UNE and ARC to identify, develop and implement both climate mitigation and adaptation activities through the innovation and research that can be only achieved by community successfully working with its civic university. The open and transparent nature of Project Zero30 will provide communication pathways to ensure other communities can progressively adopt rather than wait for completion of the project to benefit from its research and innovation.

Project Zero30 will achieve NCOS certification for the Armidale Local Government Area by 2030 under NCOS category five - Precincts.

More information on project background can be found in the ARC-UNE Carbon Neutral Project Opportunity Paper (May 2019) or the Zero30 Project Management Plan.

3. Function of the Project Board

The Function of the Project Board is to take responsibility for the business decisions associated with the project. The Project Board is responsible for approving strategy, budgets, defining and realising benefits, monitoring risks, quality and timeliness. The Project Board will be called upon to make decisions that fall outside of the bounds of the Project Management Plan.

4. Role of the Project Board

The Role of the Project Board is to serve as a critical element of project governance, specifically to:

- take on responsibility for the project's plans and achievement of outcomes;
- ensure the project's scope aligns with the requirements of the stakeholder groups;

- provide those directly involved in the project with guidance on project business issues;
- ensure effort and expenditure are appropriate to stakeholder expectations;
- address any issue that has major implications for the project;
- manage project scope;
- reconcile differences in opinion and approach;
- report on project progress to those responsible at a high level, such as the respective UNE and ARC Councils.

The role of the individual members of the Project Board includes:

- understanding the strategic implications and outcomes of initiatives being pursued through project outputs;
- appreciating the significance of the project for some or all major stakeholders and represent their interests;
- being genuinely interested in the initiative and the outcomes being pursued in the project;
- being an advocate for the project's outcomes;
- having a broad understanding of project management issues and the approach being adopted;
- ensuring the requirements of stakeholders are met by the project's outputs;
- helping balance conflicting priorities and resources;
- providing guidance to the project team and users of the project's outputs;
- considering ideas and issues raised;
- reviewing the progress of the project; and
- ensuring adherence of project activities to standards of best practice, both within the project and in a wider context.

5. Composition

The Board shall be composed of the following persons:

(a) one person appointed by UNE;

(b) one person appointed by the ARC;

(c) up to two persons recommended by the Board and approved by the ARC and UNE;

(d) one person jointly nominated by the ARC and UNE.

provided that the Board resolves that any nominee under item (d) above possesses skills, knowledge and experience considered beneficial to the Project.

6. Project Board Membership

The Project Board membership is described in the following table.

Project Board Membership		
Project Role	**Name**	**Job Title**
UNE Representative		Deputy Vice-Chancellor Research
ARC Representative		Armidale Regional Council Member
Agricultural Representative		
VET Representative		
Local Business Representative		President, Armidale Business Chamber
Local Community Representative		
Project Leader		ARC Project Leader (Non-Voting)
Project Leader		UNE Project Leader (Non-Voting)

The Chair of the Project Board will be elected by its independent members.

The Zero30 Project Board will be supported by members of the project team.

Project Board Support		
Project Role	**Name**	**Job Title**
Project Board Secretariat ARC Representative		ARC Sustainability Officer
Project Board Secretariat UNE Representative		UNE Senior Project Manager

7. Project Board Meeting Agenda

All Project Board agenda items must be forwarded to the Project Secretariat 10 days prior to the next scheduled meeting. The Project Board agenda, with attached meeting papers will be distributed to all committee members at least 7 days prior to the next scheduled meeting.

The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Other Business' if necessary and as time permits.

Project Board Agenda will be captured in the appropriate repository for the purposes of version and access control.

8. Minutes & Meeting Papers

The minutes of each Project Board meeting will be prepared by the Project Secretariat. The minutes will be reviewed prior to release to other committee members. Full copies of the Minutes, including attachments, shall be provided to all committee members no later than 7 days following each meeting. By agreement of the Committee, out-of-session decisions will be deemed acceptable but not preferable. Where agreed, all out-of-session decisions shall be recorded in the minutes of the next scheduled Project Board meeting.

9. Frequency of Meetings

The Project Board will meet at least every 2 months but determined by project pace and Project Board members' availability.

10. Proxies to Meetings

No proxies

11. Quorum Requirements

A minimum of 3 Project Board members is required for the meeting to be recognised as an authorised meeting for the recommendations or resolutions to be valid. This 3-member quorum must include the Chair.

