



## ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 25 October 2023  
4pm

at

Armidale Council Chambers

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Wednesday, 27 September 2023  
4pm

at

Armidale Council Chambers

**PRESENT:** Councillor Sam Coupland, Councillor Todd Redwood (via Zoom), Councillor Paul Gaddes, Councillor Jon Galletly, Councillor Susan McMichael, Councillor Steven Mephram, Councillor Paul Packham, Councillor Dorothy Robinson and Councillor Bradley Widders.

**IN ATTENDANCE:** Mr Daniel Boyce (Acting General Manager), Mr Darren Schaefer (Chief Officer Corporate and Community), Mr Rick Mickerts (Acting Chief Officer Planning and Activation), Mr Alex Manners (Chief Officer Assets and Services), Ms Ann Newsome (Chief Financial Officer), Ms Simone Mooketsi (Manager Governance and Strategy), Ms Jessica Bower (Executive Officer) and Ms Michaela Giandomenico (Executive Officer).

MINUTES

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*(General Manager's Note: The report considers an RFQ and is deemed confidential under Section 10A(2)(c) of the Local Government Act 1993, as it deals with commercial information of a confidential nature which, if disclosed, confers a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business).*
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## 1. CIVIC AFFIRMATION AND ACKNOWLEDGEMENT OF COUNTRY

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

## 2. STATEMENT IN RELATION TO LIVE STREAMING OF COUNCIL MEETINGS

The Acting General Manager delivered the statement.

115/23

### 2.1 Move Items Forward

#### RESOLVED

That Item 7.1, Item 9.3 and Item 12.1 be brought forward in the meeting.

Moved Cr Robinson

Seconded Cr McMichael

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

### 7.1 Election of the Mayor and Deputy Mayor

Ref: AINT/2023/18121 (ARC20/4437)

#### 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.

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.

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### 9.3 DA-22-2023 - Proposed food and drink premises at 121 Butler Street, Armidale

Ref: AINT/2023/24703 (DA-22-2023)

116/23

#### RESOLVED

That Council grant consent to Development Application DA-22-2023, subject to conditions outlined in attachment 2 of the report, for proposed change of use from a dwelling to a food and drink premises at 121 Butler Street, Armidale.

**Moved Cr Widders**

**Seconded Cr Gaddes**

*DIVISION The result being:-*

*FOR: Crs S Coupland, P Gaddes, P Packham, T Redwood, D O'Brien, D Robinson and B Widders*

*AGAINST: Crs J Galletly, S McMichael and S Mephram*

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

### 12.1 Welcome Signage

Ref: AINT/2023/24872 (ARC16/0025-7)

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

### 3. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

Cr O'Connor is an apology and leave of absence granted. Cr Redwood is joining the meeting remotely.

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#### 4. DISCLOSURES OF INTEREST

Name	Item	Nature of Interest	Reason/Intended Action
Clr Packham	10.1	<input type="checkbox"/> Pecuniary <input checked="" type="checkbox"/> Non Pecuniary – Significant Conflict <input type="checkbox"/> Non Pecuniary – Non Significant Conflict	Reason: As the owner of a business named in item 10.1, Cr Packham will recuse himself from the vote.  Intended action: Leave Chamber

#### 5. CONFIRMATION OF MINUTES

##### 5.1 Minutes of Previous Meeting held 23 August 2023 Ref: AINT/2023/24026 (ARC16/0001-8)

118/23

##### RESOLVED

That the Minutes of the Ordinary Council meeting held on 23 August 2023 be taken as read and accepted as a true record of the meeting.

**Moved Cr McMichael                      Seconded Cr Mephram**

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

(Cr Widders abstained from voting as he was not present at the August meeting)

#### 6. MAYORAL MINUTE - NIL

#### 7. REPORTS - GENERAL MANAGER'S OFFICE

##### 7.2 Council Actions Report January 2022 - August 2023 Ref: AINT/2023/24228 (ARC16/0001-8)

119/23

##### RESOLVED

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

**Moved Cr Gaddes                      Seconded Cr Robinson**

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



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## 8. REPORTS - FINANCE

### 8.1 Cash and Investment Report 31 July 2023 *Ref: AINT/2023/24599 (ARC23/6030)*

120/23

#### RESOLVED

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

**Moved Cr Packham**

**Seconded Cr Robinson**

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

### 8.2 Cash and Investment Report 31 August 2023 *Ref: AINT/2023/24880 (ARC23/6030)*

121/23

#### RESOLVED

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

**Moved Cr Packham**

**Seconded Cr Robinson**

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

## 9. REPORTS - PLANNING AND ACTIVATION

### 9.1 Public Exhibition of Draft Ecologically Sustainable Development (ESD) Policy

*Ref: AINT/2023/22459 (ARC23/6155)*

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.



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- 123/23      **9.2    New England Future Fund**      *Ref: AINT/2023/24170 (ARC17/1709-7)*
- 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.**

- 124/23      **9.4    Gazettal of Roads for purposes of (DA-95-2022) subdivision of 32 A Crest Road, Armidale**      *Ref: AINT/2023/25144 (ARC23/6129)*
- 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 Mephram**
- The Motion on being put to the vote was CARRIED unanimously.**

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## 10. REPORTS - CORPORATE AND COMMUNITY

### 10.1 Cafe Tenant Armidale Airport - The Alternate Root Café

Ref: AINT/2023/22188 (ARC23/6142)

125/23 Cr Paul Packham left the meeting, the time being 04:40 PM

#### RESOLVED

That Council:

- a. Note that the two respondents to the original Expression of Interest (EOI) conducted by the Professionals Real-estate (Tattersalls Hotel and Moxons Bakery) have declined to pursue at this time.
- b. Note that the new proponent, The Alternate Root Cafe at Uralla, has been engaged.
- c. Endorse the conditions of the proposed lease with the terms of:
  - i. Initial term of 3.5 years with a trial period of 6 months, where during this trial period, the tenant may terminate the lease with one month's notice without penalty.
  - ii. Upon completion of a trial period, ARC will honour the original rent-free period of a further 12 months', with year two and year three both charged at \$10,000 per annum plus GST (subject to CPI rent review).
  - iii. An ARC capital contribution of \$10,000 with expenditure to be adjusted in the first Quarterly Budget Review process.
  - iv. Use of the highway pylon sign for advertising at no cost for the term of the lease
  - v. Use of retail space adjacent to the café at no cost for the term of the lease.
- d. Note the tenant will seek their own liquor licence to serve and sell alcohol.

Moved Cr Galletly

Seconded Cr Gaddes

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

Cr Paul Packham returned to the meeting, the time being 04:41 PM

### 10.2 Review of ARIC Charter

Ref: AINT/2023/23460 (ARC23/5778)

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.

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## 11. REPORTS - ASSETS AND SERVICES

### 11.1 Kempsey Road Status Report

*Ref: AINT/2023/23657 (ARC23/6087)*

127/23

#### RESOLVED

That Council note information within the report regarding the Kempsey –Armidale Road Restoration Project following the Steering Committee held Thursday 14 September 2023.

**Moved Cr Robinson**

**Seconded Cr Widders**

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

### 11.2 Update - Gates and Stock Grids on Public Roads POL087 - Public Consultation

*Ref: AINT/2023/24886 (ARC16/0652)*

128/23

#### 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 October 2023 Ordinary Council Meeting.

**Moved Cr McMichael**

**Seconded Cr Redwood**

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

## 12. NOTICES OF MOTION

Item 12.1 was addressed under Item 2.1.

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### 13. COMMITTEE REPORTS

#### 13.1 Traffic Advisory Committee - Minutes of the meeting held 4 July 2023

Ref: AINT/2023/13208 (ARC16/0168-8)

129/23

#### RESOLVED

That in relation to the report "Armidale Regional Council Traffic Advisory Committee Minutes – 4 July 2023", that Council:

- a) Endorse the extension to the No Stopping zone by 15m south on the eastern side of Glenelg Road, in front of 126 Handel Street;
- b) Endorse the request to extend the length of the No Stopping zone by 15m west on the southern side of Donnelly Street, in front of 116A Donnelly Street, Armidale; AND
- c) Endorse the change of parking restriction from No Stopping to No Parking adjacent to the UNE Clinics on the hospital grounds in Butler Street between Barney St and Rusden Street, Armidale. To provide a drop-off zone.

Moved Cr McMichael

Seconded Cr Robinson

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

#### 13.2 Audit, Risk and Improvement Committee - Minutes of the meeting held 15 August 2023

Ref: AINT/2023/23449 (ARC23/5778)

130/23

#### RESOLVED

That Council note the Minutes of the ARIC meeting held on 15 August 2023.

Moved Cr Mepham

Seconded Cr Robinson

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

#### 13.3 Traffic Advisory Committee - Minutes of meeting held 5 September 2023

Ref: AINT/2023/24364 (ARC16/0168-8)

131/23

#### RESOLVED

That in relation to the report "Armidale Regional Council Traffic Advisory Committee Minutes – 5 September 2023", that Council;

- a. Endorse the requested road closures for the New England Sporting Car Club (NESCC) Metz Gorge Rallysprint to be held 1 October 2023;
- b. Endorse the use of local roads for the use by Armidale Triathlon Clubs running and cycling sections for their annual race season 2023/2024;
- c. Note the recommendation by the TAC to endorse the use of the trails around Dumaresq Dam and local roads by the Armidale Athletics Club to conduct the annual Duval Dam Busters Trail Run;

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- d. Endorse the rolling road closures of Faulkner Street and Rusden Street and Dangar Street Armidale on 28 October 2023, associated with the Freedom of the City parade route from Curtis Park to Central Park;
- e. Note the recommendation by the TAC to endorse the use of local roads within the LGA as part of the annual Ride for The Chopper - bicycle ride from 19 to 21 September 2023;
- f. Endorse the temporary road closures of Faulkner Street, Armidale between Cinders Lane and Moore Street for Halloween 2023 celebrations, on Friday 27 October 2023;
- g. Endorse the closure of Bradley Street between McKenzie Street and Ollera St, Guyra on Saturday 30 September for the Troutfest 2023 from 7:00am to 4:00pm;
- h. Endorse converting the 90° parking along Woodward Street, Armidale to parallel parking and alter the existing kerb line to move the parking away from the adjacent building (Burtons Saddlery), subject to further consultation;
- i. Note the proposal to conduct consultation and further investigation regarding a proposal to convert Woodward Street, Armidale to become a one-way traffic flow to reduce vehicle conflicts;
- j. Note the use of Armidale Council roads on 9 December 2023 for the New England Bushrangers Ulysses Club to conduct their annual toy run;
- k. Council note the transport plan of the Armidale Live/Renew Armidale group to enable the movement of large Koala to various events, subject to the following conditions:
  - I. That the organisers provide registration and insurance details of the trailer;
  - II. That organisers make sure all oversize over mass requirements are met; and
  - III. That organisers reach out to Police for an inspection of the unit once together.
- l. Transport NSW request installation of line marking at a current Mobile Speed Camera Site for the Regulatory Unit at Guyra Road, Wandsworth.

**Moved Cr McMichael**

**Seconded Cr Robinson**

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

**14. QUESTIONS FOR WHICH NOTICE HAS BEEN GIVEN - NIL**

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#### **PROCEDURAL MOTION**

132/23 **RESOLVED**

- a) **That Council move into closed Session to receive and consider the following items:**
- 15.1 Contract Variation Request and Delegation of Authority Increase - GHD.  
(AINT/2023/24633) - ***(General Manager's Note: The report considers a tender 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 Delegation of Authority Increase - Clayton Utz. (AINT/2023/24816) - ***(General Manager's Note: The report considers an RFQ and is deemed confidential under Section 10A(2)(c) of the Local Government Act 1993, as it deals with commercial information of a confidential nature which, if disclosed, confers a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business).***
- 15.3 Contract Variation Request and Delegation of Authority Increase - Seymour Whyte Construction SWC. (AINT/2023/24814) - ***(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 Galletly**

**Seconded Cr O'Brien**

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

Council entered Closed Session at 04:50pm.

Council returned to Open Session at 04:58pm.

#### **RESUMPTION OF MEETING**

133/23 **RESOLVED**

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

**Moved Cr O'Brien**

**Seconded Cr McMichael**

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



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## 15. CLOSED SESSION

### 15.1 Contract Variation Request and Delegation of Authority Increase - GHD

Ref: AINT/2023/24633 (ARC20/3770)

134/23

#### RESOLVED

That Council

- a. Endorse the Procurement Strategy for further utilisation as and when required by Council's Kempsey Road Project Team of the Kempsey Shire Council's arrangement with GHD Pty Ltd under RFT TQE 21/18 "Provision of Project Management and Engineering Services 2021" for the period of the contract to its expiry on 31 July 2024, or alternatively to the extended contract expiry date.
- 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 Adminstrating Agency Transport for NSW (TfNSW).
- c. Delegate authority to the General Manager to approve variations up to the upper limit funding for any additional works carried out by GHD under the contract.

Moved Cr Galletly

Seconded Cr McMichael

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

### 15.2 Delegation of Authority Increase - Clayton Utz

Ref: AINT/2023/24816 (ARC23/6087)

135/23

#### RESOLVED

That Council:

- a. Endorse the procurement strategy with Clayton Utz to provide continual support for the Kempsey Armidale Road Restoration Project by variation of contract;
- 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 Adminstrating Agency Transport for NSW (TfNSW); and
- c. Delegate authority to the General Manager to approve variations up to the upper limit funding for any additional works carried out by Clayton Utz under the contract.

Moved Cr Galletly

Seconded Cr Robinson

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

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**15.3 Contract Variation Request and Delegation of Authority Increase - Seymour Whyte Construction SWC**

*Ref: AINT/2023/24814 (ARC23/6087)*

136/23

**RESOLVED**

That Council:

- a) Endorse the procurement strategy with Seymour Whyte Constructions Pty Ltd (SWC) to provide continual support for the Kempsey Armidale Road Restoration Project by variation of contract for an additional \$2,502,855.27 excl. GST;
- 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 Adminstrating Agency Transport for NSW (TfNSW).
- c) Delegate authority to the General Manager to approve variations up to the upper limit funding for any additional works carried out by SWC under the contract.

**Moved Cr Galletly**

**Seconded Cr Robinson**

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

There being no further business the Mayor declared the meeting closed at 05:01pm.



TRIM: AINT/2021/05996



## ***Drought Management Plan 2020 (Town Water)***

# **ARMIDALE REGIONAL COUNCIL DROUGHT MANAGEMENT PLAN 2020**

	<b>Position</b>	<b>Name</b>	<b>Date</b>
Prepared	Engineer	Arun Gautam	20 November 2020
Approved	Director Businesses & Services	Scot MacDonald	30 November 2020

This plan was prepared in accordance with NSW Water Directorate Drought Management Planning Guidelines 2016 and DPIE Water's Drought Management Checklist, August 2007.

This plan was adopted by Council on **24 February 2021**.

## Amendment List

No.	Amendment Details	Name	Date
1.	Last paragraph in page 30 of the DMP paraphrased - the Malpas dam level recorded in January 2020 was the lowest on record, not the one recorded in 1981.	Arun Gautam	24 February 2021
2.	Figure 9, 10 and 15 amended to include data until 2020.	Arun Gautam	24 February 2021

## ARC DROUGHT MANAGEMENT PLAN 2020

## Executive Summary

### This Plan

This Drought Management Plan (DMP) , guides the Armidale Regional Council (ARC) as a Local Water Utility. Council supplies treated water to residents and businesses in Guyra and Armidale.

The aim of the DMP is to:

- ☐ Provide guidance to staff when managing drought events
- ☐ Inform the community of the issues associated with drought management and the community's role during drought
- ☐ Extend water security to Council's customers as long as operationally possible while maintaining water standards to Australian Drinking Water Guidelines.
- ☐ Optimise water security for residents and businesses.

Having a sound Drought Management Plan in place is part of the NSW Government best-practice management requirements for water supply.

This Drought Management Plan has the following uses with relation to drought management:

- ☐ Operational plan
- ☐ Resourcing strategy
- ☐ Authorised approach, that is, staff have the confidence that the actions in this plan have been authorised in advance
- ☐ Basis for government grant applications
- ☐ Basis of a public awareness and community communication program

This plan gives authority to Council's General Manager, in consultation with Council, to declare drought and implement the actions herein described.

This Drought Management Plan has been prepared with a view to providing Council with a comprehensive drought management strategy. The NSW Local Government PPRR (prevention, preparation, response and recovery) emergency management approach has been applied. This approach provides a strategic and systematic drought management process to reduce risk to the community and the environment. It involves effectively integrating implementation strategies before (i.e. prevent and prepare), during and after drought events.

### Drought Prevention Strategy

Drought prevention actions are proactive measures that Armidale Regional Council (ARC) can undertake in anticipation of declining water storage levels and changing customer water use. Prevention actions may be activated prior to drought or during drought declared stages. Preventative actions are provided in section 2.

### Drought Preparedness Strategy

Being prepared for drought is essential to reduce the impact of water limitations and to enhance the capacity of ARC and the community to respond to drought conditions. This drought management plan is part of the necessary preparedness. Further discussion is provided in section 3.

### Drought Response Strategy

#### Drought Triggers and Water Level Restrictions

Drought triggers are situations that activate staged response strategies according to the severity of the drought. The triggers are described in Section 4.1.2 and summarised in the table below.

It is important to note, Water Triggers and Restrictions are an important feature of Council's strategies, however every drought event is different, and Council and staff must be adaptive to prevailing conditions. In practice this means Council officers may recommend and Council may approve variations to triggers and restrictions as condition warrant.

**Table 1: Proposed Water Restrictions Triggers**

Level	Triggers	Target Total Demand (ML/day) / Residential Demand (Litres/person/day)
P Permanent	Applicable all Times	8.2*/200* (90% of the average – new norm)
<b>1 Low</b>	Total storage level below 80% and adverse three month climate outlook by the Bureau of Meteorology. Authoritative advice on an adverse climatic forecast (e.g. drought declared by the government in the area). Operational Issues affecting the ability to supply.	7.4/180 (80% average)
<b>2 Moderate</b>	Total storage level below 70%. Operational Issues affecting the ability to supply. Consumption target of previous level not achieved for 2 weeks.	7.0/170 (75% average)
<b>3 High</b>	Total storage level fell below 60%. Serious Operational Issues affecting the ability to supply. Consumption target of previous level not achieved for 2 weeks	6.6/160 (70% average)

Level	Triggers	Target Total Demand (ML/day) / Residential Demand (Litres/person/day)
<b>4 Very High</b>	Total storage level fell below 55%. Serious Operational Issues affecting the ability to supply. Consumption target of previous level not achieved for 2 weeks.	6.4/155 (65% average)
<b>5 Emergency</b>	Total storage level below 50%. Serious Operational Issues affecting the ability to supply. Consumption target of previous level not achieved for 2 weeks.	6.2/150 (60% average)

*\*Ninety percent of average annual water production by Armidale and Guyra WTPs over 2014 to 2018. This is daily annual average demand and need to be adjusted for seasonal variations.*

### Demand-Side Actions

Demand-side actions are intended to reduce the water consumption, matching the demand to the diminishing water resources. Restrictions on the use of water are the main actions. Details are provided in Section 4.3.

### Supply-Side Actions

Supply-side actions aim to supplement the existing water resources with additional water sources. Details of these actions are provided in Section 4.4.

### Drought Management Team

A Drought Management Team will be formed as part of the drought response, and will be responsible for managing Council's response during drought. Table 33 in section 4.2.2 lists the roles and the responsibilities of the team.

### Monitoring

A continuous monitoring program will be implemented during drought to track the availability and quality of water, the demand, and the effectiveness of the response plan. Details are provided in Section 4.5.

### Drought Recovery Strategy

The recovery process is set out to support affected communities in the reconstruction of the physical infrastructure and the restoration of emotional, social, economic and physical wellbeing. The recovery actions are described in section 5.

### Background Information

Background information on the water supply scheme, the climate, and the regulatory framework is provided in Sections 6, 7 and 8.

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# 1 Introduction

## 1.1 Context

This Drought Management Plan (DMP) has been developed in order to:

- ☐ Provide guidance to staff when managing drought events
- ☐ Inform the community of the issues associated with drought management and the community's role during drought
- ☐ Extend water security to Council's customers as long as operationally possible while maintaining water standards to Australian Drinking Water Guidelines.
- ☐ Optimise water security for residents and businesses.

The NSW Government Best-Practice Management of Water Supply and Sewerage Guidelines (2007) require Local Water Utilities to have a Drought Management Plan in place and be ready to implement their plan when drought conditions arise. This plan satisfies the guidelines requirement. A copy of the Best-Practice Guidelines Drought Management checklist is included in Appendix A.

## 1.2 This Plan

This DMP provides a combination of long-term and short-term management actions to respond to drought incidents and nominates who is responsible for leading and carrying out the required actions.. The aims of this plan are to:

- ☐ Ensure that timely warning is provided to the appropriate authorities and other stakeholders (including customers) in a drought event
- ☐ Provide relevant information for use in response to a situation when water availability is at risk
- ☐ Identify customer groups who have different requirements during droughts, for example hospitals and schools.
- ☐ Outline procedures to Council staff so as to respond to and mitigate drought related issues
- ☐ Enable timely warning to appropriate personnel to implement appropriate actions
- ☐ Document how ARC will manage the water supply scheme during water shortages due to drought

The functions of the DMP are:

- ☐ As an operational plan for water supply management during drought
- ☐ As a resourcing strategy and staff allocation to manage drought
- ☐ As an authorised approach to drought management enabling staff to act knowing that necessary actions have been endorsed
- ☐ As the basis for government grant applications to address the needs identified in this plan

- ❑ As the basis of a public awareness and community engagement tool for use by Council to demonstrate transparent and responsible drought management

The plan includes strategies specific to the ARC town water supply in Armidale and Guyra network.

## 1.3 Drought Planning

### 1.3.1 Objectives of Drought Planning

Drought planning is an emergency response plan that aims to reduce the impact of water scarcity on the community, business, economy and environment.

### 1.3.2 The PPRR Approach

This plan has a four-step approach referred to as PPRR (prevention, preparation, response and recovery) approach. The PPRR is a continuous process that involves effectively integrating implementation strategies before (i.e. prevent and prepare), during and after drought events with particular emphasis on response and recovery.

An overview of the four phases is provided below:

- ❑ **Prevention.** Actions to reduce or eliminate the likelihood or effects of drought related issues. These include understanding the climate patterns and their impact on water availability, understanding water sharing plans rules and analysing past drought events. They also may include upgrading the water resources, typically through capital investment.
  - ❑ **Preparedness.** Developing strategies for drought situations before an incident occurs, to ensure effective response and recovery. This DMP is a key component of this phase.
  - ❑ **Response.** Actions to control contain and/or minimise the impacts of the drought. Typically this would involve implementation of demand-side and supply-side actions listed in this DMP.
  - ❑ **Recovery.** Restoration of 'normal' water supply conditions, including actions to assist the community and businesses to recover from the impacts of drought.
- This plan describes the actions that ARC will implement in the prevention, preparedness, response and recovery stages of a drought incident.

## 2 Drought Prevention Strategy

### 2.1 Overview

Drought prevention actions are proactive measures that LWUs can undertake in order to increase coping capacity. Prevention actions may be activated / implemented prior to drought or during drought-declared periods. This will be determined at Council's discretion.

During drought, existing water resources are expected to decrease at a rate dependent on the respective water demand rate at a particular water restriction level. While current water resources are diminishing, other supply options may be considered as potential alternatives for supplementary or emergency water sources. Some prevention actions are described below.

### 2.2 Short-term Actions

#### 2.2.1 Permanent Water Conservation

ARC will implement permanent water conservation measures by encouraging water efficient practices.

#### 2.2.2 Voluntary Water Restrictions

When the water source's availability is approaching the level that would trigger the implementation of water restrictions, ARC will start a pre-activation of voluntary water restrictions (i.e., implementation of water conservation measures).

Council will communicate the importance of using water saving measures, especially in times developing drought.

#### 2.2.3 Drought Water Pricing

Demand is affected by price.

ARC will consider the introduction of scarcity pricing before and/or during drought to reduce discretionary water use (possibly a two-step usage charge). The price signal also communicates to customers the seriousness of the event.

ARC will monitor the impact of the pricing on the demand and assess the effectiveness of this action. Higher pricing may be necessary to meet higher costs of responding to drought and reduced revenue that will impact the efficacy of the Water Fund to maintain and renew assets.

### 2.3 Long-term Actions

Hydrological studies show that the ARC water supply dams do not have sufficient storage to provide secure supply in drought emergencies. The 'secure yield' of the dams are adequate to meet the

current demand under historic climate but are not adequate for current demand under climate change condition and future demands under both historic and climate change conditions.

### 2.3.1 Renewing Puddledock Transfer Main

ARC has secured 50% funding to renew the Puddledock transfer main under NSW Government's Safe and Secure Funding programme. Renewing existing Puddledock transfer main along with the pump station will help boost the capacity of Armidale's town water supply and it also provide supplementary source in case of failure of Malpas Dam transfer line.

### 2.3.2 Increase in Surface Storage

The capacity of Malpas Dam is 12,266 ML. The capacity could be more than doubled by increasing the Full Supply Level (FSL) by 5.5m to meet future demand and to deal with potential adverse climate effect on secure yield. Alternative surface storage options may also need to be considered. ARC will be seeking state and federal funding for the project.

### 2.3.3 Groundwater

ARC engaged a hydrogeologist during drought in 2019 to report on potential Groundwater supplies. There were 26 sites identified for test drilling. The work is still in progress but it is likely that there are a number of bores in Guyra could be used as a town water source subject to NRAR approval. Test drilling had less success in Armidale but has potential to reduce demand on potable supply by using bore water for the irrigation of parks and sports fields.

## 3 Preparedness

### 3.1 Overview

Being prepared for drought is essential to reduce the effect of and to enhance the capacity of ARC and the community to cope with the consequences of drought. This means that ARC should have action plans in place ready to be implemented and have ongoing activities to prepare Council staff and the community for those situations, such as training exercises, monitoring and consultation.

The benefits of being prepared for incidents and having a drought management plan are:

- ☐ Having a pre-determined and agreed list of actions to be taken in drought , allowing for an effective implementation of those actions
- ☐ Allows ARC to promptly seek drought relief support and funding from relevant authorities
- ☐ Have well defined protocols of drought restriction activation and escalation

This DMP documents ARC's preparedness in regards to incidents affecting town water supply. The actions described in this plan have been endorsed by Council, therefore in case of emergencies, the appointed staff can quickly activate relevant personnel required to take actions to respond to the problem; to acquire other resources required for drought management and to quickly implement the pre-determined drought response actions outlined in section 4. The following sections describe some of the ongoing activities that ARC should undertake in order to be prepared for drought situations.

### 3.2 Exercising Drought Management

In order to ensure the effectiveness of this plan and to prepare staff for emergency situations, a periodic program for exercising drought management will be developed and implemented in conjunction with other emergency training programs. These exercises will be a simulation of drought starting and intensifying, requiring actions.

### 3.3 Data Availability

The DMP may include, as attachments, technical information (i.e. design, operational, maintenance plans) relevant to the water supply system. This is to ensure that in case of emergencies all relevant information is in one document facilitating an effective and prompt response to the problem.

These attachments should be updated regularly, as the plans are modified.

### 3.4 Monitoring

Continuous monitoring of the water sources and water supply schemes is essential to understand the performance of the water sources and their capability of supplying demand. Monitoring of these parameters assists ARC in preparing for unconventional situations. In order to ensure a safe and sustainable water supply, the following monitoring is required.

- ☐ Drinking water daily demand

- ☐ Daily monitoring of water supply source
  - River flows and depth
  - Water level at dams / reservoirs
- ☐ Daily temperature and rainfall
- ☐ BoM forecasts

### 3.5 Consultation

#### 3.5.1 Community Engagement

Engagement with the community is a critical element of an effective drought management program, as it ensures customer acceptance and behavioural changes, required to reduce water demand.

ARC will inform the community about the DMP and the drought action plans in place. This will assist the community to understand the critical importance of drought management actions and the need to conserve water. ARC may also involve the community in the development and review of this plan.

ARC Communication and Engagement Plan 2019 (TRIM AI/2020/27191) prepared by GHD broadly outline the approach to the communications and engagement for the leadership, communication and long-term water planning and management during Level 5 water restrictions.

#### 3.5.2 Government Consultation

Consultation on the implementation of the Drought Management Plan would be expected to be with:

- ☐ Department of Planning, Industry and Environment (DPIE)/ Water Group
- ☐ Natural Resource Access Regulator (NRAR)
- ☐ NSW Health (especially in relation to water quality)
- ☐ Neighbouring LWUs



## 4 Drought Response Strategy

The response strategy consists of implementing appropriate actions to control, contain or minimise the impacts of droughts. The implementation of the DMP includes identifying and reviewing situations, overseeing the implementation of supply and demand actions, approving media releases and reviewing operations. These actions will be the responsibility of the Drought Management Team.

The following sections describe the response strategy during drought incidents.

### 4.1 Drought Strategy Activation Plan

#### 4.1.1 Overview

The drought response strategy will be activated in an event when the water supply is affected due to natural climate conditions.

The main scenario that would activate a drought management response, including the introduction of supply restrictions, is water scarcity.

#### 4.1.2 Drought Triggers

Triggers are the conditions that will activate the response strategy plan. The triggers are based on progressive reductions in water availability. The triggers for implementing drought restrictions are provided in the Table 1.

These triggers initiate demand-side actions which are expected to reduce the demand to a target daily demand (refer Table 2). If the demand reduction is not achieved by the introduction of the restrictions for each level, the next level should be applied.

Table 2 lists water supply system drought triggers levels. The Relax column indicates the mark where the level can be relaxed, and the status changed to a lower level.

**Table 2: Proposed Water Restrictions/Relaxation Triggers**

Level	Triggers	Target Total Demand (ML/day) / Residential Demand (Litres/person/day)	Relax
P Permanent	Applicable all Times	8.2*/200* (90% of the average – new norm)	N/A

Level	Triggers	Target Total Demand (ML/day) / Residential Demand (Litres/person/day)	Relax
<b>1 Low</b>	Total storage level below 80% and adverse three month climate outlook by the Bureau of Meteorology. Authoritative advice on an adverse climatic forecast (e.g. drought declared by the government in the area). Operational Issues affecting the ability to supply.	7.4/180 (80% average)	Total Storage rises to 90% and climate outlook by the BoM. Go to Water Conservation
<b>2 Moderate</b>	Total storage level below 70%. Operational Issues affecting the ability to supply. Consumption target of previous level not achieved for 2 weeks.	7.0/170 (75% average)	Total Storage rises to 90% and climate outlook by the BoM. Go to Water Conservation
<b>3 High</b>	Total storage level fell below 60%. Serious Operational Issues affecting the ability to supply. Consumption target of previous level not achieved for 2 weeks	6.6/160 (70% average)	Total Storage rises to 80% and climate outlook by the BoM. Go to Level 1
<b>4 Very High</b>	Total storage level fell below 55%. Serious Operational Issues affecting the ability to supply. Consumption target of previous level not achieved for 2 weeks.	6.4/155 (65% average)	Total Storage rises to 70% and climate outlook by the BoM. Go to Level 2
<b>5 Emergency</b>	Total storage level below 50%. Serious Operational Issues affecting the ability to supply. Consumption target of previous level not achieved for 2 weeks.	6.2/150 (60% average)	Total Storage rises to 60% and climate outlook by the BoM. Go to Level 3



*\*Ninety percent of average annual water production by Armidale and Guyra WTPs over 2014 to 2018. This is daily annual average demand and need to be adjusted for seasonal variations.*

## 4.2 Drought Management Team Roles and Responsibilities

### 4.2.1 Activation and Setting Restriction Level

ARC General Manager can proclaim this drought management plan to be in force once General Manager determines that Trigger 1 has been reached. This decision should be ratified by Council.

The General Manager has the authority to change the restriction levels on the advice of the Chair of the Drought Management Team (DMT). Changes to Water Level Restrictions should seek adoption at a Council meeting.

### 4.2.2 Drought Management Team

The General Manager will appoint the drought management team (DMT) and will activate/deactivate DMT as required. Roles and responsibilities of DMT are in the Table 3.

**Table 3: DMT Roles and Preliminary Responsibilities**

<b>Chair</b>	Levels 1, 2, 3 and 4 : Manager of Utilities Levels 5: Director Businesses and Services
<b>Responsibilities</b>	Coordinate the activities of the team Communicate with Council Communicate with government agencies – high level Communicate with senior management
<b>Incident Manager</b>	Levels 1,2,3 and 4 : Operations Engineer Level 5: Manager of Utilities
<b>Responsibilities</b>	Monitor and assess data Provide an assessment of the situation Brief the DMT Chair and Council Allocate roles to team members, including stand-ins Prioritise tasks and develop response actions Ensure adequate facilities and resources – both specialist and support Communicate with stakeholders, neighbouring LWUs, government agencies and major customers – action level Hold regular team meetings, and chair if the Chair is not available Monitor the use of actions and their effectiveness Monitor team member performance and take action if required Determine completion of the response phase, and commence recovery Post incident, coordinate review of incident and update of the Drought Management Plan

<b>Communication Manager</b>	Nominated officer from Media, Communications and Engagement
<b>Responsibilities</b>	Support the DMT Chair and Incident Manager with communication Prepare communication material as appropriate Issue media statements and interviews if appropriate (and approved by the Director or GM) Maintain media database including social networks Monitor and manage social networks communication
<b>Administrative Support</b>	General Manger to nominate or redeploy one of the staff for administration support
<b>Responsibilities</b>	Record keeping Prepare progress reports as required for distribution to DMT members
	Provide administrative support, telephone answering, email first review and general office duties Attend and minute meetings
<b>Water Efficiency Officer</b>	General Manger to redeploy one of the staff as Water Efficiency Officer
<b>Responsibilities</b>	Promote Water Conservation Work with commercial and institutional customers high water users to help achieve water efficiency Support the Incident Manager and Chair
<b>Support Team</b>	Chair to nominate as required depending on the severity of the incidence
<b>Responsibilities</b>	Support the Incident Manager and Chair

## 4.3 Demand-Side Action Plan

### 4.3.1 Water Restrictions

Water restrictions aim to reduce water demand by customers through regulating the type and duration of water-using activities. If not specifically mentioned, the restrictions of each level apply to the all higher levels. For example, if fixed hoses are prohibited for Level 2, fixed hoses are also prohibited for the higher levels.

A schedule of the water restrictions levels, their definitions and comprehensive list of proposed rules in each category of restriction are provided in **Appendix B**.

## 4.4 Supply-Side Action Plan

When drought occurs, actions must be taken to mitigate the effects of water shortage and to ensure that a reliable water supply is available to meet the health and safety needs of the community while supporting the economy. Supply-side actions are actions taken by Council aimed at supporting the restrictions as well as preparing for worsening situations.

### 4.4.1 Staged Action-Plan

Drought management supply-side actions should be implemented while the community, guided by Council, takes action to reduce water demand using water restrictions as one of its strategies. The supply actions are proposed to be implemented within a time frame so that water supply is sufficient to sustain the estimated water demand at the particular water restriction level. The supply-side actions are actions that the Council will undertake to continually supply water to its customers during drought. Alternative water supply options are described in Section 6.3.2.

In 2015 Armidale Dumaresq Council engaged WREMA Pty Ltd to undertake the secure yield study of the Armidale water supply in accordance with NOW (2013) guideline 'Assuring future urban water security – Assessment and adaptation guidelines for NSW local water utilities – DRAFT – December 2013'. The study found that the Malpas dam can meet the demand of Armidale for many years to come for stationary climate while satisfying NOW (2013) 5/10/10 rule. However, in response to the drought (2019) and in consultation with Department of Planning Industry and Environment (DPIE)

officers, Council engaged NSW Public Works to update the secure yield of its water supply dams by extending the climate data to include the recent drought. The study found that the secure yield of the water supply dams were severely impacted by the drought (2019) and the secure yield of water supply dams can meet the current unrestricted demand under stationary climate but can not meet the future demand under stationary climate or the current restricted demand under climate changed scenarios. ARC is working with DPIE Water and NSW Public Works to develop a strategy to secure water for the region.

Table 4 lays out how supply actions are implemented as restriction levels are increased.

**Table 4: Staged Drought Supply-Side Actions**

Level	Supply Side Activity	Potential Daily Supply, ML/day
1 Low	Consider to stop the operation of Scour Valves at the dams.	7.4 (80% average)
2 Moderate	Stop the operation of Scour Valves at the dams. Stop flushing of Council mains and reservoir cleaning.	7.0 (75% average)
3 High	Consider to operate Puddledock dam for regular supply while keeping Malpas for more serious drought to come.	6.6 (70% average)

	Consider to operate ground water bores if available.	
	Stop environmental flows at Malpas dam when the dam level reaches 55% and below.	
	Investigate re-use of the backwash water.	
	Investigate the re-use of STP effluent at the sewer treatment plant or other water sources for watering of Council's parks in the city area.	
4 Very High	Operate Puddledock dam for regular supply while keeping Malpas for more serious drought to come.	6.4 (65% average)
	Commence work on the re-use scheme if found feasible.	
	Investigate the options to reduce evaporation losses from the dam.	
5 Extreme	Operate Puddledock dam in Armidale and ground water bores if available in Guyra for regular supply while keeping Malpas for more serious drought to come.	6.2 (60% average)
	Use alternative sources of water wherever possible	
	Use groundwater from all available ground water bores.	
	Commence work to reduce evaporation losses if they are cost effective.	
	Plan to undertake water quality testing as dam level drops which in turn will help modify the treatment processes when required to handle the change in incoming raw water quality	
	Prepare for Water carting to Guyra.	

#### 4.4.2 Water Carting

Water cartage to Armidale City is impractical and expensive. However the water carting from Armidale to Guyra may be feasible. It is anticipated that water carting to Guyra would require 6 large trucks or semi-trailers carting water for 10 hours per day (20 kl per load x 5 loads per day x 6 trucks = 0.6MI / day). It was learned in 2019 drought it is beneficial to cart water earlier than when dam is empty so that the supply is maintained half by dam water and half by carted water resulting in less trucks on the local roads per day. Additionally, it will avoid the risk that Guyra town not getting water if highways are blocked..

Technical and financial assistance towards the cost of water cartage is available from the NSW Government but is subject to quantities and cartage arrangements being agreed with DPIE Water. Further details regarding water carting are provided in the DPIE Water document titled "Drought Relief for Country Towns".

#### 4.5 Monitoring During Drought

The following monitoring will be carried out during drought. Some of the items listed below are recorded on a regular basis as part of the water business requirements:

- ☐ Daily water demand
- ☐ Daily supply from each source (including non-drinking water)
- ☐ Daily monitoring of water sources (river flows, dam levels, groundwater table level)
  
- ☐ Daily temperature and rainfall
- ☐ Impact of restrictions on water consumptions
- ☐ Comprehensive testing of water quality from any emergency supply such as new bores before commencing supply. Assistance is available from NSW Health
- ☐ Ongoing water source quality:
  - Electrical conductivity (monthly)
  - Total Dissolved Solids (monthly)
  - pH (daily)
  - Alkalinity (monthly)
  - Algae levels (daily)
  - Taste and odour (on complaint)
  - Chemical analysis (monthly)
  - Microbial analysis (weekly)

A chart showing the daily demand, restriction level, temperature and rainfall is to be prepared and updated at least weekly.

Deep water samples are also need to be tested for chemical and physical analysis to adjust the treatment processes if required as the dam level goes down.

Monitoring is intended to provide effective management of the incident. Some or all of the data may be used as part of the communication campaign.

## 4.6 Communication Strategy

### 4.6.1 Community

#### Purpose

The purpose of the communication strategy is to:

- ☐ Communicate the restriction levels and expected behaviour in a timely and effective manner
- ☐ Provide general information to the community and businesses and enlist its support and understanding to the actions taken by ARC

#### Channels

Some of the communication channels that may be used:

- ☐ Advertisements on radio, television and newspapers
- ☐ Press releases
- ☐ Social media
- ☐ Interviews / media conferences / presentation to community group meetings
- ☐ Signs in key locations and major roadways
- ☐ Place copies of the restrictions notice on common noticeboards around the town
- ☐ Have the restrictions explained in schools so that the message gets taken home
- ☐ Letterbox drop of the notice and Brochure or mail out to all residents and business. Include these with water bills
- ☐ Rangers carrying additional brochures to be passed out where they initially warn residents
- ☐ Announcement by high profile persons (e.g. Mayor)
- ☐ Develop a program to make hotel and motel guests aware of the restrictions in place

### Messages

Typically, the messages include:

- ☐ Restriction levels and what they mean
- ☐ Background / need
- ☐ Effort by Council and stakeholders (e.g. supply side projects)
- ☐ Contact for special cases / exemptions / additional information
- ☐ This is not a failure, but an event that occurs due to circumstances, and it is managed appropriately.

### Contact List

**Table 5: Contact Details of the Local Media**

Organisation	Address	Phone
Armidale Express	115 Faulkner Street ARMIDALE 2350	02 6776 0500
The Guyra Argus		02 6776 0500
Radio 2AD	123 Rusden St Armidale 2350	02 6772 1144
FM 100.3		02 6772 1333
2TM (gives their news to the above)	Radio Centre, Goonoo Goonoo Road, South Tamworth	02 6765 7055 02 6765 9585



2ARM- FM 92.1 Armidale Community Radio	PO Box 707 ARMIDALE 2350	02 6772 1486
Tune! FM UNE 106.9 FM	University of New England ARMIDALE 2350	02 6773 2399
ABC New England North West	470 Peel Street Tamworth 2340	02 6760 2411 Fax: 02 6760 2499
Prime Television Tamworth	PO Box 634 Calala 2340	02 6761 9777
NBN Television	226 Bridge St TAMWORTH 2340	02 6762 1990 Fax: (02) 6762 1995
TEN Television (Northern NSW)	Shop 4 Tamworth Lifestyle centre 31-41 The Ringers Rd. Tamworth 2340	02 6763 2700
SBS Television		1800 500 727

#### 4.6.2 Agencies

##### Purpose

The separate communication strategy is required for regulators, other government agencies, Water Managers and neighbouring utilities in order to:

- ☐ Share resources for managing the drought
- ☐ Apply for regulatory and financial support as required
- ☐ Obtain access to alternative water sources.

##### Contact List

**Table 6: Contact Details of Government Agencies**

Organisation	Name	Phone	Email
DPIE Water	Glenn George, Regional Manager North	02 6653 0127	glenn.george@dpie.nsw.gov.au
EPA	Michael Lewis, Regional Operations Office -Armidale	2 6773 7000 0418 208 635	Michael.Lewis@epa.nsw.gov.au
NSW Health	Glenn Pearce, Senior Environmental Health Officer	02 6764 8000	glenn.pearce@hnehealth.nsw.gov.au,
NSW Fire Brigade	66 Barney St ARMIDALE 2350	02 6771 5076	
Rural Fire Services	Fire Control Centre	02 6771 2400	



	Mann St ARMIDALE 2350		
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## 5 Recovery Strategy

The recovery process will commence at the end of the response operations. The end of the drought should start with Council revoking drought conditions. The DMT will cease operation, but members will still be available to assist the Recovery Coordinator, mainly in debriefing and assessing the response.

A Recovery Coordinator will be appointed by the DMT to oversee the recovery process. The Recovery Coordinator will be responsible for:

- ☐ Preparing a response report and recommending actions based on the experience. The report will be submitted to the General Manager within 4 weeks of revoking the drought condition and to Council within 8 weeks. Once endorsed by Council the report will become the main component of the preparedness stage
- ☐ Assessing the remaining drought impacts and determining the appropriate personnel to co-ordinate the recovery activities. This will be based on the drought recovery survey described below.

A drought recovery survey will be developed to evaluate the recovery process needed to restore the physical infrastructure and the restoration of emotional, social, economic and physical wellbeing. The drought recovery survey will assess the following criteria in order to determine the recovery actions required:

- ☐ **Ownership:** Determine the ownership of private or public asset and the source of assistance that may be available
- ☐ **Severity of impact:** Develop a scale to determine the severity of social, economic and financial impact to be based upon
- ☐ **Time to recover:** Evaluate a timeframe required to recover from the drought impact
- ☐ **Cost of impacts:** The financial loss due to the drought impact
- ☐ **Resources required:** Resources (financial and others) required to complete the recovery process

With the outcomes of the drought recovery survey, ARC will be able to seek the appropriate resources to address the recovery needs. The recovery process will involve restoring the community to the point where normal social and economic activities may resume.

ARC will not compensate private customers for costs or financial losses caused by the drought. ARC, however, will assist customers and co-ordinate activities associated with seeking compensation from other sources such as government and insurance companies.

When the drought period is considered over and the conditions return to normal, the following actions are to be considered:

- ☐ Reviewing the Drought Management Plan and actions in the light of experience
- ☐ Insurance compensation
- ☐ Government assistance
- ☐ Liaise with tax office to provide tax relief (reduction or delay of payment deadline)
- ☐ Develop rehabilitation/recovery programs based on the drought recovery survey

- ☐ Ensure fire control programs are in place
- ☐ Assist the community in resolving conflicts.

## 6 Water Supply Scheme

### 6.1 Location

Armidale Regional Council (ARC) located in the New England Region of New South Wales, is half-way between Brisbane and Sydney, and was formed from amalgamation in 2016 of the former Armidale Dumaresq Council and adjoining Guyra Shire Council. ARC is also the Local Water Utility (LWU). Armidale city, as the region's centre, has a population of about 22,000 and a further 2000 live in Guyra 35Km north of Armidale and 6000 in rural areas and other villages.

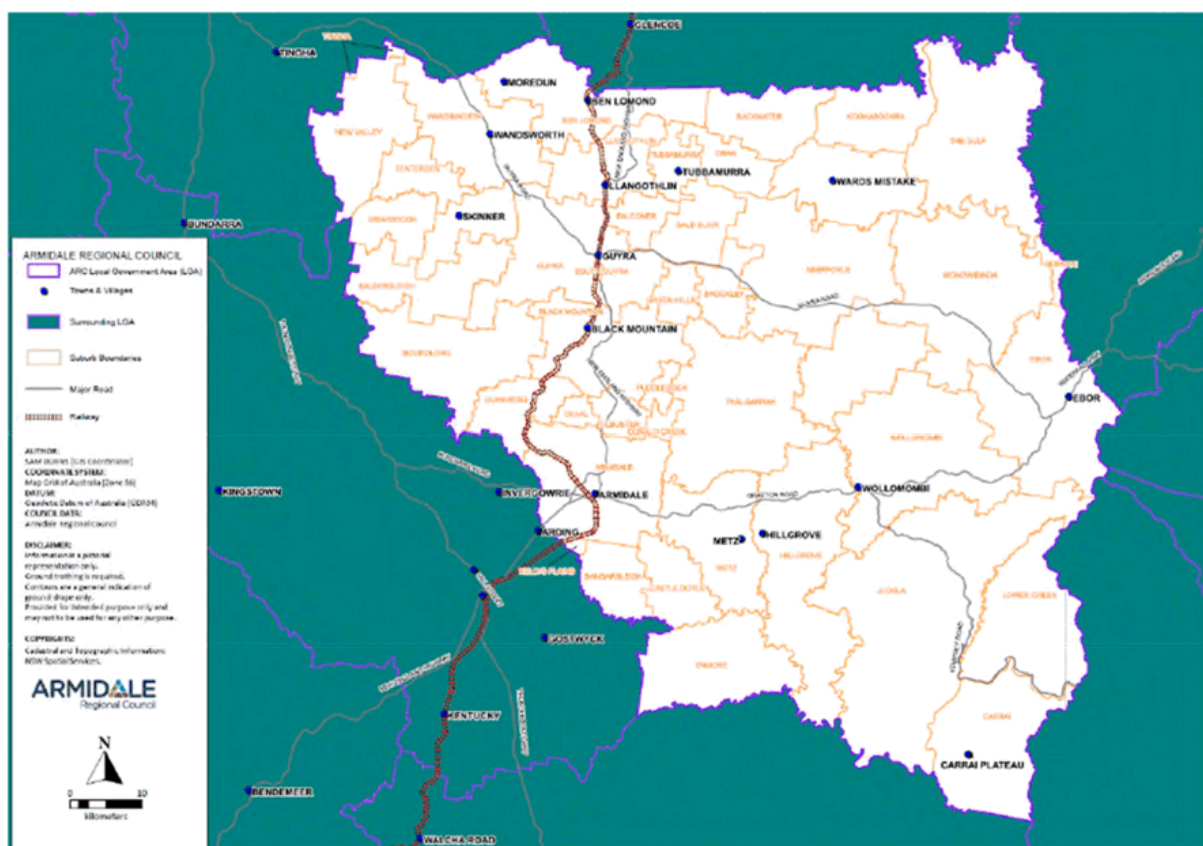


Figure 1: Location Map

### 6.2 Existing Water Supply Schemes

ARC has two water supply schemes for Armidale and Guyra as shown in Figure 2.

Armidale's main water source is Malpas Dam holding 12,260ML and was built in 1968. The dam provides a high level of drought security to Armidale, confirmed in a recent review of the dam's secure yield. Puddledock and



Gara Dams have been retained as backups in case the supply from Malpas Dam needs to be interrupted for operational reasons. Pipes from all three dams manifold to a common DN450 steel inlet to the single Water Treatment Plant on north side of town. Water Treatment Plant consists of Coagulation and flocculation, Horizontal sedimentation tank, Ozonation Plant, Biological activated carbon filtration and Soda ash, Chlorine gas and Fluoride dosing units. Ozonation plant was installed in 2008 and has design capacity of 22.5 ML/d. Finished water gravitates or pumped to various clear water reservoirs and then to the customers.

Guyra's town water is sourced from two small dams located on the Gara River, 7km north of the town. Hydrologic studies show that the dams are too small to guarantee supply during an extended drought. The 'secure yield' of the dams is 390 million litres a year compared to an average annual usage of 435 million litres.

Two 70L/s duplicate pumps transfer raw water from Guyra #1 Dam via parallel rising mains to a 0.4 ML balancing tank and then water gravitates to the water treatment plant. The plant has a nominal capacity of 6.05 ML per day and is located approx. 2.5km north of Guyra on Falconer Road. After treatment, water is pumped to two clear water reservoirs, 0.9 ML and 2.5 ML capacity. From the reservoirs, water is distributed by a gravity reticulation network to consumers including a large scale glasshouse farm to grow tomatoes. One exception is the supply by a dedicated line from the treatment plant to the old Abattoir site on the northern side of Guyra which now operates as a rabbit farm.

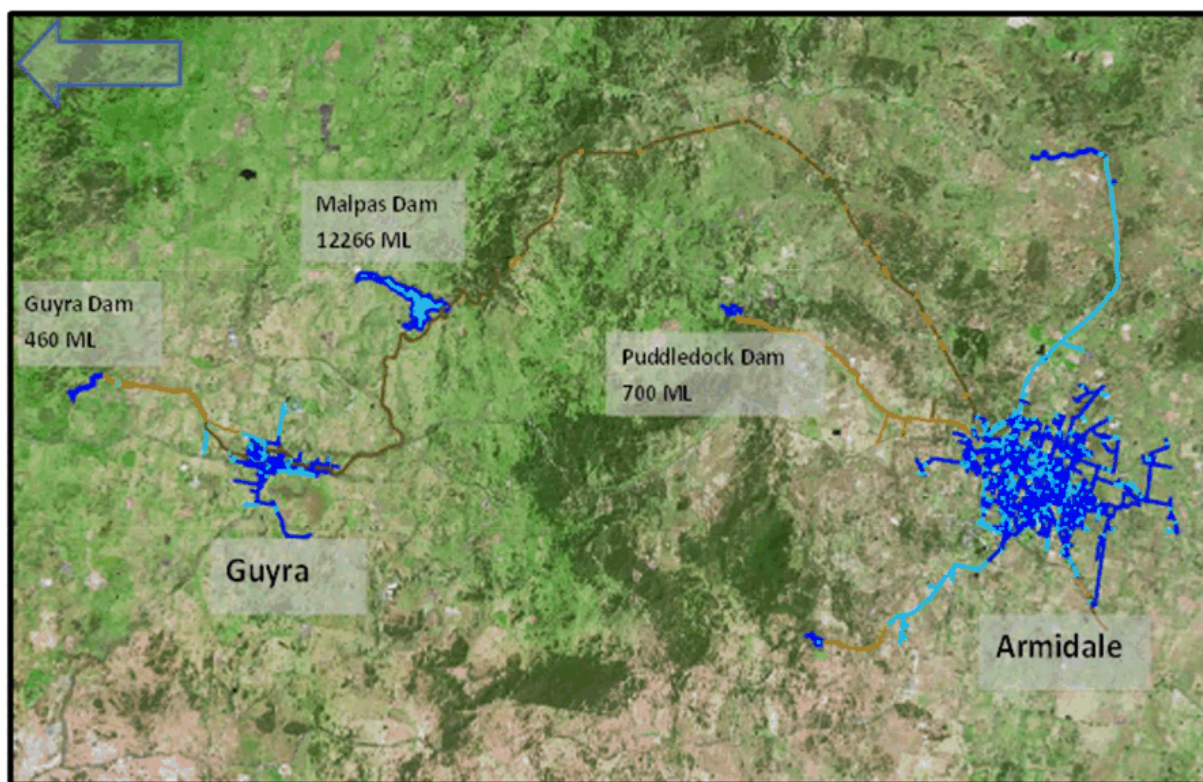


Figure 2: ARC Water Supply Schemes

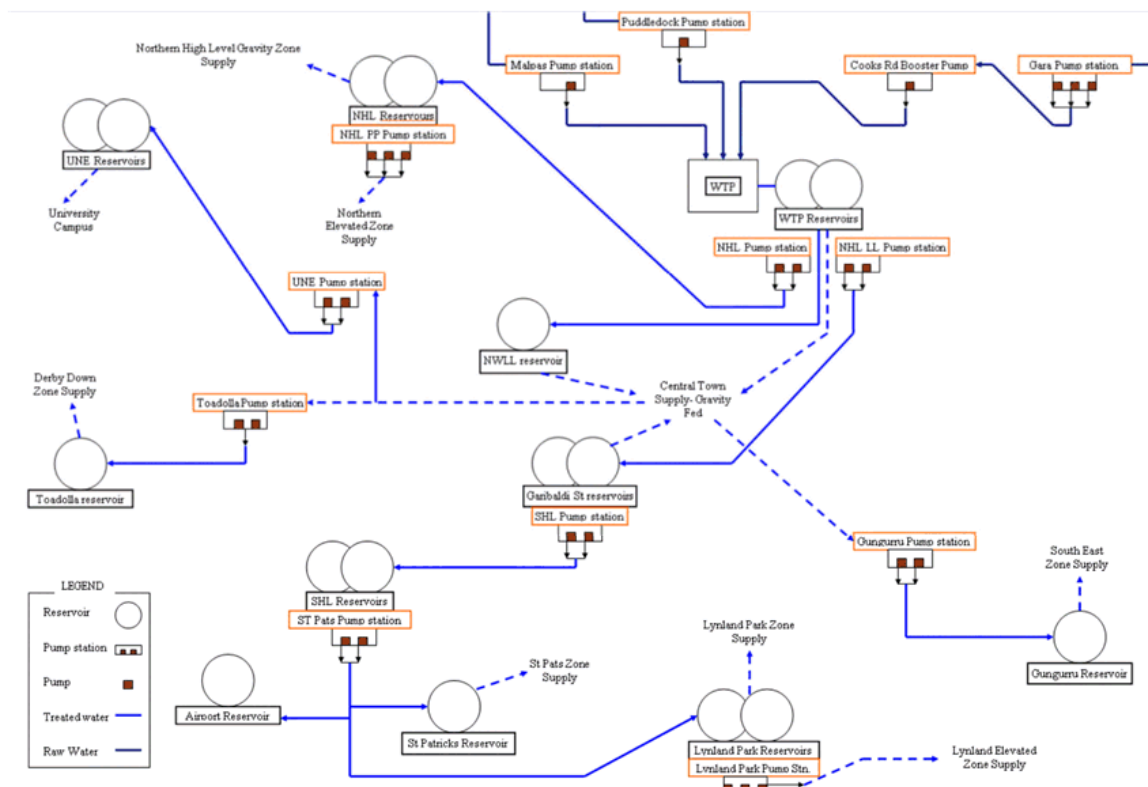


Figure 3A: Water Supply Scheme – Armidale

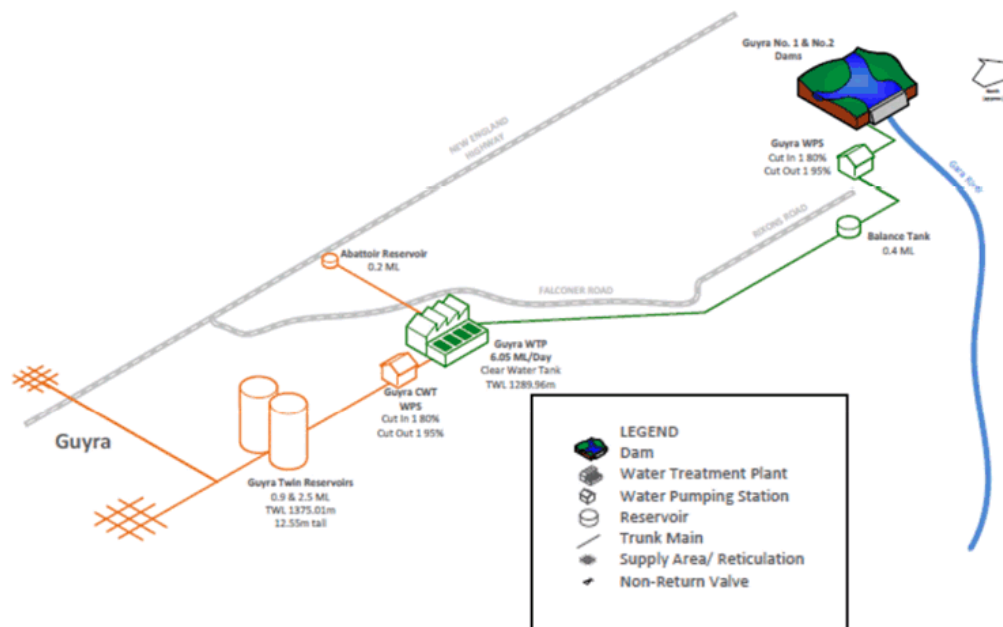


Figure 3G: Water Supply Scheme – Guyra

## 6.3 Water Sources

### 6.3.1 Existing Sources

Armidale water supply scheme has 3 water supply storage dams; Malpas, Puddledock and Gara Dam and Guyra water supply has two small dams as shown in Fig 4. Malpas can also supply to the Guyra. There is 1 additional Dumaresq Dam in Armidale but is used only for recreational purpose.