12. Self-review

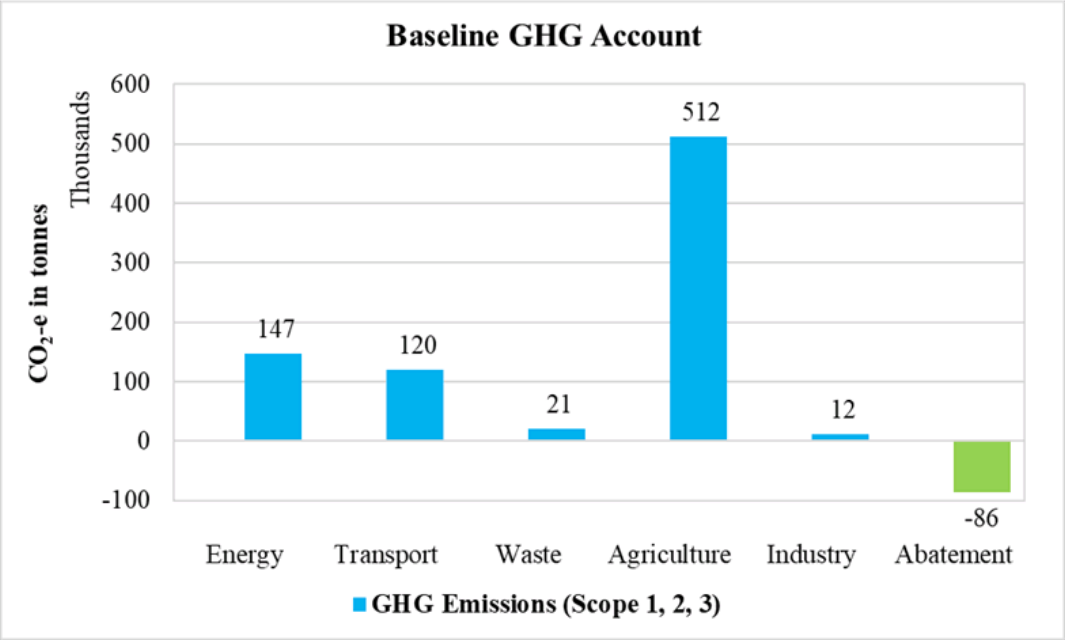
The Project Board shall review these Terms of Reference annually.

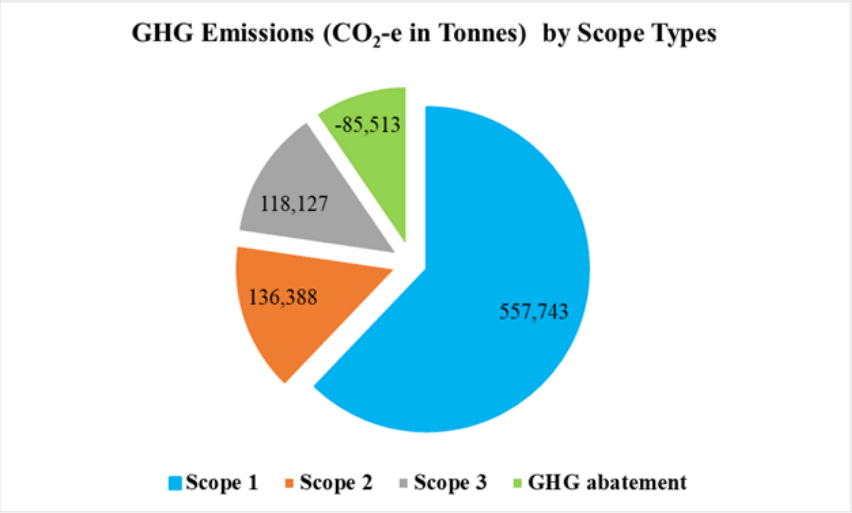
Draft | Baseline Greenhouse Gas Account of Armidale LGA