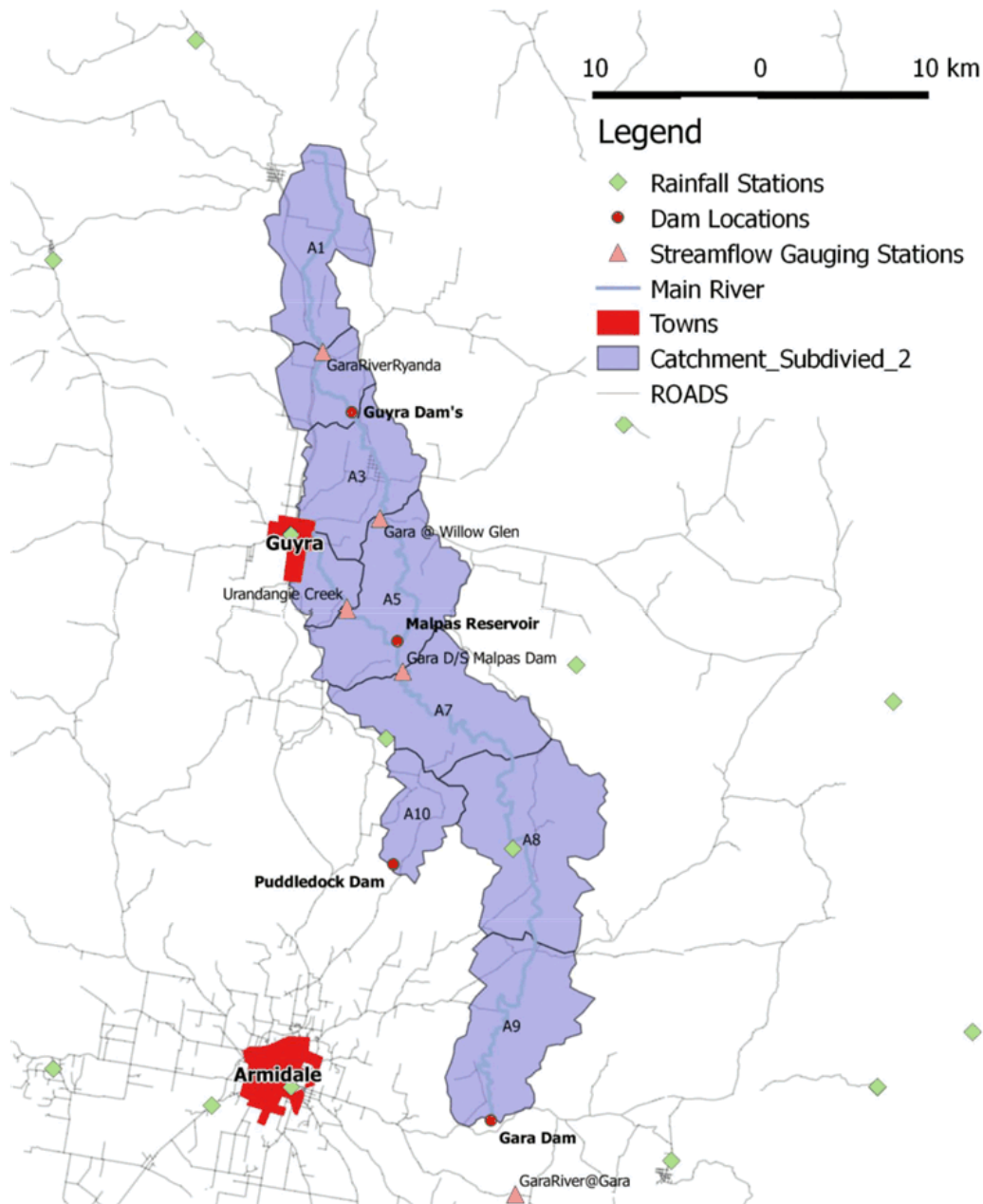


Fig 4: Gara River Catchment



Brief details of all water source dams are provided in the Table 7.

**Table 7: Brief details Water Supply Sources**

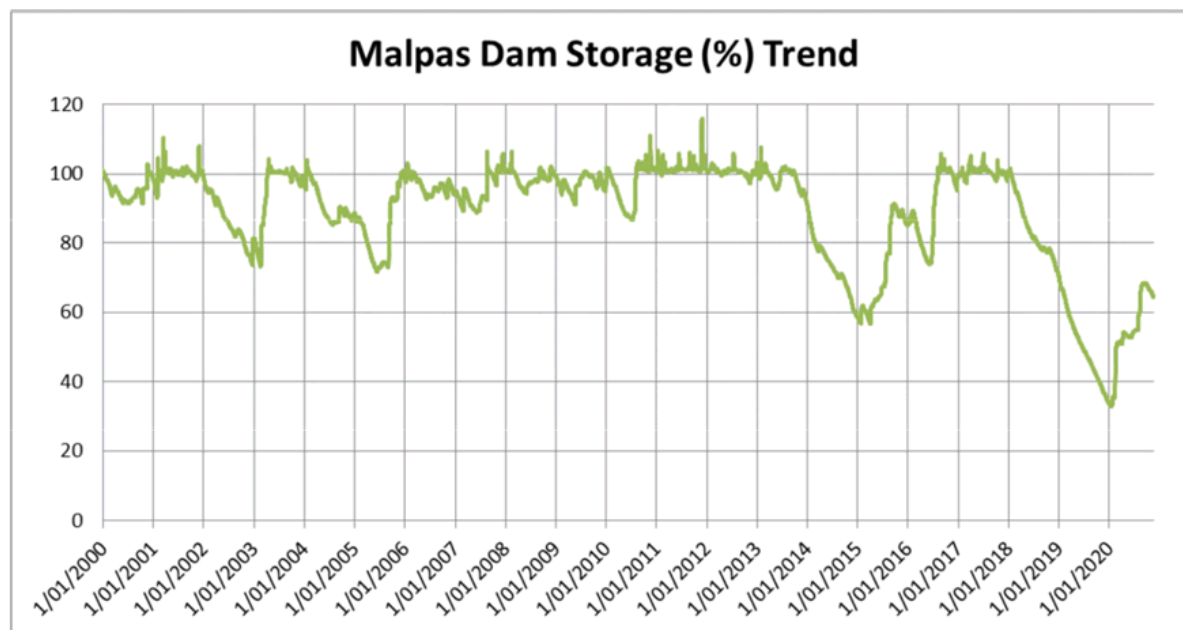
Dam	Catchment Area (km2)	Total Capacity (ML)	Dead Storage (ML)	Inundated area at FSL (ha)	Licenced annual extraction volume (ML)*	Enviro release (ML/day)	Headworks Transfer Capacities (ML/day)		Spillway Elevation (m)
							Gravity	With Pump	
Armidale Water Supply Scheme									
Malpas Dam	196	12,266	105	179.67	6772	1-3#	19.0	25.9	1175.70
Puddledock Dam	24	696	-	14.10	-	unknown	1.0	6.0	1063.71
Gara Dam	397	219	-	9.40	130	0.2	n/a	4.8	943.03
Guyra Water Supply Scheme									
South Guyra Dam	74	112	2	4.78	729	-	n/a	6.0	1262.8
North Guyra Dam	73	352	52	13.58	-	-	n/a	n/a	1267.3

*#If inflows measured at Willow Glenn are less than 1ML/day then release is inflows plus 1ML/day, if inflows are >1ML/day but < 6ML/day then outflows ≥ 2 ML/day, if inflows are >6ML/day then outflows ≥ 3 ML/day. The release will cease when dam levels reaches to 55% of its total capacity.*

*\*Based On Bathymetric Survey – CEH 2015 for Guyra Dams and Michel 1999 in case of Malpas/Puddledock and Gara.*

Malpas has a catchment of about 195km<sup>2</sup> which includes the catchment for Guyra's two water supply dams. The dam was designed with the potential to add gates to the spillway to double storage capacity. Design drawings show a future Full Supply Level about 5.5m (18 feet) higher than the current spillway level. The 35km long delivery pipeline from Malpas Dam to Armidale is mostly DN450 MSCL pipe. Under gravity the main can deliver 220L/s from Malpas to Armidale. A water pumping station was built in 1987 just downstream of the Dam which can boost flow to 300 L/s.

Water restriction was imposed in Armidale water supply scheme in 2019 for the first time since Malpas dam was built. Record shows the dam storage went down to 5000ML (38.5% of then capacity 13000ML) in May 1981. The dam recorded 32.8 in January 2020 which is the lowest level recorded as shown in Fig 5 .



**Fig 5: Malpas Dam Historical Storage**

Puddledock dam is on Puddledock Creek about 14km northeast of Armidale and was built in 1928. Gravity supply from the dam to Armidale Water Treatment is very limited, about 1ML/day through a DN300 pipeline. The small Puddledock water pumping station can boost the supply to 6ML/day if Malpas Dam is offline. Council has secured NSW Government Safe and Secure funding to replace much of the pipeline and relocate the booster station to enable 10ML/d to be drawn from Puddledock Dam. This work is expected to commence in the first half of 2021.

Gara Dam is a small concrete gravity dam on the Gara River about 13km east of Armidale. The dam was built in the 1950s. Supply from the dam must be pumped to get it to the Water Treatment Plant. There are two booster pumping stations on the DN250 delivery main, both in poor condition. Council is considering for decommissioning of the dam.

Two Guyra dams North and South (also known as Top and Bottom or Dam 2 and Dam 1 respectively) are located on the Gara River about 7km north of Guyra town. South or Dam 1 was built in 1957 and the North or Dam 2 was built in 1967 in such a way that the Dam 2 flows directly into Dam 1. The Dam 2 was designed with the provision to raise the height of dam wall by a further 3.3m. A pump station fitted with duty/standby pumps rated at 70 l/s pumps water from South dam (Dam 1) to 0.4 ML balancing tank and then water gravitates to the water treatment plant. Frequent restrictions have been applied in Guyra in last three years but there is no record of restrictions prior to that.

All of ARC dams had a history of cyanobacterial (blue green algae) events and ARC undertakes regular algae monitoring of all of its dams. Cyanobacteria when in excessive number can cause odours, taints and tastes. They can also produce harmful toxins.

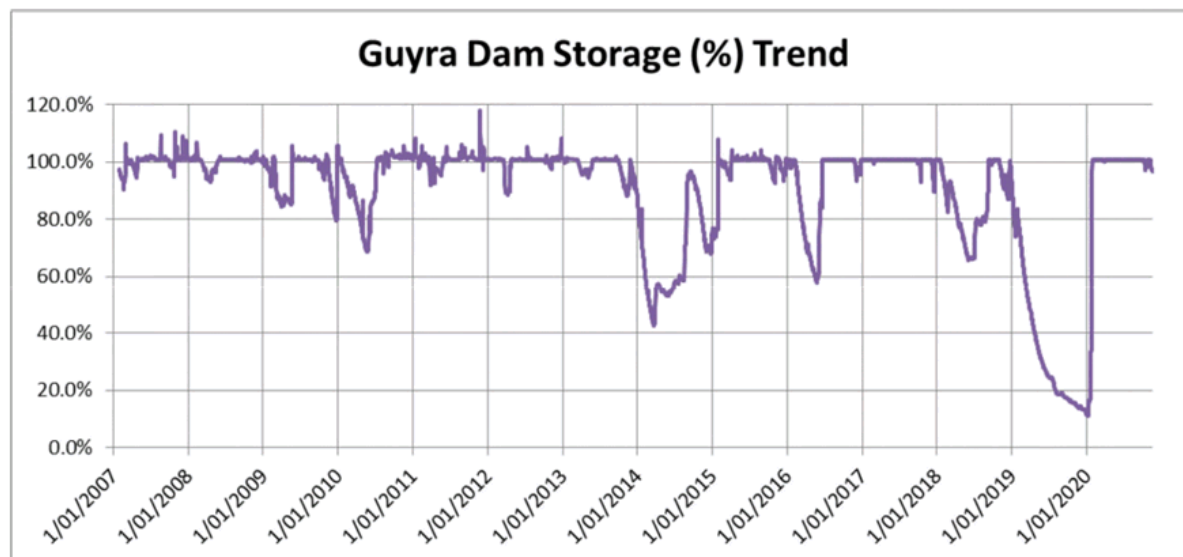


Fig 6: Guyra Dams Historical Storage

### 6.3.2 Potential Sources

Alternate sources of water in Armidale Regional Council area are limited. Few of them are discussed below and will also require further investigation if they can be used in drought.

#### Dead Storage

Dead storage is the lowest portion of dam storage that is usually not accessible under normal operations. Water quality is generally quite poor when water levels drop to such low levels. There may be opportunities to use dead storage water for non potable use.

#### Ground Water

Council is seeking approval from NRAR for Water Access Licences to extract groundwater from four bores in Guyra. Council has sought a maximum extraction of 512 MLs per annum from the bore network to be piped to Guyra's water treatment plant.

#### Water Cartage

Water carting to Armidale may be very difficult and expensive. Any potential water source in case of severe drought in Armidale is from Tamworth, Bellingen or Inverell which all are 100 to 200Km away from Armidale. Using \$0.56/Km/KL (the figure sourced from Coffs Harbour Drought Management Plan 2012 which in turn was based on carting event from Berridale to Cooma to relieve a blue-green algae incident and the cost was slightly less in case of carting water from Armidale to Guyra in 2019) for transport, it will cost about \$267 K daily or \$8M for a month to supply 50 % of average demand of 6.35ML per day. It will

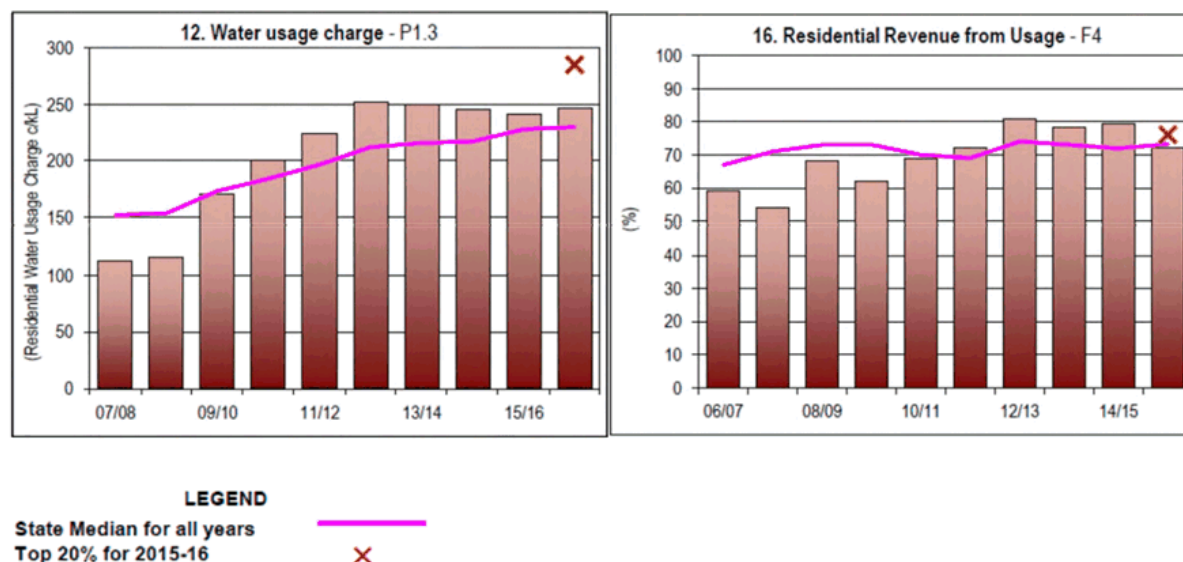
require 2 trips for 45 water trucks each with 35KL capacity. The exercise is going to be difficult to manage logistically and is also very expensive.

However, water carting may be possible in case of Guyra scheme. It is anticipated that water carting from Armidale to Guyra would require 6 water trucks each with 20KL capacity for 10 hours per day (20 kl per load x 5 loads per day x 6 trucks = 0.6ML / day) to supply 50 % of average demand of 1.22ML per day. It will approximately cost \$12K per day to maintain the supply of 50% of average demand.

Technical and financial assistance towards the cost of water cartage is available from the NSW Government but is subject to quantities and cartage arrangements being agreed with DPIE Water.

## 6.4 Water Demand

### 6.4.1 Water Pricing



**Fig 7: Water Usage Charge and Residential Revenue from Usage** (Source: ARC TBL Water Supply Performance 2015-16)

NSW Best-Practice Pricing states that at least 75 % of residential revenue is from water usage charges for utilities with 4,000 or more connected properties and is at least 50% for smaller utilities. Armidale Regional Council's water usage charge is slightly above state median and its residential revenue from usage charge is around 75% for a few years, which should provide a strong pricing signal as anticipated in NSW Best-Practice Management Framework.

### 6.4.2 Water Users

Population of Armidale Regional Council is 30,311 (ABS ERP 2016). It is estimated that 22,000 people in Armidale, 2000 people in Guyra is covered by reticulated water supply system. The remaining population of about 6,000 are currently obtaining water from rainwater tanks and private bores.



As the drought becomes more severe there will be an increasing number of rural properties with rainwater tanks requiring refill from the town water supply system. This may create an additional demand of about 1ML per day (6000 x 150 Lpcd) in Council's water supply system. These are generally accessed from standpipes in Armidale (2) and Guyra. The standpipes are metered and charged using a credit card. The standpipes have been restricted to residents of ARC Local Government Area, but this was difficult to monitor and there was evidence of residents and water carters transporting water outside of the LGA.

ARC's water supply dams were designed and constructed solely to provide for the long-term security of town water supply during any drought. Environmental release from Malpas dam will cease when it gets to 55% of its storage and the other dams do not have requirements for environment release. However farmers living along the Gara River downstream of the dams may demand water release which may not be possible to meet.

### 6.4.3 Historical and Current Water Usage

User pay pricing was introduced in the 1990's, which resulted in a 35% reduction in consumption. Nevertheless, household water consumption is higher than NSW State average and national median as shown in the Fig 8. There has been significant increase in water usage price from 2020/21 and its impact is still to be seen.

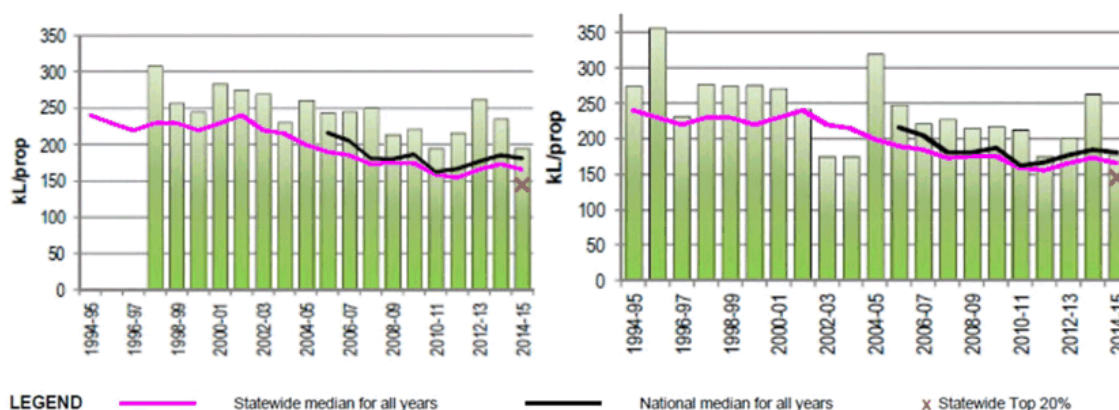


Fig 8: Armidale (left) and Guyra (right) Average Annual Residential Water Usage (kL/property)

In the last 10 years, Armidale average daily water production is 7.65ML with peak daily demand of 18.72ML as shown in the Fig 9.

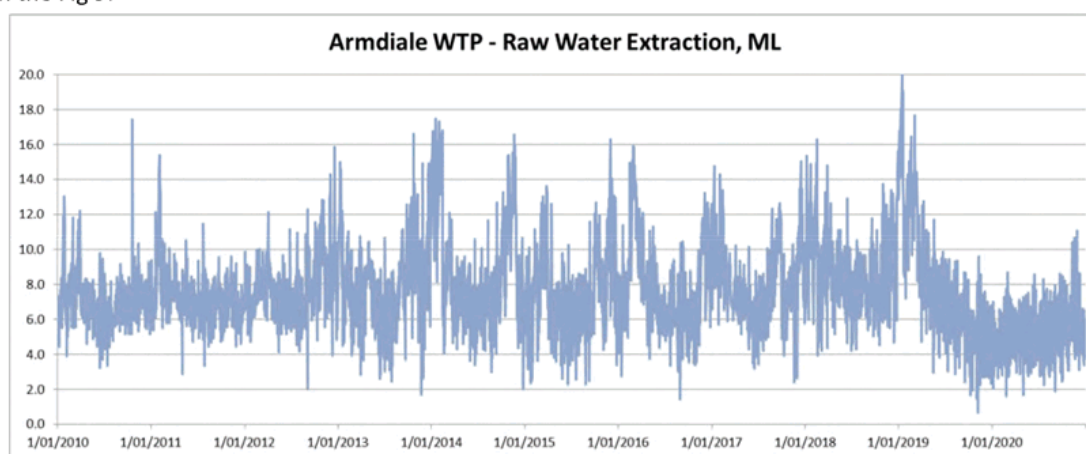


Fig 9: Armidale Historical Daily Water Production, ML

In the last 10 years, Guyra average daily water production is 1.22ML with peak daily demand of 4.71ML as shown in the Fig 9.

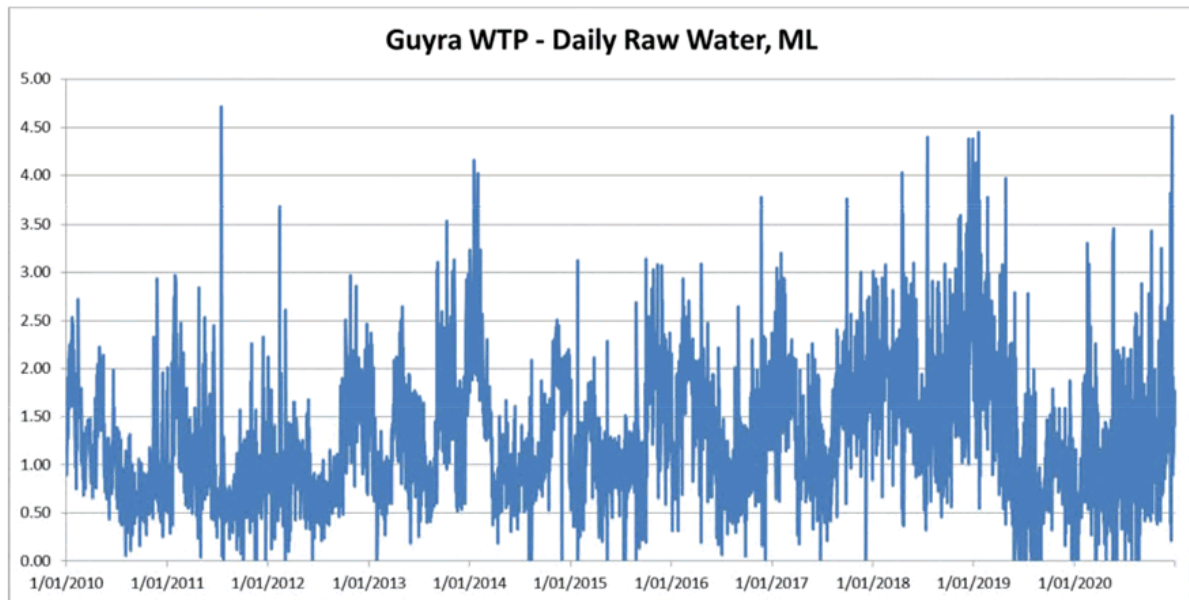


Fig 10: Guyra Historical Daily Water Production, ML

Breakdown of water consumption by customer category is as shown in the Fig 11 and 12. 70% of Armidale water use is from residential customers whereas it is only 32% in case of Guyra. Glass house tomato uses more than 40% of water in Guyra. Target restriction in case of Armidale can be achieved with the focus on residential customers but it may not be possible in case of Guyra without the help from the tomato farm.

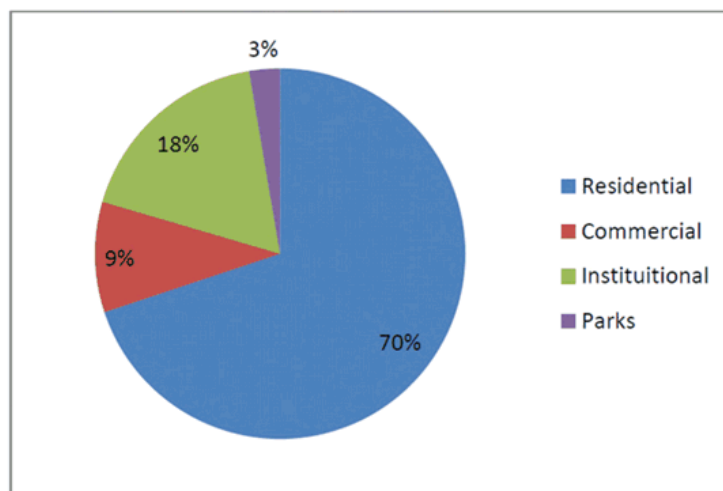
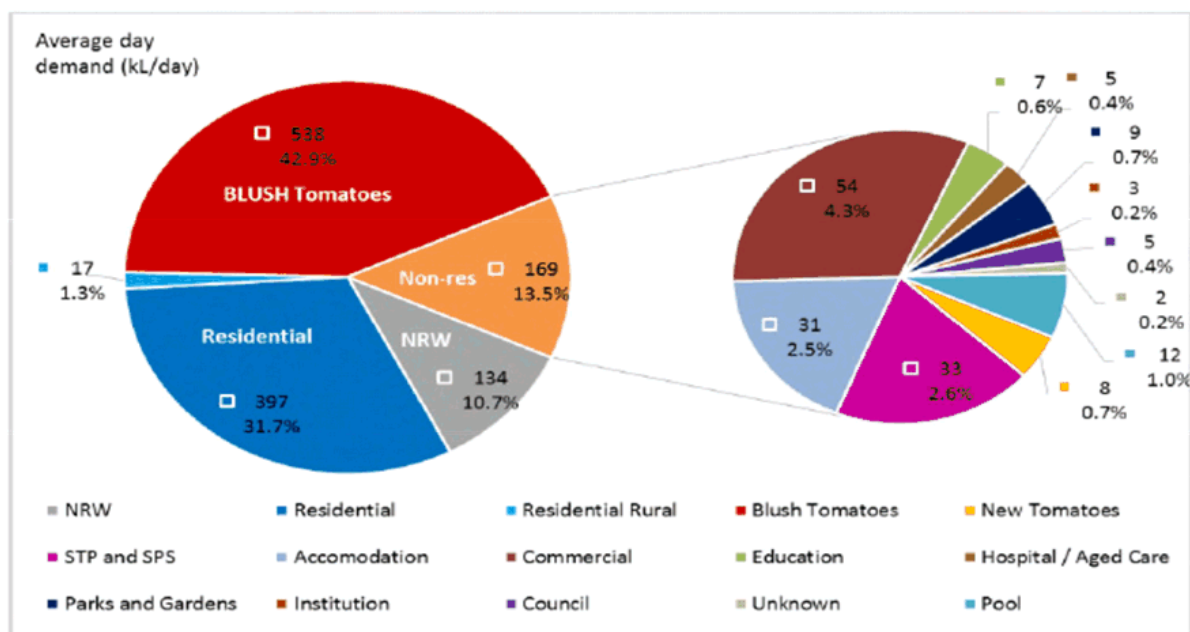


Fig 11: Armidale Average Water Consumption by Customer Category



NRW stands for Non Revenue Water.

Fig 12: Guyra Water Consumption by Customer Category

#### 6.4.4 Top Water Consumers

It is recommended that ARC approaches major water users in advance of drought to make special arrangements for water restrictions during droughts. Whilst it may be the case that significant savings can be made during droughts, many of the large potable water users may not be able to cut back their consumption without affecting their services, production and/or staffing levels. Council should take this into consideration when preparing special arrangements with each customer. The customers with higher non-essential water use should be targeted first.

#### 6.4.5 Dry Year Annual Demand Analyses

Extract of draft IWCM Issues paper have been reproduced below for current and forecasted demand in Armidale and Guyra.

Table 8: Armidale Water Forecast

	2016	2018	2023	2028	2033	2038	2043	2048
Average year metered demand (ML/year)	2,421	2,476	2,617	2,762	2,909	3,064	3,235	3,414
Peak day production (ML/day)	18	18	20	21	22	23	24	26
Dry year extraction (ML/year)	3,675	3,764	3,994	4,230	4,470	4,722	4,999	5,289

Table 9: Guyra Water Forecast



	2016	2022	2027	2032	2037	2042	2046
Average year demand production (ML/year)	425	433	444	456	469	485	504
Peak day production (ML/day)	4.4	4.5	4.6	4.7	4.8	4.8	5.0
Dry year extraction (ML/year)	589	607	625	644	666	690	712

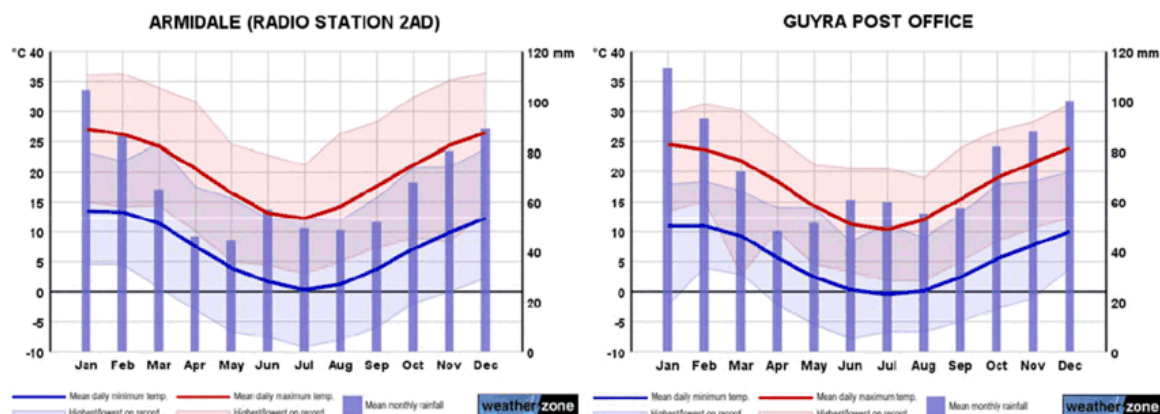
## 7 Climate

### 7.1 Rainfall, Evaporation and Temperature

The New England Region experiences a dry sub-humid temperate climate with the majority of rain falling in the summer months. Average annual rainfall is just less than 800mm in Armidale which goes up to about 900mm in Guyra as shown in Fig: 13 Isohyetal Map for Gara River Catchment. Mean monthly maximum temperatures vary from 26.8 degrees Celsius in January to 10.1 degrees Celsius in July and mean monthly minimum temperatures vary from 13.9 degrees Celsius in January to -1.1 degrees in July. The mean annual evaporation is approximately 1600mm, with monthly values varying from 60mm in June to 210mm in January.



Figure 13: Isohyetal Map



Note: Armidale Radio (BOM station 56002) commenced in 1857 and closed in 1997 and Guyra Post Office (BOM Station 56016) commenced in 1886 and is current.

Fig 14: Armidale (left) and Guyra (right) Climate Data

## 7.2 Climate Change

NSW Climate Impact Profile 2010 predicts some changes to climate. Daily maximum temperatures in the New England/North West region are projected to increase over all seasons by 1–3°C. Rainfall is projected to increase in all seasons except winter, when it is expected to decrease by 10–20%. Evaporation is likely to increase throughout the year. Overall water balance is likely to remain similar to what it is at present, but with some redistribution of runoff likely to produce substantial increases in summer and a substantial decrease during spring and winter.

The NSW Office of Water engaged NSW Public Works to conduct a pilot study to determine the potential impact of variable climatic patterns on 11 local water utility water supply systems in regional NSW. The pilot study found that future secure yield under the methodology proposed by NOW(2013) also known as “5/10/10” rule, is reduced by up to 9% for coastal and table land utilities and by approximately 30% for inland water utilities in mid and southern NSW. The pilot study used 0.9°C global warming by ~ 2030 and the 15 global climate models.

Secure yield of ARC water supply dams were found to be reduced by about 32% with the consideration of climate change (NUWS 2020). The study utilised climate data provided by DPIE Water for a future climate change scenario corresponding to a 1 degree rise in global temperature by year 2030.

## 7.3 Drought Restrictions History

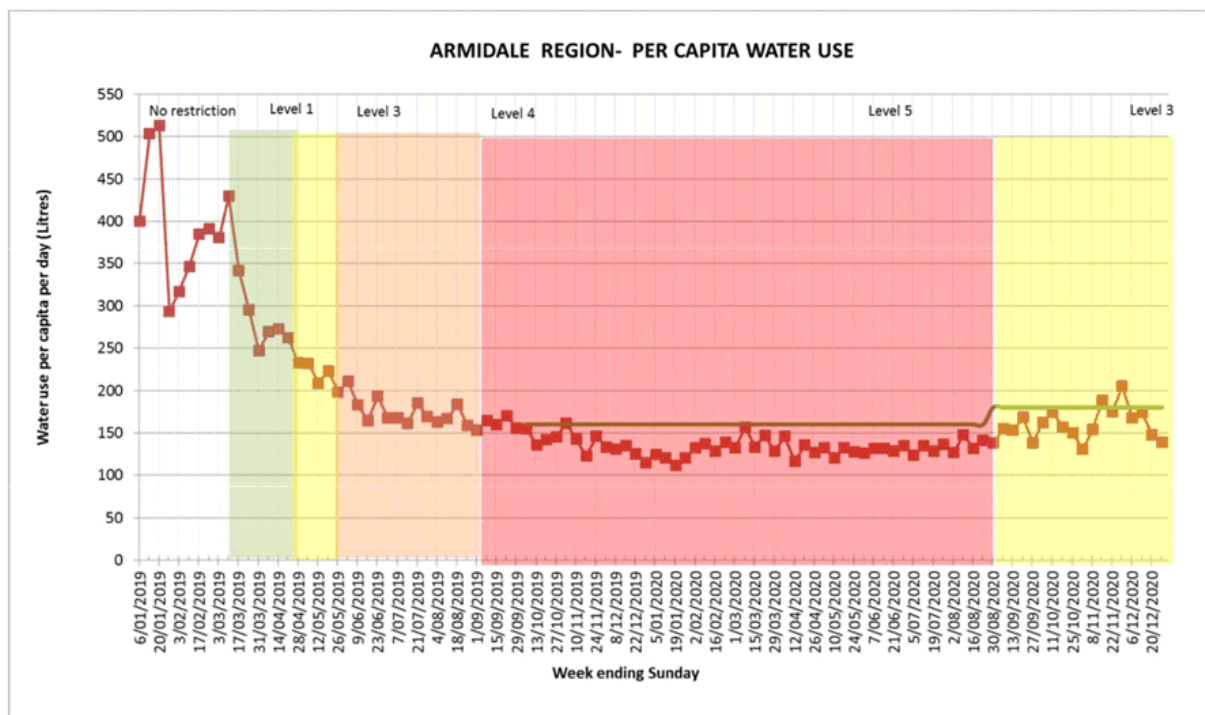
Council introduced water restriction in late February 2019 in Guyra and early March 2019 in Armidale. It was the first water restriction imposed in Armidale since Malpas Dam was built in 1968. However, water restrictions have been applied in the past in Guyra.

Some of the actions Council took during the restrictions are listed below

- Demand management through education, rebates and imposed restrictions;
- Finding and fixing leaks in ageing infrastructure;
- Water carting from Armidale to Guyra;
- Commissioning of Malpas Dam to Guyra pipeline.

- Additional testing – deep water samples
- Targeting high water users to constrain consumption
- Offering rebates on residential water tanks, front loading dish washers and shower heads.

As the drought worsens, higher level of water restrictions was progressively introduced with Level 5 Emergency water restrictions on 24 June 2019 in Guyra and 1 October in Armidale. Residential water consumption was below the target level of 160 litres per capita per day since the introduction of level 5 restriction as shown in the graph below.



**Fig 15: Residential Water Use in Armidale and Guyra combined during the drought**

Some of the highlights of 2019 drought were

- Malpas and Guyra dam catchment, as measured by Guyra Post Office weather station (the Bureau's Station No. 056016), observed 330.8mm of rainfall in 2019 which is NOT only the lowest in 130 years but 40% less than the second lowest (553.9mm) recorded in 1919, exactly a century ago.
- Guyra dam hit the level that it couldn't supply Guyra town forcing water carting from Armidale.
- Malpas dam level fell to 32.8% on 15th Jan 2020. The lowest since it was built in 1970.
- Poor water quality, as dam level drops to unprecedented level, provided extra challenges to treat water.

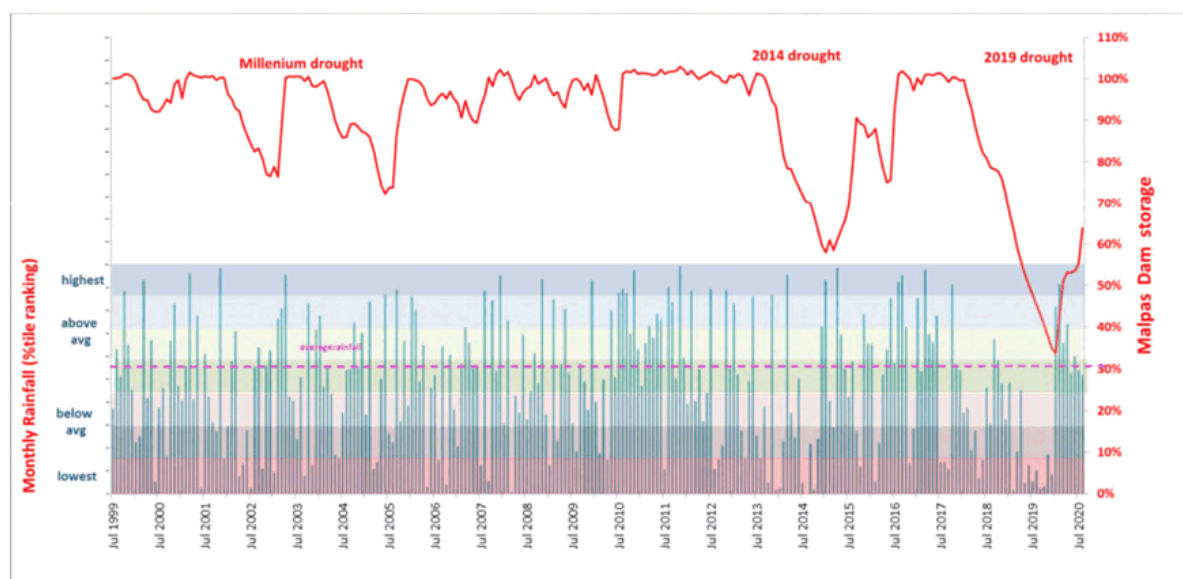


Fig 16: Malpas Dam Storage Trend and the Rainfall in the last 20 years



## 8 Regulatory Framework

### 8.1 Armidale Regional Council

ARC delivers water under the provisions of the NSW *Local Government Act 1993*. Some aspects of the water business are carried out under the provisions of the NSW *Water Management Act 2000*. ARC is empowered to restrict water supply (e.g. by public notice published in a newspaper circulating within Armidale Regional Council area) under the *Local Government (General) Regulation 2005*.

The *Local Government Act 1993* Section 637 reads: “a person who wilfully or negligently wastes or misuses water from a public water supply, or causes any such water to be wasted, is guilty of an offence”. The maximum penalty which can apply is:

- ☐ Maximum penalty: 20 penalty units
- ☐ Current (s17 of Crimes (Sentencing Procedure) Act 1999) penalty unit: \$110

Consumers who are identified breaching water restrictions in place may have their supply cut off or restricted by Council in accordance with Clause 144 of the *Local Government (General) Regulation 2005*.

This plan is administered by the Council. During drought, this plan will be overseen by the Drought Management Team. The implementation of this Drought Management Plan will be the responsibility of the Drought Incident Manager.

### 8.2 DPIE Water

#### 8.2.1 General

DPIE Water works with partner agencies and with the community to provide a reliable, sustainable supply of water for households, irrigators, farmers, industry and the environment.

Available water determinations are made for each water source generally at the start of a water year (on 1 July). The licensed volume or the percentage of the share component is defined by DPI Water. Since the introduction of the *Water Management Act 2000*, DPI Water is preparing water sharing plans for rivers and groundwater systems across New South Wales.

#### 8.2.2 Water Sharing Plans

By setting the rules for how water is allocated for the next 10 years, a water sharing plan provides a decade of certainty for the environment and water users. This not only ensures that water is specifically provided for the environment through a legally binding plan, but also allows licence holders, such as irrigators, who require large volumes of water to plan their business activities.

No water supply dams except Malpas dam are not subject to any water sharing plans. Malpas dam is subject to Water Sharing Plan for the Macleay Unregulated and Alluvial Water Sources 2016 (<https://legislation.nsw.gov.au/#/view/subordleg/2016/385>). The plan was made under section 50 of the Water Management Act 2000 and commenced on 1 July 2016. Section 28 of the plan sets the following rules for Malpas Dam releases (current as January 2017):

***“28 Releases in the Malpas Dam Water Source***

- (1) In the Malpas Dam Water Source, releases of water must be made from Malpas Dam in accordance with this clause.*
- (2) Subject to subclause (3), when inflows to Malpas Dam, as measured at the Gara River at Willow Glen gauge (206035), are:*
  - (a) less than 1 ML/day, a release equal to or greater than the inflows plus 1 ML/day, as measured at the Gara River downstream Malpas Dam gauge (206039), must be made from Malpas Dam, or*
  - (b) equal to or greater than 1 ML/day and less than or equal to 6 ML/day, a release of 2 ML/day or greater, as measured at the Gara River downstream Malpas Dam gauge (206039), must be made from Malpas Dam, or*
  - (c) greater than 6 ML/day, a release of 3 ML/day or greater, as measured at the Gara River downstream Malpas Dam gauge (206039), must be made from Malpas Dam.*
- (3) Subclause (2) does not apply when the Malpas Dam is less than or equal to 55% of the dam’s storage capacity.”*

**8.3 Fire Fighting Requirements**

In spite of the water restriction actions, preference will be provided to accommodating firefighting requirements.

Minimum of 150KL of water is reserved for firefighting purpose in each reservoir, which is able to provide water for 4 hours with a flow rate of 10l/s. In the event that the emergency conditions last for more than 3 days, fire services will be directed to arrange alternate water source (e.g. water tankers) if appropriate.

Council anticipates making available to the NSW RFS all of its tank storages holding groundwater.



## References

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NSW Public Works (2012). Pilot Study Report on Assessing Impact of Global Warming and Climate Variability on Non-metropolitan NSW Water Supplies, prepared for the NSW Office of Water, May 2012.

NSW Urban Water Services Pty Ltd (2014). Guyra Water Supply Yield Study Report, prepared for Guyra Shire Council.

NSW Urban Water Services Pty Ltd (2020). Armidale Yield Study: Progress Report (4) dated October 2020

NSW Government. WaterNSW. Real-time Data Website (2020). Available at <http://realtimedata.waternsw.com.au/>

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Final Report, prepared for Armidale Dumaresq Council.

## Appendix A DPI Water Drought Management Plan Checklist

Extract of DPI Water Best – Practice Management Guidelines – Strategic Business Plan – Drought Management Plan Checklist

### Strategic Business Plan – Check List

#### 6.6 Drought Management<sup>4,8</sup>

- ☐ A. Are all water supply sources suitably monitored (eg. level, flow, relevant water quality) and recorded? If not, implement suitable monitoring and recording.
- ☐ B. Includes a graph of the water demand over time with super-imposed restriction periods, storage/ground water level and relevant climatic data since the last SBP Update.
- ☐ C. Includes a summary of water supply system performance since the last SBP Update and any management/emergency response actions undertaken.
- ☐ D. Review the adopted drought management plan, especially the schedule of trigger points for drought water restrictions and the level of water restrictions, and the associated measures. Update where warranted and include as an Appendix.

<sup>4</sup> All items under this element must be reviewed when preparing the Strategic Business Plan.

<sup>8</sup> A separate Drought Management Plan with NOW Concurrence will not be necessary in the future if these items are addressed in your SBP.

## Appendix B Detailed Restriction Rules

### Details of Restriction Levels and Proposed Rules

In addition to Permanent Water Conservation Measures, there are five levels of water conservation measures/restrictions that correlate to the five drought response levels. A general description of each level of restrictions is included below. The measures also include special provisions for the elderly, infirmed and disabled.

**Permanent Water Conservation Measures:** As part of Councils overall Demand Management strategy in conserving water at all times (during drought and non-drought periods) the following permanent water conservation measures apply;

- Sprinklers / fixed hoses are not to be used for watering of gardens and lawns between; 8.00am to 6.00pm during Eastern Daylight Saving Time; and between 9.00am and 4.00pm Eastern Standard Time.
- Hand held hoses fitted with a trigger nozzle may be used at any time for general watering of gardens and vehicle washing.
- No hosing down of hard surfaces (pressurised hose to be used).
- New turf may be watered at any time with an approved Water Management Plan for up to six weeks from installation of turf.

Permanent water conservation is voluntary only; the Local Government Act and regulation do not currently provide a mechanism to enforce these measures except s637 of the Act which prohibits waste of water.

**Level 1 Low:** This is the first temporary level of restriction and would involve a restriction on the use of hoses and drip irrigation systems during the heat of the day, as well as limiting the use of sprinklers to 2 hours per day. The introduction of this level of restrictions would raise community awareness of drought conditions, however only minor reductions in water consumptions would be achieved.

New turf may be watered at any time with an approved Water Management Plan for up to six weeks from installation of turf.

**Level 2 Moderate:** This level of restriction would involve a ban on sprinklers, as well as limiting the use of hoses and drip irrigation systems to 2 hours per day in order to reduce water consumption to just below average consumption levels. Implementation of this level of restrictions would create some level of inconvenience for the community; however most lawns and gardens would not be significantly impacted.

**Level 3 High:** This level of restriction would further limit the use of hoses and drip irrigation to 2 hours twice a week in order to further reduce water consumption below average consumption levels. Implementation of this level of restrictions would create inconvenience for the community. Some losses of lawns and gardens would be expected at this stage.

**Level 4 Very High:** This severe level of restriction would involve a ban on all outdoor and non-essential usage in order to reduce water consumption to around winter consumption levels. Due to the major impacts of this level of restrictions, implementation of level 4 restrictions would only occur in very rare circumstances. Impacts would include the severe stress, and in many cases dying off, of lawns and gardens. Non-residential customers would be urged to reduce their demand.

**Level 5 Emergency:** This extreme level of restriction would involve an all-out campaign to reduce water consumption to absolute minimum levels (<150 L/person/day). This level of restrictions would involve a major

disruption to normal lifestyles, including reduced shower times, reduced number of washing machine loads and a ban on the use of residential evaporative coolers (except where exemptions apply). Non-residential customers would be requested to restrict the use of water for only essential services. Aggressive water conservation measures are at Level 5 to extend Armidale's water supply for as long as possible, with the possible temporary shutting down of non-essential, water dependent services.

Level 5 Emergency restrictions will have further three 'trigger points', based on the number of days before the town water supply runs out. Level 5 Trigger 1 will commence when total storage level get to about 40 % (or 365 days of water is left in the dam) and progress to Trigger 2 with 250 days and Trigger 3 with 60 days. Each trigger point has specific messaging and actions and is outlined in the ARC Drought Management Water Restrictions Communication and Engagement Strategy 2019.



Armidale Regional Council Drought Management Plan - Water Restriction Guide										
Category	Activity	Permanent	Level 1 Low 80%	Level 2 Moderate 70%	Level 3 High 60%	Level 4 Very High 55%	Level 5 Emergency 50%	Level 5 Trigger 1 Emergency The Day Zero – 365 days	Level 5 Trigger 2 Emergency The Day Zero – 250 days	Level 5 Trigger 3 Emergency The Day Zero – 60 days
	Total storage (%)		180 L/P/D	170 L/P/D	160 L/P/D	155 L/P/D	145 L/P/D	120 L/P/D	100 L/P/D	80 L/P/D
General watering lawns and gardens	Target demand	200 L/P/D	✓	✓	R	X	X	X	X	X
	Buckets/cans	✓	✓	✓	R	2 hours Note D	Recycled water only	Recycled water only	Recycled water only	Recycled water only
	Hand held hoses (with trigger nozzle)	✓	R	2 hours Note D	R	2 Hours On Sunday and Wednesday Note D	X	X	X	X
	Water efficient drip irrigation	✓	R	2 hours Note D	X	X	X	X	X	X
	Sprinklers and fixed hoses	R	2 hours only Note D	X	X	X	X	X	X	X
Public parks, gardens and facilities	Watering of new turf for upto 6 weeks	R	Not during heat of the day Note E	2 hours Note D	R	2 Hours On Sunday and Wednesday Note D	X	X	X	X
	Watering vegetation	✓	Not during heat of the day Note E	R	Selected parks and sports field and all garden beds. Note G&H	X	X	X	X	X
	Buckets	✓	✓	✓	R	Not during heat of the day Note E	Windscreen /Licence plate cleaning only	Windscreen /Licence plate cleaning only	Windscreen /Licence plate cleaning only	Windscreen /Licence plate cleaning only
Vehicle washing	Hand held hoses	✓	Not during heat of the day Note E	R	2 hours Note D	X	X	X	X	X
	High pressure cleaner	✓	✓	✓	X	X	X	X	X	X
Washing down hard surfaces	Hand held hoses	X	✓	X	X	X	X	X	X	X
	Filling	✓	Permit required for filling pools >5kL	R	Permit required for filling pools >5kL	X	X	X	X	X
Private swimming pools	Topping up	✓	✓	✓	R	Buckets only - no fixed hoses.	X	X	X	X
	Lawns and surrounds	✓	Lawns areas watered in accordance with Level 1 restrictions	R	Lawns areas watered in accordance with Level 2 restrictions	X	X	X	X	X
Council swimming pool	Topping up	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Lawns and surrounds	✓	No restrictions to health facilities	✓	No restrictions to health facilities	✓	No restrictions to health facilities	No restrictions to health facilities	No restrictions to health facilities	No restrictions to health facilities
Hydrotherapy Pool	Topping up	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Use of water for cooling	✓	✓	✓	✓	✓	✓	✓	✓	✓
Evaporative coolers	Use of water for cooling	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Treated water for stock and domestic	✓	✓	✓	✓	✓	✓	✓	✓	✓

Armidale Regional Council Drought Management Plan - Water Restriction Guide										
Category	Activity	Permanent	Level 1 Low 80%	Level 2 Moderate 70%	Level 3 High 60%	Level 4 Very High 55%	Level 5 Emergency 50%	Level 5 Trigger 1 Emergency The Day Zero – 365 days 120 L/P/D	Level 5 Trigger 2 Emergency The Day Zero – 250 days 100 L/P/D	Level 5 Trigger 3 Emergency The Day Zero – 60 days 80 L/P/D
	Total storage (%)		180 L/P/D	170 L/P/D	160 L/P/D	155 L/P/D	145 L/P/D	120 L/P/D	100 L/P/D	80 L/P/D
	Target demand	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Treated water for all other uses	✓	✓	✓	✓	✓	✓	✓	✓	✓
Commercial and industrial	General use (excl lawns and garden)	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Landscaping (incl lawns and garden)	✓	R	Not during heat of the day Note E	Hand held hoses only for 2 hours Note D	Hand held hoses 2 Hours On Monday and Thursday Note D	Target 20% reduction in usage.	Target 30% reduction in usage.	Target upto 50% reduction in usage. Consider temporary closure of non-essential/ high water customers.	✓
	Irrigation of sports areas	✓	R	Not during heat of the day Note E Water Management Plan encouraged	2 hours with approved Water Management Plan Note D	2 Hours with approved Water Management Plan On Monday and Thursday Note D	Target 25% reduction in usage.	Target 30% reduction in usage.	Target upto 50% reduction in usage. Consider temporary closure of non-essential/ high water customers.	✓
	Irrigation of Hydroponic Tomatoes	✓	✓	✓	✓	✓	✓	✓	✓	✓
Elm St Guyra Tomato Farm	Irrigation of Hydroponic Tomatoes	✓	✓	✓	✓	✓	✓	✓	✓	✓
Notes:										
A. Restrictions apply to the use of Armidale and Guyra town water.										
B. Greywater and rainwater can be used at any time provided that rainwater tanks are not topped up from town supplies.										
C. A Water Management Plan may be approved to allow the use of fixed sprinklers outside the nominated hours during Permanent and Level 1 restriction periods.										
D. Any reference to 2 hours of restricted watering means between the hours of 6 pm and 8 pm OR 6 am and 8 am (not both) during daylight saving and 5 pm and 7 pm OR 5 am and 7 am (not both) at all other times.										
E. Not during the heat of the day means not between 9.00 am and 5.00 pm during daylight saving and 10.00 am and 3.00 pm at other times.										
F. Periods of water restrictions Level 1 to Level 5 will be policed by Council Officers. The maximum penalty under the Local Government Act for a breach of restrictions is \$2,200 for corporations and \$220 for individuals.										
G. Selected parks and sports fields may be watered for 1 watering cycle on Mondays & Thursdays outside the daytime.										
H. Armidale Central Park, Armidale Sportsground, Rologas Field, Harris Park, Guyra Lions Park Sporting Complex.										
I. The target reduction will be relative to the pre-drought average consumption.										
Key:										
✓ = Allowed at all times										
X = Banned at all times										
R = Restricted use only										



# ACTIONS TRACKING SUMMARY SHEET


Ordinary and Extraordinary Council Meetings 2022 - 2023



Meeting Date	Report Title	Res #	Detail	Officer	Notes
28/04/2022	Standard Instrument LEP Natural Disasters Clause	85/22	<p><b>RESOLVED</b></p> <p>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 <i>Armidale Dumaresq Local Environmental Plan 2012</i> and <i>Guyra Local Environmental Plan 2012</i> or <i>Armidale Regional Local Environmental Plan</i> (as applicable), applying in the zones that currently permit dwelling house or secondary dwelling.</p> <p>b. That Council develop a policy that assists building owners to recover from disasters including but not limited to:</p> <p>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,</p> <p>ii. an appropriate reduction in DA fees for replacement buildings that require a DA,</p> <p>iii. provide a concierge advisory and fast-track approval service for disaster affected building owners.</p> <p><b>Moved Cr Packham                      Seconded Cr Galletly</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p> <p><b>AMENDMENT</b></p> <p>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.</p>	Boyce, Daniel	<p><b>13 May 2022 8:07am Boyce, Daniel</b> Disaster clause package sent to NSW Department of Planning and Environment., Policy to be developed.</p> <p><b>15 Mar 2023 1:14pm Hoult, Melissa</b> ARLEP came into force in Jan 2023. Staff will now liaise with DPE to switch on Natural Disaster Clause.</p> <p><b>15 Mar 2023 1:15pm Hoult, Melissa - Target Date Revision</b> Target date changed by Hoult, Melissa from 12 May 2022 to 30 June 2023 - Natural Disaster Clause will need to activated.</p> <p><b>17 May 2023 11:47am Boyce, Daniel</b></p>

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Meeting Date	Report Title	Res #	Detail	Officer
			<p><b>Moved Cr Robinson                      Seconded Cr O'Brien</b></p> <p><i>FOR:                      Cr D O'Brien, M O'Connor and D Robinson</i></p> <p><i>AGAINST:              Crs S Coupland, P Gaddes, J Galletly, S McMichael, S Mephram, P Packham, T Redwood, and B Widders</i></p> <p><b>The Motion on being put to the vote was LOST.</b></p> <p>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</p>	
25/05/2022	Simpler Financial Information	102/22	<p><b>RESOLVED</b></p> <p>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.</p> <p><b>Moved Cr Robinson                      Seconded Cr O'Brien</b></p> <p><i>DIVISION              The result being:-</i></p> <p><i>FOR:                      Crs S Coupland, P Gaddes, S McMichael, S Mephram, D O'Brien, M O'Connor, P Packham, T Redwood, D Robinson and B Widders</i></p> <p><i>AGAINST:              Cr J Galletly</i></p> <p><b>The Motion on being put to the vote was CARRIED.</b></p>	Hoult, Melissa

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# ACTIONS TRACKING SUMMARY SHEET


Ordinary and Extraordinary Council Meetings 2022 - 2023



Meeting Date	Report Title	Res #	Detail	Officer	Notes
					<p>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.</p> <p><b>13 Sep 2022 4:18pm Hoult, Melissa</b></p> <p>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.</p> <p><b>13 Sep 2022 4:18pm Hoult, Melissa - Target Date Revision</b></p> <p>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.</p> <p><b>07 Dec 2022 11:59am Hoult, Melissa - Target Date Revision</b></p>

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ACTIONS TRACKING SUMMARY SHEET					
Ordinary and Extraordinary Council Meetings 2022 - 2023					
Meeting Date	Report Title	Res #	Detail	Officer	Notes
					<p>Target date changed by Hoult, Melissa from 23 November 2022 to 16 December 2022 - Meeting to be scheduled with CFO after December OCM.</p> <p><b>14 Feb 2023 11:50am Hoult, Melissa - Target Date Revision</b></p> <p>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.</p>
27/07/2022	Look Up! Make the State of our Planet BAU Pilot Program	145/22	<p><b>MOVED</b></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>Endorse the Leadership Principles and Climate Action Plan initiatives contained within the outcomes of the pilot program <i>"Look-Up! Make the State of our Planet BAU."</i></li> <li>Reaffirm Council's resolution on 25 September 2019 to commit to achieving the goals of Project Zero30.</li> <li>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.</li> </ol>	Bower, Jessica	<p><b>11 Aug 2022 11:55am Bower, Jessica</b></p> <p>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.</p> <p><b>14 Sep 2022 3:10pm Bower, Jessica</b></p>

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# ACTIONS TRACKING SUMMARY SHEET


Ordinary and Extraordinary Council Meetings 2022 - 2023



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

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Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p><i>DIVISION      The result being:-</i></p> <p><i>FOR:            Crs S Coupland, P Gaddes, J Galletly, S McMichael, D O'Brien, T Redwood, D Robinson; S Mephram and B Widders</i></p> <p><i>AGAINST:      Crs P Packham and M O'Connor</i></p> <p><b>The Motion on being put to the vote was CARRIED</b></p> <p style="padding-left: 40px;">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.</p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p> <p><b>Moved Cr Robinson                      Seconded Cr Widders</b></p>		
24/08/2022	Question on Notice - Cr Robinson	173/22	<p><b>RESOLVED</b></p> <p>That Council note the response to the Questions on Notice submitted by Cr Robinson.</p> <p><b>Moved Cr Robinson                      Seconded Cr McMichael</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Hoult, Melissa	<p><b>13 Sep 2022 4:07pm Hoult, Melissa</b></p> <p>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.</p>

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**ARMIDALE**  
Regional Council

## Ordinary and Extraordinary Council Meetings 2022 - 2023

Meeting Date	Report Title	Res #	Detail	Officer	Notes
					<p><b>13 Sep 2022 4:14pm Hoult, Melissa - Target Date Revision</b> 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.</p> <p><b>14 Feb 2023 10:36am Hoult, Melissa - Target Date Revision</b> 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.</p>
26/10/2022	Endorsement to Engage a Public Process for a Road Reserve Closure	206/22	<p><b>RESOLVED</b></p> <p>That Council endorse the application:</p> <ul style="list-style-type: none"> <li>a. To undertake a public process for the purpose of a road reserve closure.</li> <li>b. Prepare the lands survey and application to the regional Crown Lands Office.</li> </ul>	Walsh, Annabelle	<p><b>17 Nov 2022 8:27am Boyce, Daniel</b> Scoping of project and procurement commencing.</p> <p><b>15 Mar 2023 11:15am Boyce, Daniel</b> Legal paperwork being drafted by Council lawyers.</p>


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<div> <div>ACTIONS TRACKING SUMMARY SHEET</div> <div>Ordinary and Extraordinary Council Meetings 2022 - 2023</div> </div>					
Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p>c. Post closure prepare a subdivision development application for two residential lots.</p> <p><b>Moved Cr Galletly                      Seconded Cr O'Connor</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>		<p><b>15 Mar 2023 1:16pm Hoult, Melissa - Target Date Revision</b> Target date changed by Hoult, Melissa from 09 November 2022 to 30 April 2023 - Waiting on legal paperwork.</p> <p><b>19 Jun 2023 10:20am Boyce, Daniel - Reallocation</b> Action reassigned to Walsh, Annabelle by Boyce, Daniel</p> <p><b>21 Jun 2023 11:07am Boyce, Daniel</b> New Senior Property Specialist commenced and reviewing.</p> <p><b>20 Sep 2023 8:13am Walsh, Annabelle</b> In the process of making the application for acquisition. The application for the acquisition should be prepared by November 2023.</p>
26/10/2022	Review of Local Approval Policy Street Trading	209/22	<p><b>RESOLVED</b></p> <p>That Council:</p> <ul style="list-style-type: none"> <li>a. Endorse the Local Approvals Policy Street Trading for public notice and exhibition in accordance with the <i>Local Government Act 1993</i>;</li> <li>b. Receive a further report to consider any submissions received;</li> <li>c. Endorse the Local Approvals Policy Street Trading for submission to the Departmental Chief Executive of the Office of Local Government.</li> </ul> <p><b>Moved Cr Widders                      Seconded Cr Mephram</b></p>	Boyce, Daniel	<p><b>07 Dec 2022 9:04am Hoult, Melissa</b> Daniel Boyce advised this item will be action in January 2023.</p> <p><b>15 Feb 2023 9:26am Boyce, Daniel</b> The Policy will be on public exhibition from 7 February 2023 until close of business on 28 March 2023.</p>


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Meeting Date	Report Title	Res #	Detail	Officer
			The Motion on being put to the vote was CARRIED unanimously.	
23/11/2022	Endorsement to Engage a Public Process for a Road Reserve Closure	232/22	<p><b>RESOLVED</b></p> <p>That Council endorse the application;</p> <ul style="list-style-type: none"> <li>a. To undertake a public process for the purpose of a road reserve closure.</li> <li>b. Prepare the lands survey and application to the regional Crown Lands Office.</li> <li>c. Post closure prepare a subdivision development application for a residential lot</li> </ul> <p><b>Moved Cr Redwood                      Seconded Cr Widders</b></p> <p>The Motion on being put to the vote was CARRIED unanimously.</p>	Walsh, Annabelle

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<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <h2 style="margin: 0;">ACTIONS TRACKING SUMMARY SHEET</h2> <p style="margin: 0;">Ordinary and Extraordinary Council Meetings 2022 - 2023</p> </div> <div style="text-align: right;">  </div> </div>				
Meeting Date	Report Title	Res #	Detail	Notes
				<p>New Senior Property Specialist commenced and reviewing.</p> <p><b>20 Sep 2023 8:14am Walsh, Annabelle</b></p> <p>In the process of making the application for acquisition. The application for the acquisition should be prepared by November 2023.</p>
14/12/2022	Mayoral Minute: Water Security - Purchase of Oaky River Hydro Scheme as an Additional Water Source	246/22	<p><b>RESOLVED</b></p> <p>That Council;</p> <ol style="list-style-type: none"> <li>Note the "Commercial-in-Confidence" valuation report provided by The Stable Pty Ltd;</li> <li>Approve the purchase of the Oaky River Hydro Scheme for \$4,300,000.00 and classify the land as operational land;</li> <li>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 <i>Local Government Act 1993</i> at its time of acquisition;</li> <li>Note that any submissions as they relate to the classification of the land as 'operational land', will not impact the purchase by Council;</li> <li>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</li> <li>Delegate authority to the General Manager to execute all documents in relation to the purchase</li> </ol> <p><b>Moved Cr Coupland                      Seconded Cr Redwood</b></p>	<p>Manners, Alex</p> <p><b>14 Feb 2023 11:44am Hoult, Melissa - Target Date Revision</b></p> <p>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.</p> <p><b>03 May 2023 11:09am Hoult, Melissa - Reallocation</b></p> <p>Action reassigned to Manners, Alex by Hoult, Melissa</p> <p><b>20 Jun 2023 11:49am Manners, Alex</b></p>

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# ACTIONS TRACKING SUMMARY SHEET


Ordinary and Extraordinary Council Meetings 2022 - 2023



Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p><b>DIVISION</b> The result being:-</p> <p><b>FOR:</b> Crs S Coupland, P Gaddes, J Galletly, S McMichael, S Mephram, D O'Brien, P Packham, T Redwood and B Widders</p> <p><b>AGAINST:</b> Crs M O'Connor and D Robinson</p> <p><b>The Motion on being put to the vote was CARRIED</b></p>		<p>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.</p> <p><b>20 Jun 2023 11:52am Manners, Alex - Target Date Revision</b> 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.</p> <p><b>30 Jun 2023 8:25am Manners, Alex</b> Public Exhibition of Land Classification has commenced 29 June 2023., The classification will cease afetr 28 days.</p> <p><b>19 Sep 2023 6:45am Manners, Alex - Target Date Revision</b></p>

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Meeting Date	Report Title	Res #	Detail	Notes
				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.
14/12/2022	Appointment of the NSW Electoral Commissioner to Administer Council's Elections	248/22	<p><b>RESOLVED</b></p> <p>That Council:</p> <ul style="list-style-type: none"> <li>a) pursuant to s. 296(2) and (3) of the <i>Local Government Act 1993</i> (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.</li> <li>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.</li> <li>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.</li> </ul> <p><b>Moved Cr McMichael                      Seconded Cr Robinson</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	<p>Schaefer, Darren</p> <p><b>13 Feb 2023 10:11am Schaefer, Darren</b> 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.</p> <p><b>15 Mar 2023 12:30pm Hoult, Melissa - Target Date Revision</b> Target date changed by Hoult, Melissa from 28 December 2022 to 29 February 2024 - Contract to be formalised in Feb 2024</p>
14/12/2022	Acquisition of 153 Rusden Street Armidale	251/22	<p><b>RESOLVED</b></p> <p>That Council:</p>	<p>Walsh, Annabelle</p> <p><b>02 Feb 2023 4:45pm Boyce, Daniel</b></p>

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# ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023



Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p>a. Approve the acquisition of Lot 1, DP 137550 and Lot X, DP 163313 known as 153 Rusden Street, Armidale (<b>the Land</b>).</p> <p>b. Approve the expenditure of funds to the amount of \$26,000 ex GST from Council's property reserve.</p> <p>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 <i>Local Government Act 1993</i>.</p> <p>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.</p> <p><b>Moved Cr Robinson                      Seconded Cr Redwood</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>		<p>Appointed conveyancer. Awaiting sellers legal contract. <b>15 Mar 2023 11:13am Boyce, Daniel</b> Council legal now in possession of sales contract. <b>19 Apr 2023 11:24am Boyce, Daniel</b> Sales contract under review. <b>19 Jun 2023 10:21am Boyce, Daniel - Reallocation</b> Action reassigned to Walsh, Annabelle by Boyce, Daniel <b>21 Jun 2023 11:03am Boyce, Daniel</b> New Senior Property Specialist commenced and reviewing contract. <b>21 Aug 2023 2:21pm Walsh, Annabelle</b> Transaction settled on 30 June 2023.</p>
14/12/2022	Questions on Notice - Cr Robinson	259/22	<p><b>RESOLVED</b></p> <p>That Council note the response to the Question on Notice submitted by Cr Robinson.</p> <p><b>Moved Cr Robinson                      Seconded Cr McMichael</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Hoult, Melissa	<b>14 Feb 2023 10:27am Hoult, Melissa - Target Date Revision</b>

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# ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023




Meeting Date	Report Title	Res #	Detail	Officer	Notes
					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.