GHG Emissions by Source Category	Tonnes of CO_2-e	%
I. Stationary Energy		
Scope 2		
Purchased electricity	136,388	18.8
Scope 1		
Gas	10,225	1.4
Firewood	536	0.1
Diesel machinery/equipment	252	0.03
Solar	-4,405	-0.6
Stationary energy total	**147,401**	**19.7**
Scope 1	**11,013**	
Scope 2	**136,388**	
II. Transport		
Scope 1		
Road transport	102,081	14.0
Railways	1,289	0.2
Aviation Scope 1	9,604	1.3
Aviation Scope 3	6,941	1.0
Transport total	**119,915**	**16.5**
Scope 1	**112,974**	
Scope 3	**6,941**	
III. Waste		
Scope 1		
Solid waste	18,297	2.5
Biological treatment	55	0.01
Wastewater	2,792	0.4
Waste total	**21,144**	**2.9**
IV. Agriculture		
Scope 1		
Beef	251,709	34.6
Sheep	112,936	15.5
Dairy	16,726	2.3
Pork	333	0.05
Goat	306	0.04
Poultry	70	0.01
Grains	18,660	3
Scope 3		
Livestock	104,212	14.3
Grains/non-grains and pastures	6,975	1.0
Carbon sequestration (farm plantations)	-8,849	-1.2
Agriculture total	**511,927**	**70.4**
Scope 1	**400,740**	
Scope 3	**111,186**	
V. Land Use, Land Use Change and Forestry		
Carbon sequestration (forestry and natural vegetation)	**-72,259**	**-9.9**
VI. Industrial Process and Product Use		

Draft | Baseline Greenhouse Gas Account of Armidale LGA

Scope 1		
Industrial process and product use	**11,872**	**1.6**
Totals of emissions by Scope's categories		
Scope 1	557,743	76.7
Scope 2	136,388	18.8
Scope 3	118,127	16.3
GHG abatement	-85,513	-11.8
Net Emissions Total	**726,745**	**100.0**





Customer Service Promise

Our Promise…

We are committed to being open, honest, fair, and accountable in all our dealings with customers and strive to provide timely, efficient, and consistent services.

Our Customer Service Promise outlines the standards we will commit to in order to deliver professional customer service that meets your expectations. Customer service is the responsibility of all Council staff and we will hold each other accountable in our service commitment to the community.

WE WILL

- Act in a way that reflects and upholds our core organisational values – Inclusion, Wellbeing, Transparency and Commitment.
- Be professional, respectful and courteous.
- Provide accurate, relevant and timely information.
- Keep our staff well trained and informed.
- Recognise and respond to the diverse needs of our community and act sensitively.
- Answer 80% of your calls in the first 25 seconds.
- Return your calls on the same day where possible, or the next business day.
- Resolve 80% of your requests at the first point of contact.
- Acknowledge your correspondence and notify you if there will be a delay in our service.
- Respond to your written correspondence within 10 business days.
- Provide an emergency afterhours call centre and provide an online request portal for all non-urgent enquires.
- Continually strive to improve our digital service, to make doing business with Council, and accessing information online, easy.

WE ASK YOU TO

- Be courteous and respectful to our employees.
- Use available council channels for service requests.
- Respect the privacy, safety, and needs of other customers.
- Provide accurate and complete information when contacting us.
- Let us know when your situation changes, for example, your address.
- Phone ahead to make an appointment for a complex enquiry, or to see a specific staff member.
- Quote your service request number when following up on an existing query.
- Provide feedback so we can continually improve our service.
- Be aware that that council is subject to strict governance and legislation that may determine outcomes.

SERVICE REQUESTS

Service requests are a request for council to take action on a matter, for example barking dogs, potholes or overgrown land, and they can be made via our Customer Service team or website. These requests will then be forwarded to the appropriate staff member for action. Any service requests relating to public safety will be dealt with immediately.

SOCIAL MEDIA

Council will use social media to assist in providing relevant and timely information to members of the community and visitors. Council does not respond to or capture service requests made via social media.

TREATMENT OF YOUR INFORMATION

The way we treat information is regulated under the *State Records Act 1998*, *Privacy and Personal Information Protection Act (PIPPA) 1998* and the *Government Information (Public Access) Act (PIPA) 2009*.

CONTACT US

You can lodge a service request, make a payment, or request information, via

- Our online services at www.armidaleregional.nsw.gov.au
- Email: council@armidale.nsw.gov.au
- Mail to Armidale Regional Council, PO Box 75A Armidale NSW 2350 or
- Visit a Council Administration Building in Armidale or Guyra

CM:

Audit Risk & Improvement Committee Terms of Reference

ADOPTED BY COUNCIL: [DATE TO BE COMPLETED BY GOVERNANCE]

Terms of Reference

Armidale Regional Council has established an audit, risk and improvement committee in compliance with section 428A of the *Local Government Act 1993*, section (#tbc) of the *Local Government (General) Regulation 2021* and the Departmental Chief Executive's *Guidelines for risk management and internal audit for local government in NSW*. These terms of reference set out the committee's objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

Objective

The objective of Armidale Regional Council's audit, risk and improvement committee is to provide independent assurance to Armidale Regional Council by monitoring, reviewing and providing advice about the Armidale Regional Council's governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

Independence

The committee is to be independent to ensure it has no real or perceived bias or conflicts of interest that may interfere with its ability to act independently and to provide Armidale Regional Council with robust, objective and unbiased advice and assurance.

The committee is to have an advisory and assurance role only and is to exercise no administrative functions, delegated financial responsibilities or any management functions of the Armidale Regional Council. The committee will provide independent advice to the Armidale Regional Council that is informed by the Armidale Regional Council's internal audit and risk management activities and information and advice provided by staff, relevant external bodies and subject matter experts.

The committee must always ensure it maintains a direct reporting line to and from the Armidale Regional Council's internal audit function and act as a mechanism for internal audit to report to the governing body and the General Manager on matters affecting the performance of the internal audit function.

Authority

Armidale Regional Council authorises the committee, for the purposes of exercising its responsibilities, to:

- access any information it needs from the Armidale Regional Council
- use any Armidale Regional Council resources it needs
- have direct and unrestricted access to the General Manager and senior management of the Armidale Regional Council
- seek the General Manager's permission to meet with any other Armidale Regional Council staff member or contractor
- discuss any matters with the external auditor or other external parties
- request the attendance of any employee at committee meetings, and

- obtain external legal or other professional advice in line with Councils' Engaging Legal Services Policy.

Information and documents pertaining to the committee are confidential and are not to be made publicly available. The committee may only release Armidale Regional Council information to external parties that are assisting the committee to fulfil its responsibilities with the approval of the General Manager, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

Composition and tenure

The committee consists of an independent chair and two independent members who have voting rights as required under the Guidelines for risk management and internal audit for local government in NSW.

Council has the option to appoint a non-voting Councillor member via resolution of Council. To appoint a Councillor the position of the non-voting Councillor member on the committee the governing body will use the same nomination and voting process that is used to appoint Councillors to other committees of Council. Ideally, resolving to appoint a non-voting Councillor member to the Committee should align with the term of Council's governing body, however the governing body may resolve to appoint for a shorter term, up to a maximum of four years to align with the membership of the other committee members.

The governing body is to appoint the chair and members of the committee. Current committee members are:

Mr Philip Thomas	Independent chair (voting)
Mr Michael O'Connor	Independent member (voting)
Mr Jason Masters	Independent member (voting)
N/A - Option currently not exercised	Councillor member (non-voting) (if applicable) [cannot be the mayor]

All committee members must meet the independence and eligibility criteria prescribed in the *Guidelines for risk management and internal audit for local government in NSW*.

The Chair and Independent Members will be appointed for up to a four-year term. Members can be reappointed for one further term, but the total period of continuous membership cannot exceed eight years. This includes any term as chair of the committee. Members who have served an eight-year term (either as a member or as chair) must have a two-year break from serving on the committee before being appointed again. To preserve the committee's knowledge of the Armidale Regional Council, ideally, no more than one member should retire from the committee because of rotation in any one year.

The terms and conditions of each member's appointment to the committee are to be set out in a letter of appointment. New members will be thoroughly inducted to their role and receive relevant information and briefings on their appointment to assist them to meet their responsibilities.

Prior to approving the reappointment or extension of the chair's or an independent member's term, the governing body is to undertake an assessment of the chair's or committee member's performance. Reappointment of the chair or a committee member is also to be subject to that person still meeting the independence and eligibility requirements.

Members of the committee must possess and maintain a broad range of skills, knowledge and experience relevant to the operations, governance and financial management of the Armidale Regional Council, the environment in which the Armidale Regional Council operates, and the contribution that the committee makes to the Armidale Regional Council. At least one member of the committee must have accounting or related financial management experience with an understanding of accounting and auditing standards in a local government environment. All members should have sufficient understanding of the Armidale Regional Council's

financial reporting responsibilities to be able to contribute to the committee's consideration of the Armidale Regional Council's annual financial statements.