Meeting Date	Report Title	Res #	Detail	Officer	Notes
22/03/2023	Planning Proposal for 57 Newton Street, Armidale	18/23	<p><b>RESOLVED</b></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>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).</li> <li>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.</li> <li>Seek authorisation from the Department of Planning and Environment to be the local plan-making authority.</li> </ol> <p><b>Moved Cr Packham      Seconded Cr Redwood</b></p>	Boyce, Daniel	<p><b>19 Apr 2023 10:34am Boyce, Daniel</b></p> <p><b>Planning Proposal lodged with NSW Department of Planning and Environment for Gateway Determination. Gateway Determination received 19.4.23.</b></p> <p><b>17 May 2023 11:57am Boyce, Daniel</b></p> <p>PP on exhibition. Submissions close 25 May 2023.</p> <p>21 Jun 2023 11:02am Boyce, Daniel</p>

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<div> <div>ACTIONS TRACKING SUMMARY SHEET</div> <div>Ordinary and Extraordinary Council Meetings 2022 - 2023</div> </div>					
Meeting Date	Report Title	Res #	Detail	Officer	Notes
					<p>21 Jun 2023 11:01am Boyce, Daniel</p> <p>Fence quotes exceed budget. Project scope review under way.</p> <p>21 Jun 2023 2:37pm Hoult, Melissa - Target Date Revision</p> <p>Target date changed by Hoult, Melissa from 30 June 2023 to 31 July 2023</p> <p>21 Jun 2023 2:38pm Hoult, Melissa - Reallocation</p> <p>Action reassigned to Mickerts, Rick by Hoult, Melissa</p> <p>18 Jul 2023 6:57pm Boyce, Daniel</p> <p>Revised quotes received. Scope to be further reviewed.</p> <p>16 Aug 2023 7:46pm Boyce, Daniel</p> <p>Works commenced on fencing.</p>
26/04/2023	Public Exhibition of Gates and Stock Grids on Public Roads Policy	34/23	<p><b>RESOLVED</b></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>Note the revised Policy POL087 – Gates and Stock Grids on Public Roads;</li> <li>Endorse the placement of revised Policy POL087 on public exhibition for 28 days;</li> <li>Run concurrent community engagement sessions in line with the public exhibition period, auspice by the Connected Region key pillar working group;</li> </ol>	Manners, Alex	<p><b>17 May 2023 4:38pm Hoult, Melissa - Target Date Revision</b></p> <p>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.</p> <p>20 Jun 2023 10:57am Manners, Alex</p>

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# ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023



Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p>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;</p> <p>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.</p> <p><b>Moved Cr Gaddes      Seconded Cr Packham</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>		<p>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.</p> <p>30 Jun 2023 8:27am Manners, Alex</p> <p>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.</p> <p>18 Jul 2023 1:52pm Manners, Alex - Target Date Revision</p>

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# ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023




Meeting Date	Report Title	Res #	Detail	Officer	Notes
					<p>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</p> <p>16 Aug 2023 10:04am Manners, Alex</p> <p>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.</p> <p>19 Sep 2023 6:45am Manners, Alex</p> <p>The Connected Region Key Pillar Working Group has conducted public consultation and requires additional time to finalise the Policy. IoT is predicted that the report will be provided to the October OCM</p> <p>19 Sep 2023 6:48am Manners, Alex - Target Date Revision</p>

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ACTIONS TRACKING SUMMARY SHEET					
Ordinary and Extraordinary Council Meetings 2022 - 2023					
Meeting Date	Report Title	Res #	Detail	Officer	Notes
					<p>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</p> <p>18 Oct 2023 11:17am Hoult, Melissa</p> <p>Policy has been placed on the website for public exhibition for a period of 28 days.</p>
24/05/2023	Armidale Regional Council acknowledges that Armidale Regional Council sits on the lands of the Anaiwan, Banbai and Dunghutti People.		<p><b>MOTION</b></p> <p>I hereby give notice of my intention to move the following motion at the Ordinary Council to be held on 24 May 2023.</p> <p>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.</p> <p><b>Moved Cr Widders      Seconded Cr Packham</b></p> <p><b>CR COUPLAND FORESHADOWED A MOTION</b></p> <p><b>DIVISION      The result being:-</b></p>	Roncon, James	<p><b>21 Jun 2023 2:15pm Hoult, Melissa</b></p> <p>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.</p> <p>21 Jun 2023 2:17pm Hoult, Melissa - Target Date Revision</p> <p>Target date changed by Hoult, Melissa from 07 June 2023 to 31 August 2023</p>

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**ARMIDALE**  
Regional Council

## Ordinary and Extraordinary Council Meetings 2022 - 2023


Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p>The Foreshadowed Motion on being put to the vote was CARRIED</p>          <p>RESOLVED</p>          <p>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.</p>          <p>Moved Cr Coupland      Seconded Cr O'Brien</p>          <p>The Motion on being put to the vote was CARRIED</p>		

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Meeting Date	Report Title	Res #	Detail	Officer
28/06/2023	Review of Property Addressing & Naming our Roads & Places Policy and Register of Pre-Endorsed Road and Places Names	73/23	<p><b>RESOLVED</b></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>Endorse the reviewed Property Addressing and Naming our Roads and Places Policy for public exhibition for a period of 28 days.</li> <li>Seek submissions for the reviewed Register of Pre-Endorsed Road and Place Names for a period of 28 days.</li> <li>Receive a further report once the submission period closes to consider any submissions received.</li> </ol> <p><b>Moved Cr O'Connor    Seconded Cr Redwood</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Boyce, Daniel
28/06/2023	Armidale Local Environmental Plan 2012 - Planning Proposal 22 - Schedule 5 Environmental Heritage Housekeeping Amendment	74/23	<p><b>RESOLVED</b></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>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.</li> </ol>	Boyce, Daniel


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Meeting Date	Report Title	Res #	Detail	Officer
			<p>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.</p> <p>c. Seek authorisation from the NSW Department of Planning and Environment for Council to be the local plan-making authority.</p> <p><b>Moved Cr Robinson      Seconded Cr Redwood</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	
28/06/2023	Planning Agreement with Enerparc Australia Pty Ltd associated with the Tilbuster Solar Farm	75/23	<p><b>RESOLVED</b></p> <p>That Council:</p> <p>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:</p> <p>i. A lump sum payment of monetary contributions of \$1,529,000 for public purposes determined by Council; and</p> <p>ii. Provision of funding for community engagement process to co-design the benefit sharing strategy for the Community Benefit Fund.</p> <p>b. The General Manager is authorised to do all things necessary to arrange the public notification of the PA.</p> <p>c. Following the public exhibition period, a report be presented to Council for further consideration, if any submissions are received.</p> <p>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</p>	Boyce, Daniel

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<div> <div>ACTIONS TRACKING SUMMARY SHEET</div> <div>Ordinary and Extraordinary Council Meetings 2022 - 2023</div> </div> <div>  </div>						
Meeting Date	Report Title	Res #	Detail	Officer	Notes	
			<p>Council, and to effect the registration of the PA on the title to the land to which it applies.</p> <p><b>Moved Cr Galletly      Seconded Cr Robinson</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>			
28/06/2023	Question for Which Notice Has Been Given - Cr Robinson	84/23	<p><b>RESOLVED</b></p> <p>That Council note the response to the Questions for which Notice has been Given provided by Cr Robinson.</p> <p><b>Moved Cr Robinson      Seconded Cr O'Connor</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Robinson, Dorothy		
26/07/2023	Business Ethics Policy	94/23	<p><b>RESOLVED</b></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>That council endorse the Statement of Business Ethics Policy (attached) to be placed on public exhibition for a period of 28 days commencing Monday 31 July 2023 and concluding 28 August 2023.</li> <li>Receive a further report should any submissions be received as a result of the exhibition period, however should no submissions be received the policy be adopted.</li> <li>Table the report at the next meeting of the Audit, Risk and Improvement Committee for information.</li> </ol>	Schaefer, Darren		

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Meeting Date	Report Title	Res #	Detail	Officer
			<p>Moved Cr McMichael    Seconded Cr O'Connor</p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	
26/07/2023	Legislation Compliance Policy	95/23	<p><b>RESOLVED</b></p> <p>That Council:</p> <ul style="list-style-type: none"> <li>a. Endorse the Legislative Compliance Policy (attached) to be placed on public exhibition for a period of 28 days commencing Monday 31 July 2023 and concluding 28 August 2023.</li> <li>b. Receive a further report should any submissions be received as a result of the exhibition period, however should no submissions be received the policy be adopted.</li> <li>c. Subject to adoption, refer the Policy to the Audit, Risk and Improvement Committee for information.</li> </ul> <p><b>Moved Cr McMichael    Seconded Cr O'Connor</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Schaefer, Darren
26/07/2023	Evaluation Report and Recommendation - ARC Building Trades Panel of Pre Qualified Contractors	100/23	<p><b>RESOLVED</b></p> <p>That Council:</p> <ul style="list-style-type: none"> <li>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: <ul style="list-style-type: none"> <li>☐ Davies and Sons Electrical Services Pty Ltd</li> <li>☐ R&amp;R Communications</li> </ul> </li> </ul>	Bower, Tom

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# ACTIONS TRACKING SUMMARY SHEET


Ordinary and Extraordinary Council Meetings 2022 - 2023



Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<ul style="list-style-type: none"> <li>☐ Vince Williams Electrical</li> <li>☐ Armidale Electrical</li> <li>☐ Tri Tech Security Armidale</li> <li>☐ M J Straub PTY LTD – T/A First Flush Plumbing and Gas</li> <li>☐ Flick Anticimex Pty Ltd</li> <li>☐ Rentokil Initial Pty Ltd</li> <li>☐ Bri Ant Pest Control</li> <li>☐ Statewide Pest Solutions &amp; Bird Netting Pty Ltd</li> <li>☐ AS and IJ Sole T/a Sustainable Plant Design</li> <li>☐ Dynamic Fire</li> <li>☐ Lockman Doors and Glass</li> <li>☐ Love Paint Pty Ltd</li> <li>☐ EnviroScience Solutions</li> <li>☐ Hazchek Pty Ltd</li> <li>☐ Rice Construction Group Pty Ltd</li> <li>☐ Sunwest Constructions Pty Ltd</li> <li>☐ Chill-Rite Refrigeration &amp; Air Conditioning</li> <li>☐ Armidale Air Conditioning Pty Ltd</li> <li>☐ Faircloth &amp; Reynolds</li> <li>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</li> </ul>		


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Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p>Trades Panel of Pre-qualified Contractors based on terms and conditions, quality, resources, rates and services as tendered and;</p> <p>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.</p> <p><b>Moved Cr O'Brien      Seconded Cr Packham</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>		
23/08/2023	Draft Renewable Energy Community Benefit Framework	109/23	<p><b>RESOLVED</b></p> <p><b>That Council:</b></p> <p>a. Endorse the Draft Renewable Energy Community Benefit Framework for public exhibition for a period of not less than 28 days.</p> <p>b. Receive a further report once the submission period closes to consider any submissions received.</p> <p><b>Moved Cr Gaddes      Seconded Cr Robinson</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Boyce, Daniel	<p><b>19 Sep 2023 7:16pm Boyce, Daniel</b></p> <p><b>Consultation concludes 25 September 2023</b></p>
23/08/2023	Finalisation of Planning Proposal for 57 Newton Street Armidale	110/23	<p><b>RESOLVED</b></p> <p><b>That Council:</b></p> <p>a. Endorse the Planning Proposal to amend the Armidale Regional Local Environmental Plan 2012, to regularise the permissibility of the light industry</p>	Boyce, Daniel	


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<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <h2 style="margin: 0;">ACTIONS TRACKING SUMMARY SHEET</h2> <p style="margin: 0;">Ordinary and Extraordinary Council Meetings 2022 - 2023</p> </div> <div style="text-align: right;">  </div> </div>					
Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p>land uses that have historically and continually been carried out at 57 Newton, Armidale (Lot 4 DP 546075).</p> <p>b. Exercise the functions of the local plan-making authority under section 3.36(2) of the EP&amp;A Act to make the Local Environmental Plan.</p> <p>c. Authorise the General Manager to sign all relevant documentation on behalf of Council in exercising the functions of the local plan-making authority.</p> <p><b>Moved Cr Galletly      Seconded Cr McMichael</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>		
27/09/2023	Election of the Mayor and Deputy Mayor		<p><b>OFFICERS' RECOMMENDATION:</b></p> <p><b>That Council:</b></p> <p>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;</p> <p>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;</p> <p>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;</p> <p>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.</p>	Drew, Stacey	


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<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <h2 style="margin: 0;">ACTIONS TRACKING SUMMARY SHEET</h2> <p style="margin: 0;">Ordinary and Extraordinary Council Meetings 2022 - 2023</p> </div> <div style="text-align: right;">  </div> </div>					
Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p>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.</p> <p>The Returning Officer declared Cr Coupland elected as the Mayor, unopposed, for the term through to 14 September 2024.</p> <p>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.</p> <p>The Returning Officer declared Cr Redwood elected as Deputy Mayor, unopposed, for the term through to 14 September 2024.</p>		
27/09/2023	Welcome Signage	117/23	<p>Cr Dorothy Robinson left the meeting, the time being 04:25 PM</p> <p><b>RESOLVED</b></p> <p>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 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.</p>	Boyce, Daniel	06 Oct 2023 11:32am Hoult, Melissa - Reallocation Action reassigned to Boyce, Daniel by Hoult, Melissa

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Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p>In addition, when Council events are held within the Armidale city limits that it be acknowledged as being held on Anaiwan land.</p> <p><b>Moved Cr Widders      Seconded Cr O'Brien</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p> <p><b>Cr Dorothy Robinson returned to the meeting, the time being 04:26 PM</b></p>		
27/09/2023	Public Exhibition of Draft Ecologically Sustainable Development (ESD) Policy	122/23	<p><b>RESOLVED</b></p> <p>That Council:</p> <ul style="list-style-type: none"> <li>a. Endorse public exhibition of the Draft Ecologically Sustainable Development Policy for a period of 28 days.</li> <li>b. Receive a further report following the public exhibition period.</li> </ul> <p><b>Moved Cr Robinson      Seconded Cr McMichael</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Dick, Jesse	<p><b>18 Oct 2023 11:19am Hoult, Melissa - Target Date Revision</b></p> <p><b>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.</b></p>
27/09/2023	New England Future Fund	123/23	<p><b>RESOLVED</b></p> <p>That Council:</p> <ul style="list-style-type: none"> <li>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.</li> <li>b. Endorse approaching the Minister for Local Government seeking alternative investment options (outside Investment Order) which may include investing in</li> </ul>	Boyce, Daniel	

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<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <h2 style="margin: 0;">ACTIONS TRACKING SUMMARY SHEET</h2> <p style="margin: 0;">Ordinary and Extraordinary Council Meetings 2022 - 2023</p> </div> <div style="text-align: right;">  </div> </div>				
Meeting Date	Report Title	Res #	Detail	Officer
			<p>real property and community energy projects in Armidale Local Government Area.</p> <p>c. Receive a further report on the progress of pursuing the above within 3 months.</p> <p><b>Moved Cr Gaddes      Seconded Cr O'Brien</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	
27/09/2023	Gazettal of Roads for purposes of (DA-95-2022) subdivision of 32 A Crest Road, Armidale	124/23	<p><b>RESOLVED</b></p> <p><b>That Council:</b></p> <p>a. endorse for the following Crown Road Reserves to be transferred to Council:</p> <p>i. Harden Street.</p> <p>ii. Crest Road, Armidale.</p> <p>iii. Gordon Street.</p> <p>iv. Orr Drive.</p> <p>v. Chestnut Avenue.</p> <p>vi. Glen Innes Road.</p> <p>vii. Birch Crescent.</p> <p>b. delegate to the General Manager the authority to execute all documents and do all other things necessary to complete the transfer.</p> <p><b>Moved Cr Robinson      Seconded Cr Mephram</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Walsh, Annabelle

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# ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023



Meeting Date	Report Title	Res #	Detail	Officer	Notes
27/09/2023	Review of ARIC Charter	126/23	<b>RESOLVED</b> <b>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</b> <b>Moved Cr Packham      Seconded Cr Robinson</b> <b>The Motion on being put to the vote was CARRIED unanimously.</b>	Mooketsi, Simone	

Meeting Date	Report Title	Res #	Detail	Officer	Notes
27/09/2023	DA-22-2023 - Proposed food and drink premises at 121 Butler Street, Armidale	116/23	<b>RESOLVED</b> That Council grant consent to Development Application DA-22-2023, subject to conditions outlined in attachment 2 of the report, for proposed change of use from a dwelling to a food and drink premises at 121 Butler Street, Armidale. <b>Moved Cr Widders      Seconded Cr Gaddes</b>  <i>DIVISION      The result being:-</i>  <i>FOR:      Crs S Coupland, P Gaddes, P Packham, T Redwood, D O'Brien, D Robinson and B Widders</i>  <i>AGAINST:      Crs J Galletly, S McMichael and S Mephram</i>  <b>The Motion on being put to the vote was CARRIED.</b>	Tischner, Emily	<b>06 Oct 2023 11:21am Tischner, Emily - Completion</b> Action completed by Tischner, Emily - Application determined in accordance with Council resolution.

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# ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023



Meeting Date	Report Title	Res #	Detail	Officer	Notes
27/09/2023	Council Actions Report January 2022 - August 2023	119/23	<p><b>RESOLVED</b></p> <p>That Council notes the report summarising the actions taken on the resolutions of Council.</p> <p><b>Moved Cr Gaddes                      Seconded Cr Robinson</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Hoult, Melissa	<p><b>05 Oct 2023 8:59am Hoult, Melissa - Completion</b></p> <p>Action completed by Hoult, Melissa - For noting, no action required.</p>
27/09/2023	Cash and Investment Report 31 July 2023	120/23	<p><b>RESOLVED</b></p> <p>That Council note the Cash and Investment Report for July 2023.</p> <p><b>Moved Cr Packham                      Seconded Cr Robinson</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Newsome, Ann	<p><b>18 Oct 2023 9:43am Newsome, Ann - Completion</b></p> <p>Action completed by Hoult, Melissa - For noting. No action required.</p>
27/09/2023	Cash and Investment Report 31 August 2023	121/23	<p><b>RESOLVED</b></p> <p>That Council note the Cash and Investment Report for August 2023.</p> <p><b>Moved Cr Packham                      Seconded Cr Robinson</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Newsome, Ann	<p><b>18 Oct 2023 9:43am Newsome, Ann - Completion</b></p> <p>Action completed by Hoult, Melissa - For noting. No action required.</p>
27/09/2023	Cafe Tenant Armidale Airport - The Alternate Root Cafe	125/23	<p>Cr Paul Packham left the meeting, the time being 04:40 PM</p> <p><b>RESOLVED</b></p> <p>That Council:</p>	Schaefer, Darren	<p><b>16 Oct 2023 9:00am Schaefer, Darren - Completion</b></p> <p>Action completed by Schaefer, Darren - Cafe lease drafted and signed. Tennants preparing to move in November 2023.</p>

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# ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023




Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p>a. Note that the two respondents to the original Expression of Interest (EOI) conducted by the Professionals Real-estate (Tattersalls Hotel and Moxons Bakery) have declined to pursue at this time.</p> <p>b. Note that the new proponent, The Alternate Root Cafe at Uralla, has been engaged.</p> <p>c. Endorse the conditions of the proposed lease with the terms of:</p> <ul style="list-style-type: none"> <li>i. Initial term of 3.5 years with a trial period of 6 months, where during this trial period, the tenant may terminate the lease with one month's notice without penalty.</li> <li>ii. Upon completion of a trial period, ARC will honour the original rent-free period of a further 12 months', with year two and year three both charged at \$10,000 per annum plus GST (subject to CPI rent review).</li> <li>iii. An ARC capital contribution of \$10,000 with expenditure to be adjusted in the first Quarterly Budget Review process.</li> <li>iv. Use of the highway pylon sign for advertising at no cost for the term of the lease</li> <li>v. Use of retail space adjacent to the café at no cost for the term of the lease.</li> </ul> <p>d. Note the tenant will seek their own liquor licence to serve and sell alcohol.</p> <p><b>Moved Cr Galletly                      Seconded Cr Gaddes</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p> <p>Cr Paul Packham returned to the meeting, the time being 04:41 PM</p>		

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# ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023




Meeting Date	Report Title	Res #	Detail	Officer	Notes
27/09/2023	Kempsey Road Status Report	127/23	<p><b>RESOLVED</b></p> <p>That Council note information within the report regarding the Kempsey –Armidale Road Restoration Project following the Steering Committee held Thursday 14 September 2023.</p> <p><b>Moved Cr Robinson                      Seconded Cr Widders</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Spires, Glenn	<b>17 Oct 2023 10:30am Spires, Glenn - Completion</b> Action completed by Spires, Glenn - Completed
27/09/2023	Update - Gates and Stock Grids on Public Roads POL087 - Public Consultation	128/23	<p><b>RESOLVED</b></p> <p>That Council:</p> <ul style="list-style-type: none"> <li>a. Note the update report; and</li> <li>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 October 2023 Ordinary Council Meeting.</li> </ul> <p><b>Moved Cr McMichael                      Seconded Cr Redwood</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Manners, Alex	<b>16 Oct 2023 4:55pm Manners, Alex - Completion</b> Action completed by Manners, Alex - The Report was an update for only
27/09/2023	Traffic Advisory Committee - Minutes of the meeting held 4 July 2023	129/23	<p><b>RESOLVED</b></p> <p>That in relation to the report “Armidale Regional Council Traffic Advisory Committee Minutes – 4 July 2023”, that Council:</p> <ul style="list-style-type: none"> <li>a) Endorse the extension to the No Stopping zone by 15m south on the eastern side of Glenelg Road, in front of 126 Handel Street;</li> </ul>	Ackling, Belinda	<b>18 Oct 2023 9:43am Ackling, Belinda - Completion</b> Action completed by Hoult, Melissa - For noting. No action required.

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# ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023



Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p>b) Endorse the request to extend the length of the No Stopping zone by 15m west on the southern side of Donnelly Street, in front of 116A Donnelly Street, Armidale; AND</p> <p>c) Endorse the change of parking restriction from No Stopping to No Parking adjacent to the UNE Clinics on the hospital grounds in Butler Street between Barney St and Rusden Street, Armidale. To provide a drop-off zone.</p> <p><b>Moved Cr McMichael                      Seconded Cr Robinson</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>		
27/09/2023	Traffic Advisory Committee - Minutes of meeting held 5 September 2023	131/23	<p><b>RESOLVED</b></p> <p>That in relation to the report “Armidale Regional Council Traffic Advisory Committee Minutes – 5 September 2023”, that Council;</p> <p>a. Endorse the requested road closures for the New England Sporting Car Club (NESCC) Metz Gorge Rallysprint to be held 1 October 2023;</p> <p>b. Endorse the use of local roads for the use by Armidale Triathlon Clubs running and cycling sections for their annual race season 2023/2024;</p> <p>c. Note the recommendation by the TAC to endorse the use of the trails around Dumaresq Dam and local roads by the Armidale Athletics Club to conduct the annual Duval Dam Busters Trail Run;</p> <p>d. Endorse the rolling road closures of Faulkner Street and Rusden Street and Dangar Street Armidale on 28 October 2023, associated with the Freedom of the City parade route from Curtis Park to Central Park;</p>	Ackling, Belinda	<p><b>18 Oct 2023 9:43am Ackling, Belinda - Completion</b></p> <p>Action completed by Hoult, Melissa - For noting. No action required.</p>

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# ACTIONS TRACKING SUMMARY SHEET


Ordinary and Extraordinary Council Meetings 2022 - 2023



Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<ul style="list-style-type: none"> <li>e. Note the recommendation by the TAC to endorse the use of local roads within the LGA as part of the annual Ride for The Chopper - bicycle ride from 19 to 21 September 2023;</li> <li>f. Endorse the temporary road closures of Faulkner Street, Armidale between Cinders Lane and Moore Street for Halloween 2023 celebrations, on Friday 27 October 2023;</li> <li>g. Endorse the closure of Bradley Street between McKenzie Street and Ollera St, Guyra on Saturday 30 September for the Troutfest 2023 from 7:00am to 4:00pm;</li> <li>h. Endorse converting the 90° parking along Woodward Street, Armidale to parallel parking and alter the existing kerb line to move the parking away from the adjacent building (Burtons Saddlery), subject to further consultation;</li> <li>i. Note the proposal to conduct consultation and further investigation regarding a proposal to convert Woodward Street, Armidale to become a one-way traffic flow to reduce vehicle conflicts;</li> <li>j. Note the use of Armidale Council roads on 9 December 2023 for the New England Bushrangers Ulysses Club to conduct their annual toy run;</li> <li>k. Council note the transport plan of the Armidale Live/Renew Armidale group to enable the movement of large Koala to various events, subject to the following conditions: <ul style="list-style-type: none"> <li>I. That the organisers provide registration and insurance details of the trailer;</li> <li>II. That organisers make sure all oversize over mass requirements are met; and</li> <li>III. That organisers reach out to Police for an inspection of the unit once together.</li> </ul> </li> </ul>		

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Meeting Date	Report Title	Res #	Detail	Officer
			<p>I. Transport NSW request installation of line marking at a current Mobile Speed Camera Site for the Regulatory Unit at Guyra Road, Wandsworth.</p> <p><b>Moved Cr McMichael                      Seconded Cr Robinson</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	
27/09/2023	Contract Variation Request and Delegation of Authority Increase - GHD	134/23	<p><b>RESOLVED</b></p> <p>That Council</p> <ul style="list-style-type: none"> <li>a. Endorse the Procurement Strategy for further utilisation as and when required by Council's Kempsey Road Project Team of the Kempsey Shire Council's arrangement with GHD Pty Ltd under RFT TQE 21/18 "Provision of Project Management and Engineering Services 2021" for the period of the contract to its expiry on 31 July 2024, or alternatively to the extended contract expiry date.</li> <li>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 Adminstrating Agency Transport for NSW (TfNSW).</li> <li>c. Delegate authority to the General Manager to approve variations up to the upper limit funding for any additional works carried out by GHD under the contract.</li> </ul> <p><b>Moved Cr Galletly                      Seconded Cr McMichael</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Spires, Glenn
27/09/2023	Delegation of Authority Increase - Clayton Utz	135/23	<p><b>RESOLVED</b></p> <p>That Council:</p>	Spires, Glenn

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# ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023



Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p>a. Endorse the procurement strategy with Clayton Utz to provide continual support for the Kempsey Armidale Road Restoration Project by variation of contract;</p> <p>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 Adminstrating Agency Transport for NSW (TfNSW); and</p> <p>c. Delegate authority to the General Manager to approve variations up to the upper limit funding for any additional works carried out by Clayton Utz under the contract.</p> <p><b>Moved Cr Galletly                      Seconded Cr Robinson</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>		
27/09/2023	Contract Variation Request and Delegation of Authority Increase - Seymour Whyte Construction SWC	136/23	<p><b>RESOLVED</b></p> <p>That Council:</p> <p>a) Endorse the procurement strategy with Seymour Whyte Constructions Pty Ltd (SWC) to provide continual support for the Kempsey Armidale Road Restoration Project by variation of contract for an additional \$2,502,855.27 excl. GST;</p> <p>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 Adminstrating Agency Transport for NSW (TfNSW).</p> <p>c) Delegate authority to the General Manager to approve variations up to the upper limit funding for any additional works carried out by SWC under the contract.</p> <p><b>Moved Cr Galletly                      Seconded Cr Robinson</b></p>	Spires, Glenn	<b>17 Oct 2023 10:31am Spires, Glenn - Completion</b> Action completed by Spires, Glenn - Completed

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# ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023



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

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

### 1. RENEWABLE ENERGY COMMUNITY BENEFIT FRAMEWORK

The objectives of the Renewable Energy Community Benefit Framework (**Framework**) are to promote benefit sharing strategies associated with the development of state significant and regionally significant renewable energy projects in the Armidale Regional Council Local Government Area (**LGA**) that:

- secure off-site benefits for the community so that renewable energy development delivers a future sustainable net community benefit;
- ensure that the wider community share in the benefits resulting from renewable energy development in the LGA;
- ensure that the costs and benefits of renewable energy development will be equitably distributed within the community and inter-generationally;
- ensure that community benefit outcomes are determined through appropriate governance processes which include REZ community representation.

### 2. LEGISLATIVE AND REGULATORY FRAMEWORK

Section 1.3 of the *Environmental Planning and Assessment Act 1979* (**EP&A Act**) provides the legislative basis for the Framework.

Subdivision 2 of the EP&A Act provides the legislative basis for planning agreements.

### 3. PLANNING AGREEMENTS

Armidale Regional Council (**ARC**) will use the planning agreement provisions of the EP&A Act to deliver the objectives of the Framework. A planning agreement is a voluntary agreement between Council and a developer, who has made a development application, under which the developer is required to dedicate land free of cost; pay a monetary contribution; provide any other material benefit to be used for or applied towards a public purpose.

### 4. COMMUNITY BENEFIT

Community benefit excludes that which is required to mitigate adverse impacts of development including (but not limited to) host and adjoining landowner payments required to obtain consent or prescribed by legislation.

The financial value of community benefit will vary from project to project, however, the minimum community benefit threshold for ARC is 1.5% of capital value of the development. Projects that do not deliver community benefits above this threshold are likely to be considered not in the public interest.

Developers who demonstrate involvement with and for the community will be encouraged against those who show no such initiatives. Council requires developers to be responsible members of the community eg. The support of an ongoing workforce, disincentives for FIFO practices, landscape rehabilitation incorporated into projects.

## 5. PUBLIC PURPOSE

The public purpose that funds will be applied to include works to embellish public spaces, the provision of spaces for public recreation and community facilities, the provision of affordable housing and works to rehabilitate or conserve biodiversity values, options to improve energy efficiency, community batteries, low-cost electricity deals to allow local use of renewable energy, low-cost electricity deals for local manufacturers and supply chains or some other public purpose if the Council reasonably considers that the public interest would be better served by applying the funds towards that other purpose.

## 6. GOVERNANCE AND INTER-GENERATIONAL EQUITY

Council will ensure a governance structure that as far as possible reflects the needs and concerns of the immediate communities of impact and the broader region to assist with determining the public purpose for funds.

Council will manage funds to ensure that they benefit future generations as well as the present generation.

APPROVAL AND REVIEW		
Responsible Business Unit	Planning and Activation	
Responsible Officer	Chief Officer Planning and Activation	
Date/s adopted	Council Executive [updated by policy owner]	Council [DD Mmmm YYYY]
Date/s of previous adoptions	NA	
Date of next review	[ <del>Two years</del> One year from last adoption]	
TRIM Reference		

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- 1—Ernst and Young. (2015). Strategic Options for Delivering Ownership and Benefit Sharing Models for Wind Farms in NSW (p. 53). Sydney, Australia: NSW Office of Environment and Heritage
- 2—Hicks, J., Lane, T., Wood, E., Hall, N., Webb, A., and Mey, F. (2018) Enhancing Social Outcomes from Wind Development in Australia: Evaluating Community Engagement and Benefit Sharing. Clean Energy Council, Melbourne.
- 3—Clean Energy Council (2019). A guide to benefit sharing options for renewable energy projects.



TRIM: AINT2023/XXXXX



# Renewable Energy Community Benefit Framework

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

## 1. RENEWABLE ENERGY COMMUNITY BENEFIT FRAMEWORK

The objectives of the Renewable Energy Community Benefit Framework (**Framework**) are to promote benefit sharing strategies associated with the development of state significant and regionally significant renewable energy projects in the Armidale Regional Council Local Government Area (**LGA**) that:

- secure off-site benefits for the community so that renewable energy development delivers a future sustainable net community benefit;
- ensure that the wider community share in the benefits resulting from renewable energy development in the LGA;
- ensure that the costs and benefits of renewable energy development will be equitably distributed within the community and inter-generationally;
- ensure that community benefit outcomes are determined through appropriate governance processes which include REZ community representation.

## 2. LEGISLATIVE AND REGULATORY FRAMEWORK

Section 1.3 of the *Environmental Planning and Assessment Act 1979* (**EP&A Act**) provides the legislative basis for the Framework.

Subdivision 2 of the EP&A Act provides the legislative basis for planning agreements.

## 3. PLANNING AGREEMENTS

Armidale Regional Council (**ARC**) will use the planning agreement provisions of the EP&A Act to deliver the objectives of the Framework. A planning agreement is a voluntary agreement between Council and a developer, who has made a development application, under which the developer is required to dedicate land free of cost; pay a monetary contribution; provide any other material benefit to be used for or applied towards a public purpose.

## 4. COMMUNITY BENEFIT

Community benefit excludes that which is required to mitigate adverse impacts of development including (but not limited to) host and adjoining landowner payments required to obtain consent or prescribed by legislation.

The financial value of community benefit will vary from project to project, however, the minimum community benefit threshold for ARC is 1.5% of capital value of the development. Projects that do not deliver community benefits above this threshold are likely to be considered not in the public interest.

Developers who demonstrate involvement with and for the community will be encouraged against those who show no such initiatives. Council requires developers to be responsible members of the community eg. The support of an ongoing workforce, disincentives for FIFO practices, landscape rehabilitation incorporated into projects.

## 5. PUBLIC PURPOSE

The public purpose that funds will be applied to include works to embellish public spaces, the provision of spaces for public recreation and community facilities, the provision of affordable housing and works to rehabilitate or conserve biodiversity values, options to improve energy efficiency, community batteries. low-cost electricity deals to allow local use of renewable energy, low-cost electricity deals for local manufacturers and supply chains or some other public purpose if the Council reasonably considers that the public interest would be better served by applying the funds towards that other purpose.

## 6. GOVERNANCE AND INTER-GENERATIONAL EQUITY

Council will ensure a governance structure that as far as possible reflects the needs and concerns of the immediate communities of impact and the broader region to assist with determining the public purpose for funds.

Council will manage funds to ensure that they benefit future generations as well as the present generation.

APPROVAL AND REVIEW		
Responsible Business Unit	Planning and Activation	
Responsible Officer	<b>Chief Officer Planning and Activation</b>	
Date/s adopted	<i>Council Executive</i> [updated by policy owner]	<i>Council</i> [DD Mmmm YYYY]
Date/s of previous adoptions	NA	
Date of next review	[One year from last adoption]	
TRIM Reference		

TRIM: AINT/2021/36684

# Keeping of Animals Policy (Urban Areas)

ADOPTED BY COUNCIL: 28 APRIL 2021TBC

## 1. PURPOSE

The purpose of this policy is to detail Council policy on the keeping of animals in urban areas.

## 2. APPLICATION

The policy applies to all residents living with the urban areas of Armidale Regional Council

## 3. POLICY INTENT

The main objectives of this policy are to:

- To maintain residential amenity and minimise the nuisance affects associated with the keeping of animals in urban areas.

## 4. COMMUNITY STRATEGIC PLAN OBJECTIVES

This policy help with good governance of the community.

## 5. POLICY

### General

The keeping of animals, specifically in relation to animal numbers or the manner in which they are kept, can be the subject of Orders pursuant to Section 124 of the Local Government Act 1993

The Regulation to the Act (see specifically Schedule 2 of the Local Government (General) Regulation 2005) includes standards for the keeping of specific birds or animals being poultry, swine, horses and cattle. These provisions must be read in connection with this Policy.

Where a development application is required (for example, for the construction of housing for animals) Council will exercise its discretion under Section 4.15 of the Environmental Planning and Assessment Act 1979 and consider the circumstances of individual proposals, and will normally consult with neighbours as provided for in Council's Community Participation Plan.

Please note that applications involving Companion Animals Boarding and Breeding Establishments are subject to specific requirements under Council's Development Control Plan.

The keeping of Indigenous animals such as Kangaroos and Wallabies is regulated under Commonwealth and State legislation such as the Environment Protection and Biodiversity Conservation Act 1999 (Cth).

The keeping of non-indigenous animals is regulated by the Non Indigenous Animals Act 1987 and related Regulation and is not subject to any direct Council controls. However, if justified complaints are received, Council may take the matter up with the relevant authority (currently the NSW Department of Primary Industries).

The welfare of animals is also subject to the provisions of the Prevention of Cruelty to Animals Act 1979 and NSW Department of Primary Industries published Welfare Codes. See:

<http://www.dpi.nsw.gov.au/agriculture/livestock/animal-welfare/general>

### **Policy provisions relating to specific animals/birds:**

#### **Bees**

One standard 10 frame bee hive may be kept without special permission of Council. One or two boxes may be added to the hive during summer, provided there is only one colony.

Beehives must be registered with the NSW Department of Primary Industries.

#### **Birds**

Commercial aviaries require development consent, however the construction of small private bird aviaries may be exempt from approval pursuant to Council's Local Environmental Plan/Development Control Plan. Noise emissions must be maintained at or below 5dB above background noise level at the property boundary.

Cockatoo-type breeds will be the subject of strict controls relating to objectionable noise and/or unreasonable hours.

Food storage areas and the ground surface beneath are to be cleansed as frequently as is necessary to preserve a state of cleanliness, free from offensive odour and in such manner as to ensure that flies and/or vermin are not attracted to the premises.

#### **Keeping of Pigeons**

The following general conditions shall apply to the keeping of pigeons:

1. The use must not be for commercial purposes.
2. The number of pigeons to be housed on the premises must be limited to:
  - Members of recognised Pigeon Racing or Fanciers Association - 150 pigeons.
  - Non members or non-active members - 10 pigeons unless Council determines to the contrary, having in mind isolation, or other relevant factors in the particular case.
3. A curfew for the carrying out of flying exercises will exist between the hours of 8.00am to 3.30pm.
4. Lofts shall be located at least 12m clear of any dwelling, or a greater distance as may be determined by Council in the particular case.
5. Lofts shall be erected clear of fences and other buildings so as to facilitate cleansing and maintenance.
6. The loft doors/gates shall not be left open and unattended at any time, ie an "open loft" is not permitted.

7. Pigeon lofts and the ground surface beneath are to be cleansed as frequently as is necessary to preserve a state of cleanliness, free from offensive odour and in such manner as to ensure that flies and/or vermin are not attracted to the premises.
8. The loft floor must be maintained dry at all times (other than during cleaning) and must be protected from the weather for that purpose.
9. The lofts and birds must be kept free of lice at all times.
10. Galvanised 25mm x 25mm mesh floors will be provided with a minimum clearance of 300mm between the underside of the floor and the impervious ground surface. Timber floors are not considered appropriate.
11. Concrete floors (where used) will be turned down a minimum distance of 200mm below the ground surface at the perimeter of the concrete floor.
12. Lofts will be constructed of materials that blend with the environment and that can be easily maintained. All surfaces likely to come in contact with excreta shall be impervious to facilitate ease of cleansing. Lofts must be proofed against rats and other vermin.
13. All bird droppings and other waste must be collected and stored or disposed of in such a manner so as not to create any nuisance and will be subject to the approval of Council's Health Surveyor.
14. Grain and other foods are to be kept in a vermin proof building or containers, to the satisfaction of Council's Health Surveyor.
15. The premises must allow an area of 14 pigeons per cubic metre of loft space.

#### **Cats**

The keeping of cats is encouraged under the following conditions:

- i. Cats do not cause damage to other property.
- ii. Cats do not cause a nuisance to other residents.

The behaviour of the cats is subject to the provisions of the Companion Animals Act 1998 and owners are encouraged to contain their cats during the hours of darkness to prevent attacks on native fauna.

A maximum of 6 cats normally housed at any premises on an urban allotment, this will be used as a guide for Council's administration of the Orders provisions for numbers under the Local Government Act 1993.

#### **Dogs**

The behaviour of dogs is subject to the provisions of the Companion Animals Act 1998.

Dogs kept at urban properties are to have adequate shelter and protection from the weather.

The area in which the dogs are housed is to be maintained in a hygienic condition to:

- i. Limit the spread of disease; and.
- ii. Minimise offensive odour.



The following maximum numbers of dogs housed at a premises on any urban allotment will be used as a guide only for Council's administration of the Orders provisions for numbers under the Local Government Act 1993:

600m <sup>2</sup>	2 Dogs
850m <sup>2</sup>	3 Dogs
1000m <sup>2</sup>	4 Dogs

Construction of kennel facilities must comply with the Building Code of Australia.

Disposal of faeces and other animal related waste must be by an approved sewer connection or other adequate approved means of disposal.

### Goats and Sheep

The keeping of sheep or goats for commercial purposes within a residential area is not permitted.

The use of sheep and goats to maintain an area in a neat and tidy condition is encouraged provided that:

- i. The area is fenced satisfactorily to prevent their escape.
- ii. Neighbouring trees/shrubs are protected.
- iii. The area is kept free of offensive odour and flies.

One animal per 750m<sup>2</sup> per allotment is to be used as a basis for administering the Orders provisions for numbers under the Local Government Act 1993.

### Horses and Cattle

*Note: The Regulation to the Act (see specifically Schedule 2 of the Local Government (General) Regulation 2005) includes standards for the keeping of horses and cattle. These provisions must be read in connection with this Policy.*

The keeping of horses and cattle for commercial purposes or feed lots within a residential area is not permitted.

The use of horses or cattle to maintain a vacant urban area in a neat and tidy condition is encouraged, subject to the following conditions:

- i. That the area is fenced satisfactorily to prevent their escape.
- ii. Horses and cattle must not be kept within 9 metres of a dwelling and other buildings usually occupied by humans and not less than 1 metre from any boundary fences, to prevent damage to such fences.
- iii. Neighbouring trees/shrubs are to be protected.
- iv. The area must be kept free of offensive odour/flies and rodents.
- v. Cattle and horses must be restricted to within not less than

One animal per 1000m<sup>2</sup> allotment is to be used as a basis for administering the Orders provisions for numbers under the Local Government Act 1993.

### Pigs

*Note: The Regulation to the Act (see specifically Schedule 2 of the Local Government (General) Regulation 2005) includes standards for the keeping of swine. These provisions must be read in connection with this Policy.*



One animal per 2000m<sup>2</sup> allotment is to be used as a basis for administering the Orders provisions for numbers under the Local Government Act 1993.

### Poultry

*Note: The Regulation to the Act (see specifically Schedule 2 of the Local Government (General) Regulation 2005) includes standards for the keeping of poultry. These provisions must be read in connection with this Policy.*

The keeping of poultry in a residential area is encouraged, subject to the following conditions:

- i. The area is kept free of offensive odour/flies and rodents.
- ii. The poultry yard is fenced to ensure the poultry do not escape.
- iii. Cages/Hen houses must have a concrete floor and comply with the Building Code of Australia.
- iv. The following distances for the location of poultry housing from a dwelling are considered adequate:

Housing for Fowls ( <i>gallus gallus</i> ) or guinea fowls	4.5 Metres
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Other Housing (eg Duck/Geese)	30 Metres
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- v. Roosters and Tom Turkeys are not permitted.

The following maximum numbers to be housed at a premises on any urban allotment will be used as a basis for administering the Orders provisions for numbers under the Local Government Act 1993.

Hens 20 fowls, or

Other poultry 10 birds

## 6. LEGISLATIVE REQUIREMENTS

- Local Government Act 1993
- Schedule 2 of the Local Government (General) Regulation 2005)

## 7. REVIEW

This Policy will be reviewed every two years from the date of each adoption of the policy, or more frequently as required.

## 8. REPORTING

There is no reporting directly linked to this policy.

## 9. RESPONSIBLE OFFICER

- ~~This policy applied to the Rangers and is the responsibility of Coordinator Regulation Manager Regulatory Services~~

## 10. ROLES AND RESPONSIBILITIES

The Rangers are responsible for the implementation of this policy.

## 11. RELATED PROCEDURES

Nil

APPROVAL AND REVIEW		
Responsible Business Unit	Regulatory Services	
Responsible Officer	<u>Manager Regulatory Services</u> <del>Chief Officer Planning and Activation</del>	
Date/s adopted	<u>Council Executive</u> <del>March 2021</del> TBC	<u>Council</u> <del>28 April 2021</del> TBC
Date/s of previous adoptions		
Date of next review	<u>April 2023</u> TBC	
TRIM Reference	AINT/2021/36687	



Department of Planning and Environment

## Gateway Determination

**Planning proposal (Department Ref: PP-2023-1507):** *Housekeeping amendments to Schedule 5 Environmental Heritage of the Armidale Regional LEP 2012 and associated mapping*

I, the Acting Director, Northern Region at the Department of Planning and Environment, as delegate of the Minister for Planning and Public Spaces, have determined under section 3.34(2) of the *Environmental Planning and Assessment Act 1979* (EP&A Act) that a housekeeping amendment to Schedule 5 Environmental Heritage of the Armidale Regional LEP 2012 and associated mapping should proceed subject to the following conditions:

The Council as planning proposal authority is authorised to exercise the functions of the local plan-making authority under section 3.36(2) of the EP&A Act subject to the following:

- (a) the planning proposal authority has satisfied all the conditions of the gateway determination;
- (b) the planning proposal is consistent with applicable directions of the Minister under section 9.1 of the EP&A Act or the Secretary has agreed that any inconsistencies are justified; and
- (c) there are no outstanding written objections from public authorities.

The LEP should be completed within six months from the date of the Gateway determination.

### Gateway Conditions

1. Prior to agency and community consultation, the planning proposal is to be updated to:
  - (a) revise the table in 'Part 2 – Explanation of Provisions' to include the property details, address and description for each item and the following changes:
    - i) update I053 to 'Correct Map labelling to show I053';
    - ii) update I208 to 'Amend Schedule 5 to show Lot 1 DP 1255297';
    - iii) update I237 to 'Amend Schedule 5 to show Lot 2 DP1184364, Lot 11 DP 751436 and Lot 1 DP 1184364';
    - iv) include I274 in the table to update Schedule 5 street address to '118-120 Bradley Street';
    - v) update I275 street address to '118-120 Bradley Street';
    - vi) include separate Schedule 5 change entry for I323 to correct Schedule 5 street address to '34 Robinsons Lane';
    - vii) include separate Schedule 5 change entry for I341 to correct Schedule 5 street address to '1539 Kunderang Road';
    - viii) update I362 to correctly identify Lot 5 Section 3 DP 759044 on the Heritage Map'; and
    - ix) update A066 to remove the map reference and include Schedule 5 under 'Document/map to be corrected'.

- (b) update the project timeline to reflect requirements of Gateway determination and timeframes nominated by the Local Environmental Plan Making Guidelines (Department of Planning and Environment, 2023).
2. Public exhibition is required under section 3.34(2)(c) and clause 4 of Schedule 1 to the Act as follows:
- (a) the planning proposal is categorised as basic as described in the *Local Environmental Plan Making Guidelines* (Department of Planning and Environment, 2023) and must be made publicly available for a minimum of 10 working days; and
- (b) the planning proposal authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in *Local Environmental Plan Making Guidelines* (Department of Planning and Environment, 2023).
3. Consultation is required with the following public authorities and government agencies under section 3.34(2)(d) of the Act and/or to comply with the requirements of applicable directions of the Minister under section 9 of the EP&A Act:
- NSW Rural Fire Service
  - Heritage NSW
- Each public authority is to be provided with a copy of the planning proposal and any relevant supporting material via the NSW Planning Portal and given at least 30 working days to comment on the proposal.
4. A public hearing is not required to be held into the matter by any person or body under section 3.34(2)(e) of the EP&A Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or if reclassifying land).

Dated 17 day of August 2023.



**Craig Diss**  
**Acting Director, Northern Region**  
**Local and Regional Planning**  
**Department of Planning and Environment**

**Delegate of the Minister for Planning**

PP-2023-1507 (IRF23/1865)



IRF23/1865

## Gateway determination report – PP-2023-1507

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Housekeeping amendments to Schedule 5  
Environmental Heritage of the Armidale Regional LEP  
2012 and associated mapping

August 23



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Subtitle: Housekeeping amendments to Schedule 5 Environmental Heritage of the Armidale Regional LEP 2012 and associated mapping

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## Acknowledgment of Country

The Department of Planning and Environment acknowledges the Traditional Owners and Custodians of the land on which we live and work and pays respect to Elders past, present and future.

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**Table 1 Reports and plans supporting the proposal**

Relevant reports and plans
Armidale Regional Council – Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps
Armidale Regional Council – Council Resolution

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Armidale Regional Council – Council Report

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Armidale Regional Council – ARLEP Heritage Mapping Issues

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# 1 Planning proposal

## 1.1 Overview

**Table 2 Planning proposal details**

<b>LGA</b>	Armidale Regional
<b>PPA</b>	Armidale Regional Council
<b>NAME</b>	Housekeeping amendment to Schedule 5 Environmental Heritage of the Armidale Regional LEP 2012 and associated maps
<b>NUMBER</b>	PP-2023-1507
<b>LEP TO BE AMENDED</b>	Armidale Regional LEP 2012
<b>ADDRESS</b>	Various
<b>DESCRIPTION</b>	Various. Refer to Table 3.
<b>RECEIVED</b>	13/07/2023
<b>FILE NO.</b>	IRF23/1865
<b>POLITICAL DONATIONS</b>	There are no donations or gifts to disclose and a political donation disclosure is not required
<b>LOBBYIST CODE OF CONDUCT</b>	There have been no meetings or communications with registered lobbyists with respect to this proposal

## 1.2 Objectives of planning proposal

The planning proposal contains objectives and intended outcomes that adequately explain the intent of the proposal.

The objectives of the planning proposal are to:

- Correct administrative errors and misdescriptions in Schedule 5 Environmental Heritage of the Armidale Regional LEP 2012; and
- Correct mapping errors in associated heritage maps

The planning proposal indicates that some of the misdescriptions and mapping errors have occurred as a result of administrative errors from the merged LEP process (PP-2021-4173), whilst others have been identified by Council as part of its ongoing reviews of the LEP.

The objectives of this planning proposal are clear and adequate.

## 1.3 Explanation of provisions

The planning proposal seeks to amend the Armidale Regional LEP 2012 per the changes below:

- Amend Schedule 5 of the LEP to correct minor errors and misdescriptions; and
- Amend a number of heritage maps to correct minor errors and misdescriptions.

The planning proposal contains an explanation of provisions that adequately explains how the objectives of the proposal will be achieved.

A complete list of the changes proposed is provided in Table 3 below, with mapping changes outlined in **Appendix 1**. A number of corrections are required to this table has detailed below in the body of this report.