Role

As required under section 428A of the *Local Government Act 1993* (the Act), the role of the committee is to review and provide independent advice to the Armidale Regional Council regarding the following aspects of the Armidale Regional Council's operations:

- compliance
- risk management
- fraud control
- financial management
- governance
- implementation of the strategic plan, delivery program and strategies
- service reviews
- collection of performance measurement data by the Armidale Regional Council, and
- internal audit.

The committee must also provide information to the Armidale Regional Council for the purpose of improving the Armidale Regional Council's performance of its functions.

The committee's specific audit, risk and improvement responsibilities under section 428A of the Act are outlined in Schedule 1 to this charter.

The committee will act as a forum for consideration of the Armidale Regional Council's internal audit function and oversee its planning, monitoring and reporting to ensure it operates effectively.

The committee has no power to direct external audit or the way it is planned and undertaken but will act as a forum for the consideration of external audit findings.

The committee is directly responsible and accountable to the governing body for the exercise of its responsibilities. In carrying out its responsibilities, the committee must at all times recognise that primary responsibility for management of the Armidale Regional Council rests with the governing body and the General Manager.

The responsibilities of the committee may be revised or expanded in consultation with, or as requested by, the governing body from time to time.

Responsibilities of members

Independent members

The chair and members of the committee are expected to understand and observe the requirements of the *Guidelines for risk management and internal audit for local government in NSW*. Members are also expected to:

- make themselves available as required to attend and participate in meetings
- contribute the time needed to review and understand information provided to it
- apply good analytical skills, objectivity and judgement
- act in the best interests of the Armidale Regional Council

- have the personal courage to raise and deal with tough issues, express opinions frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of inquiry
- maintain effective working relationships with the Armidale Regional Council
- have strong leadership qualities (chair)
- lead effective committee meetings (chair), and
- oversee the Armidale Regional Council's internal audit function (chair).

Optional Councillor member

To preserve the independence of the committee, the Councillor member of the committee is a non-voting member. Their role is to:

- relay to the committee any concerns the governing body may have regarding the Armidale Regional Council and issues being considered by the committee
- provide insights into local issues and the strategic priorities of the Armidale Regional Council that would add value to the committee's consideration of agenda items
- advise the governing body (as necessary) of the work of the committee and any issues arising from it, and
- assist the governing body to review the performance of the committee.
- Issues or information the councillor member raises with or provides to the committee must relate to the matters listed in Schedule 1 and issues being considered by the committee.
- The Councillor member of the committee must conduct themselves in a non-partisan and professional manner. The Councillor member of the committee must not engage in any conduct that seeks to politicise the activities of the committee or the internal audit function or that could be seen to do so.
- If the Councillor member of the committee engages in such conduct or in any other conduct that may bring the committee and its work into disrepute, the chair of the committee may recommend to the Armidale Regional Council, that the Councillor member be removed from membership of the committee. Where the Armidale Regional Council does not agree to the committee chair's recommendation, the Armidale Regional Council must give reasons for its decision in writing to the chair.

Conduct

Independent committee members are required to comply with the Armidale Regional Council's code of conduct.

Complaints alleging breaches of the Armidale Regional Council's Code of Conduct by an independent committee member are to be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*. The General Manager must consult with the governing body before taking any disciplinary action against an independent committee member in response to a breach of the Armidale Regional Council's code of conduct.

Conflicts of interest

Once a year, committee members must provide written declarations to the Armidale Regional Council stating that they do not have any conflicts of interest that would preclude them from being members of the committee. Independent committee members are 'designated persons' for the purposes of the Armidale Regional Council's code of conduct and must also complete and submit returns of their interests.

Committee members and observers must declare any pecuniary or non-pecuniary conflicts of interest they may have in a matter being considered at the meeting at the start of each meeting or as soon as they become aware

of the conflict of interest. Where a committee member or observer declares a pecuniary or a significant non-pecuniary conflict of interest, they must remove themselves from committee deliberations on the issue. Details of conflicts of interest declared at meetings must be appropriately minuted.

Standards

Committee members are to conduct their work in accordance with the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and AS/NZS ISO 31000:2018 Risk Management – Principles and Guidelines where applicable.

Work plans

The work of the committee is to be thoroughly planned and executed. The committee must develop a strategic work plan every four years to ensure that the matters listed in Schedule 1 are reviewed by the committee and considered by the internal audit function when developing their risk-based program of internal audits. The strategic work plan must be reviewed at least annually to ensure it remains appropriate.

The committee may, in consultation with the governing body, vary the strategic work plan at any time to address new or emerging risks. The governing body may also, by resolution, request the committee to approve a variation to the strategic work plan. Any decision to vary the strategic work plan must be made by the committee.

The committee must also develop an annual work plan to guide its work, and the work of the internal audit function over the forward year.

The committee may, in consultation with the governing body, vary the annual work plan to address new or emerging risks. The governing body may also, by resolution, request the committee to approve a variation to the annual work plan. Any decision to vary the annual work plan must be made by the committee.

When considering whether to vary the strategic or annual work plans, the committee must consider the impact of the variation on the internal audit function's existing workload and the completion of pre-existing priorities and activities identified under the work plan.

Assurance reporting

The committee must regularly report to the Armidale Regional Council to ensure that it is kept informed of matters considered by the committee and any emerging issues that may influence the strategic direction of the Armidale Regional Council or the achievement of the Armidale Regional Council's goals and objectives.

The committee will provide an update to the governing body and the General Manager of its activities and opinions after every committee meeting.

The committee will provide an annual assessment to the governing body and the General Manager on the committee's work and its opinion on how the Armidale Regional Council is performing.

The committee will provide a comprehensive assessment every council term of the matters listed in Schedule 1 to the governing body and the General Manager.

The committee may at any time report to the governing body or the General Manager on any other matter it deems of sufficient importance to warrant their attention. The Mayor and the chair of the committee may also meet at any time to discuss issues relating to the work of the committee.

Should the governing body require additional information, a request for the information may be made to the chair by resolution. The chair is only required to provide the information requested by the governing body where the chair is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Local Government Act. Individual Councillors are not entitled to request or receive information from the committee.

Administrative arrangements

Meetings

The committee will meet at least four times per year, including a special meeting to review the annual financial statements of Armidale Regional Council.

The committee can hold additional meetings when significant unexpected issues arise, or if the chair is asked to hold an additional meeting by a committee member, the General Manager or the governing body.

Committee meetings can be held in person, by telephone or videoconference. Proxies are not permitted to attend meetings if a committee member cannot attend.

A quorum will consist of a majority of independent voting members. Where the vote is tied, the chair has the casting vote.

The chair of the committee will decide the agenda for each committee meeting. Each committee meeting is to be minuted to preserve a record of the issues considered and the actions and decisions taken by the committee.

The General Manager and the Manager Governance should attend committee meetings as non-voting observers. The external auditor (or their representative) is to be invited to each committee meeting as an independent observer. The chair can request the Armidale Regional Council's Chief, Members of the Executive Leadership Team, Manager Information Services, Business Improvement Officer, any Councillors, any employee/contractor of the council and any subject matter expert to attend committee meetings. Where requested to attend a meeting, persons must attend the meeting where possible and provide any information requested. Observers have no voting rights and can be excluded from a meeting by the chair at any time.

The committee can hold closed meetings whenever it needs to discuss confidential or sensitive issues with only voting members of the committee present.

The committee must meet separately with the Manager Governance in the capacity as the Head of the Internal Audit function and the Armidale Regional Council's external auditor at least once each year.

Dispute resolution

Members of the committee and the Armidale Regional Council's management should maintain an effective working relationship and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the committee and the General Manager or other senior managers, the dispute is to be resolved by the governing body.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive in writing.

Secretariat

The General Manager will nominate a staff member to provide secretariat support to the committee. The secretariat will ensure the agenda for each meeting and supporting papers are circulated after approval from the chair at least one week before the meeting and ensure that minutes of meetings are prepared and maintained. Minutes must be approved by the chair and circulated within two weeks of the meeting to each member.

Resignation and dismissal of members

Where the chair or a committee member is unable to complete their term or does not intend to seek reappointment after the expiry of their term, they should give two months' notice to the chair and the

governing body prior to their resignation to allow the Armidale Regional Council to ensure a smooth transition to a new chair or committee member.

The governing body can, by resolution, terminate the appointment of the chair or an independent committee member before the expiry of their term where that person has:

- breached the council's code of conduct
- performed unsatisfactorily or not to expectations
- declared, or is found to be in, a position of a conflict of interest which is unresolvable
- been declared bankrupt or found to be insolvent
- experienced an adverse change in business status
- been charged with a serious criminal offence
- been proven to be in serious breach of their obligations under any legislation, or
- experienced an adverse change in capacity or capability.