## Gateway determination report – PP-2023-1507

Table 3 Current and proposed Schedule 5 items

Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
I001	Aberfoyle Cemetery	Aberfoyle Road	Lots 7300 and 7301, DP 1153423	Missing street number from address	Amend street address to show '1892 Aberfoyle Road'	Schedule 5
I011	House	88 Beardy Street	Lot 1, DP 1266776	Map HER 004CAA contains incorrect Lot & DP information, Lot & DP 1266776.	Remove Lot 2 DP 1266776 from Heritage Map	HER_004CAA
I052	Armidale Railway Station and yard group movable relics	234 Brown Street, Main Northern Railway	Part of Lot 33, DP 883524	Map has polygon below I051 and the polygon is not visible	Amend Map to ensure polygon is visible	HER_004CAA
I053	Armidale Railway Station turntable	234 Brown Street, Main Northern Railway	Part of Lot 33, DP 883524	Map is mislabelled as I052	Correct Map labelling to show I053	HER_004CAA
I055	Former police lock-up	247 Brown Street	Lot 101, DP 12369152	Schedule 5 contains incorrect Lot and DP information, Lot 101 DP 12369152	Amend Schedule 5 to show Lot 101 DP1236915	Schedule 5
I056	House	102 Butler Street	Lot 27, DP 855958	Map shows Archaeological Site A015 but no label for Item I056	Amend Map to show label for item I056	HER_004CAA

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Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
I057	Armidale High School—original circa 1921, 2-storey building, grounds	158–182 Butler Street	Lot 1, DP 196298; Lot 704, DP 755808; Lots 1 and 2, Section 49, DP 758032; Lot 1, Section 161, DP 758032; Lot 1151, DP 821627	Schedule 5 has incorrect Lot and DP information.	Amend Schedule 5 to show Lot 1 DP 1259439 and Lot 7005 DP 1052246	Schedule 5
I068	St Mary and St Joseph Catholic School Group—St Mary's School, Merici House, St Anne's Building, Cathedral Hall and former church hall	128A and 130–136 Dangar Street; 154–156 Rusden Street	Lots 13–15 and Parts of Lots 8 and 12, Section 7, DP 758032; Part of Lot 10, DP 856013; Part of Lot 10, DP 1138986; Part of Lot 11, DP 1138987	Map mislabelled as I069	Correct Map labelling to show I068	HER_004CAA



## Gateway determination report – PP-2023-1507

Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
I069	St Mary and St Joseph Catholic Cathedral Group—Ursuline Convent, Ursuline Convent Chapel, Bishop's House, former St Ursula's College, Catholic Schools Administration Building, Moira Foley Building, parish garage, landscaping and fencing	130–136 Dangar Street; 131 Barney Street; 135 Jessie Street	Lots 1–3 and 16 and part of Lots 4, 5 and 7, Section 7, DP 758032; Lot 15, DP 1048143	Map mislabelled as I068	Correct Map labelling to show I069	HER_004CAA
I083	The Armidale School—original main building including classrooms and chapel	87 Douglas Street	Lots 1–5 and 20, Section 155, DP 758032	Map mislabelled as I084	Correct Map labelling to show I083	HER_004CAA

## Gateway determination report – PP-2023-1507

Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
I084	The Armidale School—library, dormitory and headmaster's residence, grounds, Wakefield House	87 Douglas Street, bound by Douglas, Barney, Chapel and Mann Streets and Black Gully	Lot 1, DP 1124855; Lot 1, DP 241526; Lot 1, DP 213167; Lot 1, DP 245667; Lots 1–4, DP 1124858; Lot 12, DP 112882; Lots 2 and 3, Section 146, DP 758032; Lots 1–21, Section 154, DP 758032; Lots 1–21, Section 155, DP 758032	Map mislabelled as I083	Correct Map labelling to show I084	HER_004CAA
I097	Court house	100 Faulkner Street	Lot 24, DP 1176464	Map has lead line for label pointing to I099 Site	Correct Map lead line to point to I097	HER_004CAA
I099	Monument and tree	100 Faulkner Street	Lot 24, DP 1176464	Map label missing lead line to polygon	Correct Map lead line to point to I099	HER_004CAA
I122	House and garden, "Canowindra"	101 Glen Innes Road	Lot 5, DP 608284	Schedule 5 Document has old Lot and DP of Lot 5 DP 608284.	Amend Schedule 5 to show Lot 101 DP1253719	Schedule 5
I145	House and grounds, "Booloominbah"	60 Madgwick Drive	Lot 10, DP 1142199	Map mislabelled as I146	Correct Map labelling to show I145	HER_004C
I146	House and grounds, "Trevenna"	60 Madgwick Drive	Lot 10, DP 1142199	Map mislabelled as I145	Correct Map labelling to show I146	HER_004C/ HER_004CA

## Gateway determination report – PP-2023-1507

Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
I166	House	136 Markham Street	Lot 1, DP 19679	I166 Label showing on map but missing A041 Label	Correct Map labelling to include A041	HER_004CAA
I200	"Centenary of Local Government 1963" Memorial trees	Rusden Street between Dangar and Marsh Streets	Road reserve	Map mislabelled as I221	Correct Map labelling to show I200	HER_004CAA
I208	Minto Building (former Central Hotel)	161 Rusden Street	Lot 1, DP 795233	Schedule 5 Document has old Lot and DP of Lot 1 DP 795233	Amend Schedule 5 to show Lot 1 DP1255297	Schedule 5
I237	Ben Lomond Station	120 Streeters Road	Lot 1, DP 1184364	Schedule 5 Document has not included Lot 2 DP 1184364 that is included in the Cadastre used. Should also include Lot 11 DP 751436	Amend Schedule 5 to show Lot 2 DP1184364, Lot 11 DP 751436 and Lot 1, DP 1184364	Schedule 5
I237	Ben Lomond Station	120 Streeters Road	Lot 1, DP 1184364	Map mislabelled as I233	Correct Map labelling to show I237	HER_003
I238	Cemetery	Black Mountain Cemetery Road	Lot 7019, DP 1054926	Schedule 5 Document has incorrect address as "Black Mountain Cemetery Road" and only shows Lot 7019 DP 1054926	Amend Schedule 5 to include Lot 7007 DP1056955 and amend street address to show '75 Elder Lane'	Schedule 5

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Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
I238	Cemetery	Black Mountain Cemetery Road	Lot 7019, DP 1054926	Map 004B missing Lot 7007 DP1056955	Include Lot 7007 DP 1056955 on Heritage Map	HER_004B
I244	Black Mountain Railway Station	5 Toms Gully Road; Main Northern Railway	Lot 1, DP 584178; Lot 1, DP 1062235; Railway reserve	Schedule 5 Document has incorrect Lot & DP information, Lot 1 DP 584178, Lot 1, DP 1062235, Railway reserve	Amend Schedule 5 to only reference Lot 1 DP 1062235	Schedule 5
I244	Black Mountain Railway Station	5 Toms Gully Road; Main Northern Railway	Lot 1, DP 584178; Lot 1, DP 1062235; Railway reserve	Map 004B shows Lot 1 DP 584178 forming part of the heritage listing	Correct Map to remove Lot 1 DP 584178	HER_004B
I274	Former H Beesley and Sons Store	120 Bradley Street	Lot 4, Section 21, DP 758497	Incorrect street address	Update street address to 118-120 Bradley Street	Schedule 5
I275	Store	120 Bradley Street	Lot 4, Section 21, DP 758497	Schedule 5 contains incorrect Lot and DP information, Lot 4 Section 21 DP 758497 Incorrect street address	Amend Schedule 5 to show Lot 5 Section 21 DP 758497 Update street address to 118-120 Bradley Street	Schedule 5
I275	Store	120 Bradley Street	Lot 4, Section 21, DP 758497	Map 003BA has incorrect Lot and DP information, Lot 4 Section 21 DP 758497 highlighted and labelled	Correct Map labelling to point to Lot 5 Section 21 DP 758497	HER_003BA

## Gateway determination report – PP-2023-1507

Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
I279	Motor garage—Burgess	131–143 Bradley Street	Lot 1, DP 949185; Lot 1, DP 949186	Schedule 5 contains incorrect Lot and DP information, Lot 1, DP 949185 and Lot 1, DP 949186 and refers to old street address	Amend Schedule 5 to show Lot 131 DP 1273805. Amend street address to show '131 Bradley Street'	Schedule 5
I310	Former McAlister house	103 Malpas Street	Lot 30, DP 808996	Map mislabelled as I329	Correct Map labelling to show I310	HER_003B
I311	Guyra Masonic Lodge	139 Malpas Street	Lot 274, DP 755824	Map mislabelled as I310	Correct Map labelling to show I311	HER_004AA
I312	Former Guyra Rural Services bean shed	173 Malpas Street	Lot 1, DP 806824	Map mislabelled as I311	Correct Map labelling to show I312	HER_004AA
I313	Mother of Ducks Lagoon Nature Reserve No 452	McKie Parkway	Lot 2, DP 1189931; Lot 67, DP 1195694; Lot 2, DP 1144437; Lot 2, DP 1158272; Lot 350, DP 39608; Lot 353, DP 39932; Lot 359, DP 46361; Lot 363, DP 704039; Lot 1, DP 1162151; Lots 311, 335, 341, 343, and 344, DP 753659; Lots 21 and 22, DP 1050356	Map mislabelled as I312	Correct Map labelling to show I313	HER_004AA / HER_004A

## Gateway determination report – PP-2023-1507

Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
I314	McKie Park and Parkway	McKie Parkway; 192 and 194 Bradley Street	McKie Parkway road reserve adjacent to and including Lot 7002, DP 1072302; Lot 1 DP 1189931	Map mislabelled as I313	Correct Map labelling to show I314	HER_004AA / HER_003B
I315	Cemetery	New England Highway	Lots 7306, 7307 and 7308, DP 1141644; Part Lot 7309, DP 1145106; enclosed road reserve portion	Map mislabelled as I314	Correct Map labelling to show I315	HER_004A
I316	Landscape—avenue of trees, “Coakes Park”	New England Highway	Located on the west side of the New England Highway (Malpas Street) stretching approximately from Aboomala Street to Ollera Street; Lot 1 DP 1001257	Map mislabelled as I315	Correct Map labelling to show 316	HER_004AA / HER_003B
I317	Scout hall	18 Nincoola Street	Lot 331, DP 753659	Map mislabelled as I316	Correct Map labelling to show I317	HER_003B



## Gateway determination report – PP-2023-1507

Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
I318	Railway West Park	North-east corner of intersection between Ollera and Llangothlin Streets, including part of railway reserve	Road and railway reserve	Map mislabelled as I317	Correct Map labelling to show I318	HER_003B
I318	Railway West Park	North-east corner of intersection between Ollera and Llangothlin Streets, including part of railway reserve	Road and railway reserve	Schedule 5 has incorrect Item Description as "Railway West Park"	Amend Schedule 5 to show 'Park – Railway West Park'	Schedule 5
I319	House, "Brymohr"	29 Ollera Street	Lot 2, DP 525408	Map mislabelled as I318	Correct Map labelling to show I319	HER_003B
I320	House	45 Ollera Street	Lot 18, DP 5381	Map mislabelled as I319	Correct Map labelling to show I320	HER_003B
I321	Uniting Church and hall	55–57 Ollera Street	Lot 1, DP 525916	Map mislabelled as I320	Correct Map labelling to show I321	HER_003B
I322	Hairdressing salon	68 Ollera Street	Lot A, DP 392536	Schedule 5 has incorrect Item Description as "Hairdressing Salon"	Amend Schedule 5 to show 'Store – hairdressing salon'	Schedule 5

## Gateway determination report – PP-2023-1507

Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
I322	Hairdressing salon	68 Ollera Street	Lot A, DP 392536	Map mislabelled as I321	Correct Map labelling to show I322	HER_003B
I323	House—former Izzard residence	34 Robinson Lane	Lot 8, DP 1005055	Map mislabelled as I322 Typo in street address	Correct Map labelling to show I323  Correct typo to '34 Robinsons Lane'	HER_003B
I324	House	10 Ryanda Street	Lot B, DP 317264	Map mislabelled as I323	Correct Map labelling to show I324	HER_003B
I325	House	28 Ryanda Street	Lot A, DP 343599	Map mislabelled as I324	Correct Map labelling to show I325	HER_003B
I326	House, "Annalee Cottage"	87 Sandon Street	Lot 6, Section 16, DP 758497	Map mislabelled as I325	Correct Map labelling to show I326	HER_004AA
I327	Memorial plaques at Guyra Hospital	40 Sole Street	Lot 4, DP 1202857	Map mislabelled as I326	Correct Map labelling to show I327	HER_003B
I328	House—former Sole residence	57 Sole Street	Lot 3, DP 598831	Map mislabelled as I327	Correct Map labelling to show I328	HER_003B

## Gateway determination report – PP-2023-1507

Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
I329	Church of St Columba Presbyterian and McKie Memorial Presbyterian Church Hall	9–21 Tenterden Street	Lot 220, DP 755824	Map mislabelled as I328	Correct Map labelling to show I329	HER_003B
I336	Garibaldi Mine—chimney		Part of Lot 7300, DP 1139642	Map mislabelled as I337	Correct Map labelling to show I336	HER_004D
I337	Baker's Creek Mine—winding engine house	132B and 132F Brackin Street	Lot 407, DP 755834; Part of Lot 7300, DP 1139642	Map mislabelled as I336	Correct Map labelling to show I337	HER_004D
I338	Shearing shed, "Hillgrove Station"	2457 Grafton Road	Lot 1, DP 556558	Schedule 5 has incorrect Lot and DP Information, Lot 1 DP556558 and refers to old street address	Amend Schedule 5 to show Lot 903 DP 1276495. Amend street address to show '2459 Grafton Road'	Schedule 5
I341	Kunderang East Pastoral Station	1093 Dangars Falls Road (80km north-west of Oxley Wild Rivers National Park)	Lot 1, DP 751444	Map mislabelled as I342 Incorrect street address	Correct Map labelling to show I341  Correct street address to 1539 Kunderang Road	HER_008

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Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
I342	Styx River Bridge	Kempsey Road	Latitude 30.588617, longitude 152.164963	Map mislabelled as I341	Correct Map labelling to show I342	HER_008
I355	Little Llangothlin Lake and Nature Reserve	140 and 340 Bagot Road	Lot 158, DP 751436; Lot 192, DP 704030; Lot 18, DP 751436	Schedule 5 has a typo of Lot 192, DP 704030141	Amend Schedule 5 to show Lot 192 DP704030	Schedule 5
I359	Former public school	Guyra Road	Lot 5, Section 2, DP 759044	Schedule 5 has "Former public school" and is Item Name in planning proposal "Guyra Heritage Study description matches the planning proposal Information.	Amend Schedule 5 to show 'Community centre (former public school)'	Schedule 5
I362	Former post office	10026 Guyra Road	Lot 5, Section 3, DP 759044	Map HER003 missing Lot 5 Section 3 DP 759044	Include Lot 5 Section 3 DP 759044 on Heritage Map Remove Lot 6 Section 3 DP 759044 from Heritage Map	HER_003
A006	Site of Traveller's Rest Hotel (2)	109 Beardy Street	Lot 1, DP 782200	Schedule 5 has incorrect Lot and DP information, Lot 1 DP 782200 and refers to old street address	Amend Schedule 5 to show SP102030. Amend street address to show '100 Marsh Street'	Schedule 5
A015	Site of Star Hotel	102 Butler Street	Lot 27, DP 855958	Label missing from map	Correct map to include A015 label	HER_004CAA

## Gateway determination report – PP-2023-1507

Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
A016	Site of Trim's Store	1–3 Claveri Street	Lot 1, DP 1179415	Schedule 5 refers to old street address and contains spelling mistake	Amend street address to show 1-3 Claverie Street	Schedule 5
A019	Site of Second Hospital	210–218 Donnelly Street	Lot 11, DP 786271	Schedule 5 has incorrect Lot and DP information, Lot 701 DP 1016546 and 210-218 Donnelly Street.	Amend Schedule 5 to show SP 88898 and SP 89599. Amend street address to show '61 O'Dell Street' and '120 Donnelly Street'	Schedule 5
A029	Site of National School, and Superior Public School—Girls Department	142–152 Faulkner Street	Lots 1, 2 and 5, Section 30, DP 758032	Map is mislabelled as A030	Correct Map labelling to show A029	HER_004CAA
A030	Site of old burial ground	142–152 Faulkner Street	Lot 1146, DP 821025; Lot 3, Section 30, DP 758032	Map is mislabelled as A031	Correct Map labelling to show A030	HER_004CAA
A031	Site of Police Residential Complex—residence, barracks and stables	142–152 Faulkner Street	Lots 6 and 9, Section 30, DP 758032	Map is mislabelled as A029	Correct Map labelling to show A031	HER_004CAA
A032	Site of Abattoir, "Wongalea"	475 Grafton Road	Lot 1, DP 777437	Map is mislabelled as A033	Correct Map labelling to show A032	HER_004C

## Gateway determination report – PP-2023-1507

Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
A033	Site of Commissioners Waters Inn	553 Grafton Road	Lot 7021, DP 1071561	Map is mislabelled as A032	Correct Map labelling to show A033	HER_004C
A041	Site of Jenkin's (Herzog's) Cordial Factory and Cottage	136 Markham Street	Lot 1, DP 196798	Label missing on map	Correct map to include A041 label	HER_004CAA
A045	Site of Markham's House	82 Marsh Street	Lot 100, DP 1199785	Map is mislabelled as A047	Correct Map labelling to show A045	HER_004CAA
A046	Site of Trim's Store—3 buildings	82 Marsh Street	Lot 1, DP 83558; Lot 7310, DP 1146456; Lot 33, 1031471; Part Lot 701, DP 94054	Map is mislabelled as A045	Correct Map labelling to show A046	HER_004CAA
A047	Site of Trim's Bridge	82 Marsh Street; Dumaresq Creek	Lot 4, DP 1131397; Part Lot 701, DP94054	Map is mislabelled as A048	Correct Map labelling to show A047	HER_004CAA
A048	Site of Armidale Inn	82 Marsh Street; 115 and 117 Dumaresq Street; Marsh Street road reserve	Lot 100, DP 1199785; Lot 2, DP 1158729; Lot 1, DP1170619; road reserve	Map is mislabelled as A046	Correct Map labelling to show A048	HER_004CAA



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Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
A066	Watermill remains	120 Streeters Road	Lot 11, DP 751436; Lot 1, DP 1184364	Schedule 5 missing Lot 2 DP 1184364	Amend Schedule 5 to show Lot 2 DP 1184364	HER_003
A068	Early police station site	187 Falconer Street	Lot 10, Section 15, DP758497	Label missing on map	Correct map to include A068 label	HER_004AA
A070	Disused rail stockyards	Western side of New England Highway, 830m north of Falconer Road and New England Highway intersection	Railway reserve	Map is mislabelled as A071	Correct Map labelling to show A070	HER_003/ HER_003B

## Gateway determination report – PP-2023-1507

Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
A071	Disused railway line	Corridor heading east from just north of intersection of New England Highway and Sole Street, starting at 4 Falconer Road	Railway reserve; Lots 4 and 5, DP 1153810; Lot 2, DP 1076415; Lots A–E, DP 188045; Lots 1, 2, 4, 5, 7, and 9, DP 183685; Lot 1, DP 184325; Lot 1013, DP 1172679; Lot 7307, DP 1162755; Lot 2, DP 1168370; Lots 3 and 4, DP 1192272; Lot 108, DP 755848; Lot 7300, DP 1133284; Lots 1 and 2, DP 1024241; Lots 1 and 2, DP 1024242; Lots 1-3, DP 185228; Lot 1, DP 1065472	Map is mislabelled as A070	Correct Map labelling to show A071	HER_003/ HER_003B

## Gateway determination report – PP-2023-1507

Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
A071	Disused railway line	Corridor heading east from just north of intersection of New England Highway and Sole Street, starting at 4 Falconer Road	Railway reserve; Lots 4 and 5, DP 1153810; Lot 2, DP 1076415; Lots A–E, DP 188045; Lots 1, 2, 4, 5, 7, and 9, DP 183685; Lot 1, DP 184325; Lot 1013, DP 1172679; Lot 7307, DP 1162755; Lot 2, DP 1168370; Lots 3 and 4, DP 1192272; Lot 108, DP 755848; Lot 7300, DP 1133284; Lots 1 and 2, DP 1024241; Lots 1 and 2, DP 1024242; Lots 1-3, DP 185228; Lot 1, DP 1065472	Schedule 5 missing Lot 2 DP 1024241	Amend Schedule 5 to show Lot 2 DP 1024241	HER_004

## 1.4 Site description and surrounding area

The planning proposal applies to various land parcels throughout the Armidale Regional LGA (**Figure 1**). A complete list of the heritage and archaeological items affected by the proposal is provided in Table 3 above.



**Figure 1 Armidale Regional LGA (source: ePlanning Spatial Viewer)**

## 1.5 Mapping

Amendments to the heritage maps are required to give effect to the planning proposal.

The planning proposal includes mapping showing the proposed changes to the heritage maps, which are considered suitable for community consultation. Maps consistent with the Department of Planning and Environment's Standard Technical Requirements for Spatial Datasets and Maps will be required to be prepared prior to the plan being made.

The map changes proposed are provided in **Appendix 1** to this report.

## 2 Need for the planning proposal

The planning proposal is not a result of a strategic study or report. The planning proposal aims to correct a number of errors and misdescriptions and anomalies in Schedule 5 of the Armidale Regional LEP 2012 and the associated maps. The proposal, does however, align with the Armidale City Council Heritage Study 1990, the Dumaresq Shire Council Heritage Study 2008 and the Guyra Shire Council Heritage Study 2012.

It is noted Armidale Dumaresq LEP 2012 (Amendment No. 16) and Guyra LEP 2012 (Map Amendment No. 1) created a consolidated LEP for the Armidale Regional Council LGA. The

amendments included changes to Schedule 5 of Armidale Dumaresq LEP 2012 and the incorporation of Parts 1-4 of Schedule 5 of the Guyra LEP 2012. The planning proposal indicates some of the misdescriptions and mapping errors have occurred as a result of administrative errors from the merged LEP process (PP-2021-4173), whilst others have been identified by Council as part of its ongoing reviews of the LEP. While the proposal is primarily seeking only to correct administrative errors in the LEP heritage schedule, it is considered appropriate that comment be sought from Heritage NSW on the proposal.

In the Department's review of the proposal a number of errors in the proposed amendments were identified. These were discussed with Council who confirmed that they proposal should be amended prior to exhibition to rectify these errors. Council raised no objection to the Gateway determination requiring these changes be made. The proposed changes are detailed below in the assessment summary.

The planning proposal is the best and only means of achieving the intended outcomes.

## 3 Strategic assessment

### 3.1 Regional Plan

The planning proposal is not inconsistent with the New England North West (NENW) Regional Plan 2041 and does not undermine the vision, land use strategy, goals, directions or actions. The proposal facilitates the correction of a number of descriptions and mapping anomalies which will allow Council to continue to implement outcomes relating to heritage conservation.

### 3.2 Local

The proposal states that it is consistent with the following local plans and endorsed strategies. It is also consistent with the strategic direction and objectives, as stated in the table below:

**Table 4 Local strategic planning assessment**

Local Strategies	Justification
Armidale Local Strategic Planning Statement (LSPS): A Plan for 2040	<p><i>Theme 4 Environment</i></p> <p><i>4b) Cultural Heritage – Protect sites of indigenous or European / nonindigenous cultural heritage</i></p> <p>The proposal facilitates the correction of a number of descriptions and mapping anomalies which will allow Council to continue to implement the outcomes relating to heritage conservation.</p>
New England Development Strategy (NEDS)	<p>The NEDS applies to Armidale Regional Council and outlines key land use policies and principles. The Strategy also provided the planning context for the preparation of the Standard Instrument LEP through to 2032.</p> <p>The NEDS objectives include the protection, enhancement and conservation of places and buildings of heritage significance. In this regard, the proposal is not inconsistent with these objectives.</p>
Armidale Dumaresq Rural Residential Study (ADRRS)	<p>The ADRRS recognises heritage as an important component of the Armidale area. The proposal seeks to ensure items of heritage significance are accurately described and is therefore not inconsistent with the intent of the study.</p>

Armidale Industrial  
Land Study (AILS)

The AILS was prepared to assess the existing and future supply and demand for industrial land in Armidale. The study identifies heritage conservation as a constraint to development for industrial purposes, however does not include any specific objectives or actions in relation to heritage. The proposal is therefore not inconsistent with the intent of the study.

### 3.3 Section 9.1 Ministerial Directions

The planning proposal's consistency with relevant section 9.1 Directions is discussed below:

**Table 5 9.1 Ministerial Direction assessment**

Directions	Consistent/ Not Applicable	Reasons for Consistency or Inconsistency
4.3 Planning for Bushfire Protection	No – Unresolved	<p>This Direction applies to the planning proposal as it will affect, or is in proximity to, land mapped as bushfire prone land.</p> <p>A number of heritage items subject to the planning proposal are located on bushfire prone land.</p> <p>The inconsistency with this Direction will remain unresolved until consultation with the NSW Rural Fire Service (RFS) is carried out.</p>
6.1 Residential Zones	Justifiably inconsistent	<p>This Direction applies to the planning proposal as it affects land that is in a residential zone and does not support all of the requirements of the Direction.</p> <p>The inconsistency is considered to be of minor significance as the planning proposal seeks only to correct administrative errors and misdescriptions related to heritage items.</p>
9.2 Rural Lands	Justifiably inconsistent	<p>This Direction applies to the planning proposal as it affects land that is in a rural zone and does not support all of the requirements of the Direction.</p> <p>The inconsistency is considered to be of minor significance as the planning proposal seeks only to correct administrative errors and misdescriptions related to heritage items.</p>

### 3.4 State environmental planning policies (SEPPs)

The planning proposal is not inconsistent with the relevant SEPPs.



## 4 Site-specific assessment

### 4.1 Environmental

No adverse social impacts are anticipated due to the administrative nature of the proposal. The correction of various wording and mapping errors will ensure accurate information is available for all items of heritage and archaeological significance.

### 4.2 Social and economic

The following table provides an assessment of the potential social and economic impacts associated with the proposal.

**Table 6 Social and economic impact assessment**

Social and Economic Impact	Assessment
Social	No adverse social impacts are anticipated due to the administrative nature of the proposal. The correction of various wording and mapping errors will ensure accurate information is available for all items of heritage and archaeological significance.
Economic	No adverse economic impacts are anticipated.

### 4.3 Infrastructure

The proposed amendments outlined by this planning proposal are considered administrative in nature and do not require additional infrastructure provision to support the changes. Table 11 provides an assessment.

**Table 7 Infrastructure assessment**

Infrastructure	Assessment
Local	There is no local infrastructure required to facilitate the planning proposal.
State	It is not anticipated that there will be any impact on State or regional infrastructure or the requirement for additional funding.

## 5 Consultation

### 5.1 Community

Council does not propose a community consultation period. However, the planning proposal has been categorised as basic as described in the Local Environmental Plan Making Guidelines (Department of Planning and Environment, August 2023). Basic proposals are required to be made publicly available for a minimum of 10 working days. This requirement forms part of the conditions of the Gateway determination.

## 5.2 Agencies

The proposal does not specifically raise which agencies will be consulted.

It is recommended the following agencies be consulted on the planning proposal and given 30 working days to comment:

- NSW Rural Fire Service
- Heritage NSW

## 6 Timeframe

Council proposes a three month time frame to complete the LEP (i.e. to November 2023). However, this time frame does not include community or agency consultation.

A time frame of six months is recommended to ensure it is completed in line with its commitment to reduce processing times. This time frame will also ensure community and agency consultation can occur.

The project timeline contained in the planning proposal will need to be updated to reflect requirements of Gateway determination and timeframes nominated by the Local Environmental Plan Making Guidelines (Department of Planning and Environment, 2023).

Conditions to the above effect are recommended in the Gateway determination.

## 7 Local plan-making authority

Council has advised that it would like to exercise its functions as a Local Plan-Making authority.

As the planning proposal relates to local planning matters, the Department recommends that Council be authorised to be the local plan-making authority for this proposal.

## 8 Assessment summary

The planning proposal is supported to proceed with conditions for the following reasons:

- it is not inconsistent with the New England North West Regional Plan 2041 or Council's Local Strategic Planning Statement;
- it will ensure listings are accurate and facilitate ongoing protection of items of heritage and archaeological significance; and
- the proposed amendments are minor in nature and will not result in any adverse, social, economic or environmental impacts.

It is recommended the proposal be updated before consultation to:

- revise the table in 'Part 2 – Explanation of Provisions' to include the property details, address and description for each item and the following changes:
  - update I053 to 'Correct Map labelling to show I053';
  - update I208 to 'Amend Schedule 5 to show Lot 1 DP 1255297';
  - update I237 to 'Amend Schedule 5 to show Lot 2 DP1184364, Lot 11 DP 751436 and Lot 1 DP 1184364';
  - include I274 in the table to update Schedule 5 street address to '118-120 Bradley Street';
  - update I275 street address to '118-120 Bradley Street';

- include separate Schedule 5 change entry for I323 to correct Schedule 5 street address to '34 Robinsons Lane';
- include separate Schedule 5 change entry for I341 to correct Schedule 5 street address to '1539 Kunderang Road';
- update I362 to correctly identify Lot 5 Section 3 DP 759044 on the Heritage Map'; and
- update A066 to remove the map reference and include Schedule 5 under 'Document/map to be corrected'.
- update the project timeline to reflect requirements of Gateway determination and timeframes nominated by the Local Environmental Plan Making Guidelines (Department of Planning and Environment, 2023).

## 9 Recommendation

It is recommended the delegate of the Secretary:

- **agree** that any inconsistency with section 9.1 Directions 6.1 Residential Zones and 9.2 Rural Lands are minor or justified; and
- **note** that the consistency with section 9.1 Direction 4.3 Planning for Bushfire Protection is unresolved and will require justification.

It is recommended the delegate of the Minister determine that the planning proposal should proceed subject to the following conditions:

1. Prior to agency and community consultation, the planning proposal is to be updated to:
  - (a) revise the table in 'Part 2 – Explanation of Provisions' to include the property details, address and description for each item and the following changes:
    - i) update I053 to 'Correct Map labelling to show I053';
    - ii) update I208 to 'Amend Schedule 5 to show Lot 1 DP 1255297';
    - iii) update I237 to 'Amend Schedule 5 to show Lot 2 DP1184364, Lot 11 DP 751436 and Lot 1 DP 1184364';
    - iv) include I274 in the table to update Schedule 5 street address to '118-120 Bradley Street';
    - v) update I275 street address to '118-120 Bradley Street';
    - vi) include separate Schedule 5 change entry for I323 to correct Schedule 5 street address to '34 Robinsons Lane';
    - vii) include separate Schedule 5 change entry for I341 to correct Schedule 5 street address to '1539 Kunderang Road';
    - viii) update I362 to correctly identify Lot 5 Section 3 DP 759044 on the Heritage Map'; and
    - ix) update A066 to remove the map reference and include Schedule 5 under 'Document/map to be corrected'.
  - (b) update the project timeline to reflect requirements of Gateway determination and timeframes nominated by the Local Environmental Plan Making Guidelines (Department of Planning and Environment, 2023).
2. Consultation is required with the following public authorities:
  - NSW Rural Fire Service
  - Heritage NSW

3. The planning proposal should be made available for community consultation for a minimum of 10 working days.
4. The timeframe for completing the LEP is to be six months from the date of the Gateway determination.
5. Given the nature of the proposal, Council should be authorised to be the local plan-making authority.



16 August 2023

\_\_\_\_\_  
(Signature)\_\_\_\_\_  
(Date)

Lucy Walker

Manager, Local and Regional Planning



17 August 2023

\_\_\_\_\_  
(Signature)\_\_\_\_\_  
(Date)

Craig Diss

A/ Director, Northern Region

Assessment officer

Georgia Weallans

Planning Officer, Northern Region

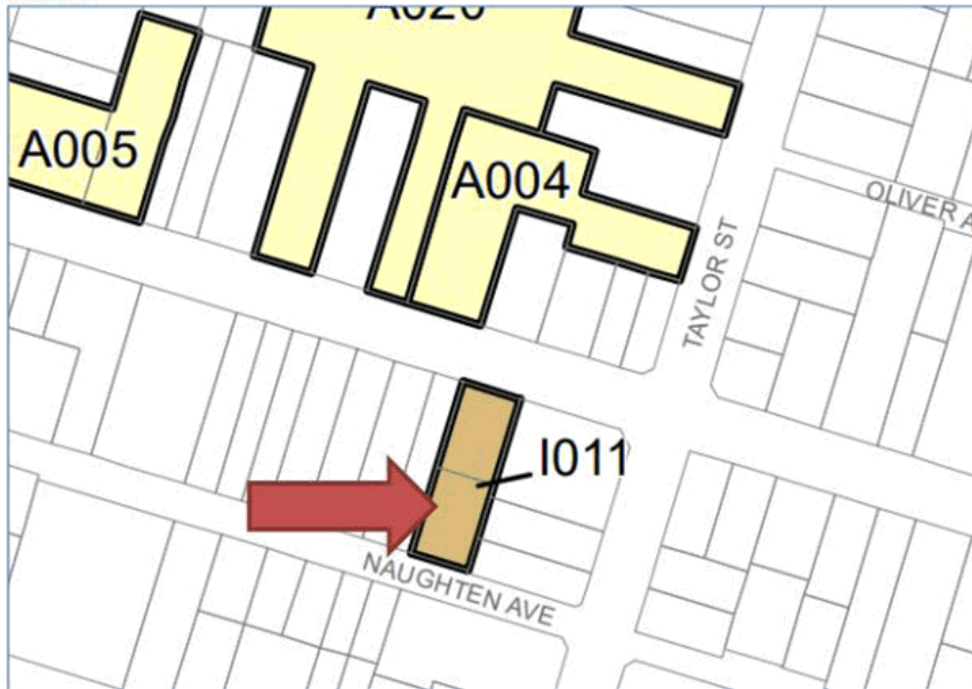
5778 1413

## 10 Appendix A

### Current and proposed mapping

I011	GIS Data Error – removed 2/1266776	HER 004CAA
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Current:



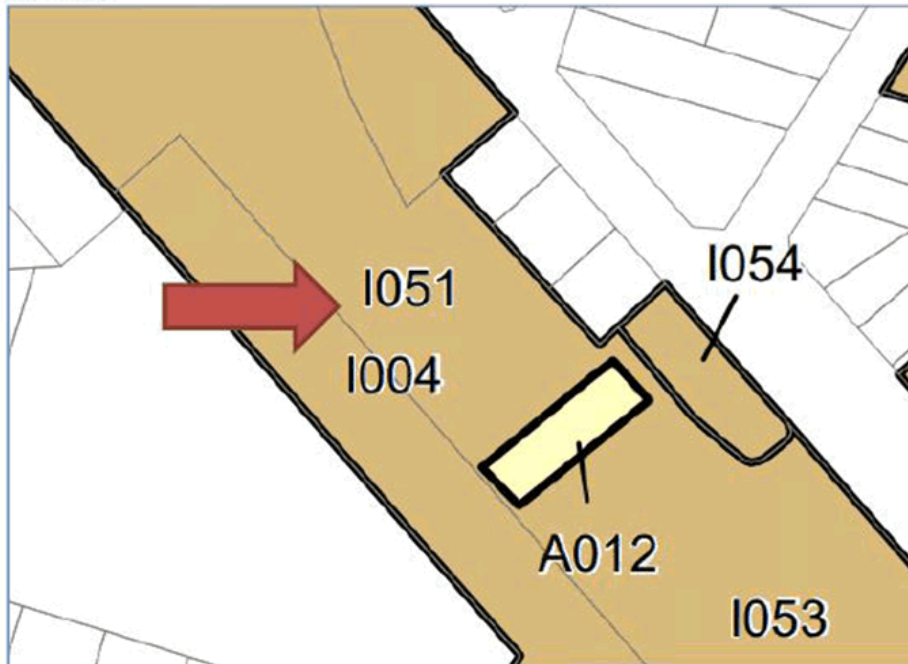
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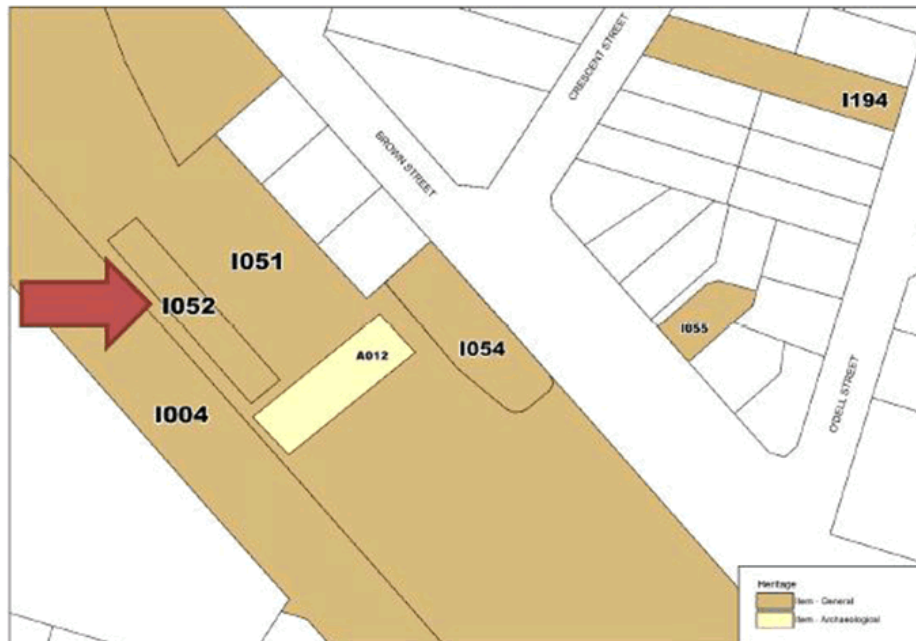


I052	Map has polygon below I051 and the polygon is not visible	HER 004CAA
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CURRENT:



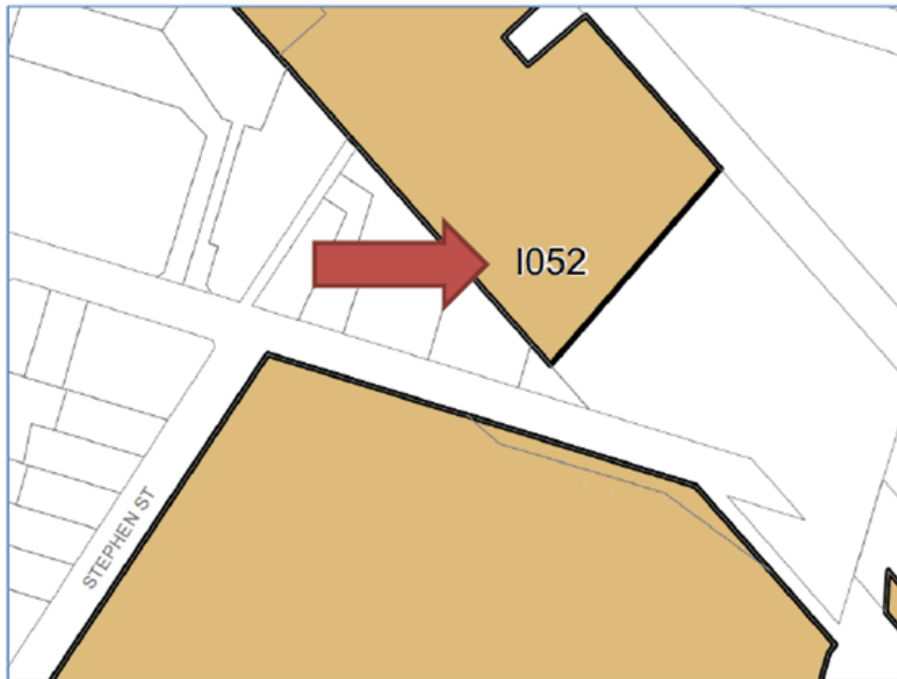
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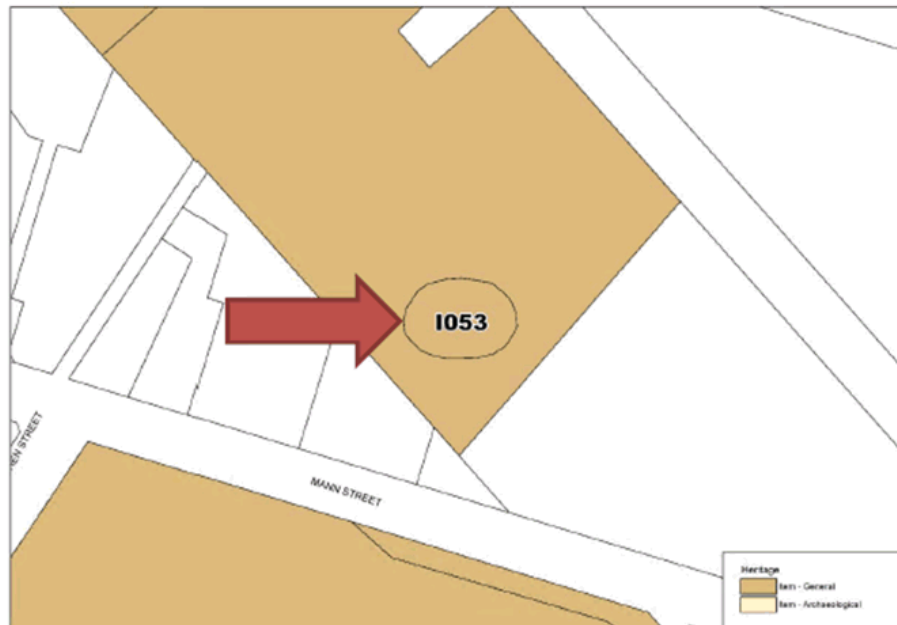


I053	Map is mislabelled as I052	HER 004CAA
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CURRENT:

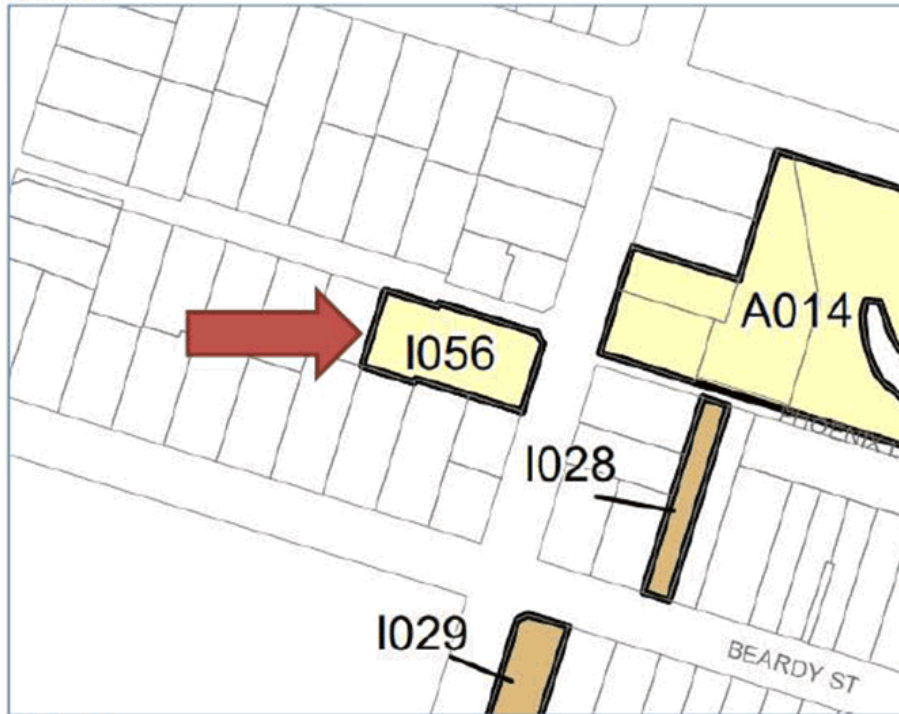


PROPOSED:



I056	Map shows Archaeological Site A015 but no label	HER 004CAA
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CURRENT:

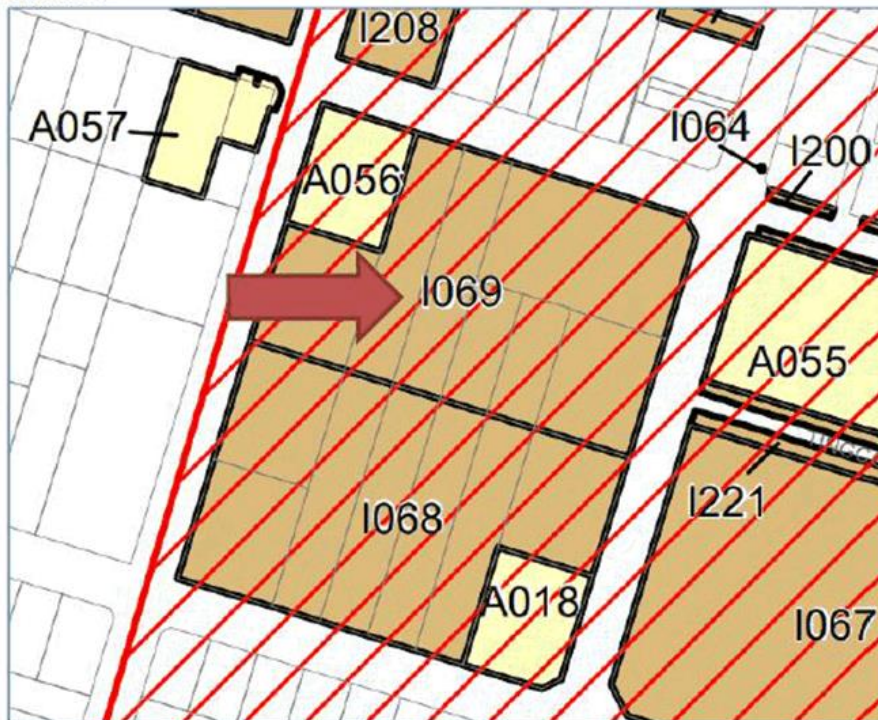


PROPOSED:



I068	Map mislabelled as I069	HER 004CAA
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CURRENT:



PROPOSED:





I069	Map mislabelled as I068	HER 004CAA
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CURRENT:



PROPOSED:



I083	Map mislabelled as I084	HER 004CAA
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CURRENT:



PROPOSED:



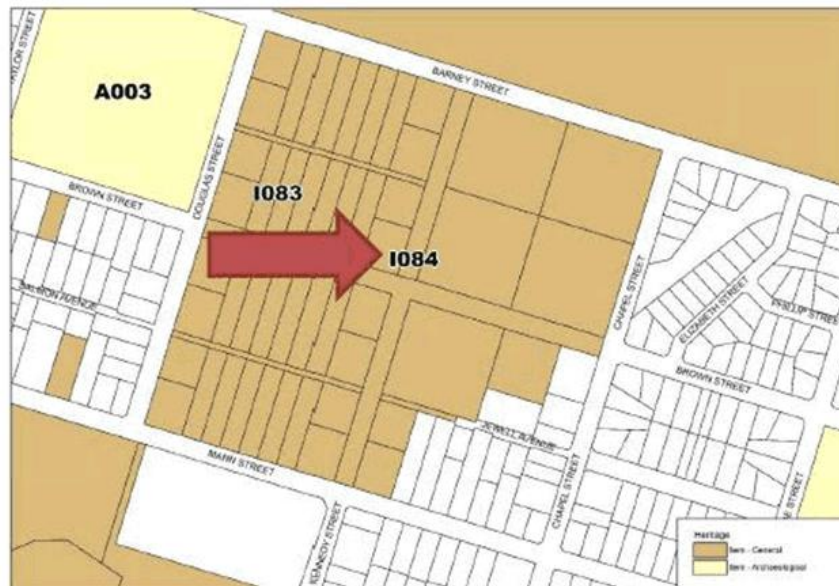


I084	Map mislabelled as I083	HER 004CAA
------	-------------------------	------------

CURRENT:



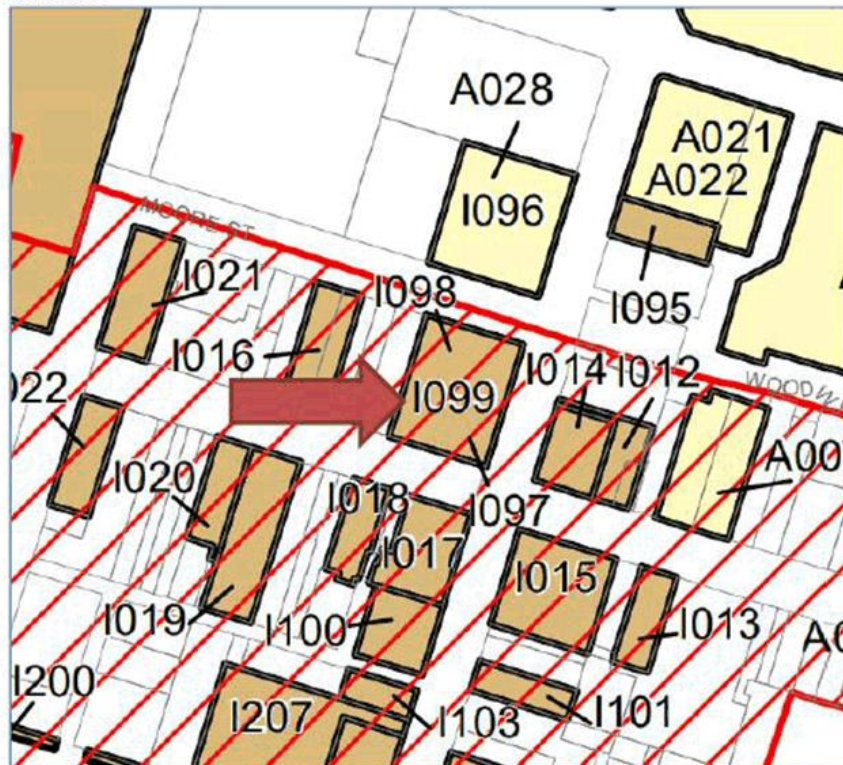
PROPOSED:





I097	Map has lead line for label pointing to I099 Site	HER 004CAA
------	---	------------

CURRENT:



PROPOSED:



I099	Map label missing lead line to polygon	HER 004CAA
------	--	------------

CURRENT:

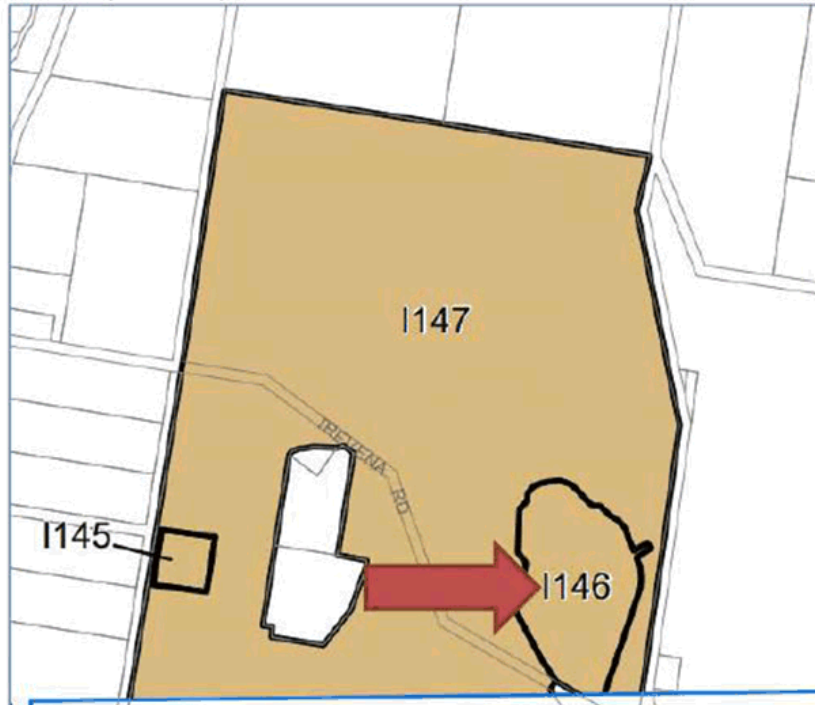


PROPOSED:

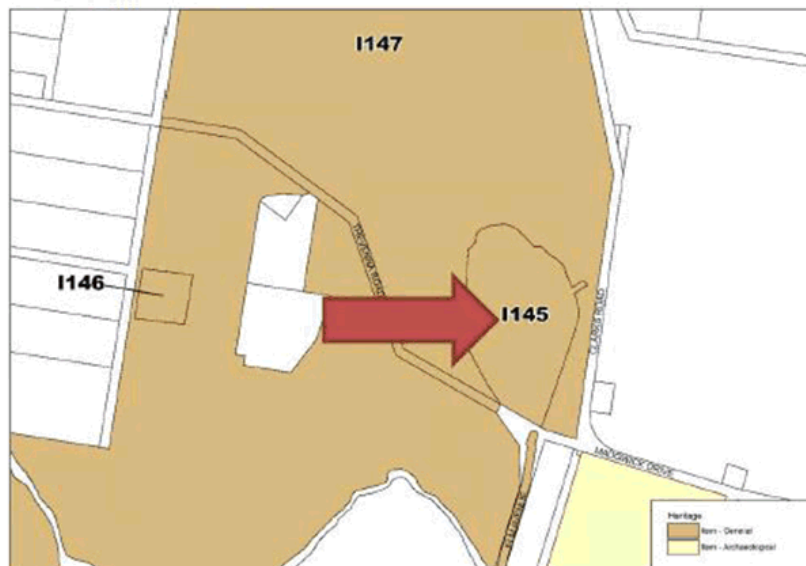


I145	Map mislabelled as I146	HER 004C/ HER004CA
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CURRENT (HER 004C):

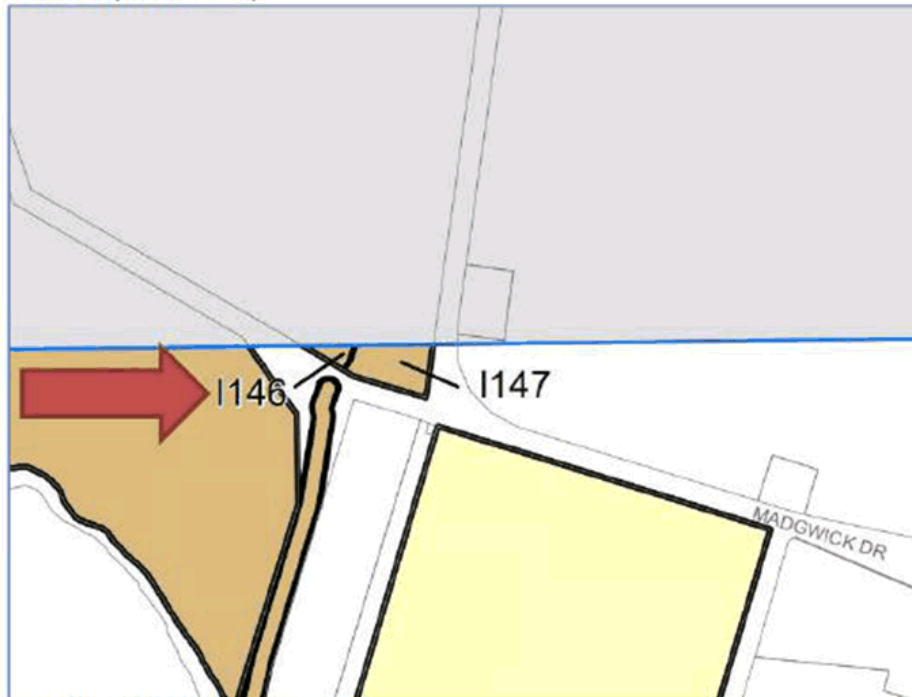


PROPOSED (HER 004C):

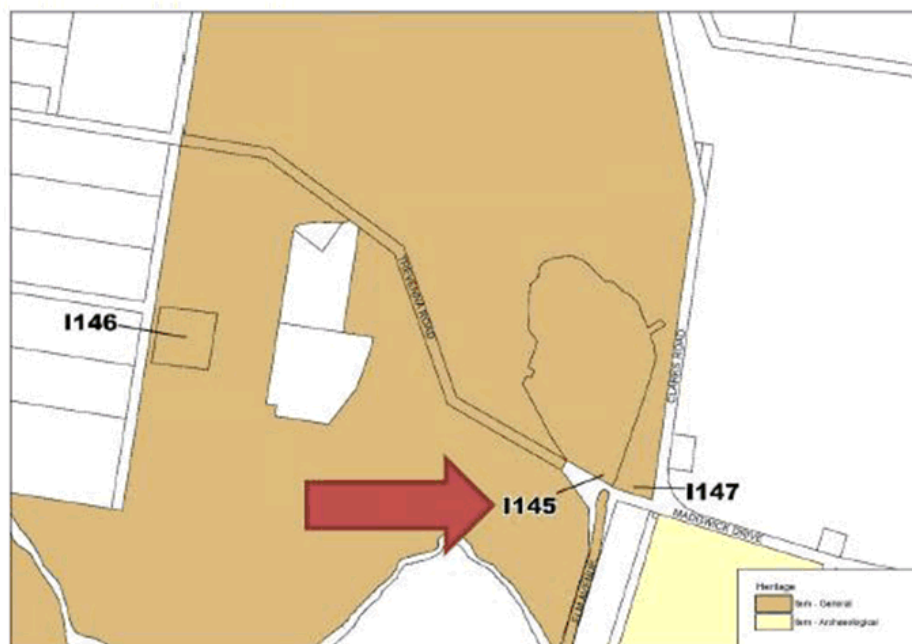




CURRENT (HER 004CA):

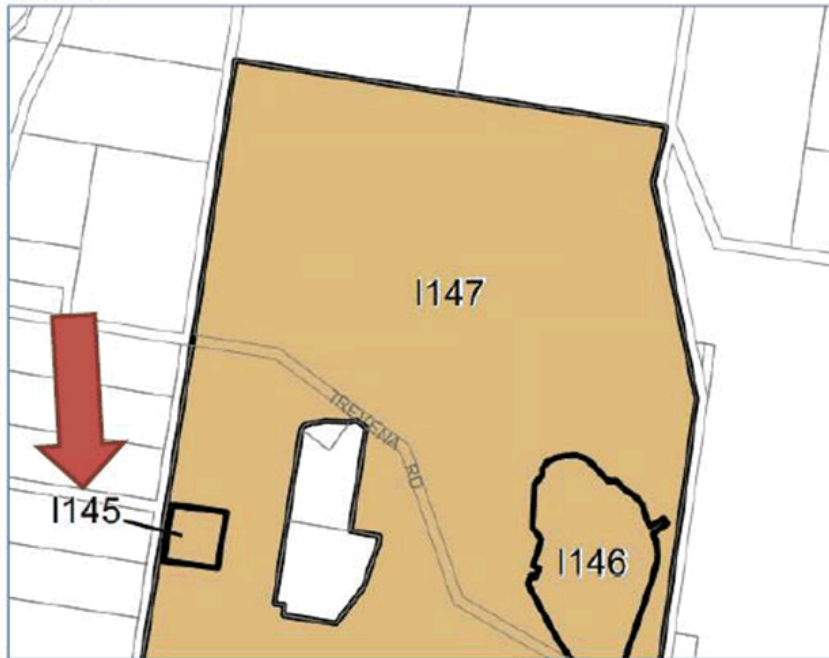


PROPOSED (HER 004CA):

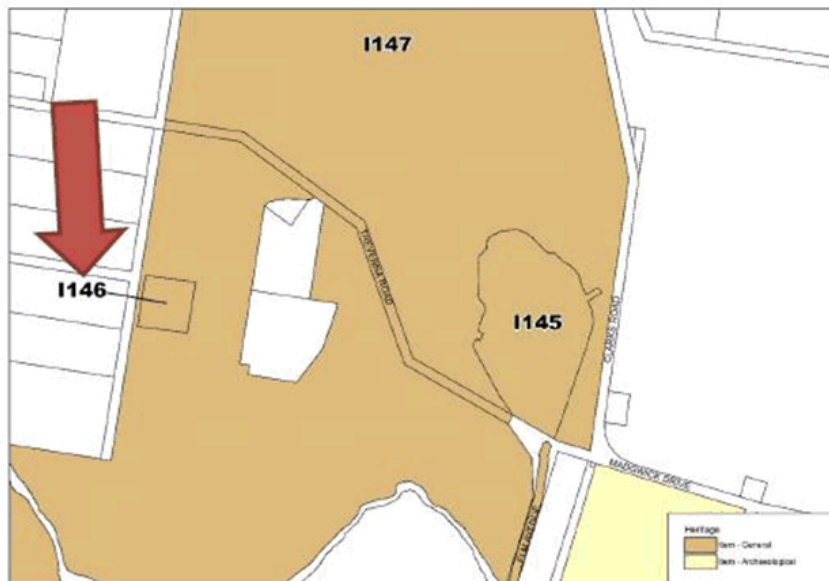


I146	Map mislabelled as I145	HER 004C
------	-------------------------	----------