The position of a Councillor member on the committee can be terminated at any time by the governing body by resolution.

Review arrangements

At least once every council term, the governing body must review or arrange for an external review of the effectiveness of the committee.

These terms of reference must be reviewed annually by the committee and once each council term by the governing body. Any substantive changes are to be approved by the governing body.

Further information

For further information on Armidale Regional Council's audit, risk and improvement committee, contact the Manager Governance, Simone Mooketsi on smooketsi@armidale.nsw.gov.au or by phone 0460 023 584.

Reviewed by chair of the audit, risk and improvement committee (To be completed upon first review after adoption)

[signed]

[date]

Reviewed by Armidale Regional Council in accordance with a resolution of the governing body.

[signed]

[date]

[resolution reference]

Next review date: [date]

Schedule 1 – Audit, risk and improvement committee responsibilities

Audit

Internal audit

- Provide overall strategic oversight of internal audit activities
- Act as a forum for communication between the governing body, General Manager, senior management, the internal audit function and external audit
- Coordinate, as far as is practicable, the work programs of internal audit and other assurance and review functions
- Review and advise the Armidale Regional Council:
    - on whether the Armidale Regional Council is providing the resources necessary to successfully deliver the internal audit function
    - if the Armidale Regional Council is complying with internal audit requirements, including conformance with the International Professional Practices Framework
    - if the Armidale Regional Council's internal audit charter is appropriate and whether the internal audit policies and procedures and audit/risk methodologies used by the Armidale Regional Council are suitable
    - of the strategic four-year work plan and annual work plan of internal audits to be undertaken by the Armidale Regional Council's internal audit function
    - if the Armidale Regional Council's internal audit activities are effective, including the performance of the head of the internal audit function and the internal audit function
    - of the findings and recommendations of internal audits conducted, and corrective actions needed to address issues raised
    - of the implementation by the Armidale Regional Council of these corrective actions
    - on the appointment of the head of the internal audit function and external providers, and
    - if the internal audit function is structured appropriately and has sufficient skills and expertise to meet its responsibilities

External audit

- Act as a forum for communication between the governing body, General Manager, senior management, the internal audit function and external audit
- Coordinate as far as is practicable, the work programs of internal audit and external audit
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided
- Review all external plans and reports in respect of planned or completed audits and monitor council's implementation of audit recommendations
- Provide advice to the governing body and/or General Manager on action taken on significant issues raised in relevant external audit reports and better practice guides

Risk

Risk management

Review and advise the Armidale Regional Council:

- if the Armidale Regional Council's has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard
- whether the Armidale Regional Council is providing the resources necessary to successfully implement its risk management framework
- whether the Armidale Regional Council's risk management framework is adequate and effective for identifying and managing the risks the Armidale Regional Council faces, including those associated with individual projects, programs and other activities
- if risk management is integrated across all levels of the Armidale Regional Council and across all processes, operations, services, decision-making, functions and reporting
- of the adequacy of risk reports and documentation, for example, the Armidale Regional Council's risk register and risk profile
- whether a sound approach has been followed in developing risk management plans for major projects or undertakings
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- if the Armidale Regional Council has taken steps to embed a culture which is committed to ethical and lawful behaviour
- if there is a positive risk culture within the Armidale Regional Council and strong leadership that supports effective risk management
- of the adequacy of staff training and induction in risk management
- how the Armidale Regional Council's risk management approach impacts on the Armidale Regional Council's insurance arrangements
- of the effectiveness of the Armidale Regional Council's management of its assets, and
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

Internal controls

Review and advise the Armidale Regional Council:

- whether the Armidale Regional Council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective
- whether the Armidale Regional Council has in place relevant policies and procedures and that these are periodically reviewed and updated
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with
- if the Armidale Regional Council's monitoring and review of controls is sufficient, and
- if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately

Compliance

Review and advise the Armidale Regional Council of the adequacy and effectiveness of the Armidale Regional Council's compliance framework, including:

- if the Armidale Regional Council has appropriately considered legal and compliance risks as part of the Armidale Regional Council's risk management framework
- how the Armidale Regional Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- whether appropriate processes are in place to assess compliance.

Fraud and corruption

Review and advise the Armidale Regional Council of the adequacy and effectiveness of the Armidale Regional Council's fraud and corruption prevention framework and activities, including whether the Armidale Regional Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

Financial management

Review and advise the Armidale Regional Council:

- if the Armidale Regional Council is complying with accounting standards and external accountability requirements
- of the appropriateness of the Armidale Regional Council's accounting policies and disclosures
- of the implications for the Armidale Regional Council of the findings of external audits and performance audits and the Armidale Regional Council's responses and implementation of recommendations
- whether the Armidale Regional Council's financial statement preparation procedures and timelines are sound
- the accuracy of the Armidale Regional Council's annual financial statements prior to external audit, including:
- management compliance/representations
- significant accounting and reporting issues
- the methods used by the Armidale Regional Council to account for significant or unusual transactions and areas of significant estimates or judgements
- appropriate management signoff on the statements
- if effective processes are in place to ensure financial information included in the Armidale Regional Council's annual report is consistent with signed financial statements
- if the Armidale Regional Council's financial management processes are adequate
- the adequacy of cash management policies and procedures
- if there are adequate controls over financial processes, for example:
- appropriate authorisation and approval of payments and transactions
- adequate segregation of duties
- timely reconciliation of accounts and balances
- review of unusual and high value purchases

- if policies and procedures for management review and consideration of the financial position and performance of the Armidale Regional Council are adequate
- if the Armidale Regional Council's grants and tied funding policies and procedures are sound.

Governance

Review and advise the Armidale Regional Council regarding its governance framework, including the Armidale Regional Council's:

- decision-making processes
- implementation of governance policies and procedures
- reporting lines and accountability
- assignment of key roles and responsibilities
- committee structure
- management oversight responsibilities
- human resources and performance management activities
- reporting and communication activities
- information and communications technology (ICT) governance, and
- management and governance of the use of data, information and knowledge

Improvement

Strategic planning

Review and advise the Armidale Regional Council:

- of the adequacy and effectiveness of the Armidale Regional Council's integrated, planning and reporting (IP&R) processes
- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and
- whether the Armidale Regional Council is successfully implementing and achieving its IP&R objectives and strategies.

Service reviews and business improvement

Act as a forum for communication and monitoring of any audits conducted by external bodies and the implementation of corrective actions (for example, NSW government agencies, Commonwealth government agencies, insurance bodies)

Review and advise the Armidale Regional Council:

- If the Armidale Regional Council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance
- if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and
- how the Armidale Regional Council can improve its service delivery and the Armidale Regional Council's performance of its business and functions generally

Performance data and measurement

Review and advise the Armidale Regional Council:

- if the Armidale Regional Council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives
- if the performance indicators the Armidale Regional Council uses are effective, and
- of the adequacy of performance data collection and reporting.

APPROVAL AND REVIEW		
Responsible Business Unit	Governance	
Responsible Officer	Manager Governance	
Date/s adopted	*Council Executive* [updated by policy owner]	*Council* [DD Mmmm YYYY]
Date/s of previous adoptions		
Date of next review		
CM Reference		

Armidale Horse & Pony Club

Email: ahpc2350@gmail.com

Re: Road Closure

Dear Sir/Madam

The Armidale Horse & Pony Club is excited to be hosting Zone 13 Jamboree to be held from Friday 12th January to 14th January 2024. Participants will begin to arrive from 4:00pm on Thursday 11th January at The Armidale Showgrounds.

We anticipate there will be 150riders and families participating in the event and camping in Armidale over the 3days. The AHPC is expected to organize and cover all costs associated with the weekend. To assist in bridging the financial gap the club will be running a raffle, consisting of prizes kindly donated by local businesses and a canteen. The club will also run a charity event on Saturday afternoon at the completion of the competition with funds going to a local charity. AHPC will be supporting local businesses by sourcing items required to host the event from them including butcheries, motels, produce stores & the local saddlers.

The club has requested for the road to be closed along Canambe Street to enable the children and their horses to cross safely between the showgrounds and exhibition centre over the course of the weekend. We understand that the cost to do this is in the vicinity of $700. Armidale Horse & Pony Club have a small member base and are seeking to reduce this cost or offer an in-kind arrangement to the council to reduce the financial strain on the club.

We are grateful for your consideration and look forward to your support.

Sincerely,

Robert Kelly

AHPC President