CURRENT:

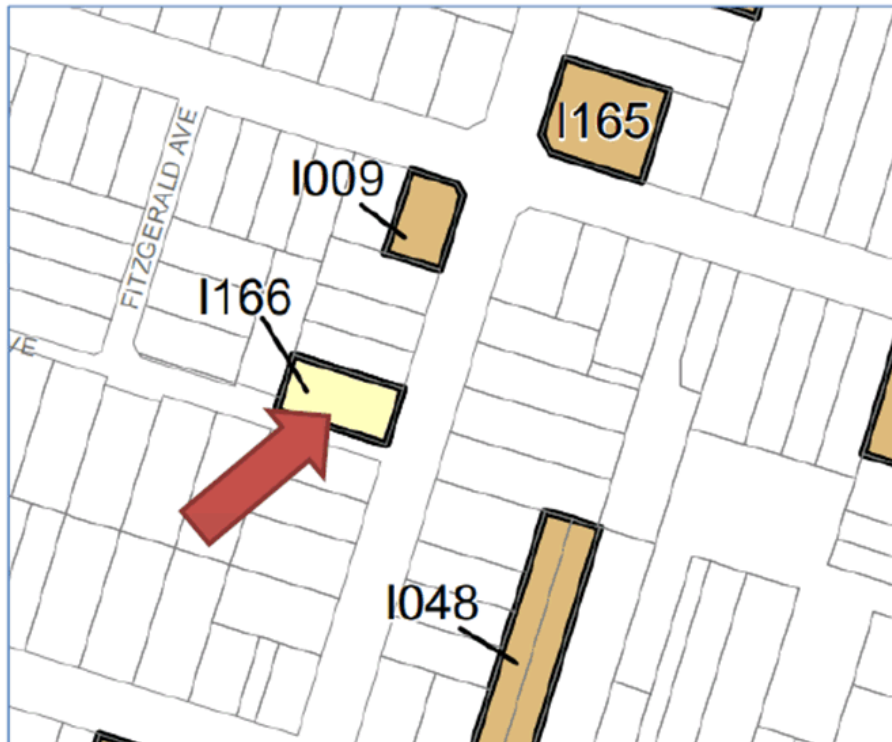


PROPOSED:



I166	Label showing on map but missing A041 Label	HER 004CAA
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CURRENT:



PROPOSED:



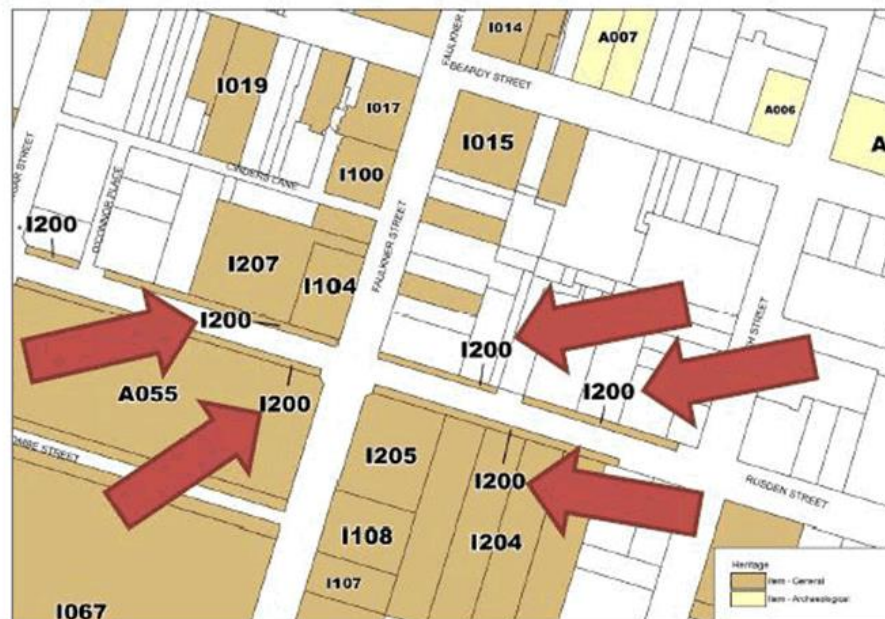


I200	Map mislabelled as I221	HER 004CAA
------	-------------------------	------------

CURRENT:

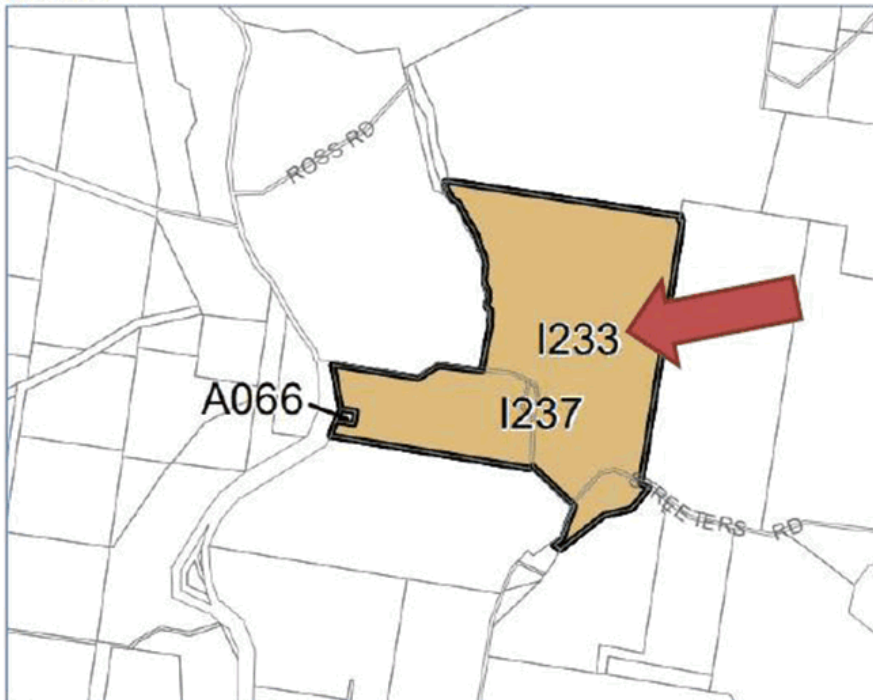


PROPOSED:

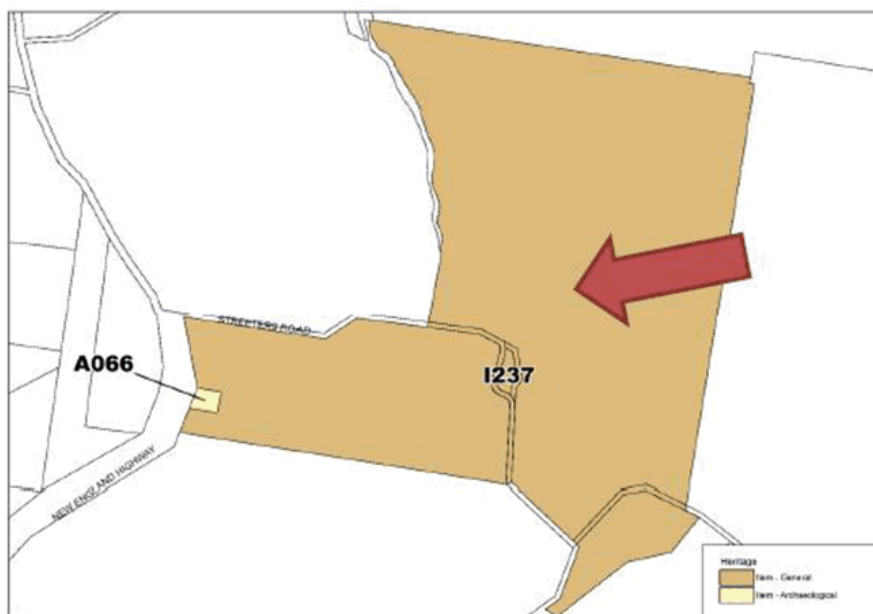


I237	Map mislabelled as I233	HER003
------	-------------------------	--------

CURRENT:

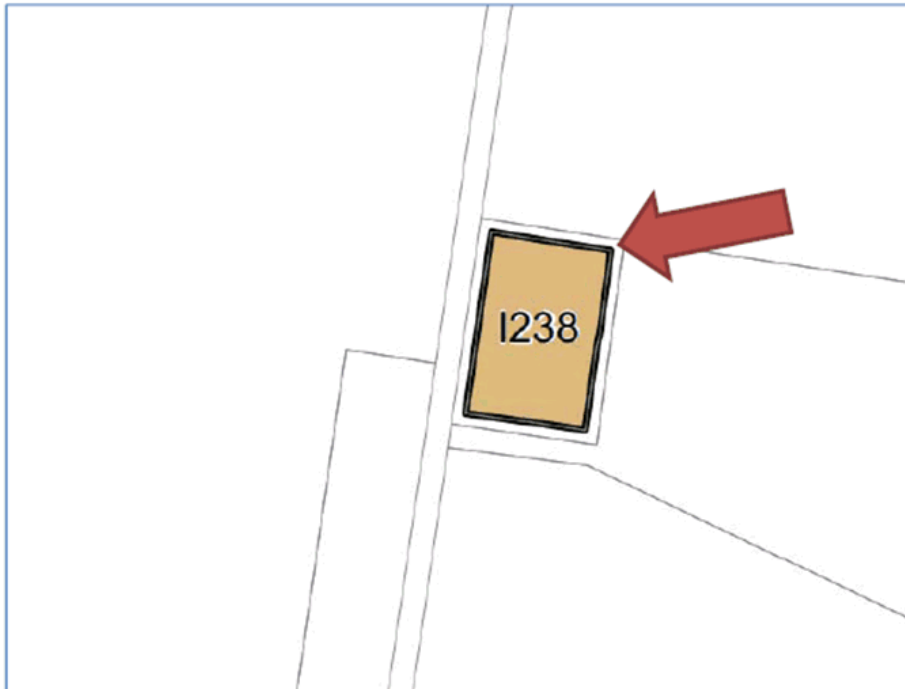


PROPOSED:

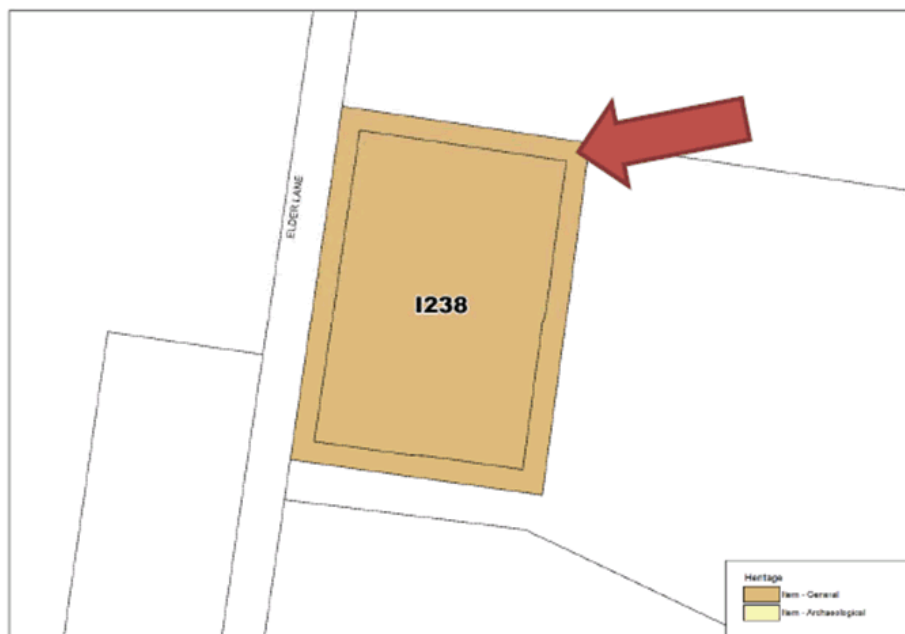


I238	Map 004B missing 7007//1056955	HER 004B
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CURRENT:

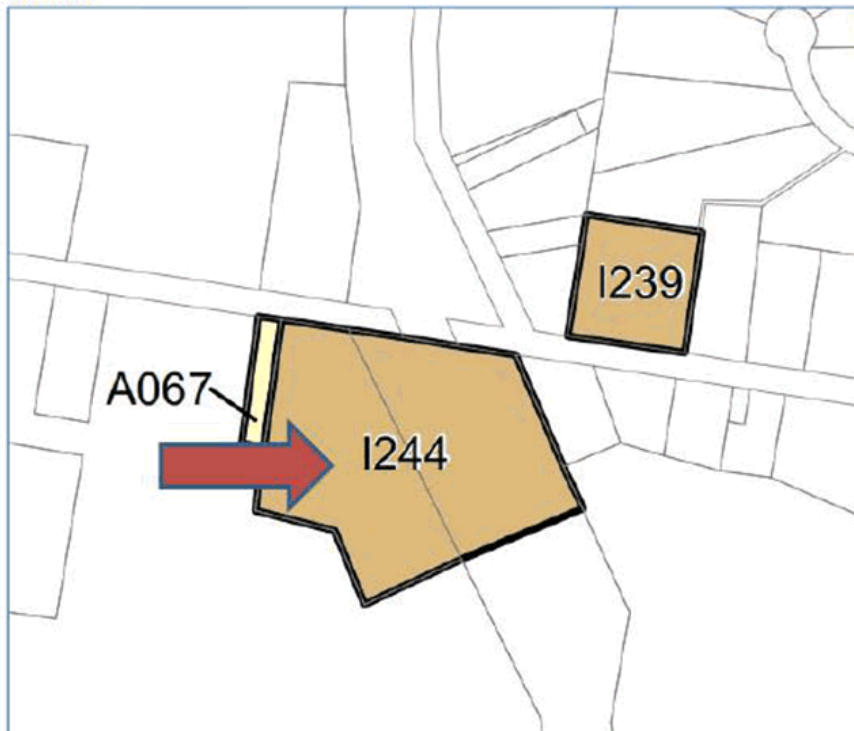


PROPOSED:



I244	Map 004B has incorrect 1//584178 – Removal needed	HER 004B
------	---	----------

CURRENT:



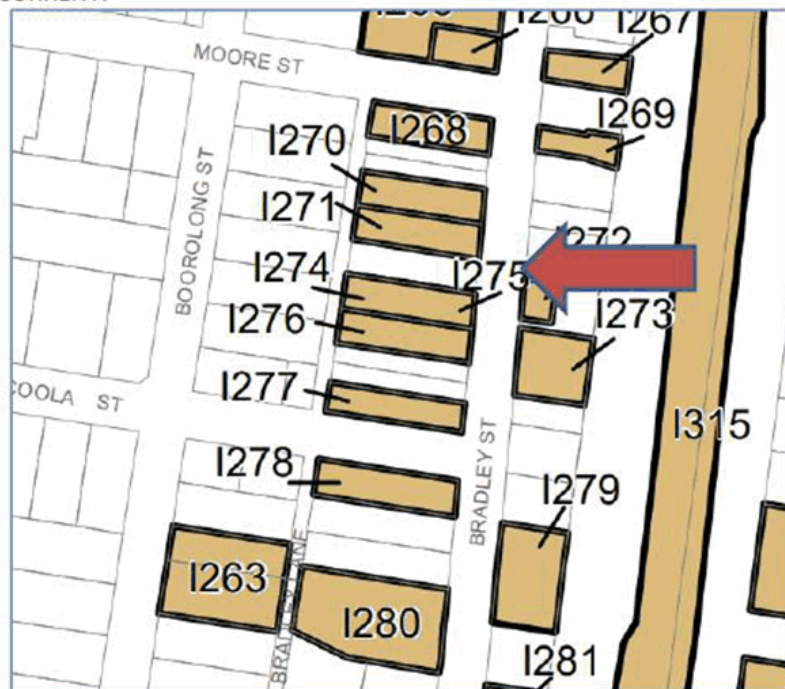
PROPOSED:



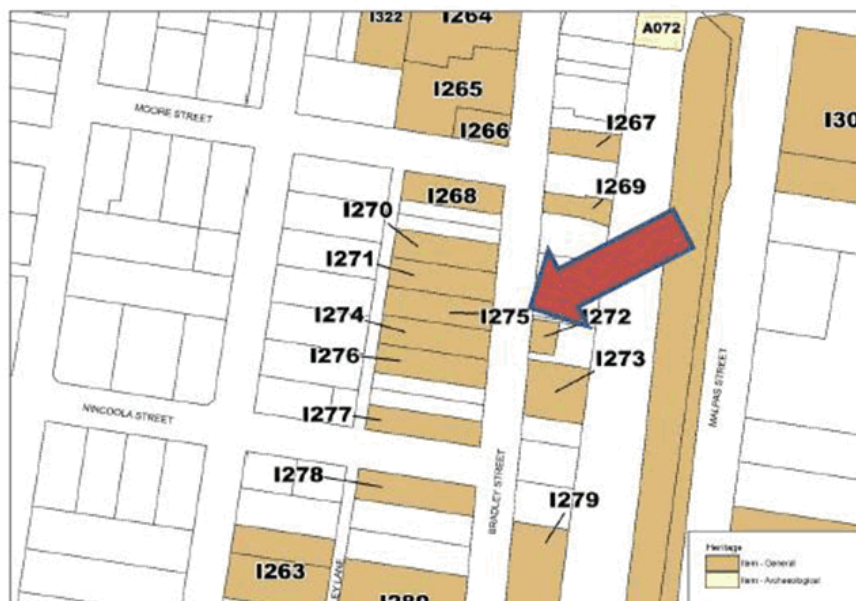


I275	Map 003BA has incorrect lot & DP of 4/21/758497 highlighted and labelled. Label I275 should point to 5/21/758497.	HER003BA
------	---	----------

CURRENT:



PROPOSED:



I310	Map mislabelled as I329	HER003B
------	-------------------------	---------

CURRENT:



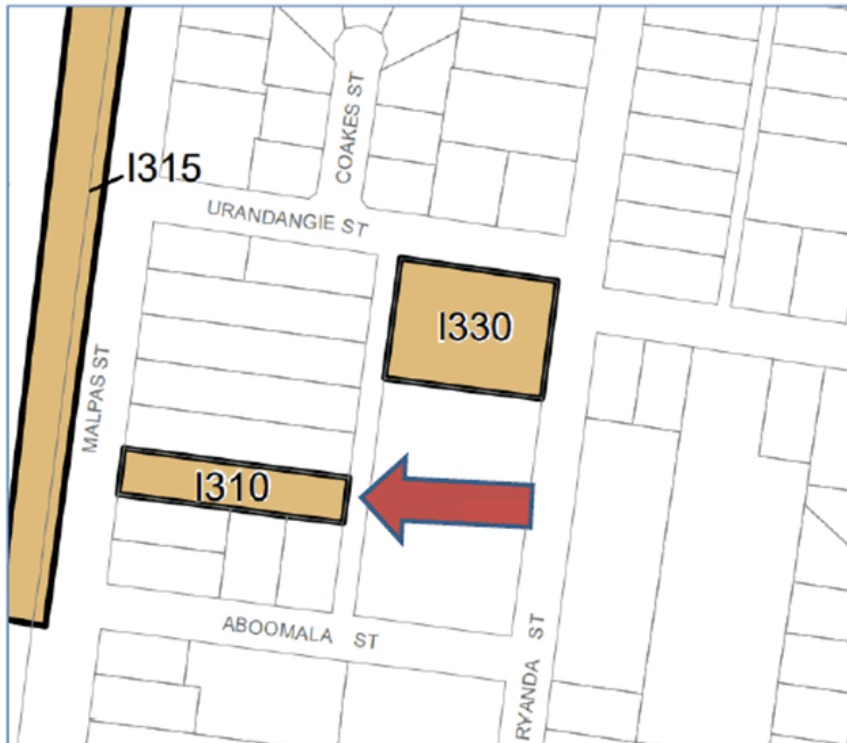
PROPOSED:



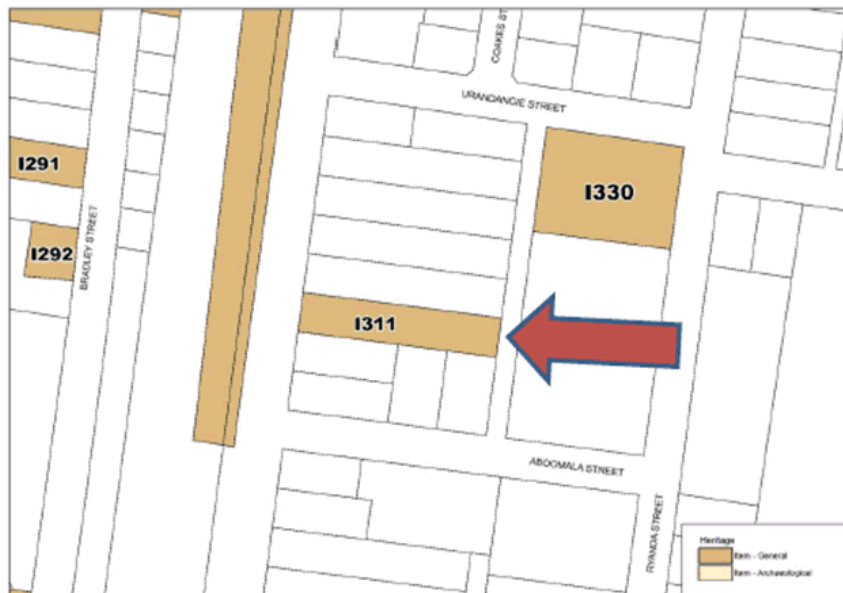


I311	Map mislabelled as I310	HER004AA
------	-------------------------	----------

CURRENT:

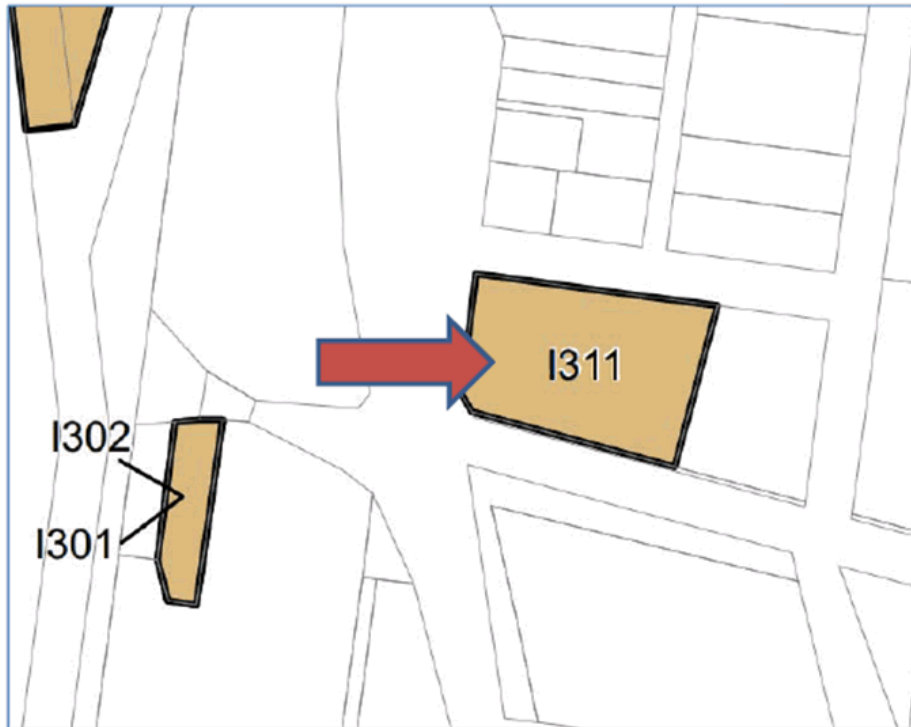


PROPOSED:

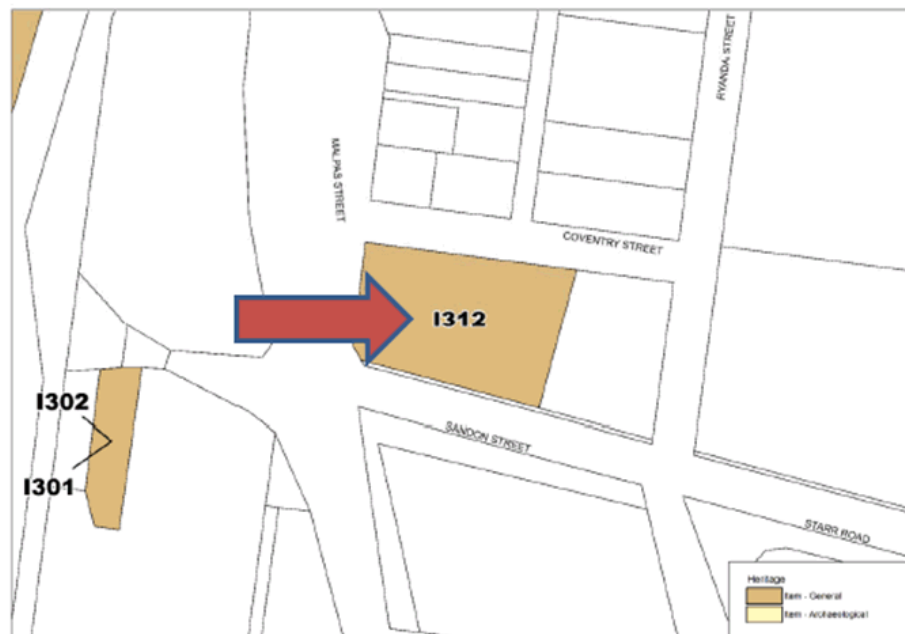


I312	Map mislabelled as I311	HER004AA
------	-------------------------	----------

CURRENT:

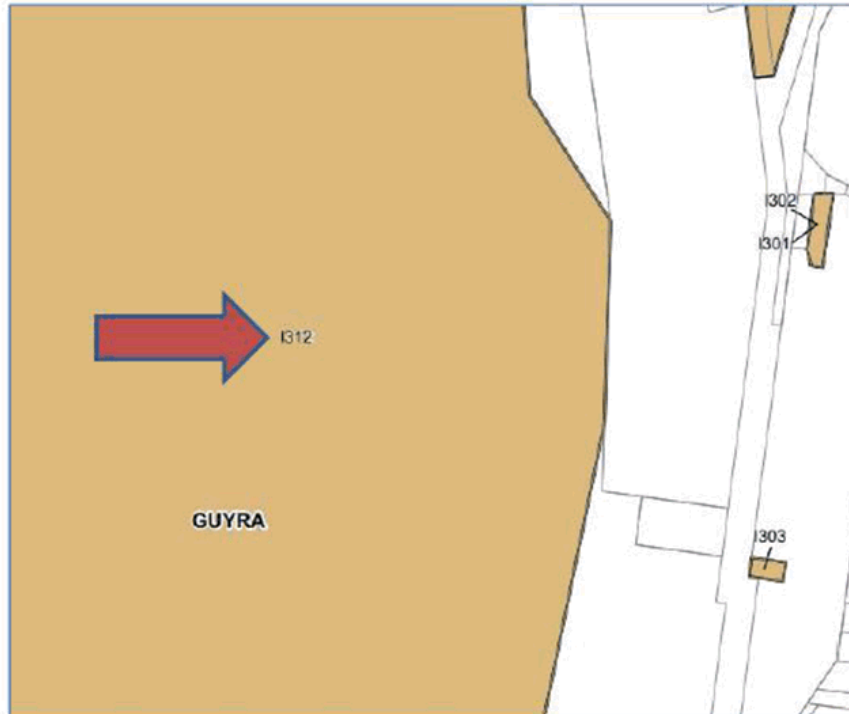


PROPOSED:

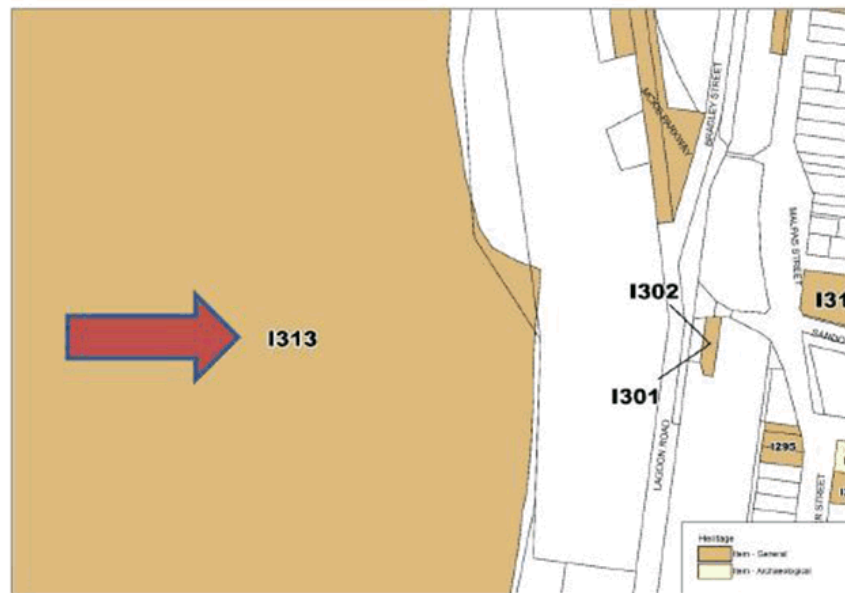


I313	Map mislabelled as I312	HER004AA / HER004A
------	-------------------------	-----------------------

CURRENT:

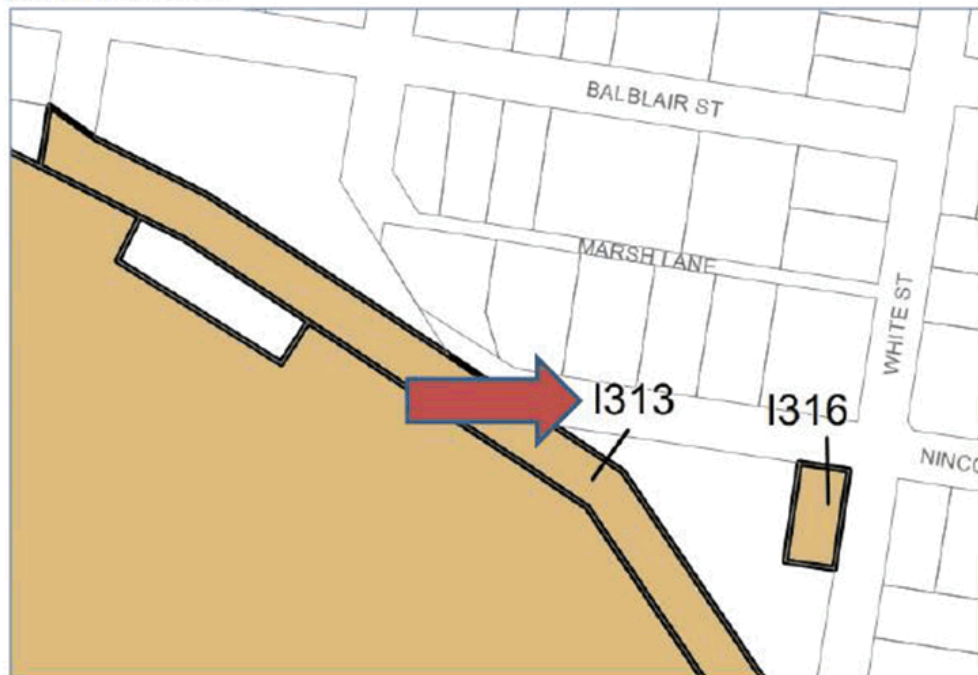


PROPOSED:

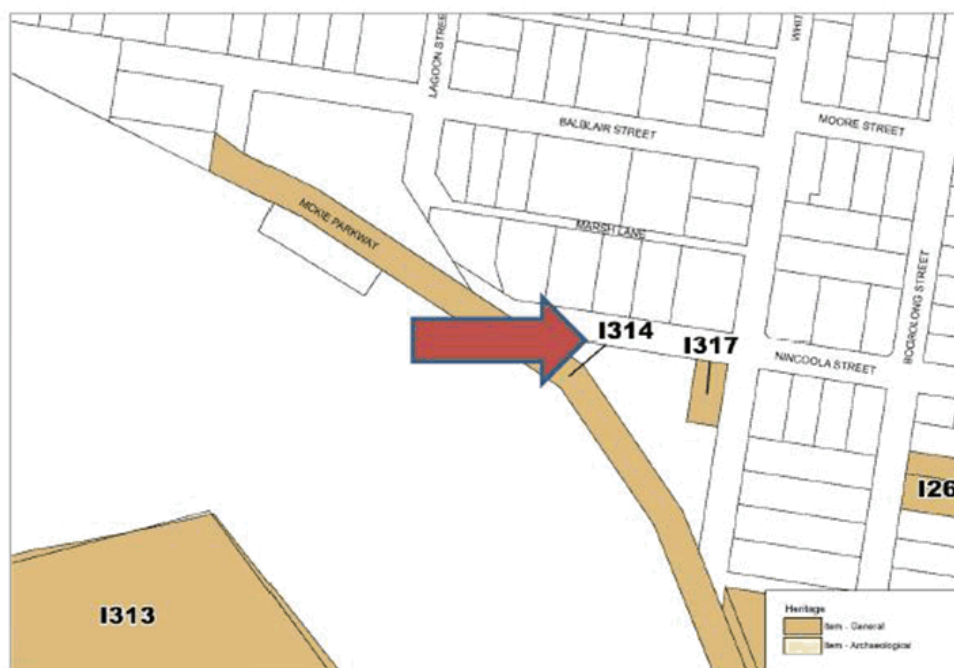


I314	Map mislabelled as I313	HER004AA / HER003B
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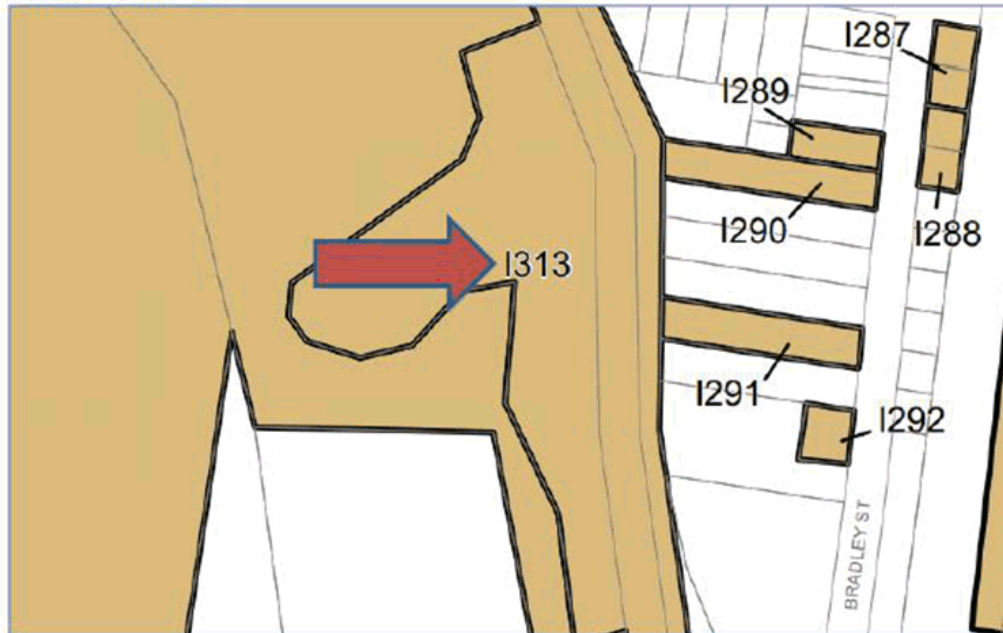
CURRENT HER003B:



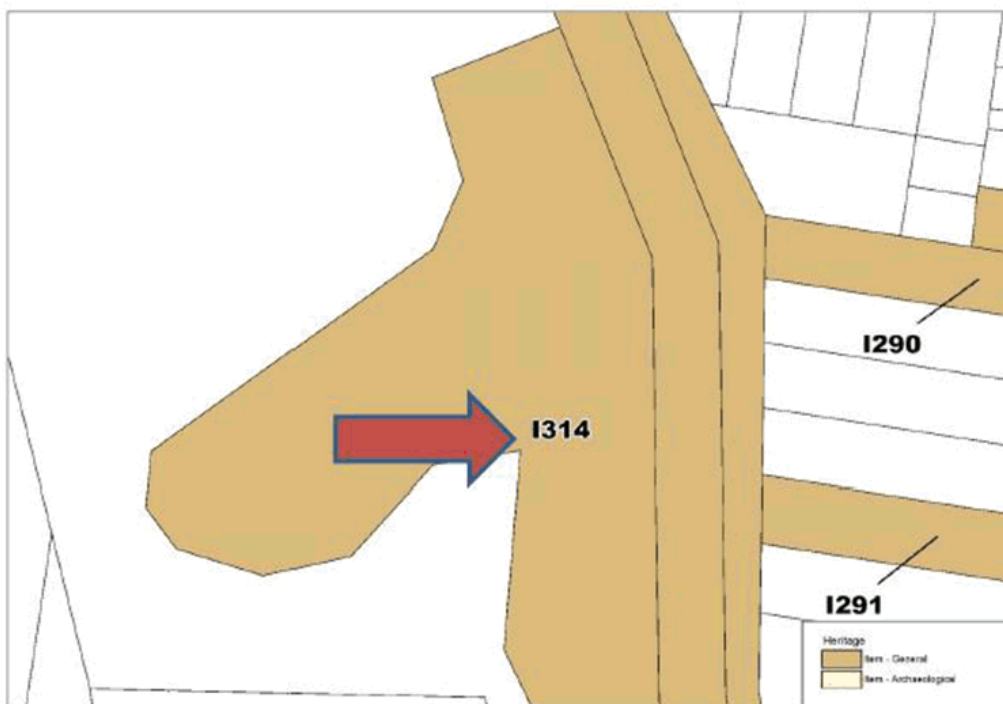
PROPOSED:



CURRENT HER004AA:

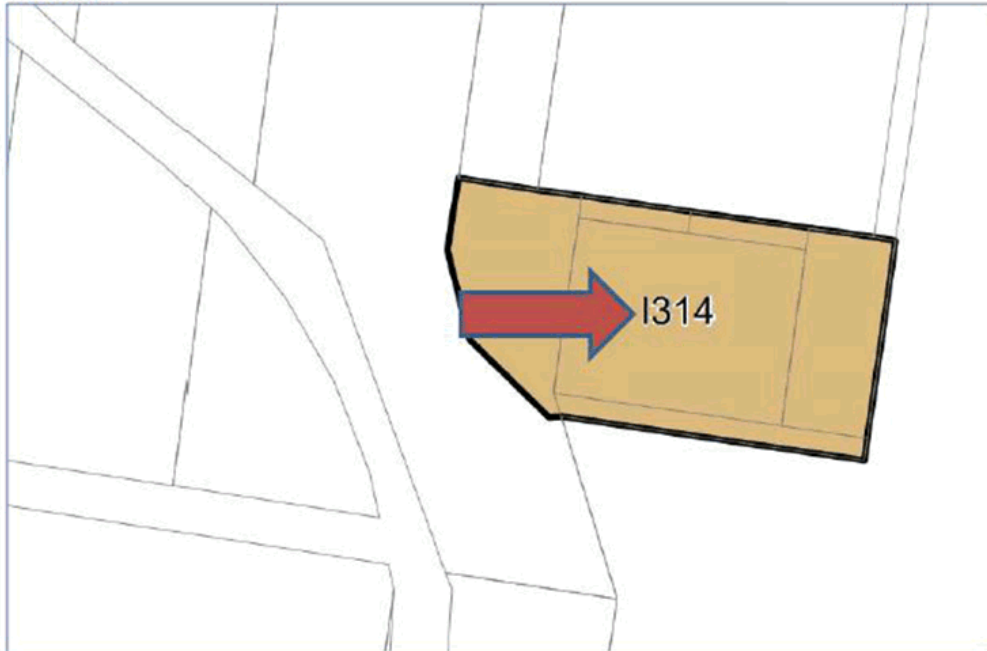


PROPOSED:

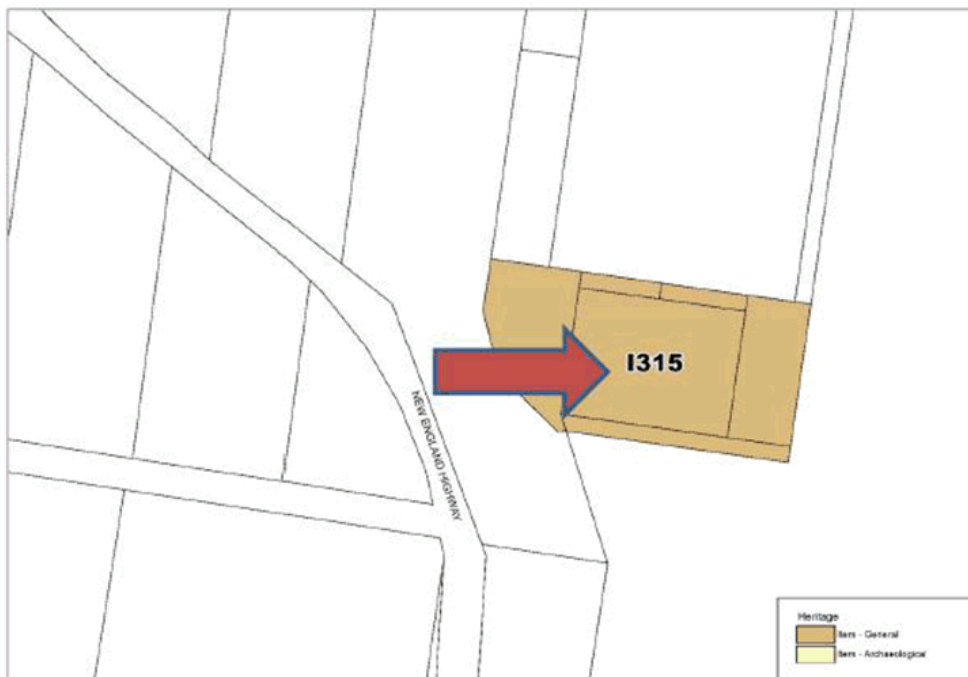


I315	Map mislabelled as I314	HER004A
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CURRENT:



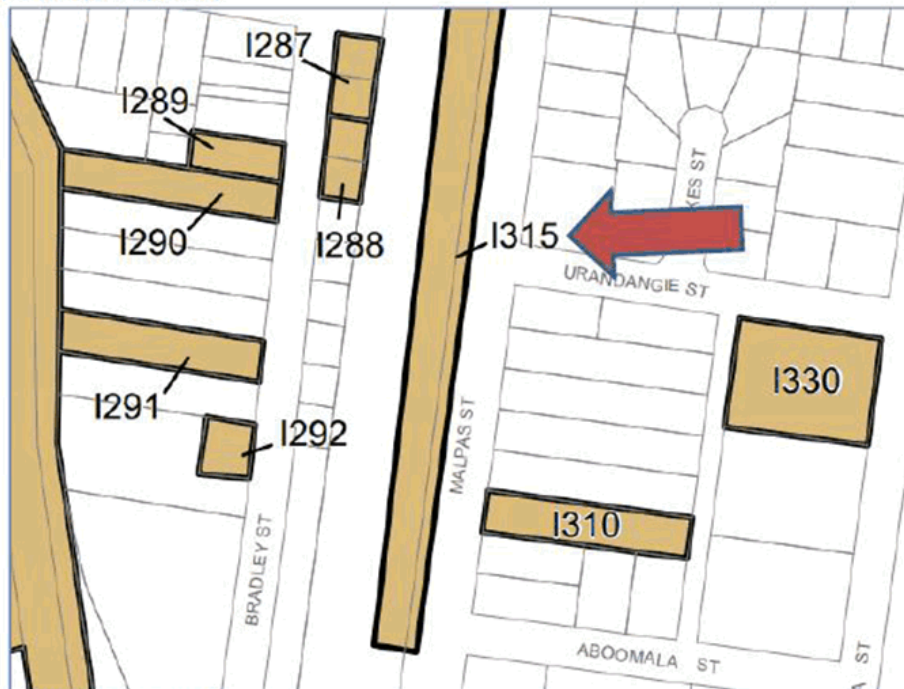
PROPOSED:



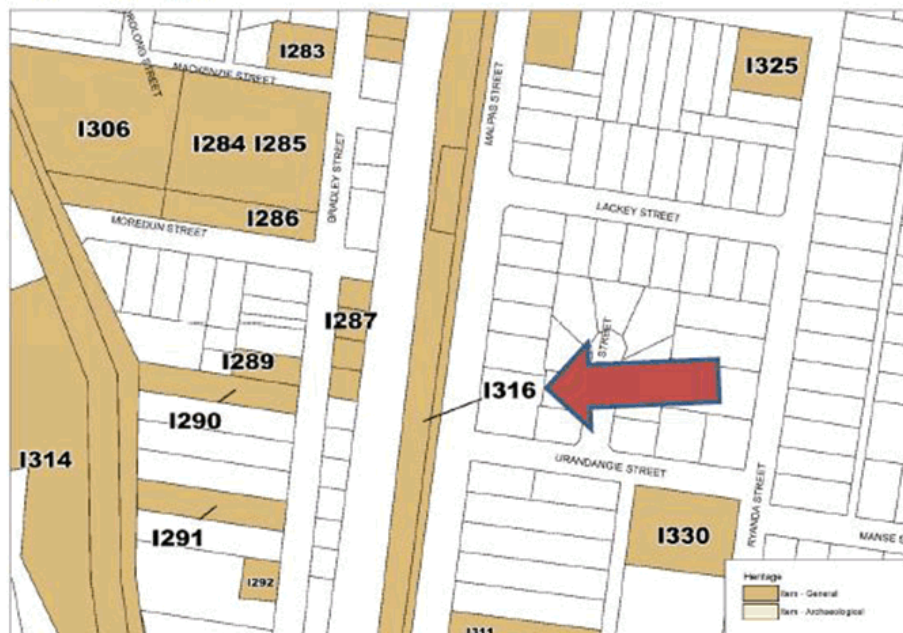


I316	Map mislabelled as I315	HER004AA / HER003B
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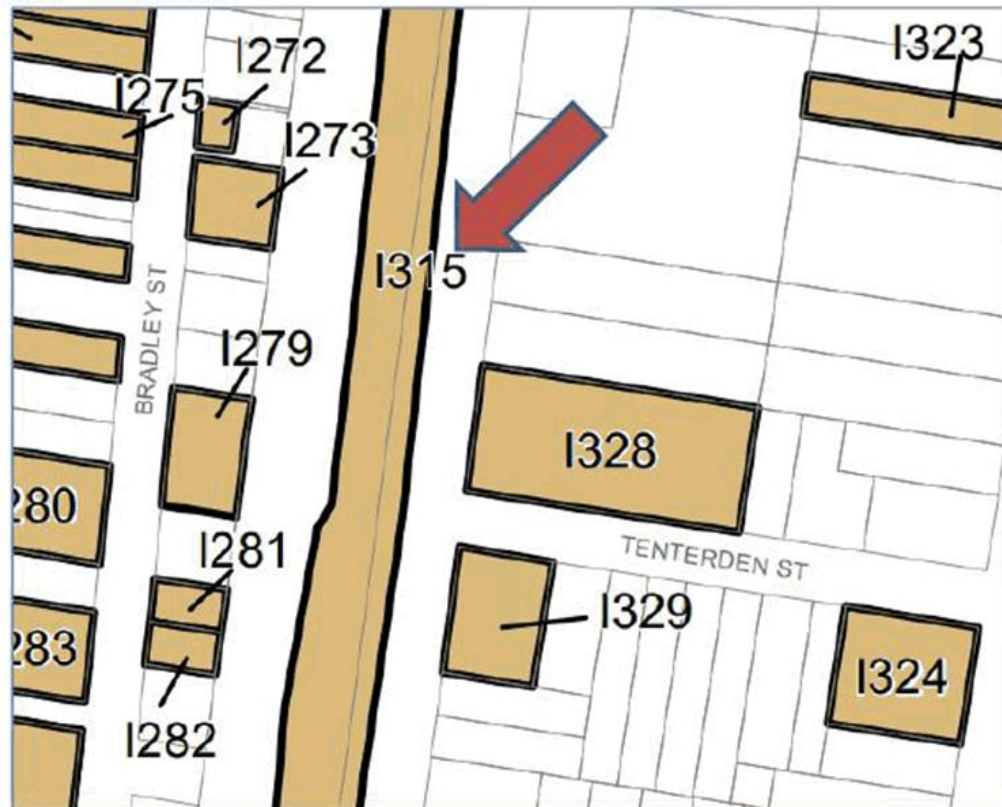
CURRENT HER004AA:



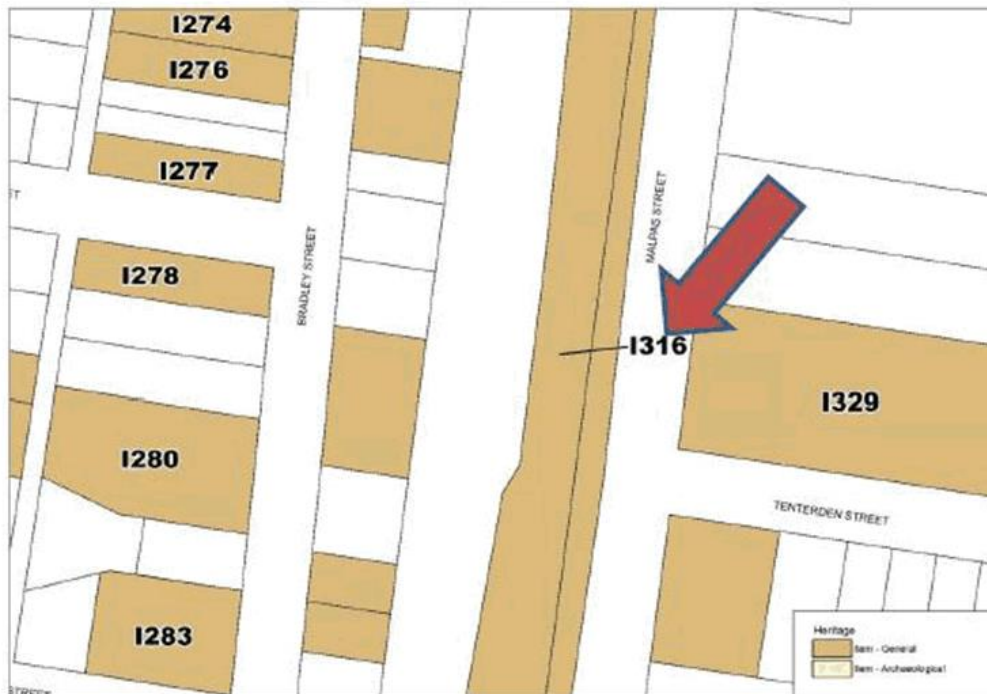
PROPOSED HER004AA:



CURRENT HER003B:

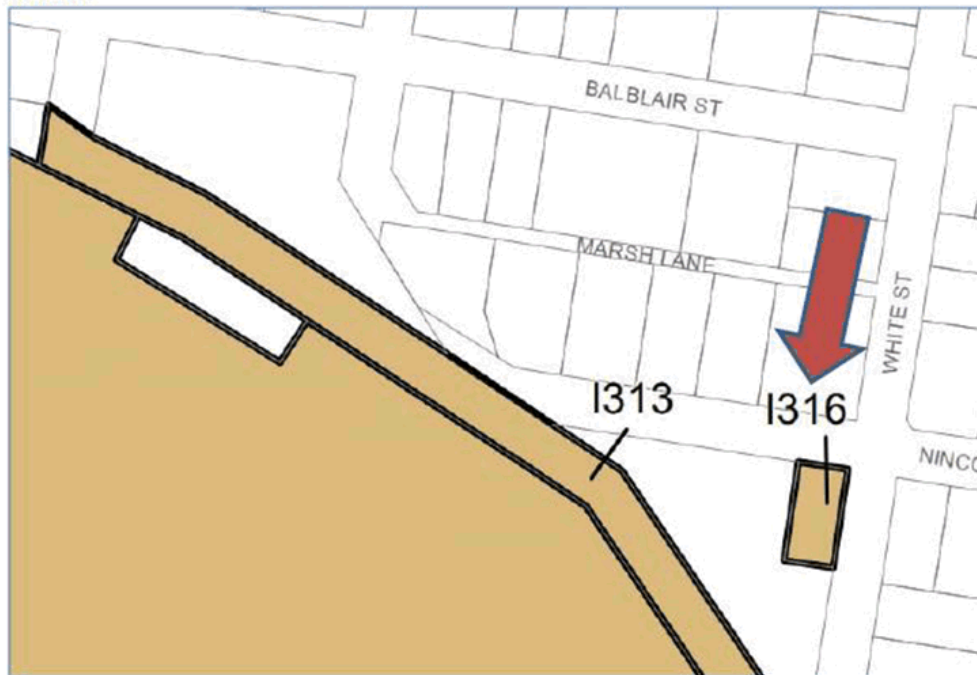


PROPOSED HER003B:

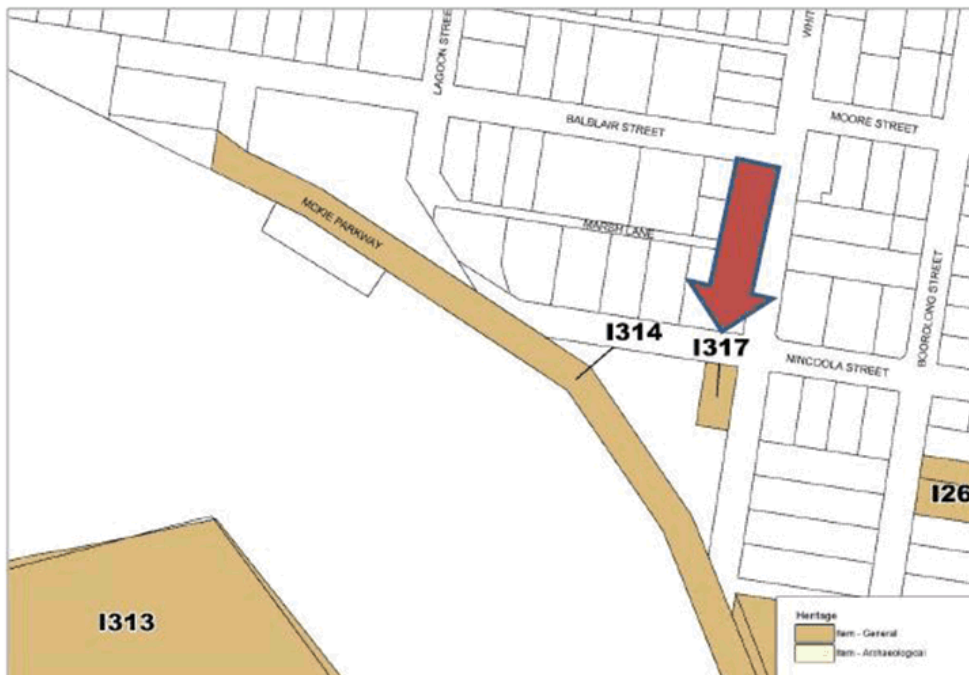


I317	Map mislabelled as I316	HER003B
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CURRENT:

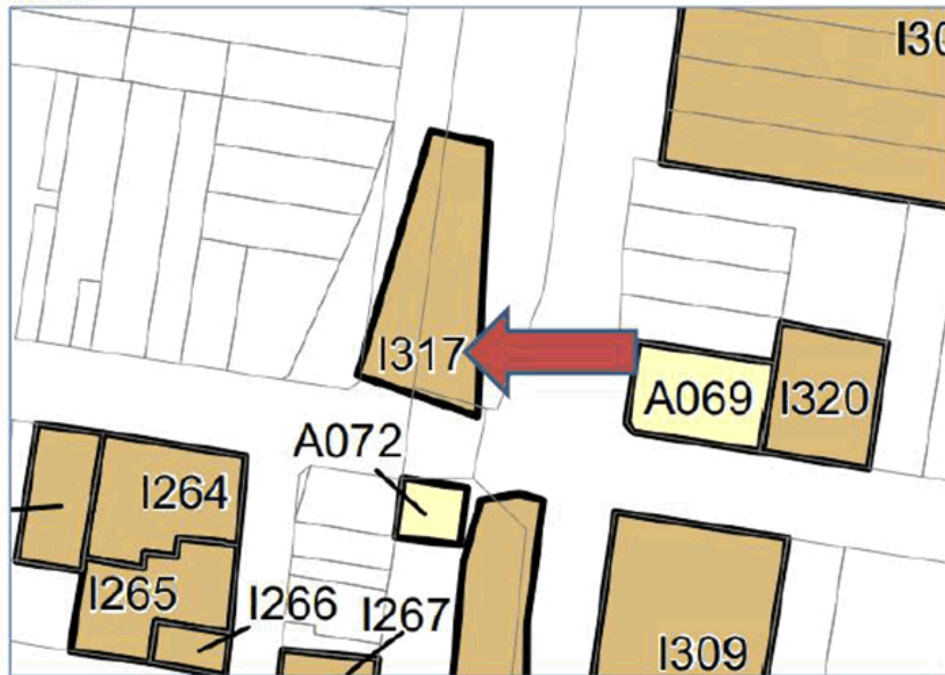


PROPOSED:



I318	Map mislabelled as I317	HER003B
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CURRENT:



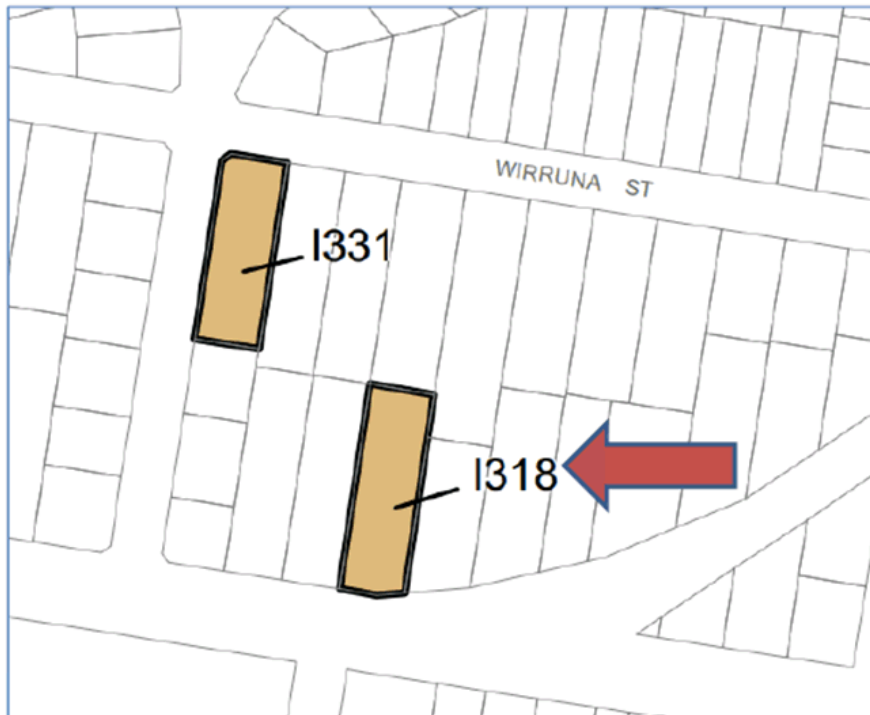
PROPOSED:





I319	Map mislabelled as I318	HER003B
------	-------------------------	---------

CURRENT:

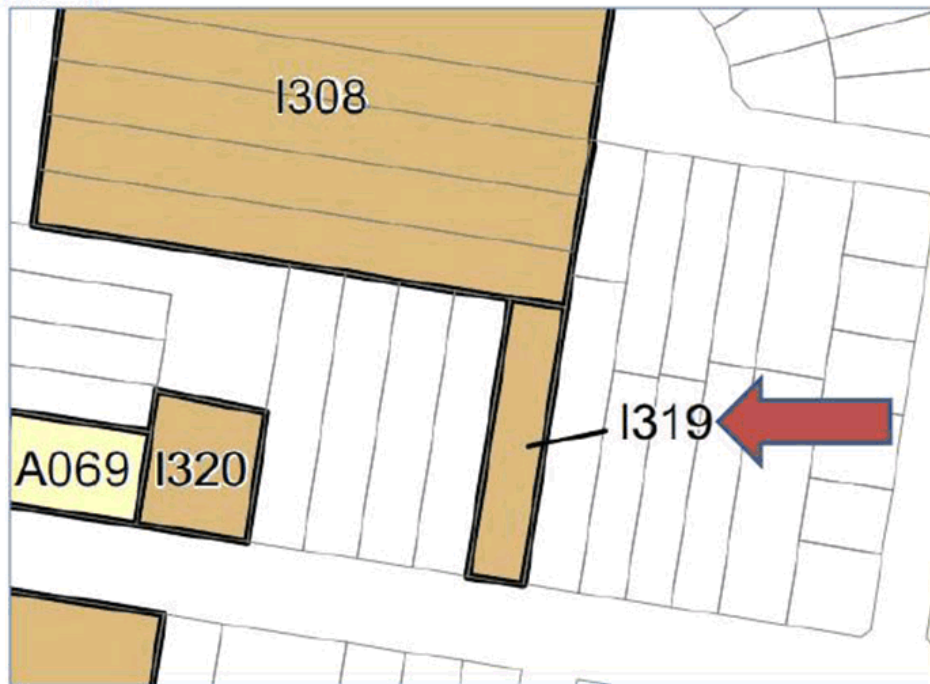


PROPOSED:



I320	Map mislabelled as I319	HER003B
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CURRENT:



PROPOSED:





I321	Map mislabelled as I320	HER003B
------	-------------------------	---------

CURRENT:

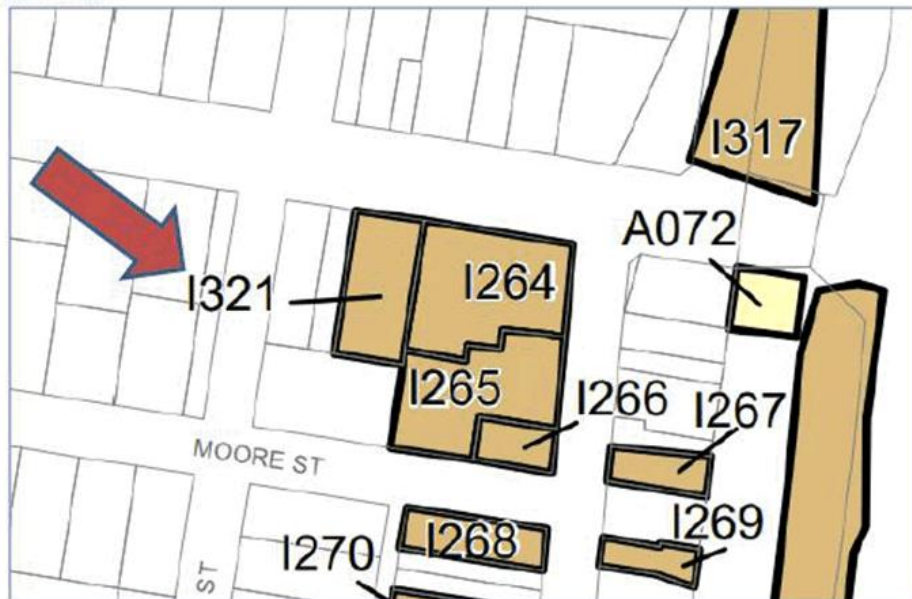


PROPOSED:

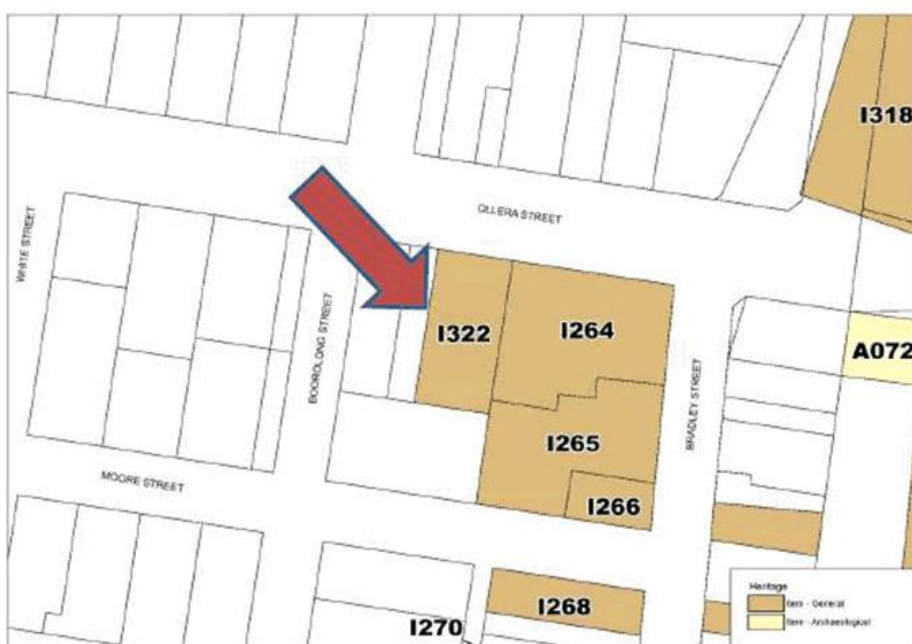


I322	Map mislabelled as I321	HER003B
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CURRENT:

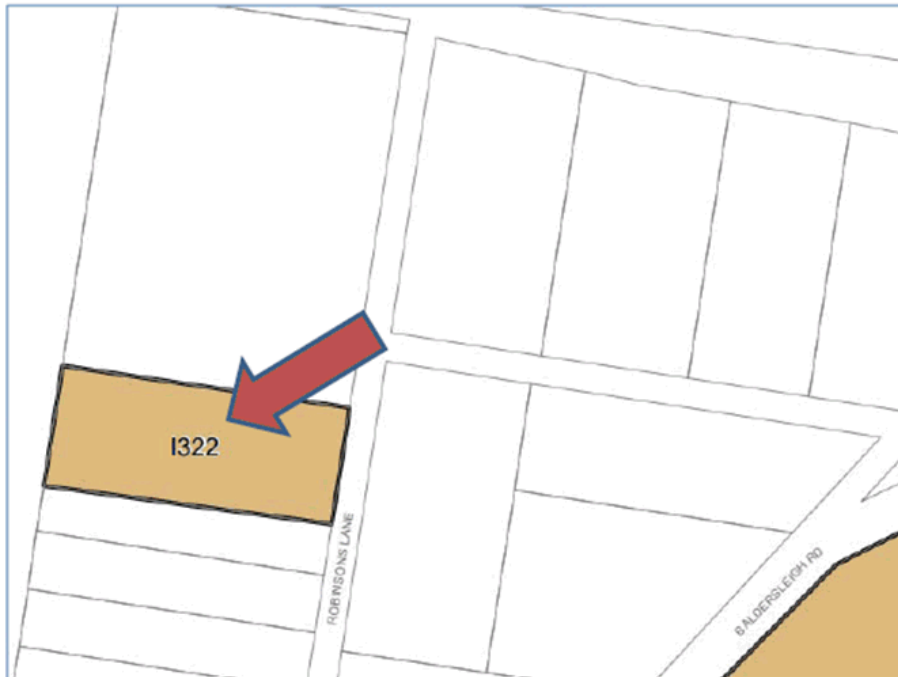


PROPOSED:

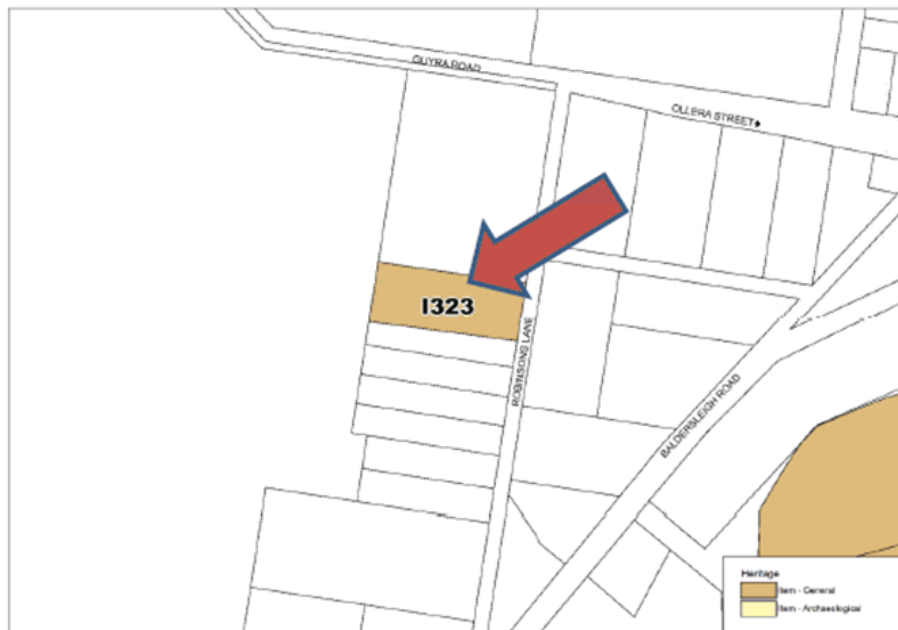


I323	Map mislabelled as I322	HER003B
------	-------------------------	---------

CURRENT:

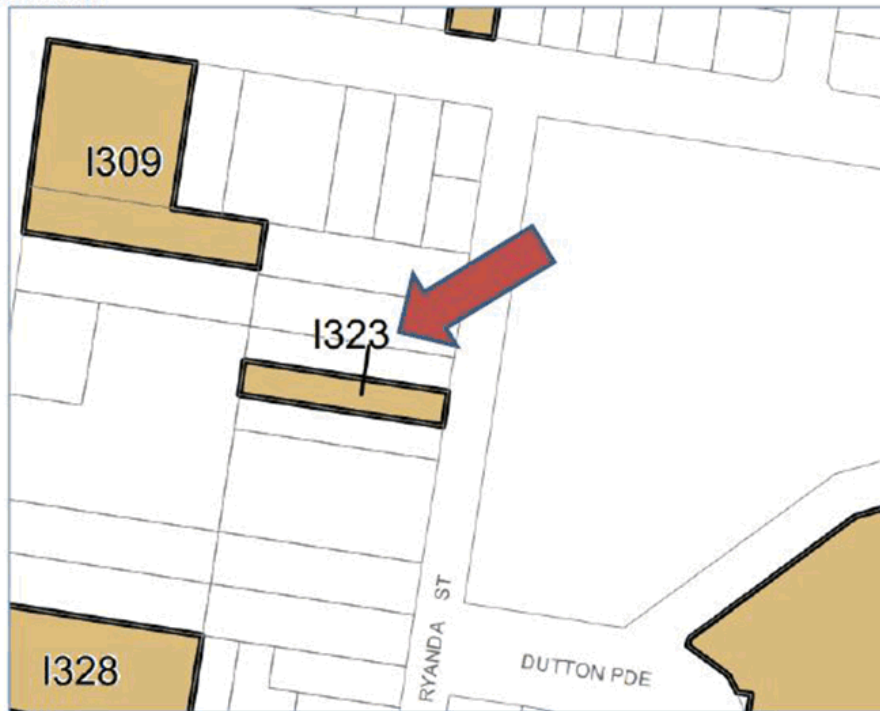


PROPOSED:



I324	Map mislabelled as I323	HER003B
------	-------------------------	---------

CURRENT:



PROPOSED:



I325	Map mislabelled as I324	HER003B
------	-------------------------	---------

CURRENT:

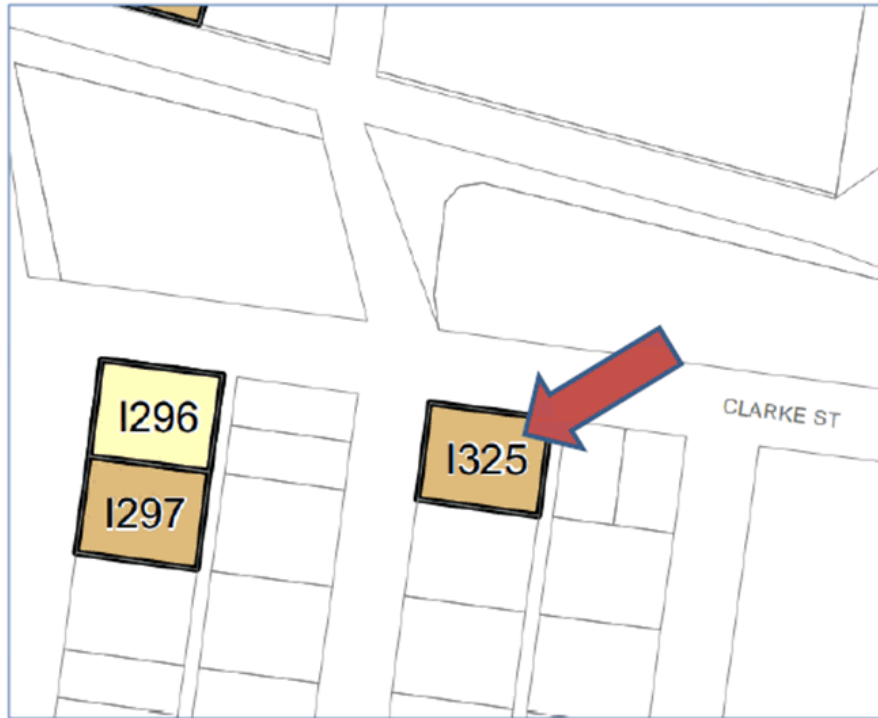


PROPOSED:

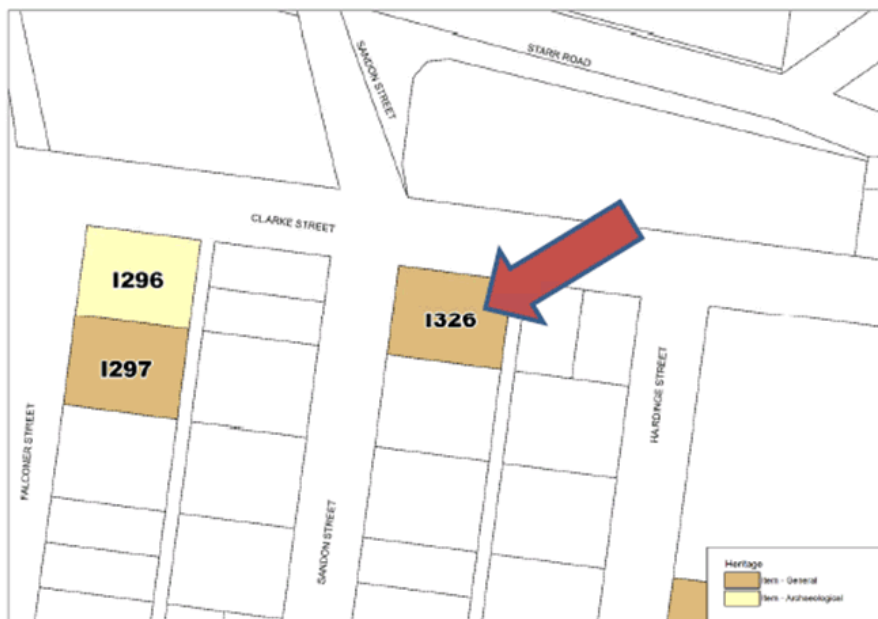


I326	Map mislabelled as I325	HER004AA
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CURRENT:



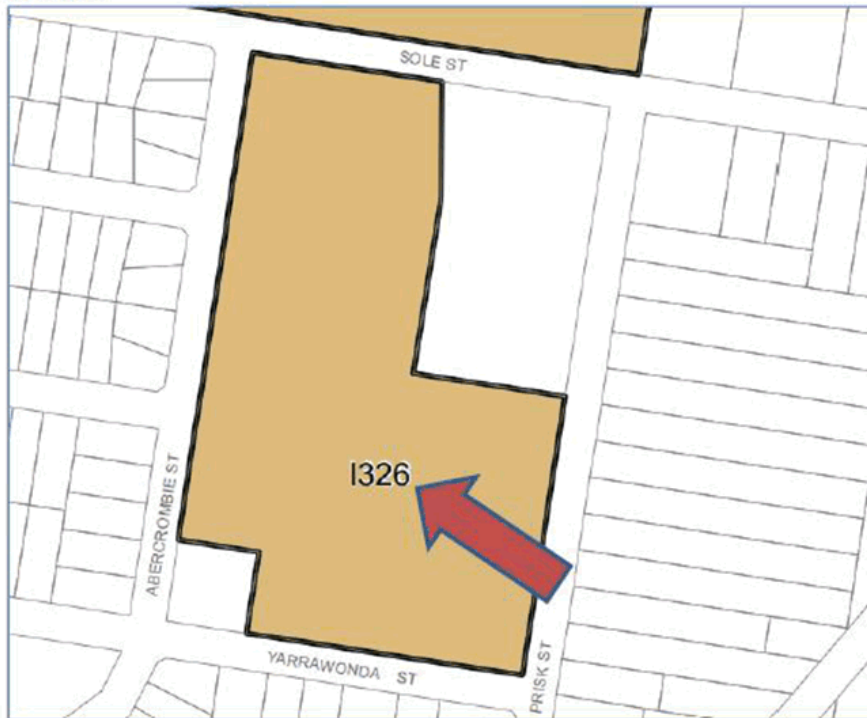
PROPOSED:



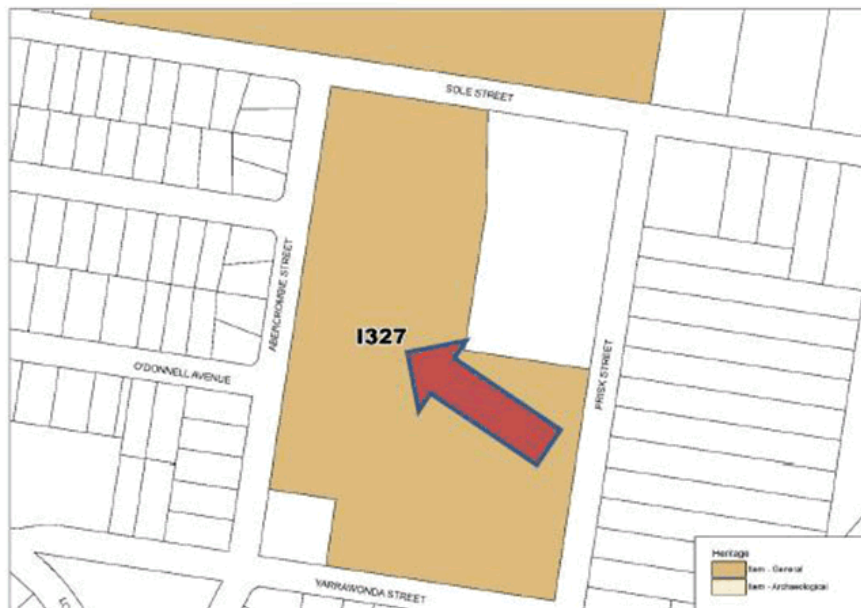


I327	Map mislabelled as I326	HER003B
------	-------------------------	---------

CURRENT:

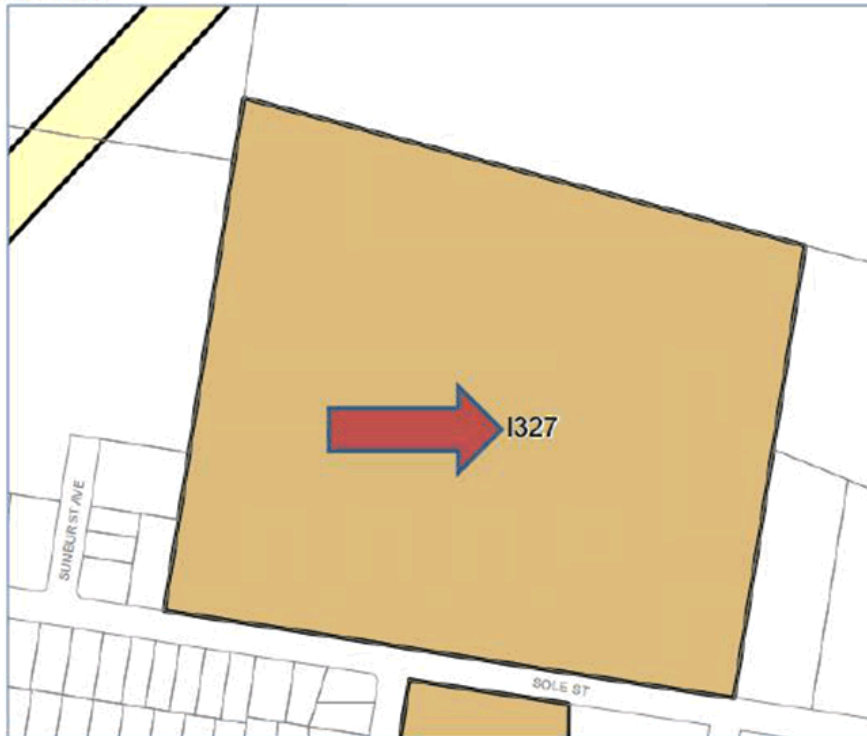


PROPOSED:

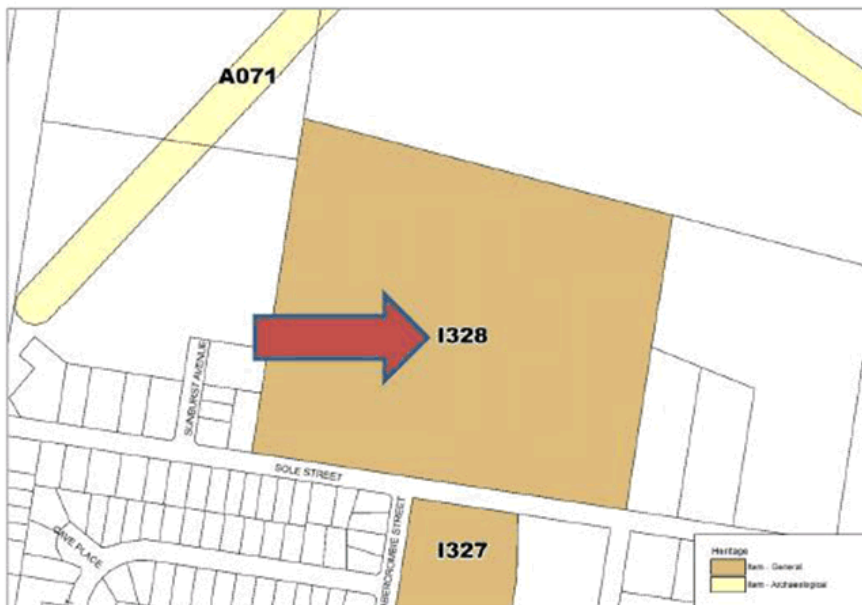


I328	Map mislabelled as I327	HER003B
------	-------------------------	---------

CURRENT:

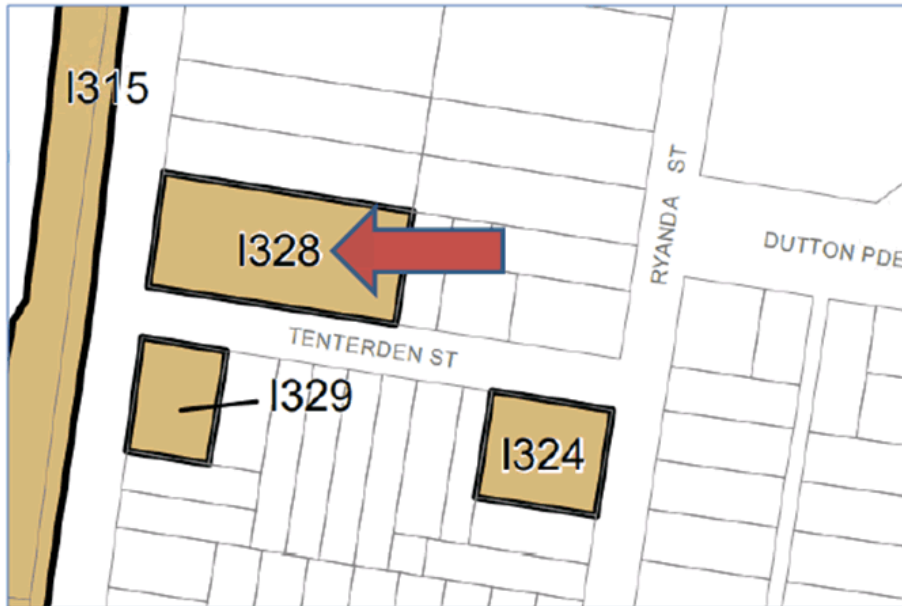


PROPOSED:



I329	Map mislabelled as I328	HER003B
------	-------------------------	---------

CURRENT:



PROPOSED:

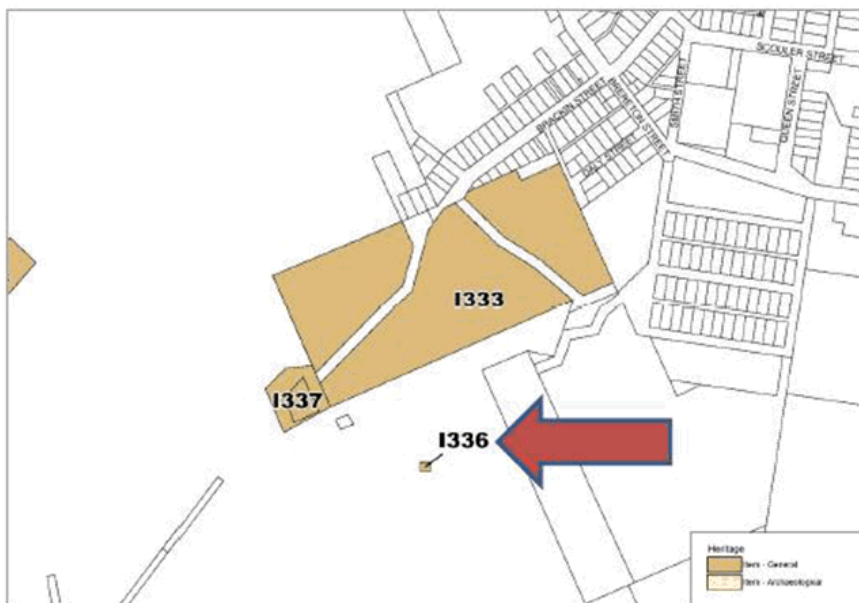


I336	Map mislabelled as I337	HER004D
------	-------------------------	---------

CURRENT:

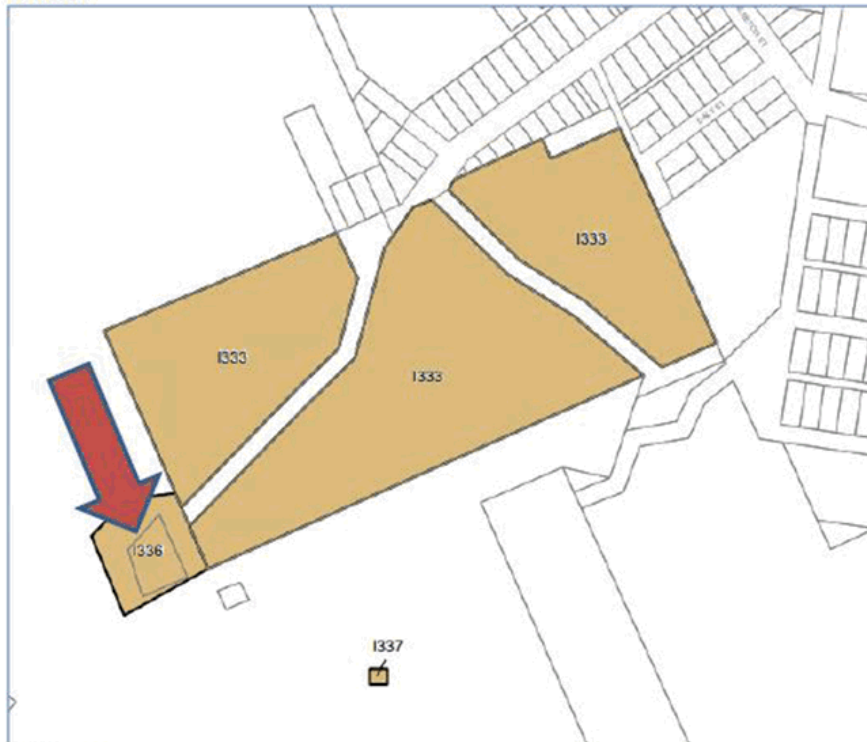


PROPOSED:

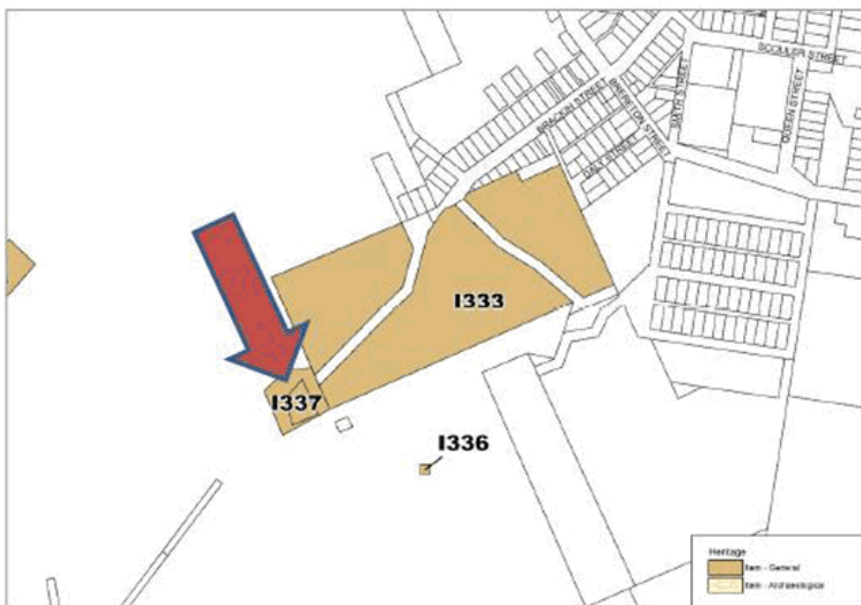


I337	Map mislabelled as I336	HER004D
------	-------------------------	---------

CURRENT:

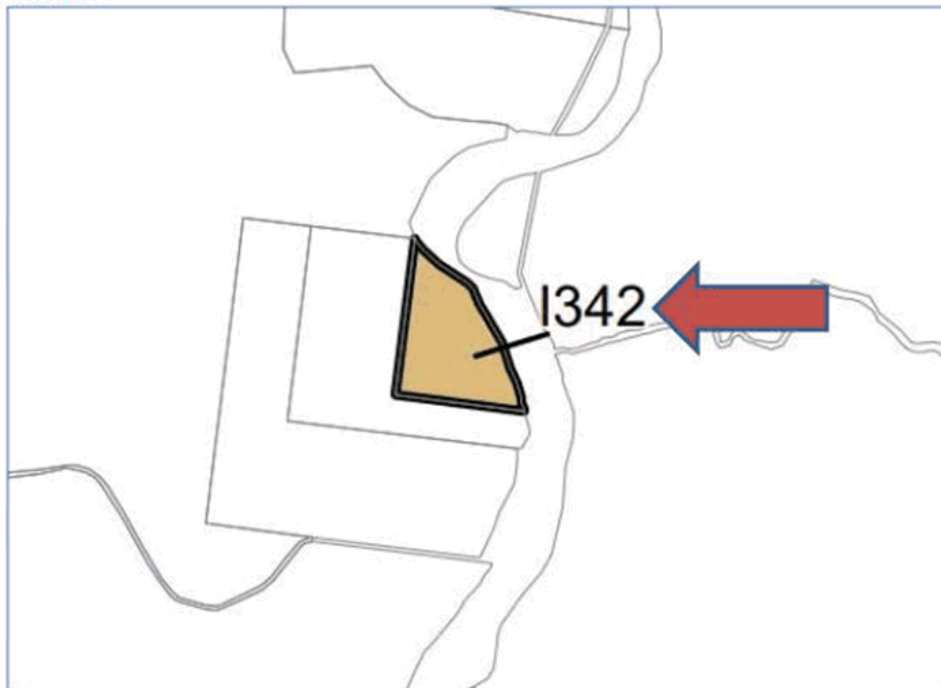


PROPOSED:

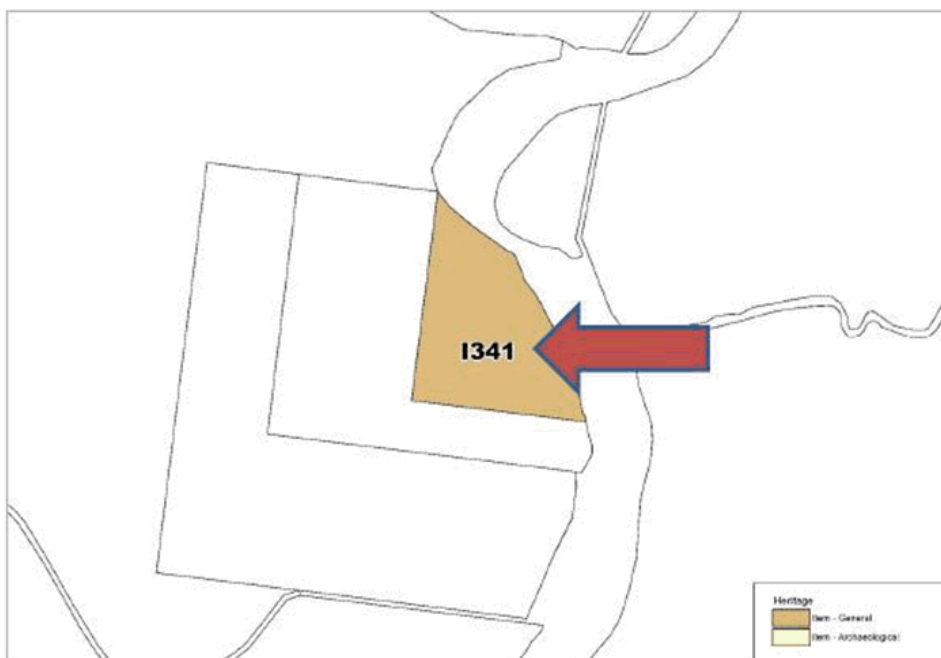


I341	Map mislabelled as I342	HER008
------	-------------------------	--------

CURRENT:



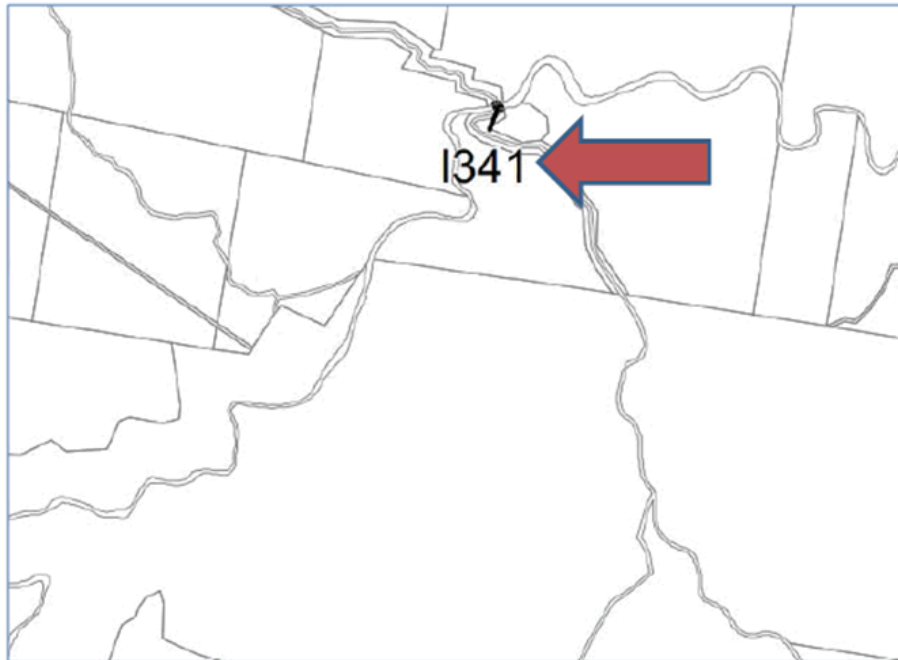
PROPOSED:



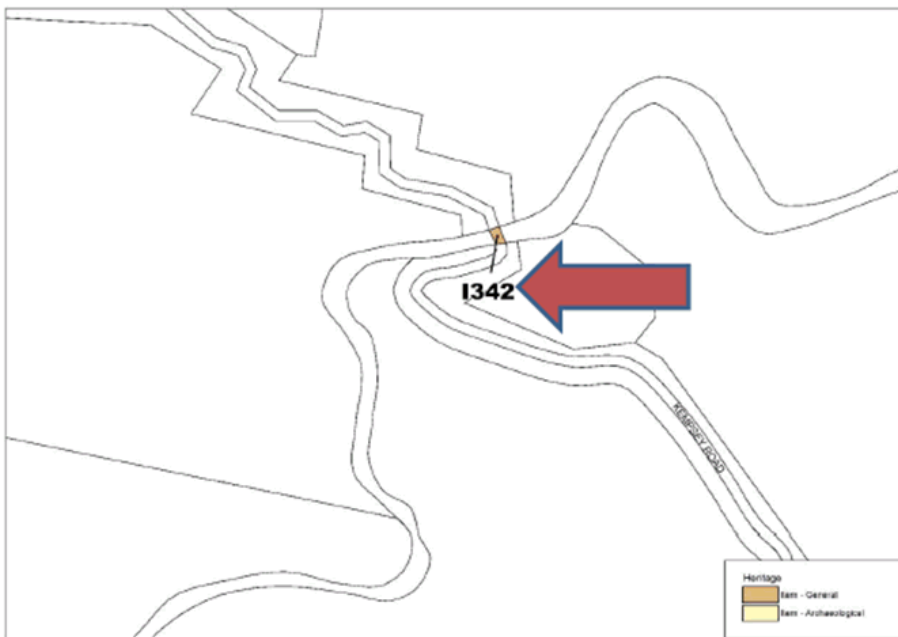


I342	Map mislabelled as I341	HER008
------	-------------------------	--------

CURRENT:

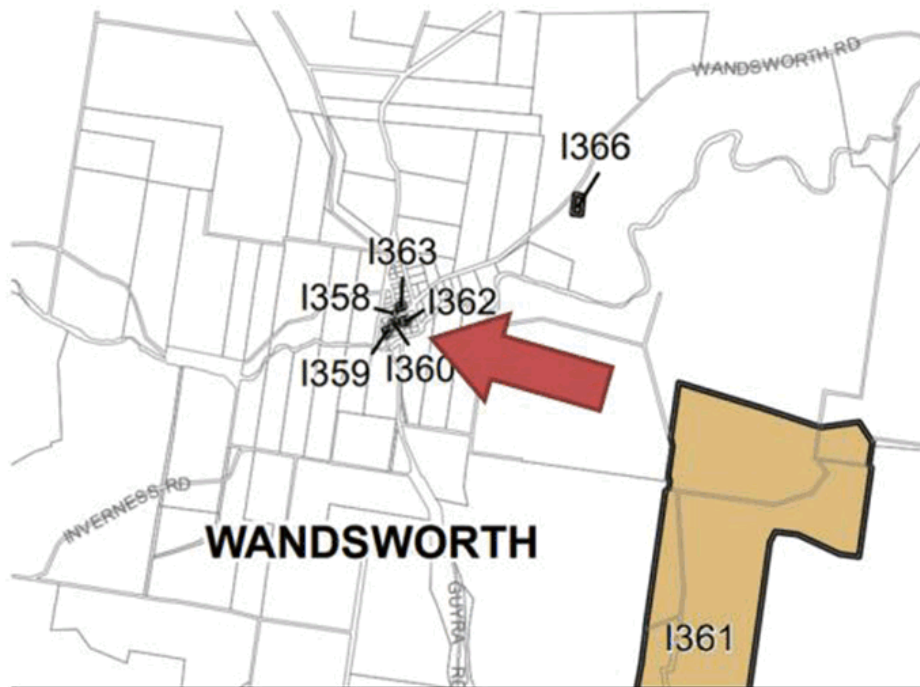


PROPOSED:



I362	Map needs to show item being on Lot & DP 5/3/759044.	HER003
------	--	--------

CURRENT:

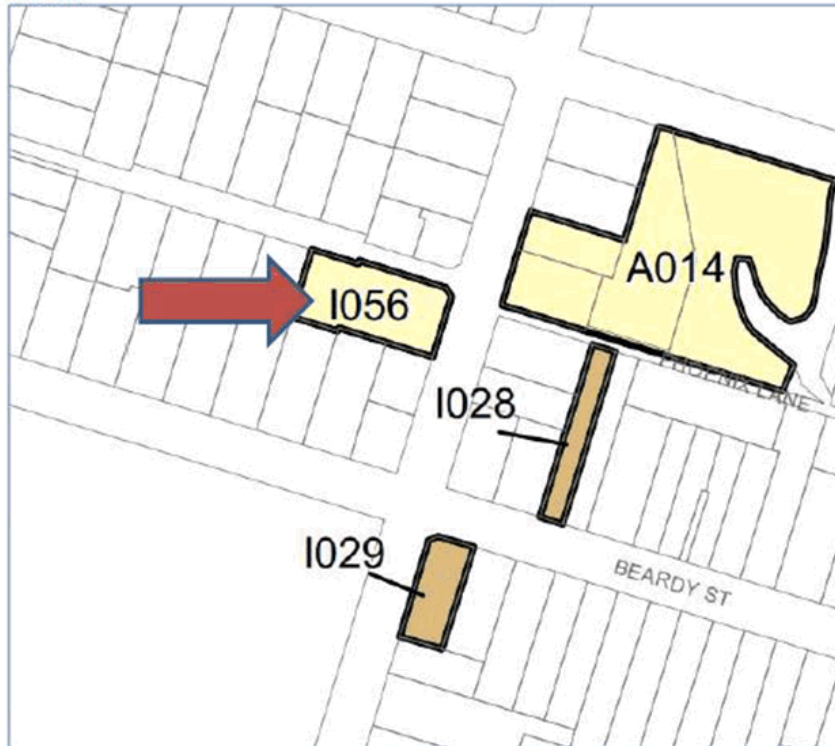


PROPOSED:



A015	Label missing from Map	HER 004CAA
------	------------------------	------------

CURRENT:

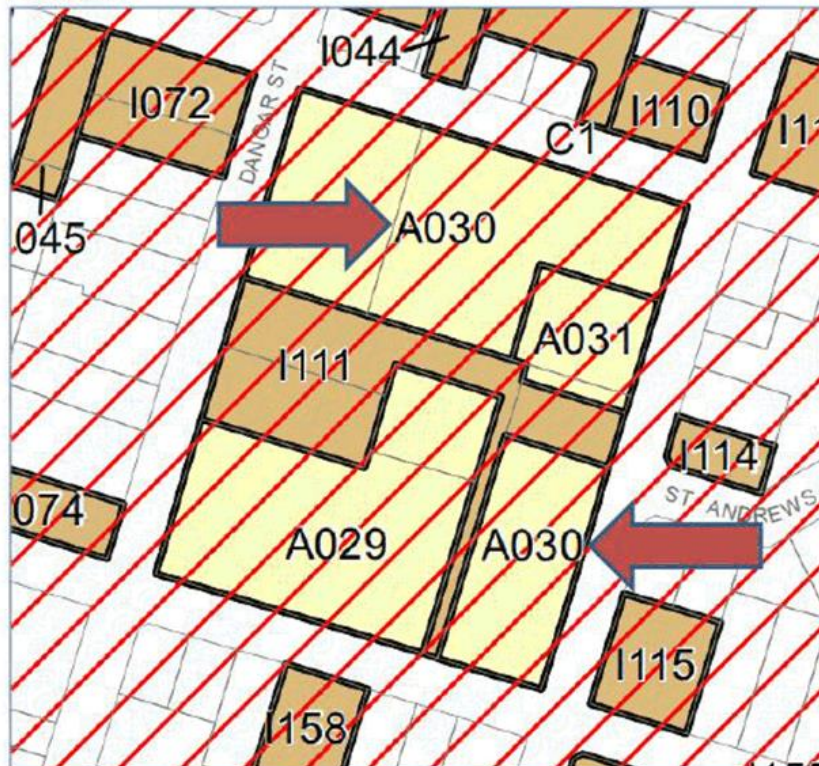


PROPOSED:

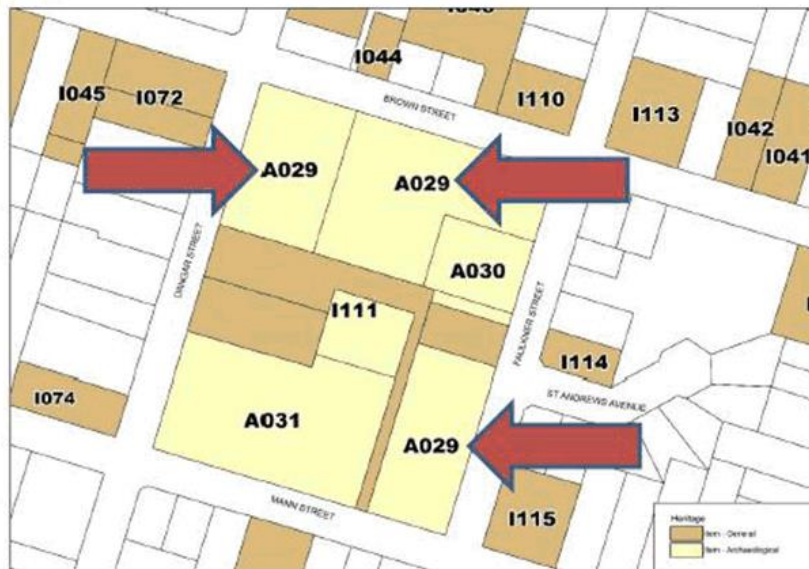


A029	Map is mislabelled as A030	HER 004CAA
------	----------------------------	------------

CURRENT:



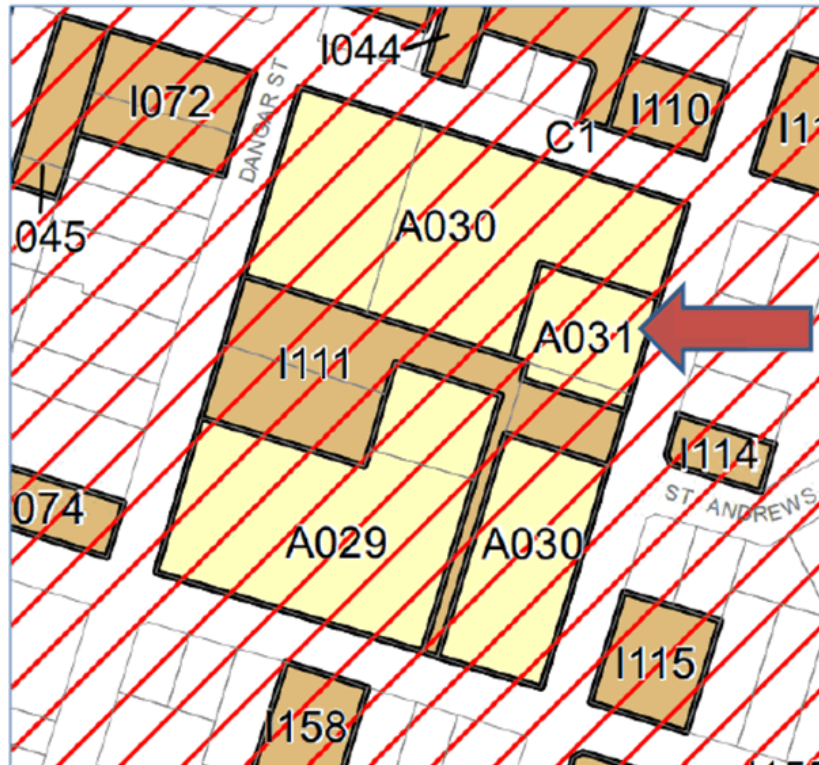
PROPOSED:



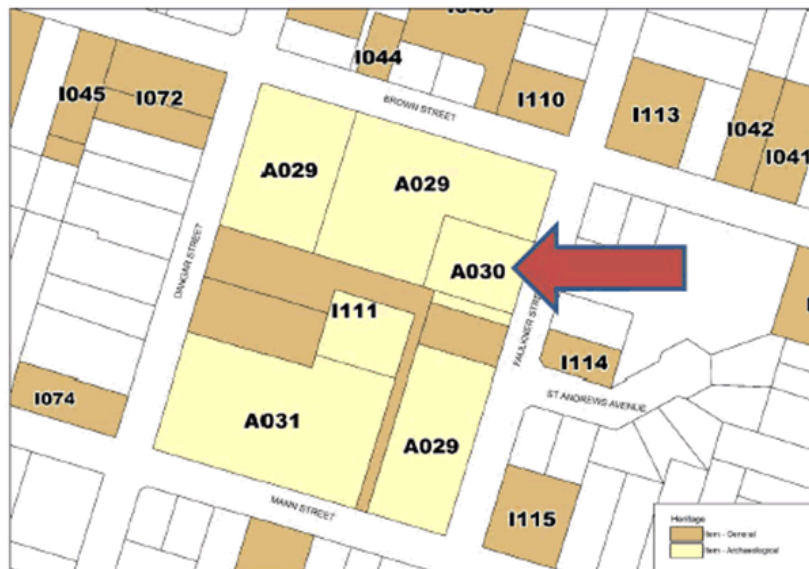


A030	Map is mislabelled as A031	HER 004CAA
------	----------------------------	------------

CURRENT:

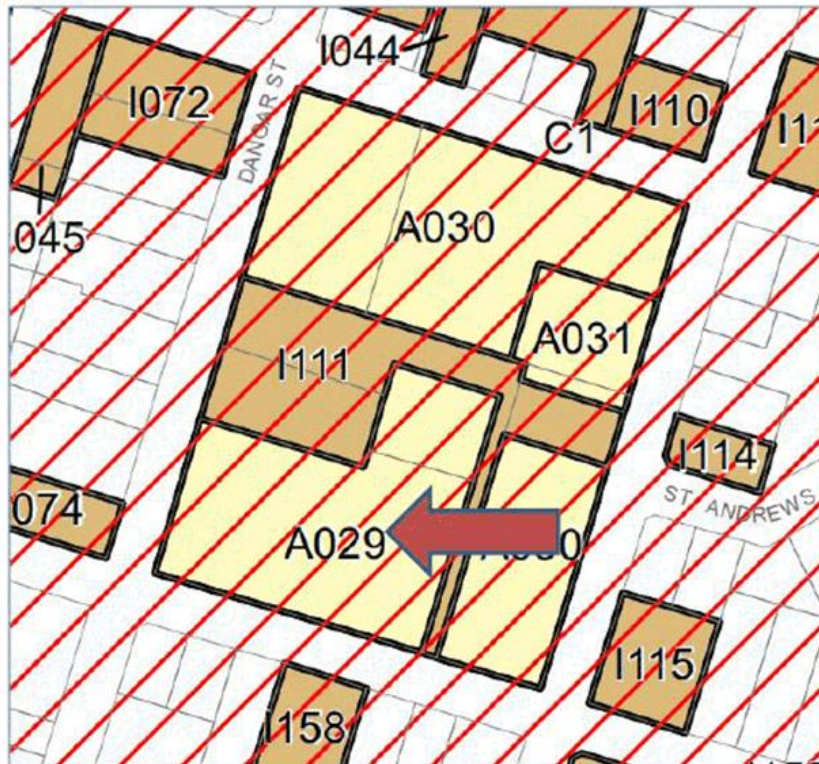


PROPOSED:



A031	Map is mislabelled as A029	HER 004CAA
------	----------------------------	------------

CURRENT:



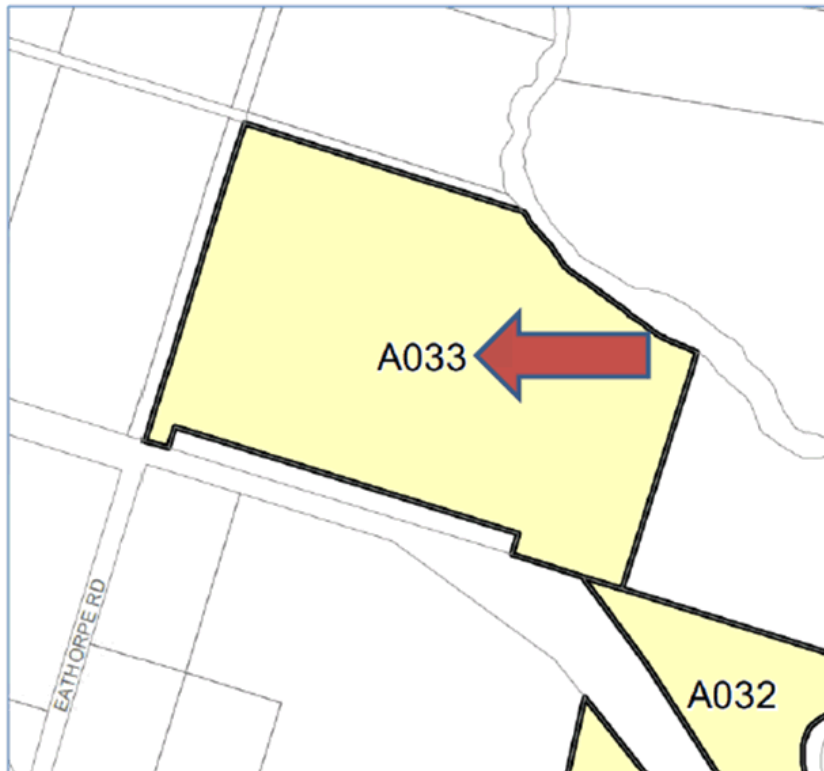
PROPOSED:





A032	Map is mislabelled as A033	HER004C
------	----------------------------	---------

CURRENT:



PROPOSED:



A033	Map is mislabelled as A032	HER004C/HER004
------	----------------------------	----------------

CURRENT HER004C:



PROPOSED HER004C:



CURRENT HER004:

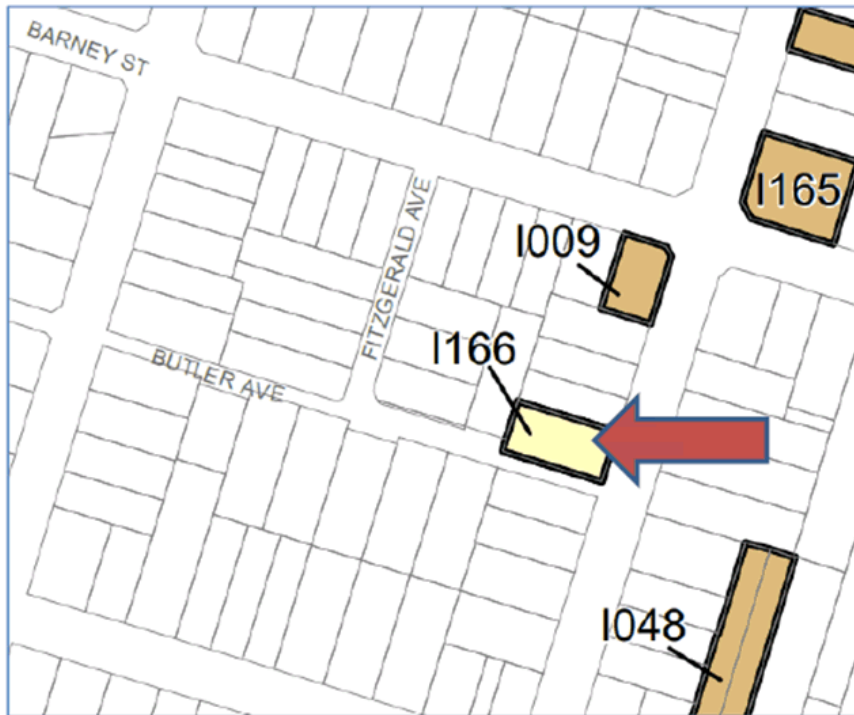


PROPOSED HER004:

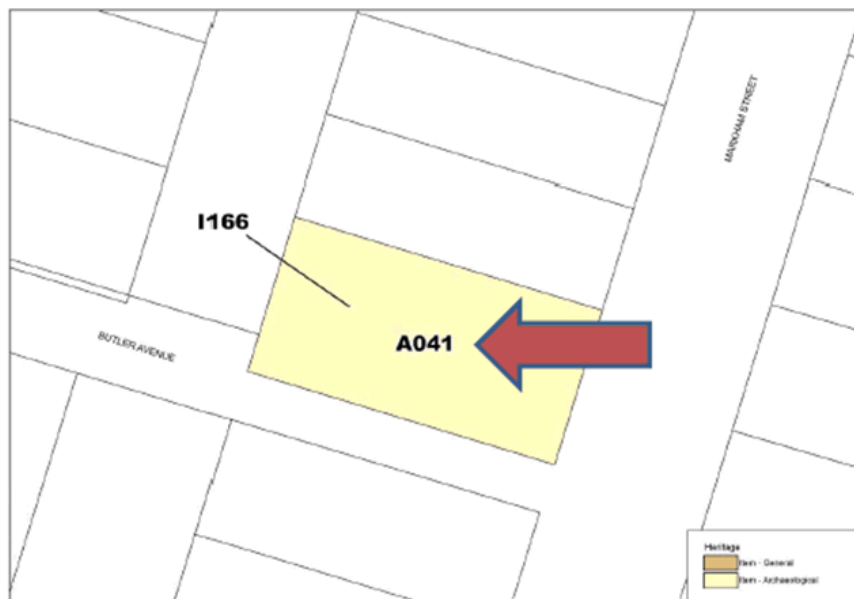


A041	Label missing on map	HER 004CAA
------	----------------------	------------

CURRENT:



PROPOSED:

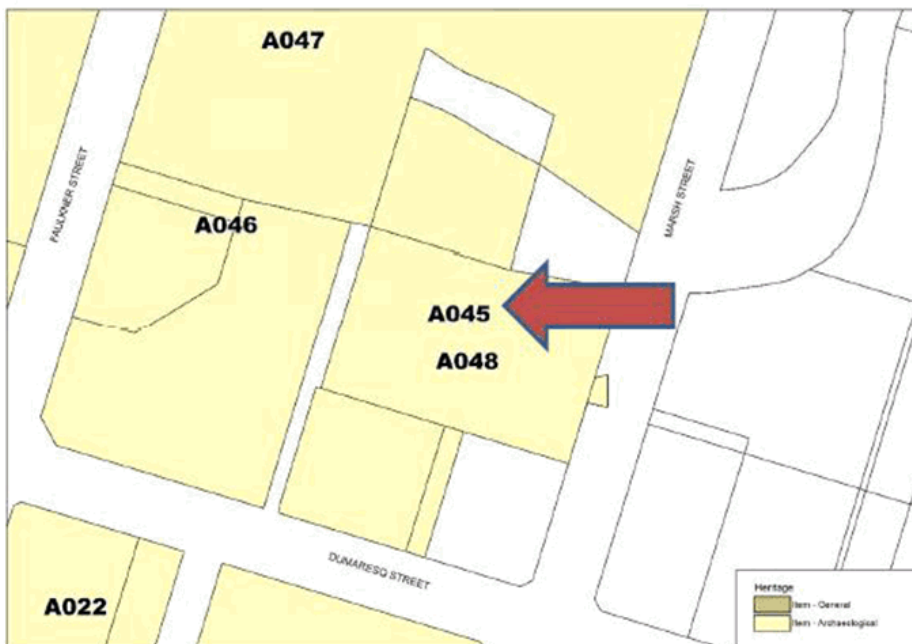


A045	Map is mislabelled as A047	HER 004CAA
------	----------------------------	------------

CURRENT:



PROPOSED:





A046	Map is mislabelled as A045	HER 004CAA
------	----------------------------	------------

CURRENT:



PROPOSED:





A047	Map is mislabelled as A048	HER 004CAA
------	----------------------------	------------

CURRENT:



PROPOSED:



A048	Map is mislabelled as A046	HER 004CAA
------	----------------------------	------------

CURRENT:

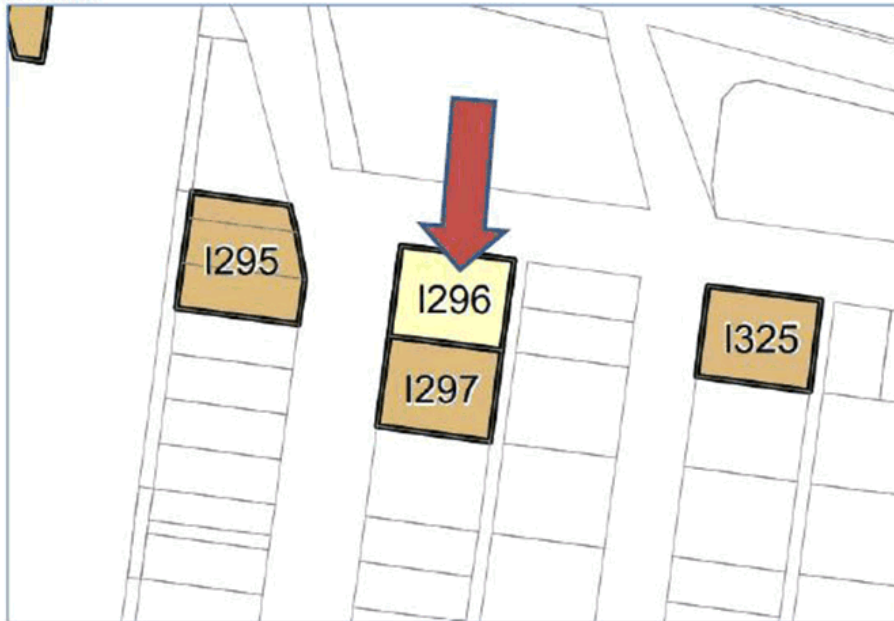


PROPOSED:



A068	Label missing on map	HER004AA
------	----------------------	----------

CURRENT:

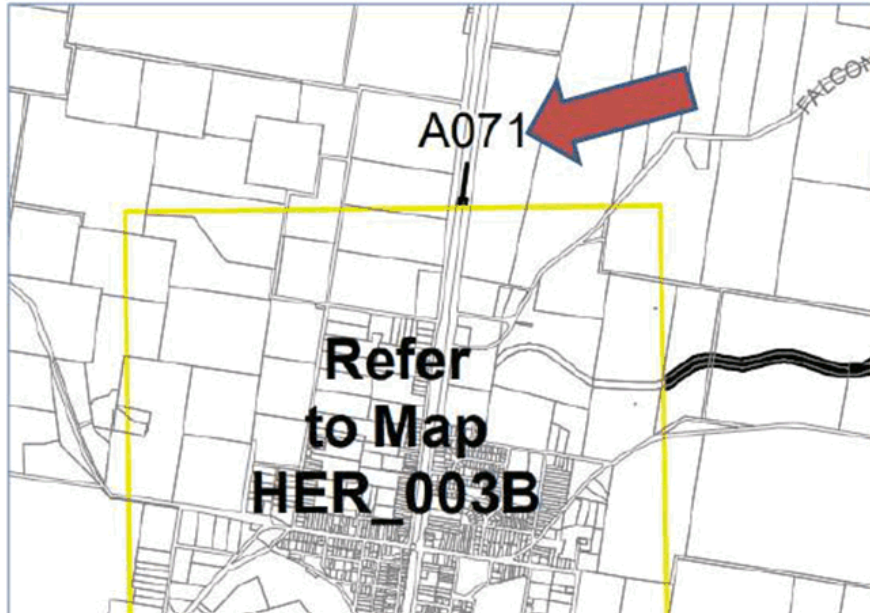


PROPOSED:

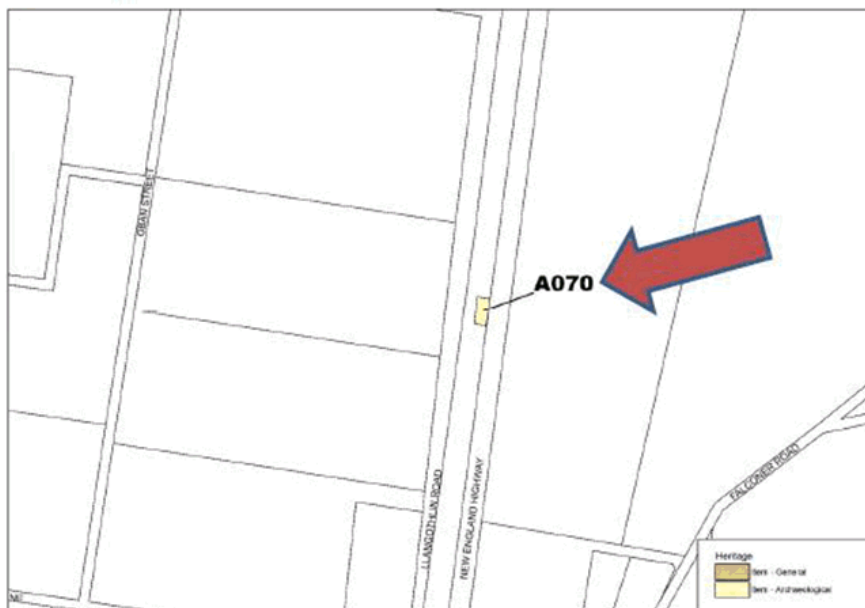


A070	Map is mislabelled as A071	HER003/ HER003B
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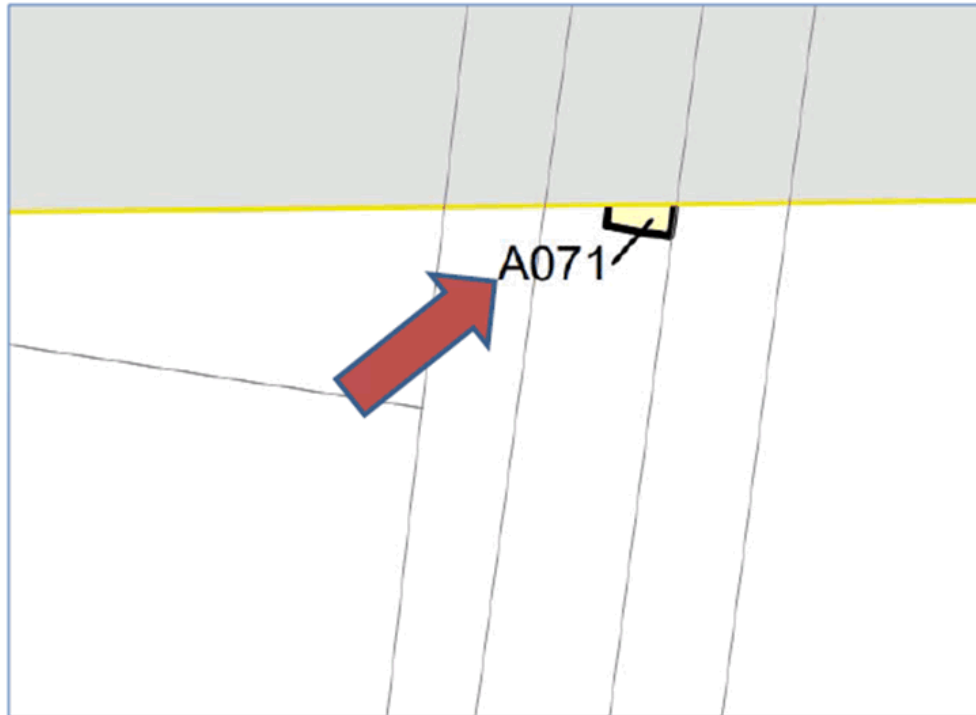
CURRENT HER003:



PROPOSED HER003:



CURRENT HER003B:

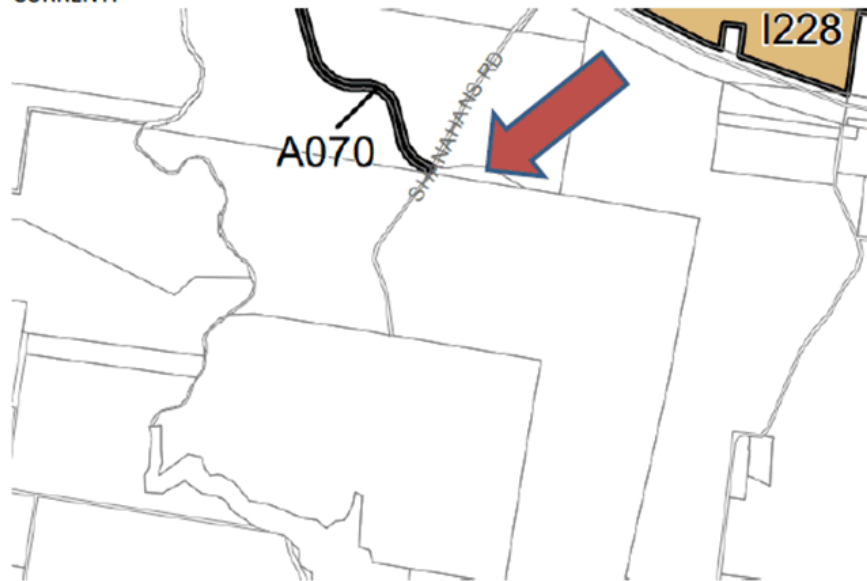


PROPOSED HER003B:

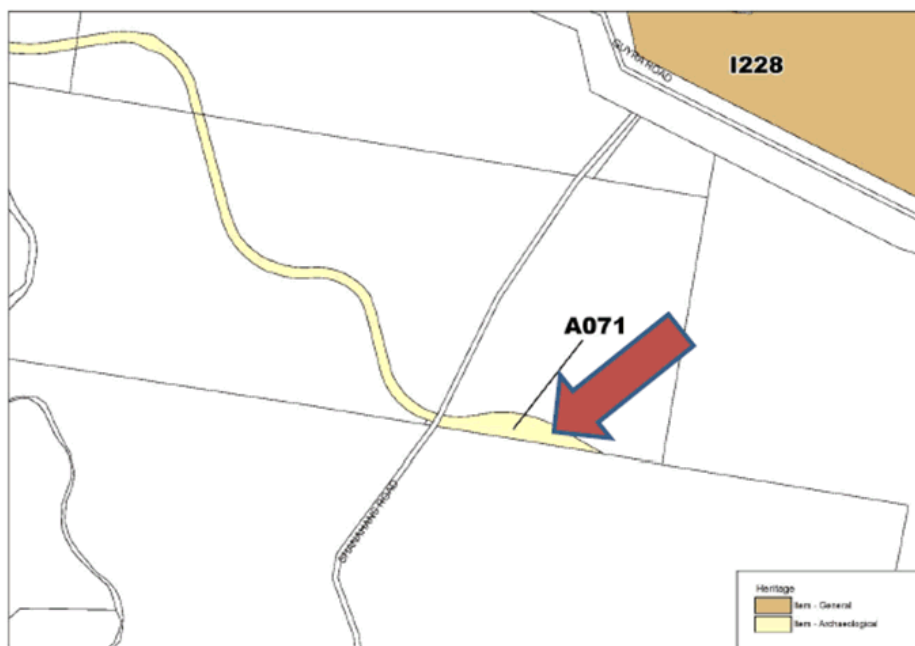


A071	Lot 2/1024241 is listed in Schedule 5 but missing in all historical and current mapping for this Archaeological Item.	Schedule 5/ HER 004
------	---	------------------------

CURRENT:



PROPOSED:







***Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps***

**June 2023**

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**Document Control**

Revision	Date	Purpose
1.0	9/6/2023	For Council Report

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<p>This planning proposal intends to correct multiple administrative errors and mis-descriptions in the Current ARLEP 2012 Schedule 5 Environmental Heritage list, and correct mapping errors in the associated Heritage Maps. Some of the mis-descriptions and mapping errors have occurred as a result of administrative errors from the Merged LEP process whilst others have been identified by Council as part of its ongoing reviews of the LEP.</p> <p>Summary of issues as a result of the merged LEP process:</p> <ol style="list-style-type: none"> <li>1) The Heritage Items numbers were modified between drafting and publishing the merged ARLEP2012 which resulted in incorrect numbering of heritage items in the published Schedule 5 list.</li> <li>2) The modified Heritage Item numbers were transferred to the PDF Maps however numerous labelling errors were made.</li> <li>3) The Archaeological Sites numbers were modified in ARLEP2012 Schedule 5 but these were not changed in the PDF Map.</li> <li>4) State Heritage Register items still display the former numbering for the GLEP2012 Heritage Items and the ADLEP2012 Heritage items prior to the LEP merger. Note: this does not form part of the Planning Proposal (PP) and will be separately updated once this PP is finalised..</li> </ol> <p>It is considered that this is a 'Basic' Planning Proposal.</p>	
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## PART 1 – OBJECTIVES OR INTENDED OUTCOMES

### **Objective**

*The objective of the Planning Proposal (PP) is to amend Schedule 5 – Environmental Heritage and the associated Maps of the Armidale Regional Local Environmental Plan 2012 (LEP) to correct errors that largely occurred as part of the LEP Merge. The opportunity has also been taken to correct minor errors and mis-descriptions in Schedule 5 to clarify heritage listing details and ensure they are up to date.*

### **Intended outcomes**

*The intended outcome is to fix mapping and text errors and to update listing details in Schedule 5 to ensure the heritage information in the LEP is correct. This will ensure the relevant heritage information is correct on all items of heritage significance.*

## PART 2 - EXPLANATION OF PROVISIONS

This PP includes the following intended provisions:

To correct minor errors and mis-descriptions in the Schedule 5 text and in the associated Heritage Maps of the Armidale Regional LEP 2012.

This PP proposes to amend the Armidale Regional LEP 2012 – Schedule 5 and associated Heritage Maps as per the following table:

*Note: Each of the below changes to the Heritage Maps are also identified in Attachment 3 – Heritage Mapping Issues*

Schedule 5 Item No.	Error	Correction	Document /Map to be corrected
I001	Missing street number from address	Amend street address to show '1892 Aberfoyle Road'	Schedule 5
I011	Map HER 004CAA contains incorrect Lot & DP information, Lot & DP 1266776.	Remove Lot 2 DP 1266776 from Heritage Map	HER 004CAA
I052	Map has polygon below I051 and the polygon is not visible	Amend Map to ensure polygon is visible	HER 004CAA
I053	Map is mislabelled as I052	Correct Map labelling to show I052	HER 004CAA
I055	Schedule 5 contains Incorrect Lot and DP information, Lot 101 DP 12369152	Amend Schedule 5 to show Lot 101 DP1236915	Schedule 5
I056	Map shows Archaeological Site A015 but no label for Item I056	Amend Map to show label for item I056	HER 004CAA
I057	Schedule 5 Document has incorrect Lot & DP information.	Amend Schedule 5 to show Lot 1 DP 1259439 and Lot 7005 DP 1052246	Schedule 5
I068	Map mislabelled as I069	Correct Map labelling to show I068	HER 004CAA
I069	Map mislabelled as I068	Correct Map labelling to show I069	HER 004CAA
I083	Map mislabelled as I084	Correct Map labelling to show I083	HER 004CAA
I084	Map mislabelled as I083	Correct Map labelling to show I084	HER 004CAA
I097	Map has lead line for label pointing to I099 Site	Correct Map lead line to point to I097	HER 004CAA
I099	Map label missing lead line to polygon	Correct Map lead line to point to I099	HER 004CAA

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I122	Schedule 5 Document has old Lot and DP of Lot 5 DP 608284.	Amend Schedule 5 to show Lot 101 DP1253719	Schedule 5
I145	Map mislabelled as I146	Correct Map labelling to show I145	HER 004C
I146	Map mislabelled as I145	Correct Map labelling to show I146	HER 004C/ HER004CA
I166	I166 Label showing on map but missing A041 Label	Correct Map labelling to include A041	HER 004CAA
I200	Map mislabelled as I221	Correct Map labelling to show I200	HER 004CAA
I208	Schedule 5 Document has old Lot and DP of Lot 1 DP 795233	Amend Schedule 5 to show Lot 1 DP1255279	Schedule 5
I237	Schedule 5 Document has not included Lot 2 DP 1184364 that is included in the Cadastre used. Should also include Lot 11 DP 751436	Amend Schedule 5 to show Lot 2 DP1184364 and Lot 11 DP 751436	Schedule 5
I237	Map mislabelled as I233	Correct Map labelling to show I237	HER003
I238	Schedule 5 Document has incorrect address as “Black Mountain Cemetery Road” and only shows Lot 7019 DP 1054926	Amend Schedule 5 to include Lot 7007 DP1056955 and amend street address to show ‘75 Elder Lane’	Schedule 5
I238	Map 004B missing Lot 7007 DP1056955	Include Lot 7007 DP 1056955 on Heritage Map	HER 004B
I244	Schedule 5 Document has incorrect Lot & DP information, Lot 1 DP 584178, Lot 1, DP 1062235, Railway reserve	Amend Schedule 5 to only reference Lot 1 DP 1062235	Schedule 5
I244	Map 004B shows Lot 1 DP 584178 forming part of the heritage listing	Correct Map to remove Lot 1 DP 584178	HER 004B
I275	Schedule 5 contains incorrect Lot and DP information, Lot 4 Section 21 DP 758497	Amend Schedule 5 to show Lot 5 Section 21 DP 758497	Schedule 5
I275	Map 003BA has incorrect Lot & DP information, Lot 4 Section 21 DP 758497 highlighted and labelled.	Correct Map labelling to point to Lot 5 Section 21 DP 758497	HER003BA
I279	Schedule 5 contains incorrect Lot and DP information, Lot 1, DP 949185 & Lot 1, DP 949186 and refers to old street address	Amend Schedule 5 to show Lot 131 DP 1273805. Amend street address to show ‘131 Bradley Street’	Schedule 5
I310	Map mislabelled as I329	Correct Map labelling to show I310	HER003B



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I311	Map mislabelled as I310	Correct Map labelling to show I311	HER004AA
I312	Map mislabelled as I311	Correct Map labelling to show I312	HER004AA
I313	Map mislabelled as I312	Correct Map labelling to show I313	HER004AA / HER004A
I314	Map mislabelled as I313	Correct Map labelling to show I314	HER004AA / HER003B
I315	Map mislabelled as I314	Correct Map labelling to show I315	HER004A
I316	Map mislabelled as I315	Correct Map labelling to show 316	HER004AA / HER003B
I317	Map mislabelled as I316	Correct Map labelling to show I317	HER003B
I318	Map mislabelled as I317	Correct Map labelling to show I318	HER003B
I318	Schedule 5 has incorrect Item Description as "Railway West Park"	Amend Schedule 5 to show 'Park – Railway West Park'	Schedule 5
I319	Map mislabelled as I318	Correct Map labelling to show I319	HER003B
I320	Map mislabelled as I319	Correct Map labelling to show I320	HER003B
I321	Map mislabelled as I320	Correct Map labelling to show I321	HER003B
I322	Schedule 5 has incorrect Item Description as "Hairdressing Salon"	Amend Schedule 5 to show 'Store – hairdressing salon'	Schedule 5
I322	Map mislabelled as I321	Correct Map labelling to show I322	HER003B
I323	Map mislabelled as I322	Correct Map labelling to show I323	HER003B
I324	Map mislabelled as I323	Correct Map labelling to show I324	HER003B
I325	Map mislabelled as I324	Correct Map labelling to show I325	HER003B
I326	Map mislabelled as I325	Correct Map labelling to show I326	HER004AA
I327	Map mislabelled as I326	Correct Map labelling to show I327	HER003B
I328	Map mislabelled as I327	Correct Map labelling to show I328	HER003B
I329	Map mislabelled as I328	Correct Map labelling to show I329	HER003B
I336	Map mislabelled as I337	Correct Map labelling to show I336	HER004D

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I337	Map mislabelled as I336	Correct Map labelling to show I337	HER004D
I338	Schedule 5 has incorrect Lot & DP Information, Lot 1 DP556558 and refers to old street address	Amend Schedule 5 to show Lot 903 DP 1276495. Amend street address to show '2459 Grafton Road'	Schedule 5
I341	Map mislabelled as I342	Correct Map labelling to show I341	HER008
I342	Map mislabelled as I341	Correct Map labelling to show I342	HER008
I355	Schedule 5 has a typo of Lot 192, DP 704030141	Amend Schedule 5 to show Lot 192 DP704030	Schedule 5
I359	Schedule 5 has "Former public school" and is Item Name in Planning Proposal "Guyra Heritage Study description matches the Planning Proposal Information.	Amend Schedule 5 to show 'Community centre (former public school)'	Schedule 5
I362	Map HER003 missing Lot 5 Section 3 DP 759044	Include Lot 5 Section 3 DP 759044 on Heritage Map	HER003
A006	Schedule 5 has incorrect Lot & DP information, Lot 1 DP 782200 and refers to old street address	Amend Schedule 5 to show SP102030. Amend street address to show '100 Marsh Street'	Schedule 5
A015	Label missing from Map	Correct map to include A015 label	HER 004CAA
A016	Schedule 5 refers to old street address and contains spelling mistake	Amend street address to show 1-3 Claverie Street	Schedule 5
A019	Schedule 5 has incorrect Lot & DP information, Lot 701 DP 1016546 and 210-218 Donnelly Street.	Amend Schedule 5 to show Lots SP 88898 and SP 89599. Amend street address to show '61 O'Dell Street' and '120 Donnelly Street'	Schedule 5
A029	Map is mislabelled as A030	Correct Map labelling to show A029	HER 004CAA
A030	Map is mislabelled as A031	Correct Map labelling to show A030	HER 004CAA
A031	Map is mislabelled as A029	Correct Map labelling to show A031	HER 004CAA
A032	Map is mislabelled as A033	Correct Map labelling to show A032	HER004C
A033	Map is mislabelled as A032	Correct Map labelling to show A033	HER004C
A041	Label missing on map	Correct map to include A041 label	HER 004CAA

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A045	Map is mislabelled as A047	Correct Map labelling to show A045	HER 004CAA
A046	Map is mislabelled as A045	Correct Map labelling to show A046	HER 004CAA
A047	Map is mislabelled as A048	Correct Map labelling to show A047	HER 004CAA
A048	Map is mislabelled as A046	Correct Map labelling to show A048	HER 004CAA
A066	Schedule 5 missing Lot 2 DP 1184364	Amend Schedule 5 to show Lot 2 DP 1184364	HER003
A068	Label missing on map	Correct map to include A068 label	HER004AA
A070	Map is mislabelled as A071	Correct Map labelling to show A070	HER003/ HER003B
A071	Map is mislabelled as A070	Correct Map labelling to show A071	HER003/ HER003B
A071	Schedule 5 missing Lot 2 DP 1024241	Amend Schedule 5 to show Lot 2 DP 1024241	HER 004

## PART 3 - JUSTIFICATION

The Planning Proposal is justified as it will correct multiple errors and mis-descriptions that have largely arisen as part of the process to Merge the Guyra LEP 2012 and the Armidale Dumaresq LEP 2012 into the Armidale Regional LEP 2012. The planning proposal will ensure consistency between the Published LEP text in Schedule 5 and the published Maps, which presently contain numerous errors as outlined in Part 2 of this report.

The PP will not affect any findings of any studies nor will it involve any environmental, social or economic impacts owing to the administrative nature of the amendment.

## QUESTIONS TO CONSIDER WHEN DEMONSTRATING THE JUSTIFICATION

### Section A. Need for the planning proposal

#### Q1. Is the planning proposal a result of an endorsed LSPS, strategic study or report?

*The Planning proposal will ensure consistency with the Armidale City Council Heritage Study 1990, the Dumaresq Shire Council Heritage Study 2008 and the Guyra Shire Council Heritage Study 2012.*

#### Q2. Is the planning proposal the best means of achieving the objectives or intended outcomes, or is there a better way?

*Yes, technically there is no alternative to correct the minor errors or mis-descriptions that are presently contained with Schedule 5 or the associated Heritage Maps.*

### Section B. Relationship to strategic planning framework

#### Q3. Will the planning proposal give effect to the objectives and actions of the applicable regional, or district plan or strategy (including any exhibited draft plans or strategies)?

The *New England North West Regional Plan 2041* (September, 2022) by DPE ('NENW Regional Plan') will guide the NSW Government's land use planning priorities and decisions in the region up to 2041. The NENW Regional Plan provides an overarching framework to guide subsequent and more detailed land use plans, development proposals and infrastructure funding decisions and is accompanied by an Implementation Plan.

Table 1 below summarises the objectives of the NENW Regional Plan, provides comment on the objectives of the Plan that are directly relevant to the Planning Proposal, and indicates whether the Proposal is considered to be consistent or inconsistent with the Plan.

**Table 1. New England North West Regional Plan 2041**

Part 1 Growth, change and opportunity	Planning Proposal response – is the Proposal consistent with the Strategy?
Objectives	COMMENTS

O1: Coordinate land use planning for future growth, community need and regional economic development	Not relevant to this PP
<b>Part 2 Productive and innovative</b>	<b>Planning Proposal response – is the Proposal consistent with the Strategy?</b>
Objectives	COMMENTS
O2: Protect the viability and integrity of rural land	Not relevant to this PP
O3: Expand agribusiness and food processing sectors	Not relevant to this PP
O4: Responsibly manage mineral resources	Not relevant to this PP
O5: Enhance the diversity and strength of Central Business Districts and town centres	Not relevant to this PP
O6: Coordinate the supply of well-located employment land	Not relevant to this PP
O7: Support a diverse visitor economy	Not relevant to this PP
<b>Part 3 Sustainable and resilient</b>	
Objectives	COMMENTS
O8: Adapt to climate change and natural hazards and increase climate resilience	Not relevant to this PP
O9: Lead renewable energy technology and investment	Not relevant to this PP
O10: Support a circular economy	Not relevant to this PP
O11: Sustainably manage and conserve water resources	Not relevant to this PP
O12: Protect regional biodiversity and areas of High Environmental Value	Not relevant to this PP
<b>Part 4 Housing and place</b>	<b>Planning Proposal response – is the Proposal consistent with the Strategy?</b>
Objectives	COMMENTS
O13: Provide well located housing options to meet demand	Not relevant to this PP
O14: Provide more affordable and low cost housing	Not relevant to this PP
O15: Understand, respect and integrate Aboriginal culture and heritage	Not relevant to this PP
O16: Support the aspirations of Aboriginal people and communities in local planning	Not relevant to this PP
O17: Celebrate local character	Not relevant to this PP
O18: Public spaces and green infrastructure support connected, inclusive and healthy communities	Not relevant to this PP
<b>Part 5 Connected and accessible</b>	<b>Planning Proposal response – is the Proposal consistent with the Strategy?</b>



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O19: Leverage new and upgraded infrastructure	Not relevant to this PP
O20: Improve state and regional freight connectivity	Not relevant to this PP
O21: Improve active and public transport networks	Not relevant to this PP
O22: Utilise emerging transport technology	Not relevant to this PP
<b>Local Narratives for Armidale Region</b>	<b>Planning Proposal response – is the Proposal consistent with the Strategy?</b>
<ul style="list-style-type: none"> <li>• deliver a variety of housing options in Armidale and promote development that contributes to the unique character of Ben Lomond, Black Mountain, Guyra, Ebor, Hillgrove, Llangothlin and Wollomombi</li> <li>• foster the growth of knowledge-based services, high-order education services and health-related industries in Armidale CBD and around the Armidale Rural Referral Hospital and University of New England</li> <li>• Armidale Regional Airport as an opportunity for year-round tourism and a hub for state emergency services</li> <li>• upgrade the airport to ensure full functionality for the RFS fleet</li> <li>• support the development of employment lands such as the Airport Business Park and Acacia Park</li> <li>• using NBN fibre to the premises to grow businesses</li> <li>• support the sustainable and effective management of water resources to enable drought-proofing</li> <li>• encourage diversification in agriculture, horticulture and agribusiness to grow these sectors and harness domestic and international opportunities</li> <li>• support the New England Regional Arts Museum and other arts organisations to position the LGA as a recognised arts and cultural centre in regional Australia</li> <li>• implement place-based planning principles to build more liveable communities for residents</li> <li>• leverage the REZ and to identify and promote wind, solar and other renewable energy production opportunities</li> <li>• acknowledge and support new and emerging opportunities presented in the nationally significant greenhouse industry which will continue to grow and evolve at Guyra.</li> </ul>	Not relevant to this PP



**Q4. Is the planning proposal consistent with a Council's LSPS that has been endorsed by the Planning Secretary or GSC, or another local strategy or strategic plan?**

*Armidale Local Strategic Planning Statement: A Plan for 2040* was prepared by the Armidale Regional Council to guide the future direction of development in the Armidale Regional LGA over a 20 year horizon.

The *New England Development Strategy* (April, 2010) by WorleyParsons Ltd ('NEDS') was prepared for Armidale Dumaresq, Guyra Shire, Uralla Shire and Walcha Councils. The Strategy outlines key land use policies and principles for the four council areas and provided the planning context for the preparation of the Standard LEP Instruments for each local government area through to 2032.

The *Armidale Dumaresq Rural Residential Study* (November, 2004) by EDGE Land Planning ('ADRRS') identified land suitable for large lot residential and rural small holdings development around Armidale in the former Dumaresq Shire, based on the characteristics of the land and a demand and supply analysis.

The *Armidale Industrial Land Study* (May, 2013) by AEC Group Pty Ltd ('AILS') assessed the existing and future supply and demand for industrial land and bulky goods floor space in Armidale up to 2036.

The Planning Proposal is not considered to be inconsistent with the visions and objectives of the applicable local strategies and strategic plans.

**Q5. Is the planning proposal consistent with any other applicable State and regional studies or strategies?**

No plans in addition to those already addressed.

**Q6. Is the planning proposal consistent with applicable SEPPs?**

Attachment 1 identifies those State Environmental Planning Policies (SEPPs) applying to the Armidale Dumaresq local government area and includes commentary on whether the Planning Policy is consistent with these SEPPs.

Overall, there are no SEPPs that have provisions that are applicable to LEP amendments, however, the PP would not be inconsistent with any of the SEPPs.

**Q7. Is the planning proposal consistent with applicable Ministerial Directions (section 9.1 directions)?**

Attachment 2 identifies those Directions issued by the Minister for Planning under Section 9.1(2) of the Environmental Planning and Assessment Act 1979, and includes commentary on whether the Planning Proposal is consistent with these Directions.

The Planning Proposal is considered to be consistent with all applicable Section 9.1(2) directions.

## Section C. Environmental, social, and economic impacts

**Q8. Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected because of the proposal?**

Not relevant to this PP.

**Q9. Are there any other likely environmental effects of the planning proposal and how are they proposed to be managed?**

Not relevant to this PP.

**Q10. Has the planning proposal adequately addressed any social and economic effects?**

Not relevant to this PP.

## Section D. Infrastructure (Local, State and Commonwealth)

**Q.11 Is there adequate public infrastructure for the planning proposal?**

Not relevant to this PP.

## Section E. State and Commonwealth Interests

**Q.12 What are the views of State and federal Public Authorities and government agencies consulted in order to inform the Gateway determination?**

Preliminary views of State or Commonwealth public authorities have not been obtained prior to preparing this Planning Proposal.

## PART 4 – MAPPING

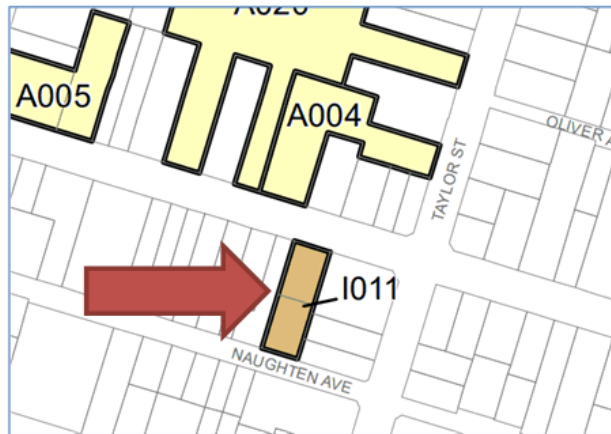
The following mapping is an example of the mapping that will need to be updated as part of the Planning Proposal.

- Attachment 3 identifies the areas subject to the Planning Proposal, and shows the current and proposed changes required to the mapping to correct the errors. Refer to Attachment 3 for full details of the proposed mapping changes.

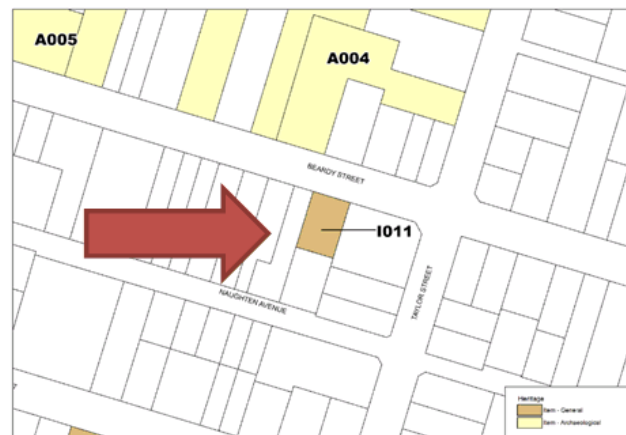
*Example Heritage Item PDF Mapping changes:*

Schedule 5 Item I011:

CURRENT:



PROPOSED:

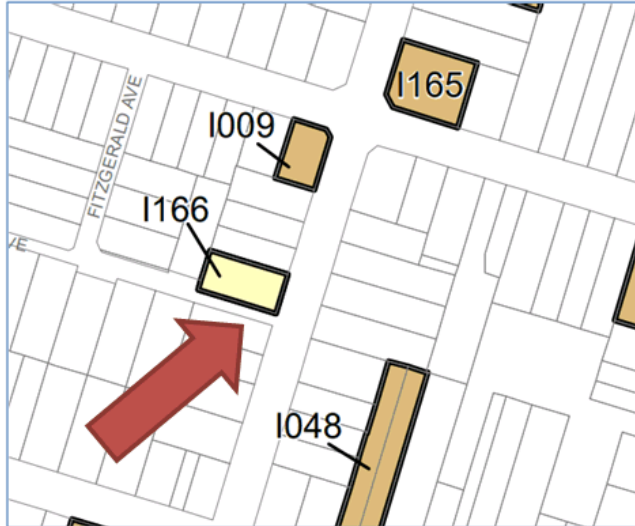


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Schedule 5 Item A041:

CURRENT:



PROPOSED:



## PART 5 –COMMUNITY CONSULTATION

In accordance with Schedule 1 of the EP&A Act 1979, this Planning Proposal must be approved under a Gateway Determination prior to community consultation being undertaken by Council.

Pursuant to the *Local Environmental Plan Making Guideline* (NSW Department of Planning & Environment, 2022), the subject proposal meets the following definition of being a Standard Planning Proposal:

A Standard Planning Proposal is a PP that, in the opinion of the person making the Gateway determination is:

- *To correct an administrative error*
- *For a few minor 'housekeeping' amendments*
- *To list a local heritage item*
- *To reclassify land where the Governor's approval is not required*
- *That is consistent with a Department endorsed/approved local strategy, such as a Local Housing Strategy*
- *That is consistent with section 3.22 Expedited amendments of environmental planning instruments of the EP&A Act to:*
  - a. correct an obvious error in the principal instrument consisting of a misdescription, the inconsistent numbering of provisions, a wrong cross-reference, a spelling error, a grammatical mistake, the insertion of obviously missing words, the removal of obviously unnecessary words or a formatting error*
  - b. address matters in the principal instrument that are of a consequential, transitional, machinery or other minor nature, and/or*
  - c. deal with matters that the Minister considers do not warrant compliance with the conditions precedent for the making of the instrument because they will not have any significant adverse impact on the environment or adjoining land*

It is recommended that this Planning Proposal is not exhibited, nor are the affected property owners notified owing to the nature of the Planning Proposal which is to correct errors and mis-descriptions that have arisen as a result of the merger of the Armidale Dumaresq and Guyra Shire LEP's and to ensure Heritage Item details are up to date.

## PART 6 – PROJECT TIMELINE

The anticipated project timeline for completion of the Planning Proposal is outlined in Table 2

**Table 2: indicative project timeline**

Stage	Timeframe and/or date
Considered by Council	June 2023
Council decision	June 2023
Gateway determination	25 working days (August 2023)
Pre-exhibition.	Nil
Commencement and completion of public exhibition period	Nil
Consideration of submissions	Nil
Post-exhibition review and additional studies	Nil
Submission to the Department for finalisation (where applicable)	25 working days (September 2023)
Gazettal of LEP amendment	35 working days (November 2023)



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### Attachment 1: APPLICABLE STATE ENVIRONMENTAL PLANNING POLICIES

SEPP	Consistent	Comment
Biodiversity and Conservation 2021	Yes	
Building Sustainability Index: BASIX 2004	Yes	
Exempt and Complying Development Codes 2008	Yes	
Housing 2021	Yes	
Industry and Employment 2021	Yes	
No. 65 Design Quality of Residential Apartment Development	Yes	
Planning Systems 2021	Yes	
Primary Production 2021	Yes	
Resilience and Hazards 2021	Yes	
Resources and Energy 2021	Yes	
Sustainable Buildings 2021	Yes	
Transport and Infrastructure 2021	Yes	

**Attachment 2: APPLICABLE MINISTERIAL DIRECTIONS (SECTION 9.1 DIRECTIONS)****Focus area 1: Planning Systems**

Direction	Consistent	Comments
1.1 Implementation of Regional Plans	Yes	The PP is not inconsistent with the Regional Plan as outlined in Q1.
1.2 Development of Aboriginal Land Council land	Yes	The land is not shown on the Land Application Map of chapter 3 of the State Environmental Planning Policy (Planning Systems) 2021.
1.3 Approval and Referral Requirements	Yes	The PP does not: <ul style="list-style-type: none"> <li>include any requirements for concurrence, consultation or referral of development applications to a Minister or public authority.</li> <li>not identify development as designated development.</li> </ul>
1.4 Site Specific Provisions	Yes	The PP does not amend another environmental planning instrument in order to allow particular development to be carried out

**Focus area 1: Planning Systems – Place-based****Focus area 2: Design and Place****Focus area 3: Biodiversity and Conservation**

Direction	Consistent	Comments
3.1 Conservation Zones	Yes	The PP would not change the zoning of any land.
3.2 Heritage Conservation	Yes	There are multiple items, places, buildings, works, relics, moveable objects or precincts of environmental heritage significance known to be affected by the PP. However the intent of the PP is to correct minor errors and mis-descriptions so that Schedule 5 and the associated heritage Maps reflect the information contained within the applicable Heritage Studies.
3.5 Recreation Vehicle Areas	Yes	The PP does not enable land to be developed for the purpose of a recreation vehicle area.
3.6 Strategic Conservation Planning	Yes	The PP: <ul style="list-style-type: none"> <li>Does not apply to avoided land identified under the State Environmental Planning Policy (Biodiversity and Conservation) 2021</li> <li>Does not apply to strategic conservation area identified under the State Environmental Planning Policy (Biodiversity and Conservation) 2021</li> </ul>

**Focus area 4: Resilience and Hazards**

Direction	Consistent	Comments
4.1 Flooding	N/A	The PP does not affect land that is identified as flood prone land.
4.3 Planning for Bushfire Protection	N/A	The PP does not affect land that is mapped as being within a bush fire prone area.
4.4 Remediation of Contaminated Land	N/A	<p>The PP does not affect:</p> <ul style="list-style-type: none"> <li>land that is within an investigation area within the meaning of the Contaminated Land Management Act 1997,</li> <li>land on which development for a purpose referred to in Table 1 to the contaminated land planning guidelines is being, or is known to have been, carried out,</li> <li>the extent to which it is proposed to carry out development on it for residential, educational, recreational or childcare purposes, or for the purposes of a hospital – land: <ul style="list-style-type: none"> <li>in relation to which there is no knowledge (or incomplete knowledge) as to whether development for a purpose referred to in Table 1 to the contaminated land planning guidelines has been carried out, and</li> <li>on which it would have been lawful to carry out such development during any period in respect of which there is no knowledge (or incomplete knowledge).</li> </ul> </li> </ul>

**Focus area 5: Transport and Infrastructure**

Direction	Consistent	Comments
5.1 Intergrating Land Use and Transport	N/A	This PP does not create, alter or remove a zone or a provision relating to urban land, including land zoned for residential, business, industrial, village or tourist purposes.
5.2 Reserving Land for Public Purposes	Yes	<ul style="list-style-type: none"> <li>This PP does not create, alter or reduce existing zonings or reservations of land for public purposes</li> <li>The Minister or public authority has not requested a relevant planning authority to reserve land for a public purpose.</li> <li>The Minister or public authority has not requested a relevant planning authority to include provisions in a planning proposal to rezone and/or remove a reservation of any land that is reserved for public purposes because the land is no longer designated by that public authority for acquisition.</li> </ul>
5.3 Development Near Regulated Airports and Defence Airfields	N/A	This PP does not affect any Airport operations.

**Focus area 6: Housing**

Direction	Consistent	Comments
6.1 Residential Zones	N/A	This PP does not affect land within an existing or proposed residential zone, or any other zone in which significant residential development is permitted or proposed to be permitted.
6.2 Caravan Parks and Manufactured Home Estates	Yes	<ul style="list-style-type: none"> <li>The PP will not impact provisions that permit development for the purposes of a caravan park to be carried out on land.</li> <li>The PP does not change any provisions relating to suitable zones, locations and provisions for manufactured home estates (MHEs).</li> </ul>

**Focus area 7: Industry and Employment**

Direction	Consistent	Comments
7.1 Business and Industrial Zones	N/A	The PP will not affect land within an existing or proposed business or industrial zone.
7.2 Reduction in non-hosted short-term rental accommodation period	N/A	The PP will not affect the potential for short term rental accommodation.

**Focus area 8: Resources and Energy**

Direction	Consistent	Comments
8.1 Mining, Petroleum Production and Extractive Industries	N/A	<p>The PP does not have the effect of:</p> <ul style="list-style-type: none"> <li>prohibiting the mining of coal or other minerals, production of petroleum, or winning or obtaining of extractive materials, or</li> <li>restricting the potential development of resources of coal, other minerals, petroleum or extractive materials which are of State or regional significance by permitting a land use that is likely to be incompatible with such development.</li> </ul>

**Focus area 9: Primary Production**

Direction	Consistent	Comments
9.1 Rural Zones	N/A	The PP does not impact on any rural zonings.
9.2 Rural Lands	Yes	The PP will not affect rural lands.

Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

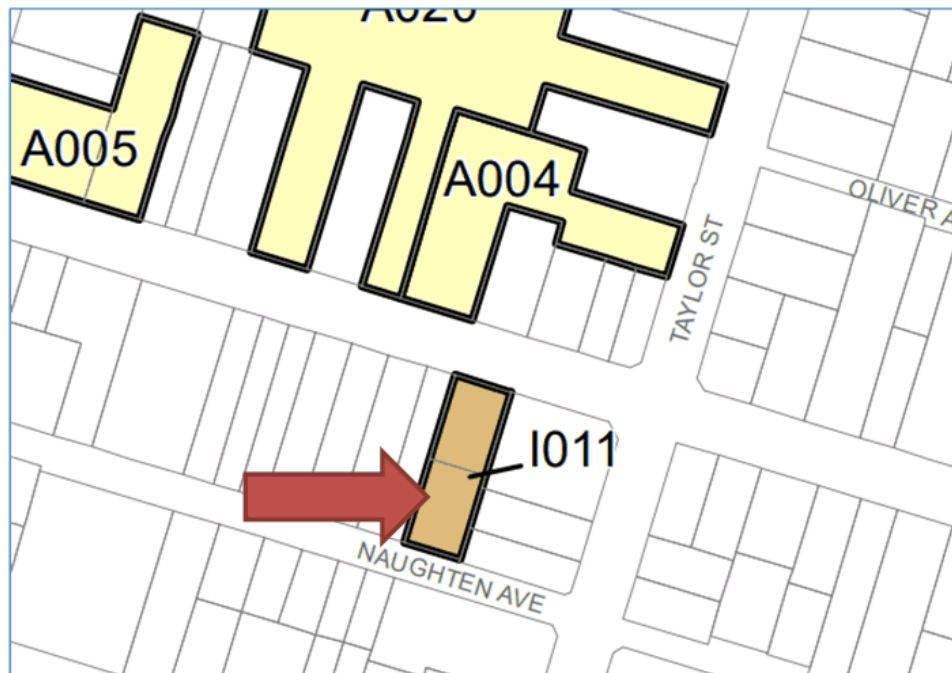


### Attachment 3: HERITAGE MAP PDF ISSUES & PROPOSED AMENDMENTS

#### Mapping Amendments/Errors

I011	GIS Data Error – removed 2/1266776	HER 004CAA
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Current:



PROPOSED:

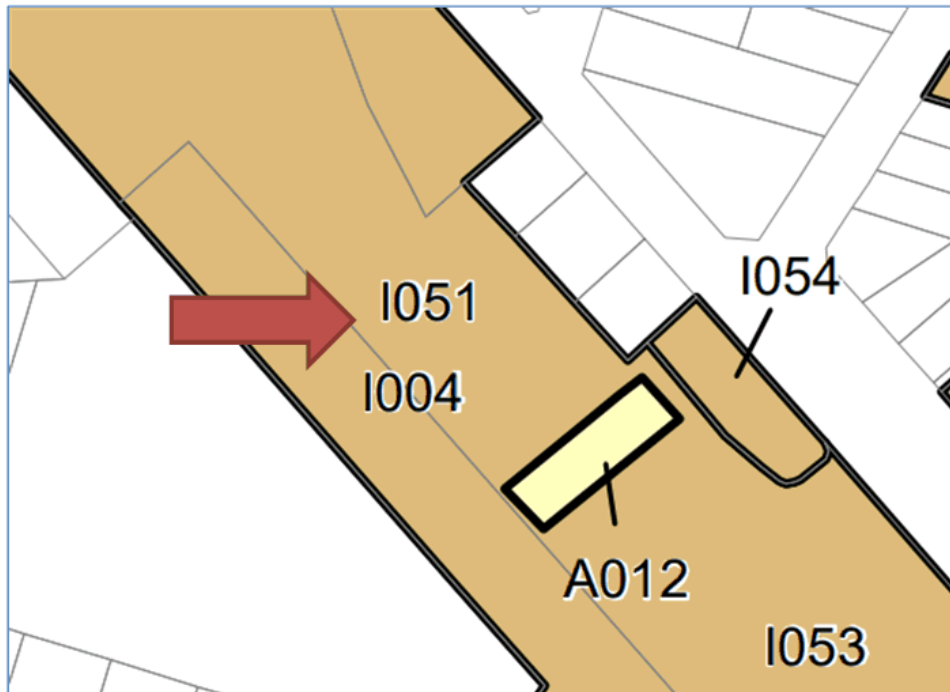


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

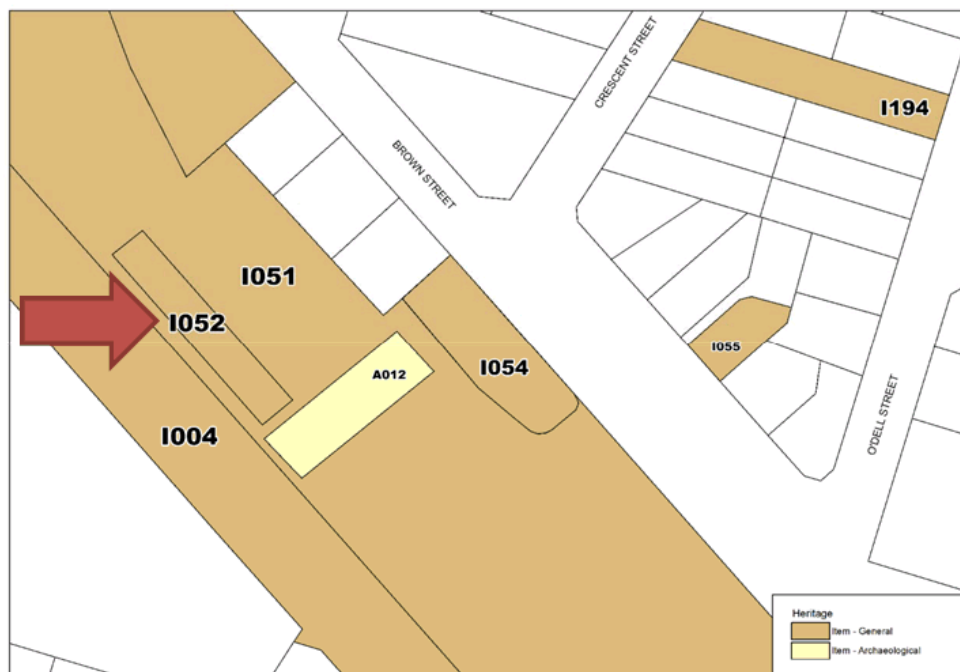


I052	Map has polygon below I051 and the polygon is not visible	HER 004CAA
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CURRENT:



PROPOSED:



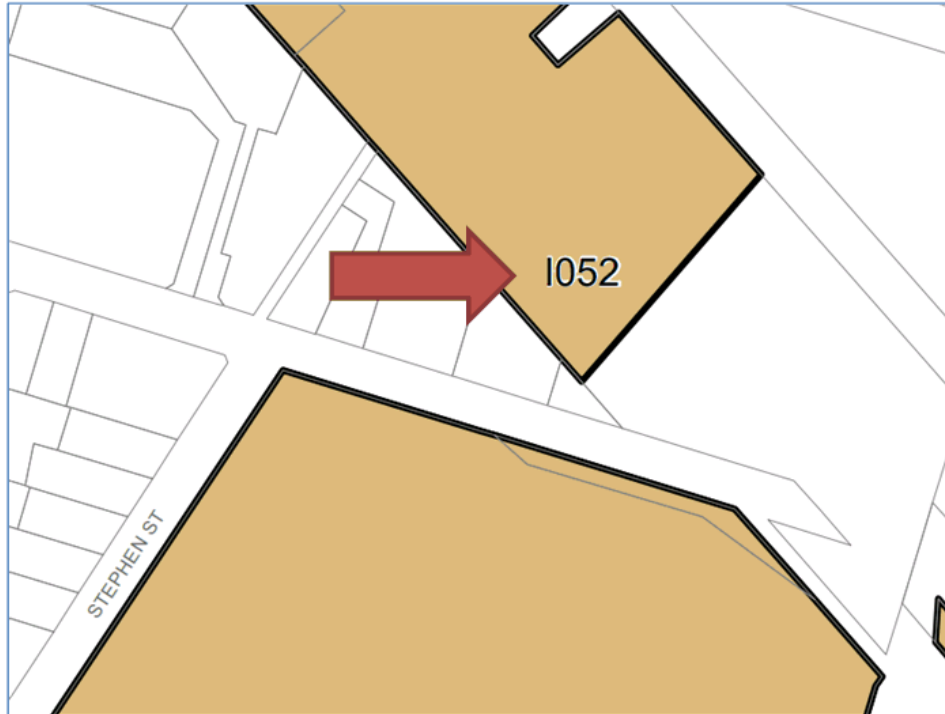


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

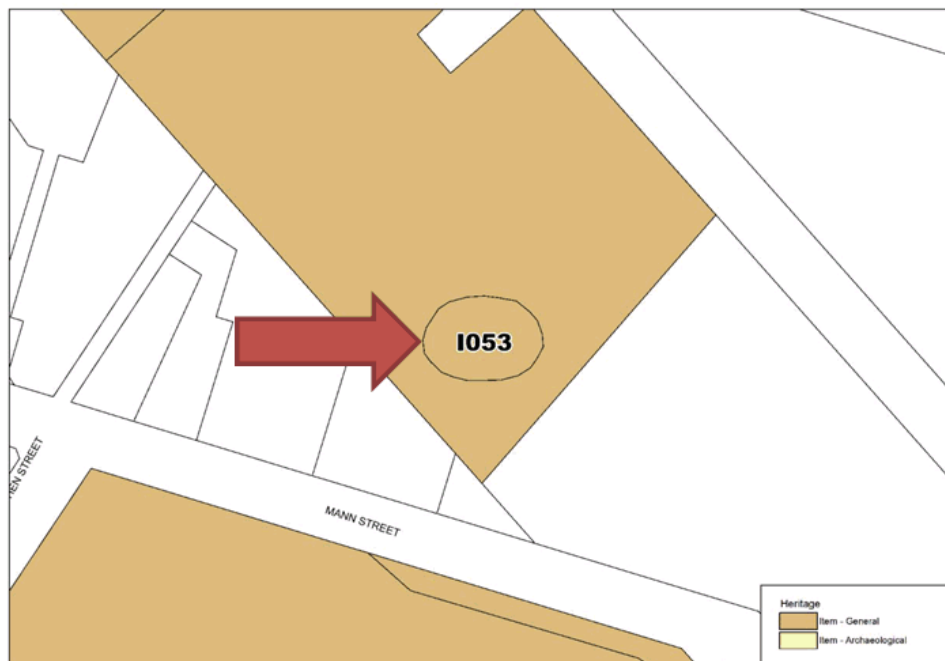


I053	Map is mislabelled as I052	HER 004CAA
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CURRENT:



PROPOSED:

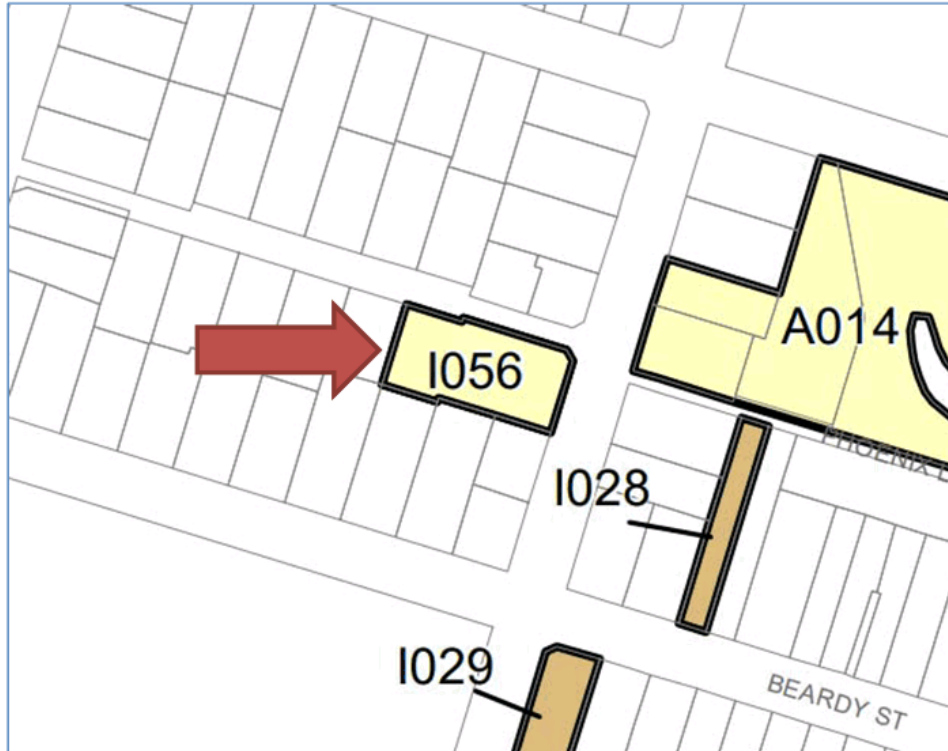


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps



I056	Map shows Archaeological Site A015 but no label	HER 004CAA
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CURRENT:



PROPOSED:

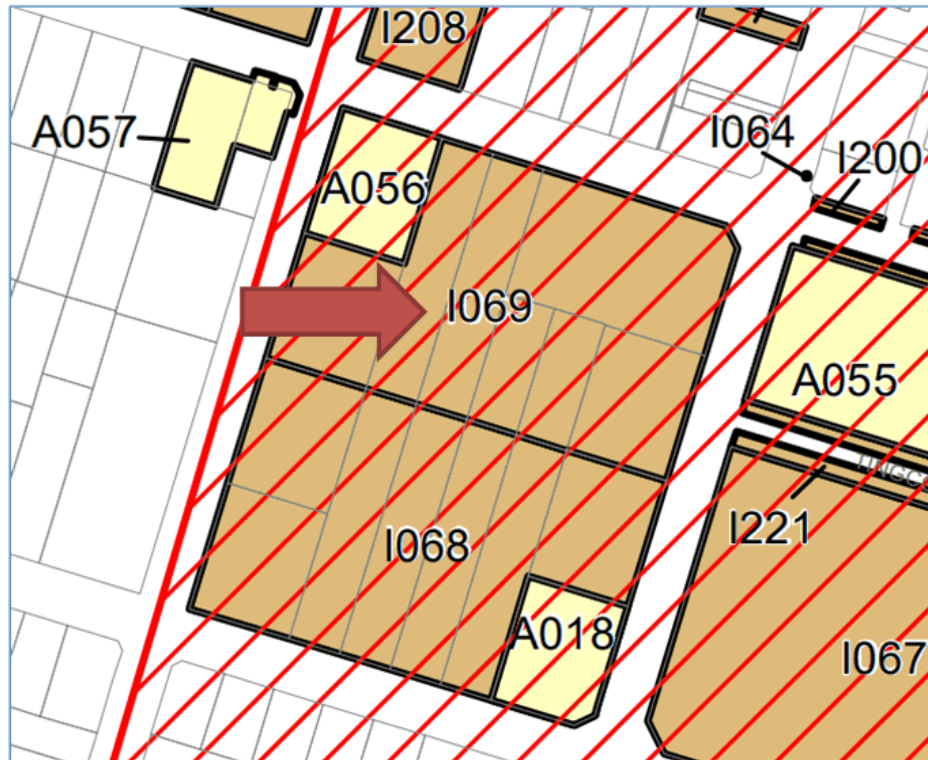


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps



I068	Map mislabelled as I069	HER 004CAA
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CURRENT:



PROPOSED:

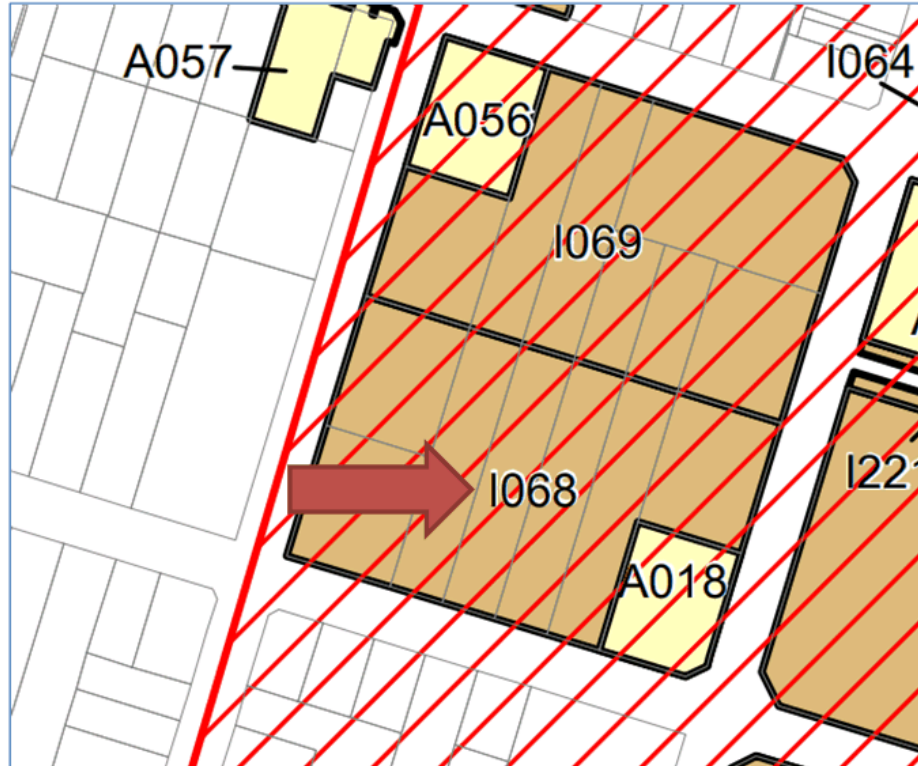


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

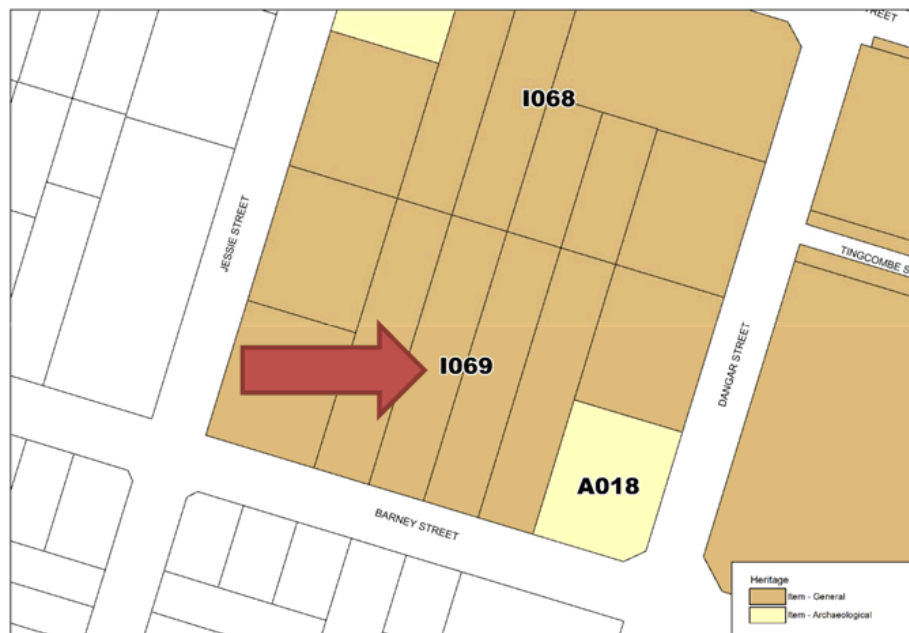


I069	Map mislabelled as I068	HER 004CAA
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CURRENT:



PROPOSED:



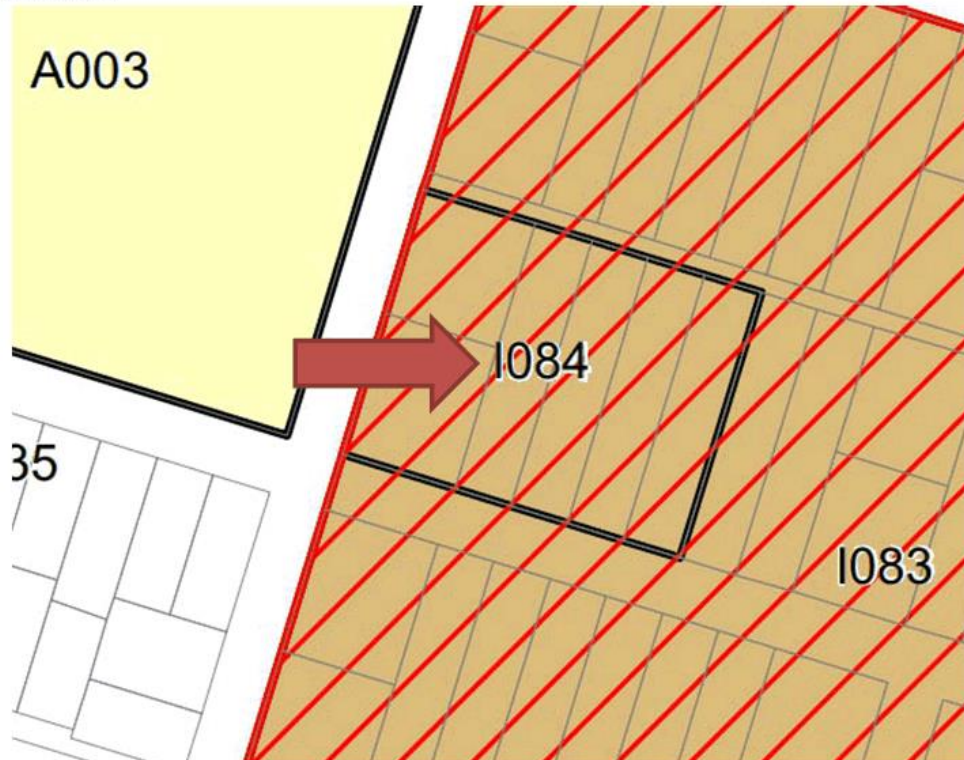


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

**ARMIDALE**  
Regional Council

I083	Map mislabelled as I084	HER 004CAA
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CURRENT:



PROPOSED:



Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

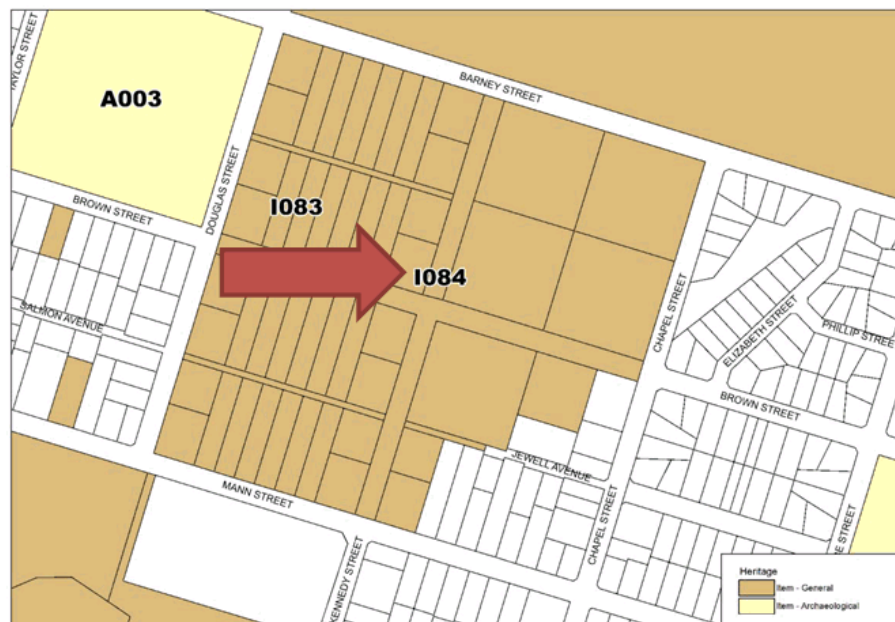


I084	Map mislabelled as I083	HER 004CAA
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CURRENT:



PROPOSED:





Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

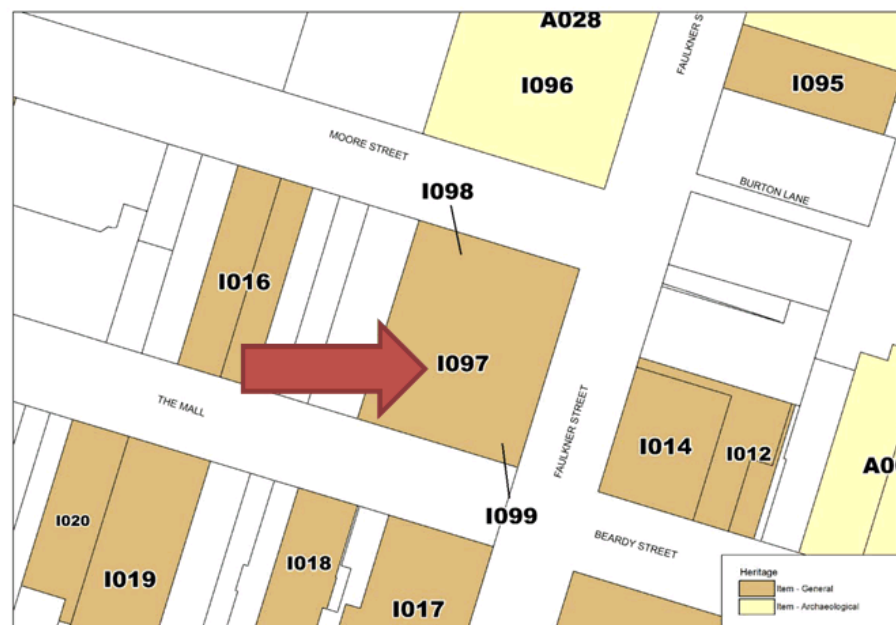


I097	Map has lead line for label pointing to I099 Site	HER 004CAA
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CURRENT:



PROPOSED:



Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

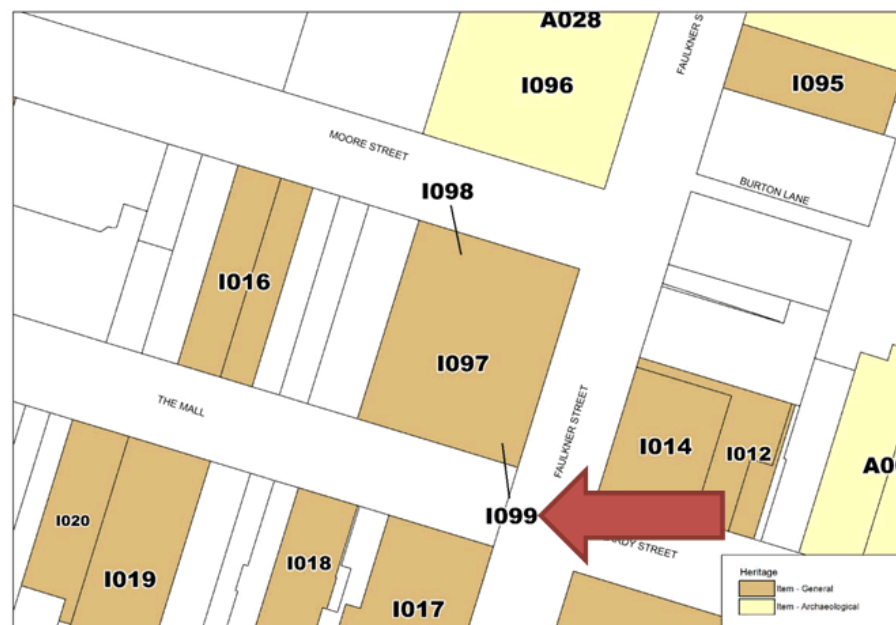
**ARMIDALE**  
Regional Council

I099	Map label missing lead line to polygon	HER 004CAA
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CURRENT:



PROPOSED:

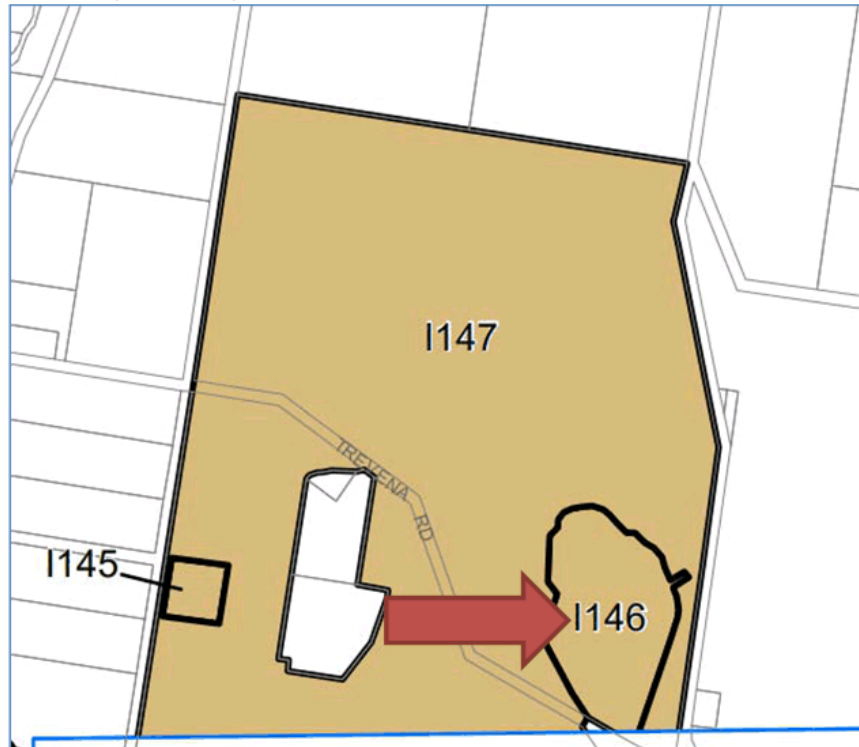


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

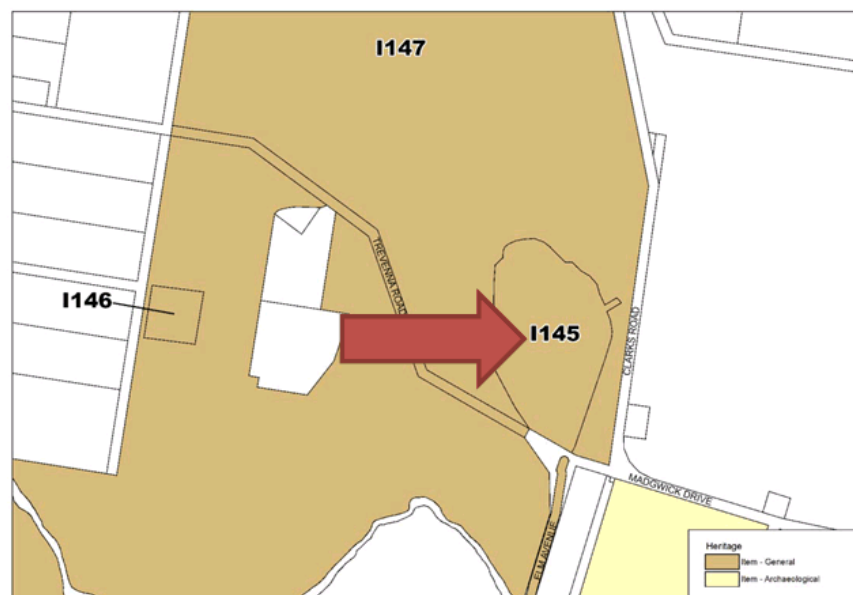


I145	Map mislabelled as I146	HER 004C/ HER004CA
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CURRENT (HER 004C):



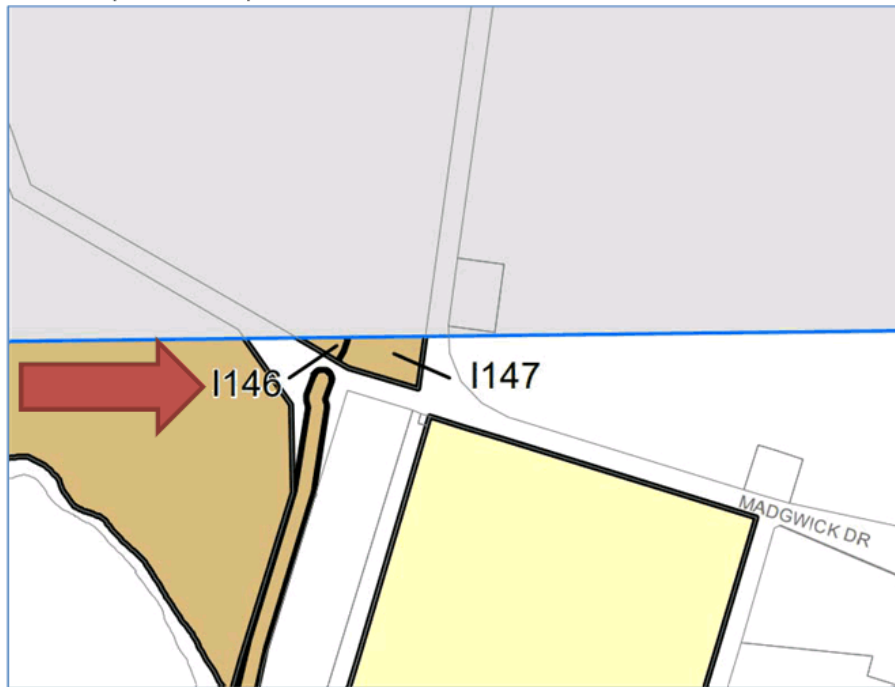
PROPOSED (HER 004C):



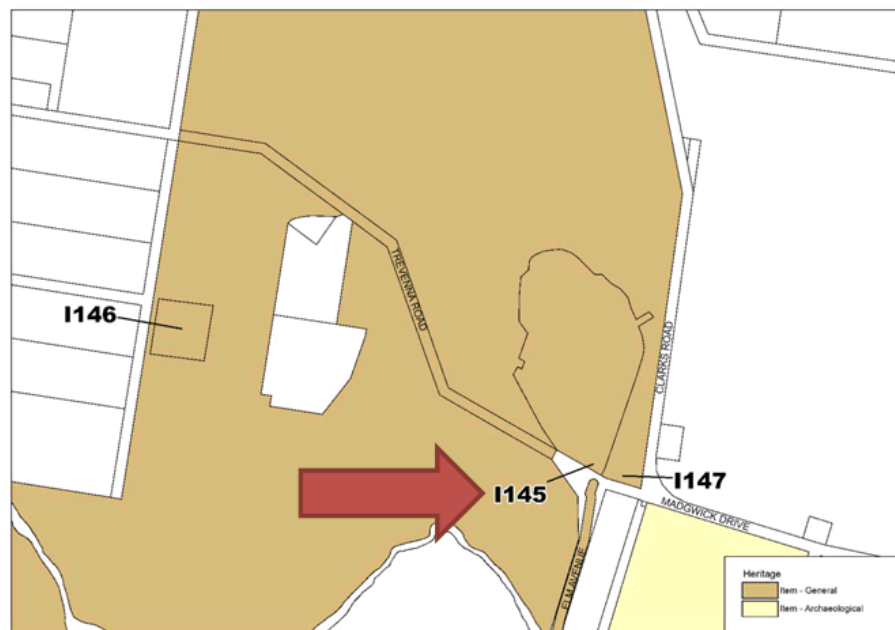
Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps



CURRENT (HER 004CA):



PROPOSED (HER 004CA):

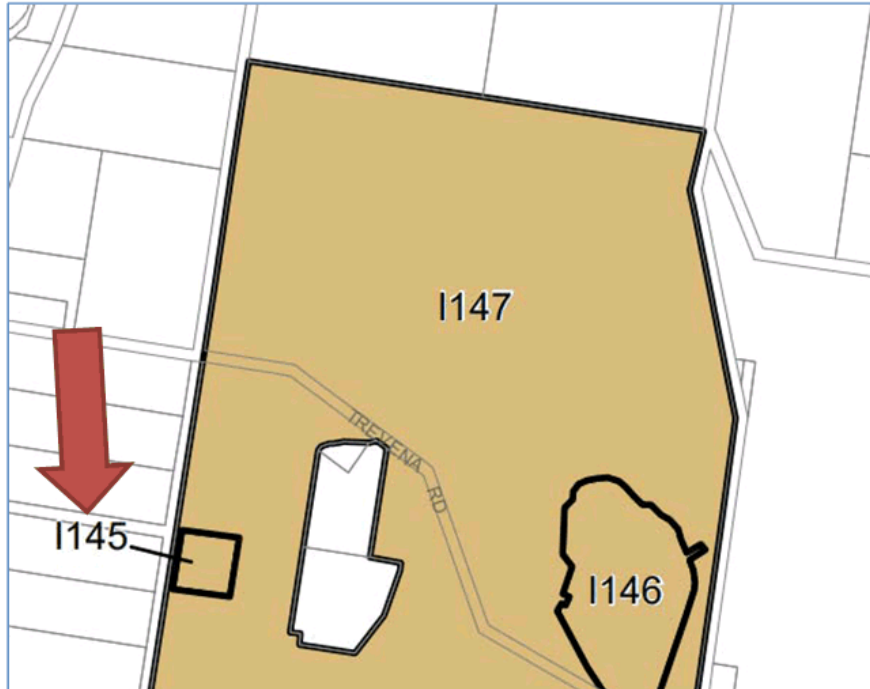


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

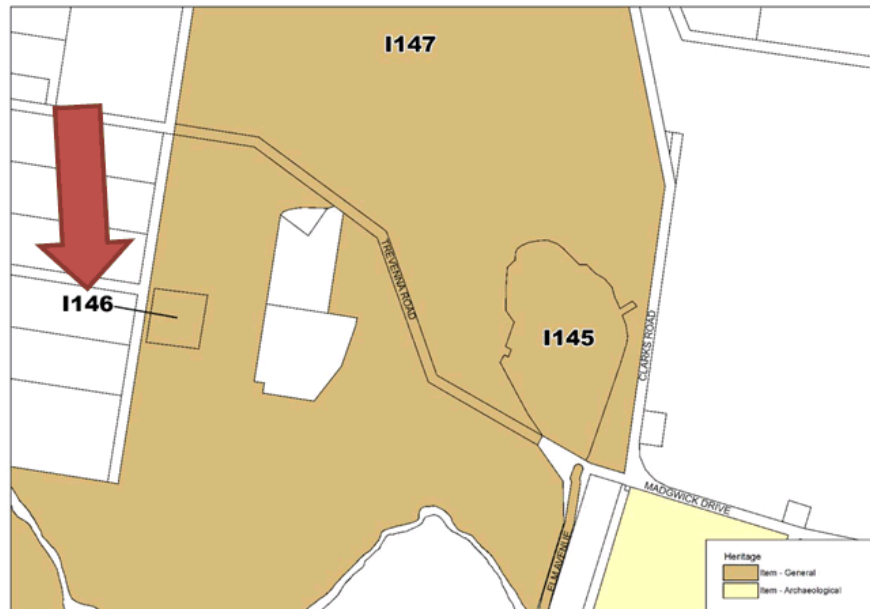


I146	Map mislabelled as I145	HER 004C
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CURRENT:



PROPOSED:



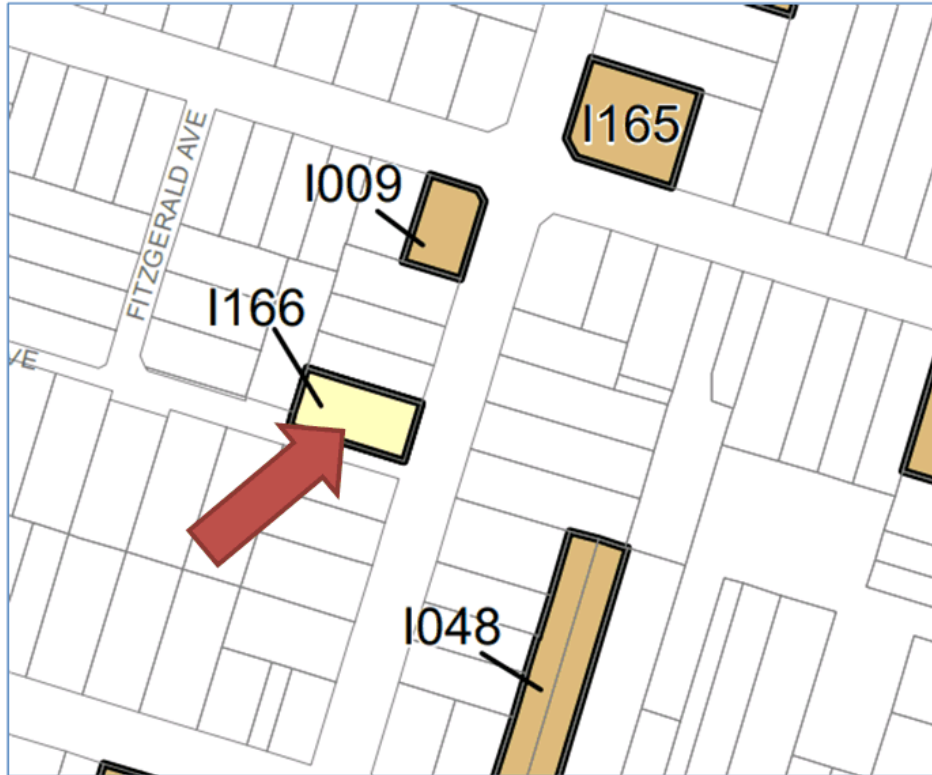


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps



I166	Label showing on map but missing A041 Label	HER 004CAA
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CURRENT:



PROPOSED:



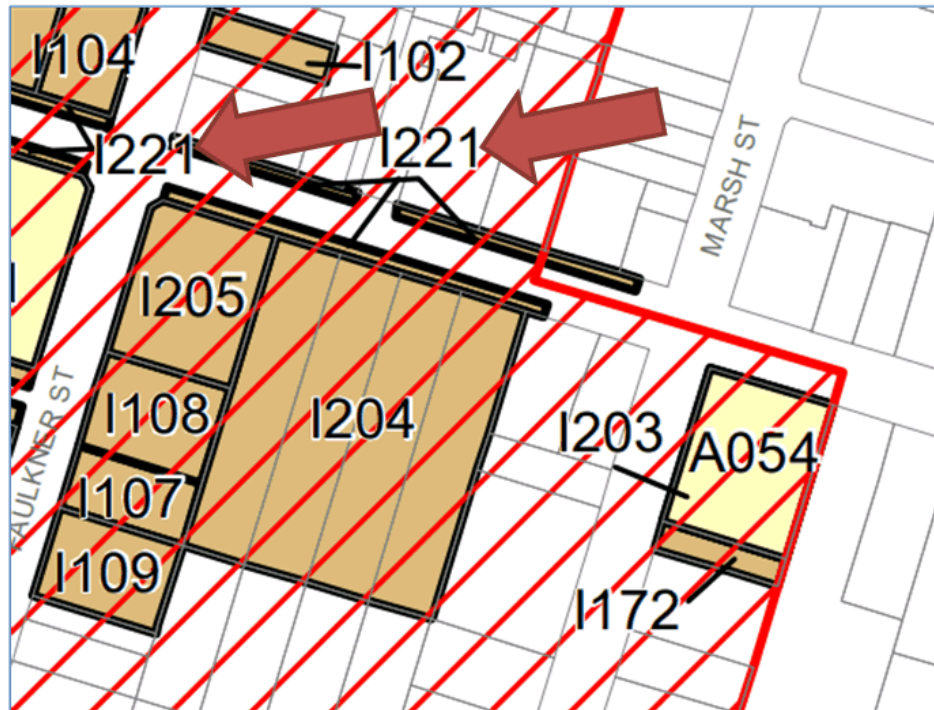


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps



I200	Map mislabelled as I221	HER 004CAA
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CURRENT:



PROPOSED:

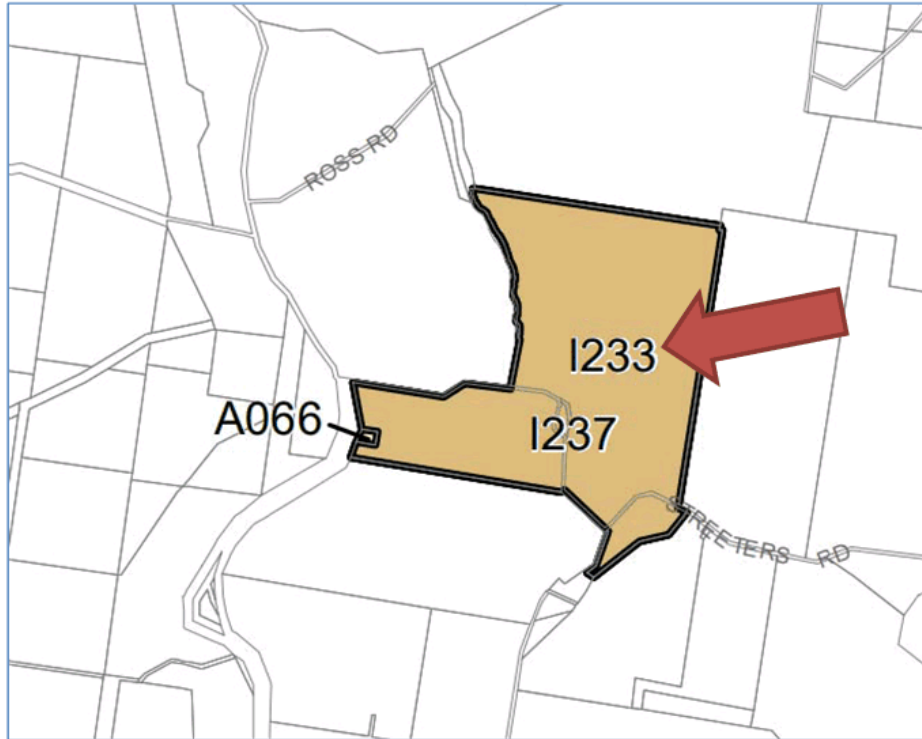


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

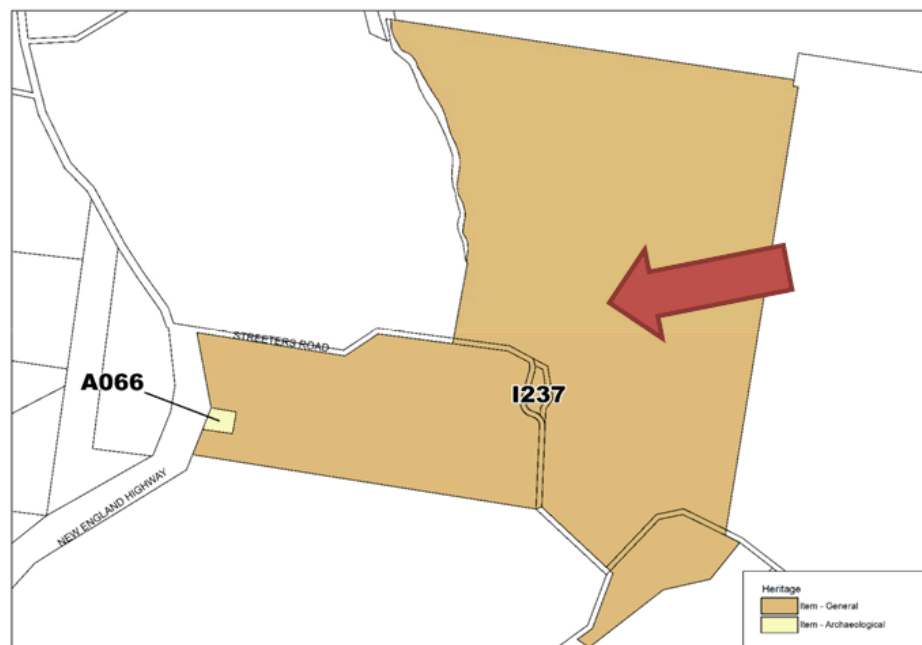


I237	Map mislabelled as I233	HER003
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CURRENT:



PROPOSED:

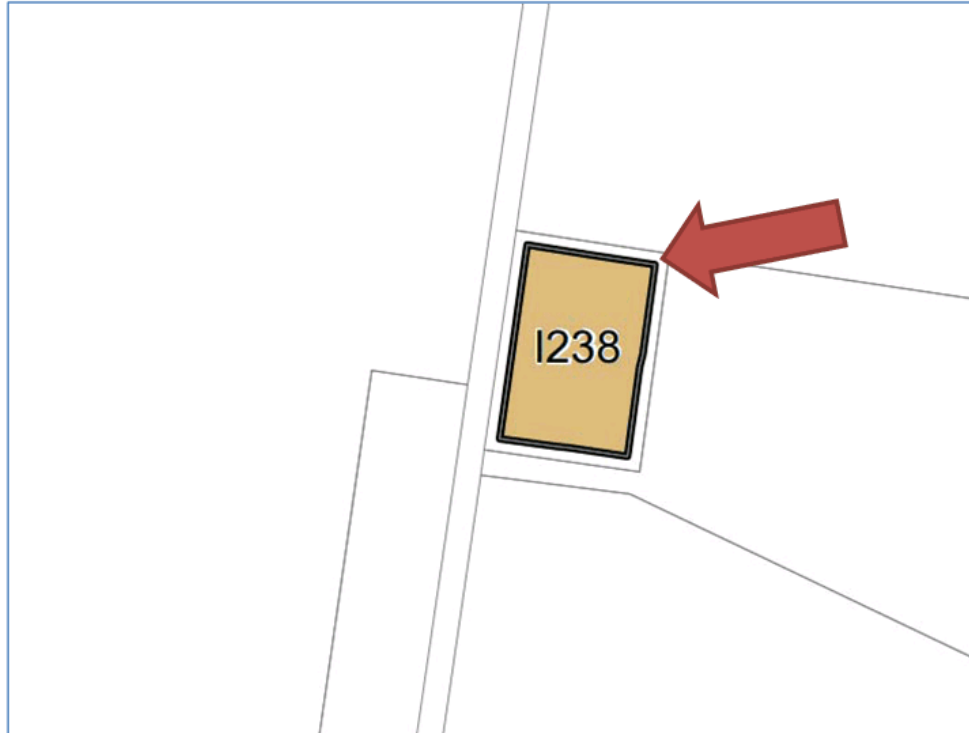


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

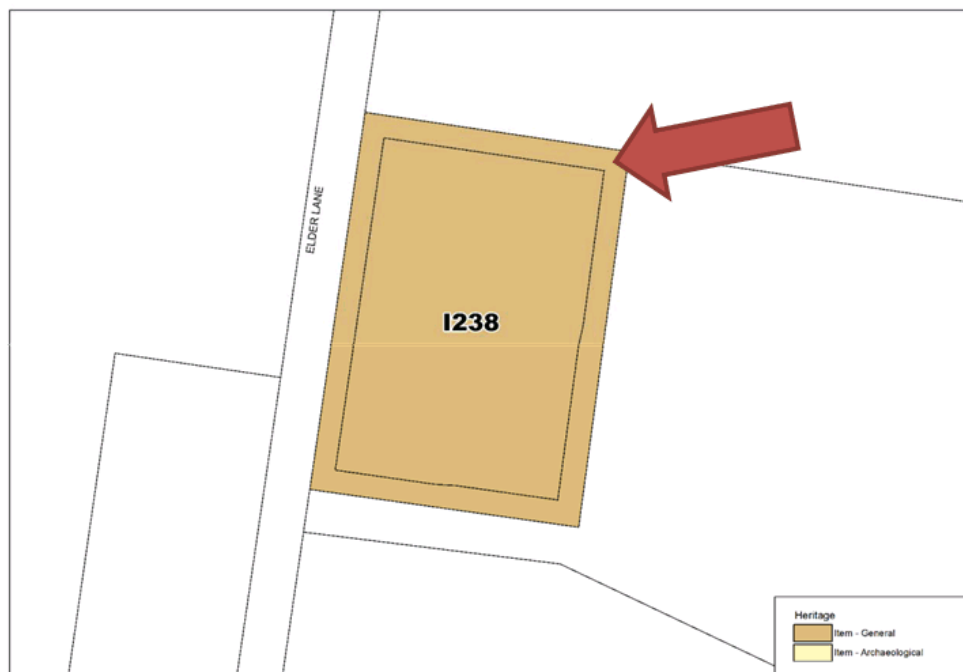


I238	Map 004B missing 7007//1056955	HER 004B
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CURRENT:



PROPOSED:

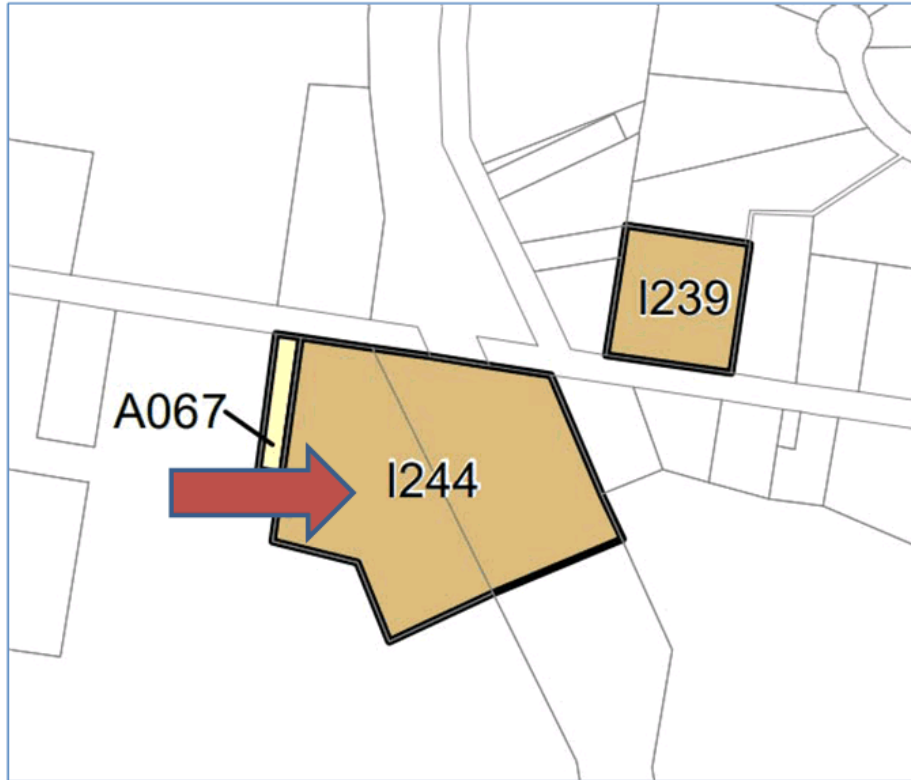


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

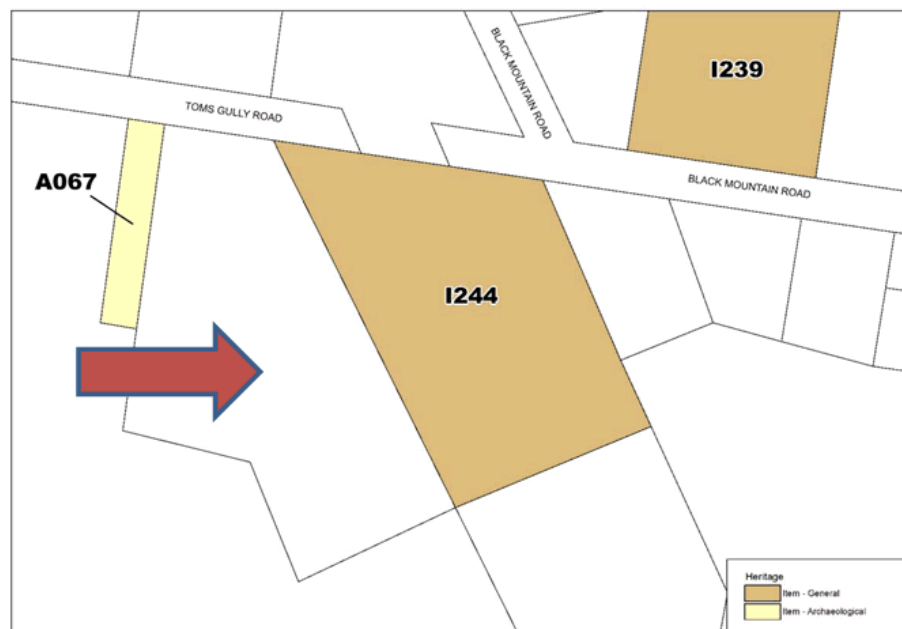


I244	Map 004B has incorrect 1//584178 – Removal needed	HER 004B
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CURRENT:



PROPOSED:

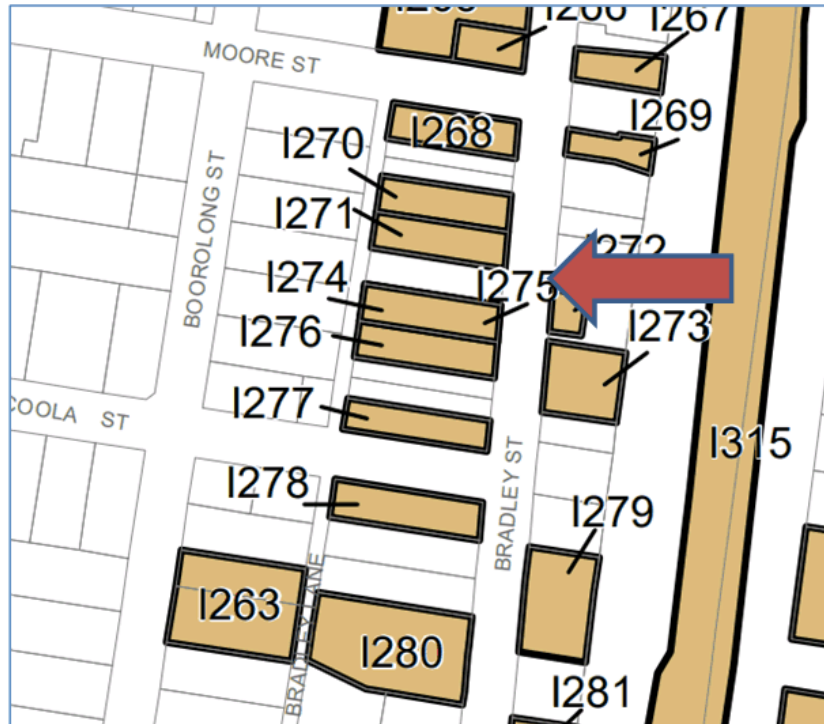


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

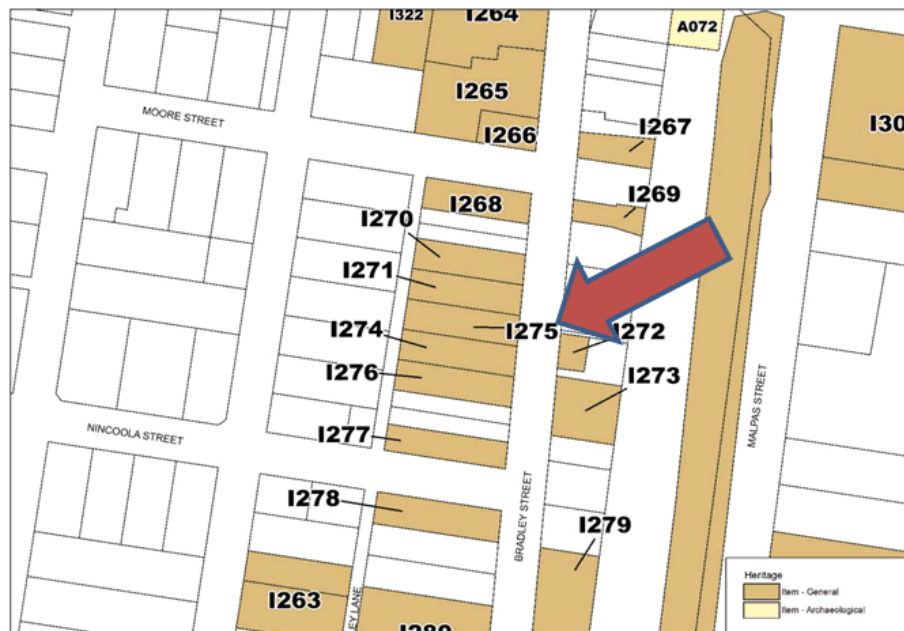


I275	Map 003BA has incorrect lot & DP of 4/21/758497 highlighted and labelled. Label I275 should point to 5/21/758497.	HER003BA
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CURRENT:



PROPOSED:

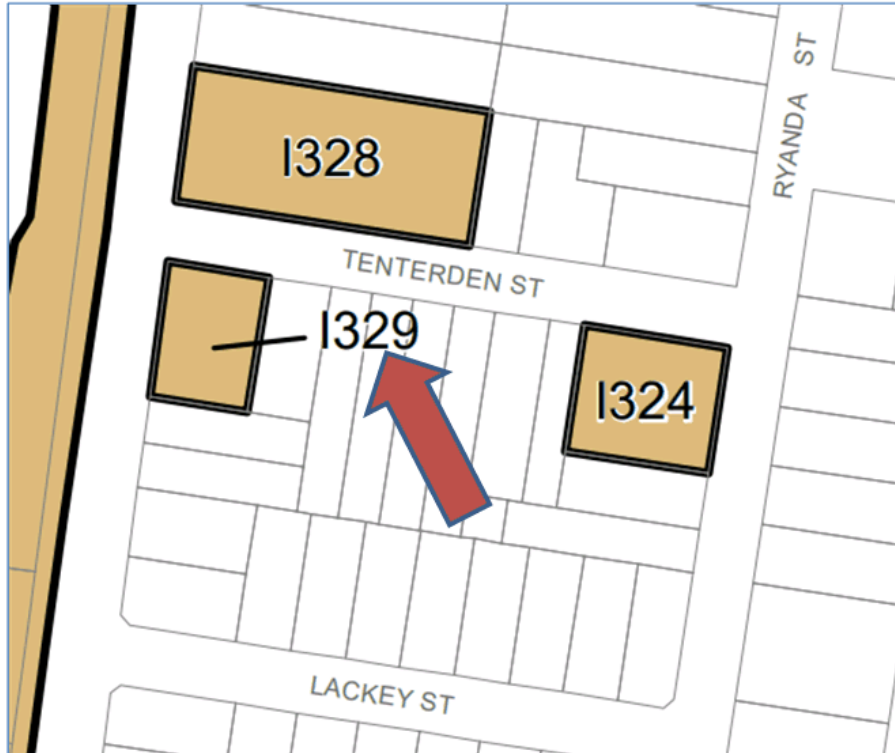


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps



I310	Map mislabelled as I329	HER003B
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CURRENT:



PROPOSED:



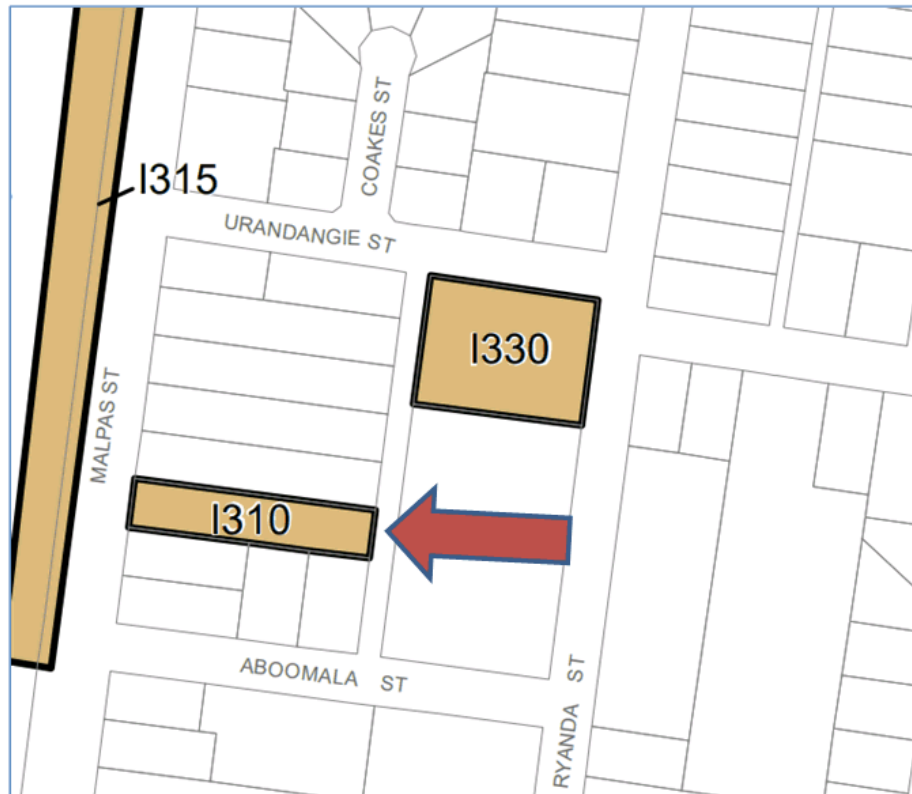


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps



I311	Map mislabelled as I310	HER004AA
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CURRENT:



PROPOSED:

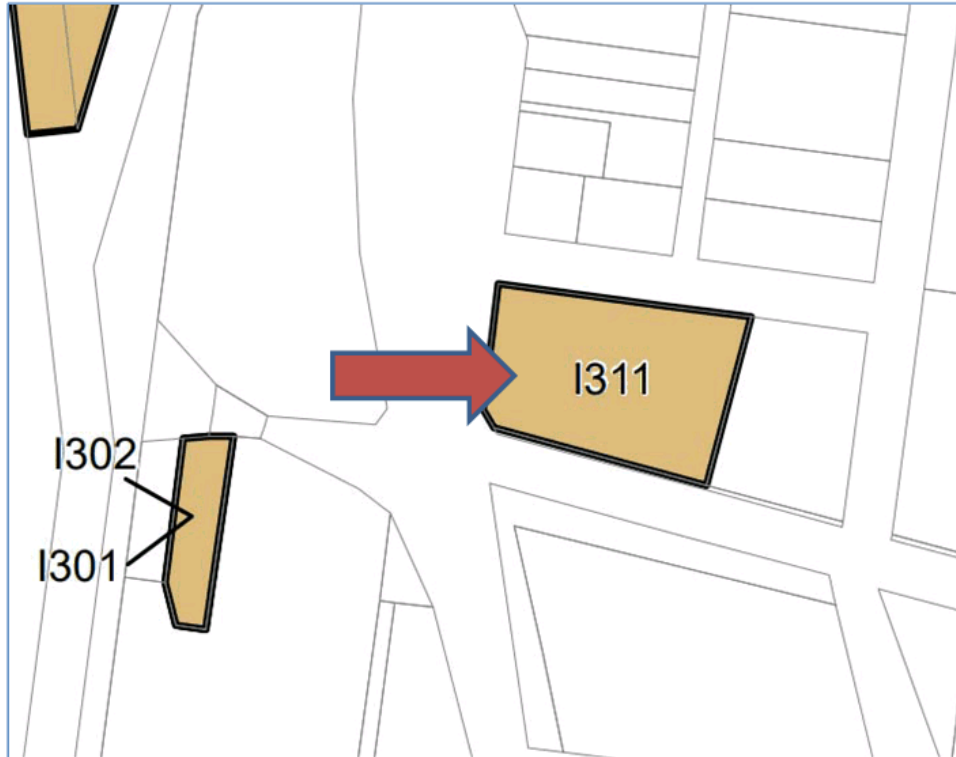


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

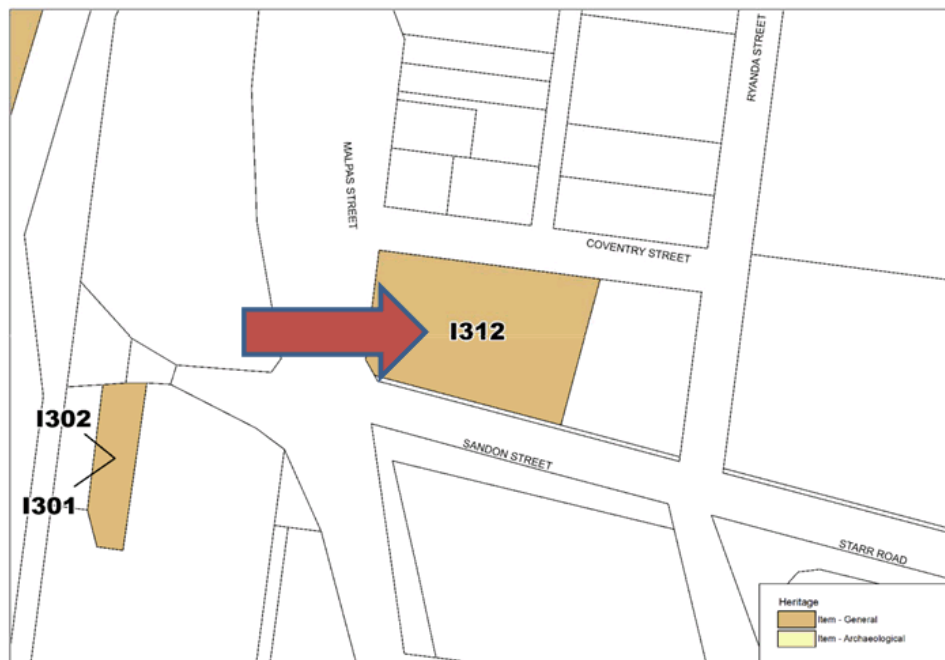


I312	Map mislabelled as I311	HER004AA
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CURRENT:



PROPOSED:

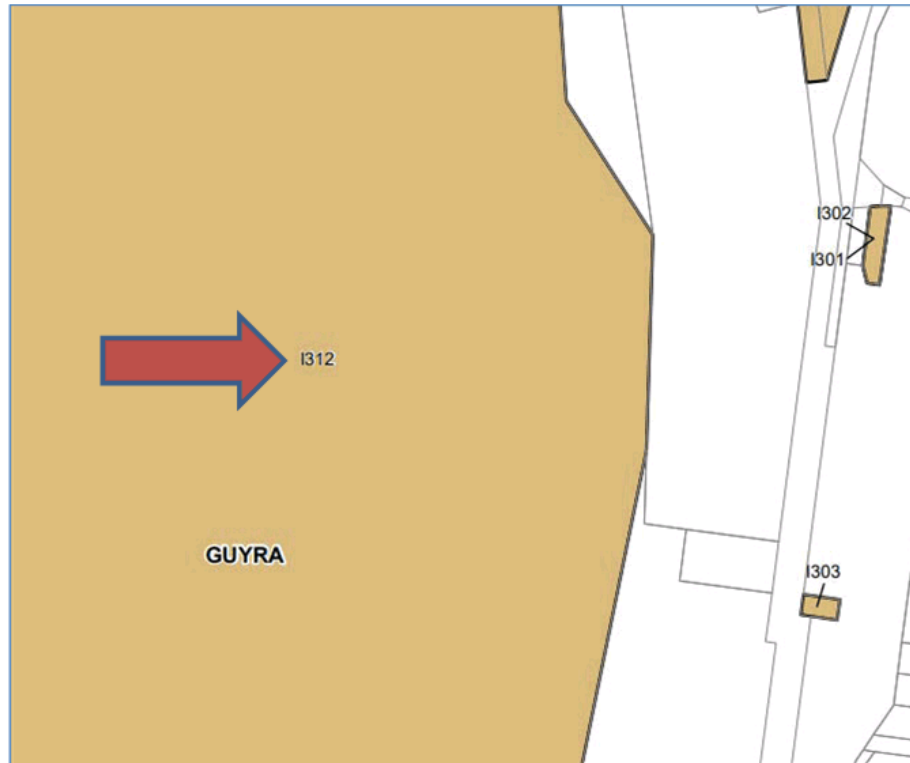


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

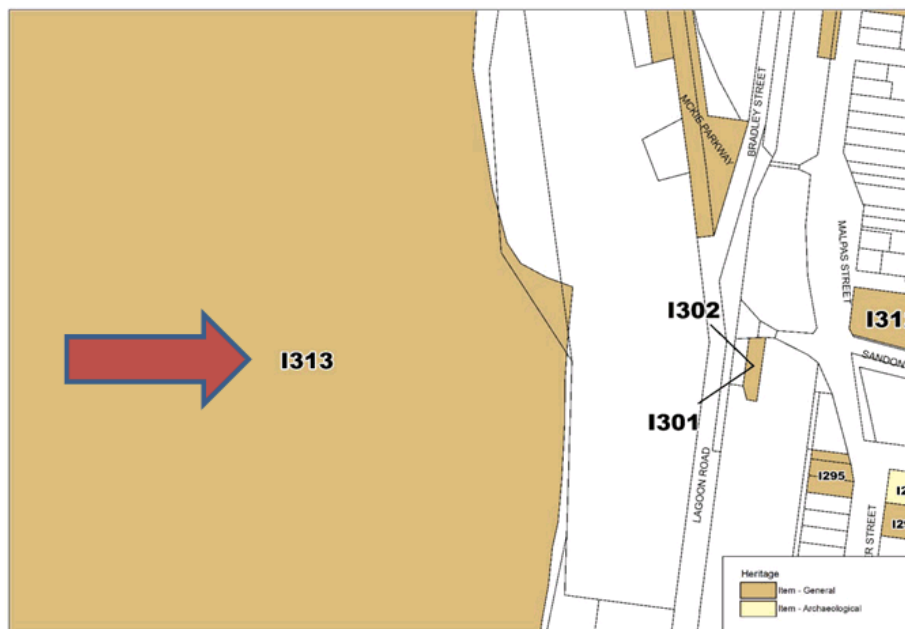
**ARMIDALE**  
Regional Council

I313	Map mislabelled as I312	HER004AA / HER004A
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CURRENT:



PROPOSED:

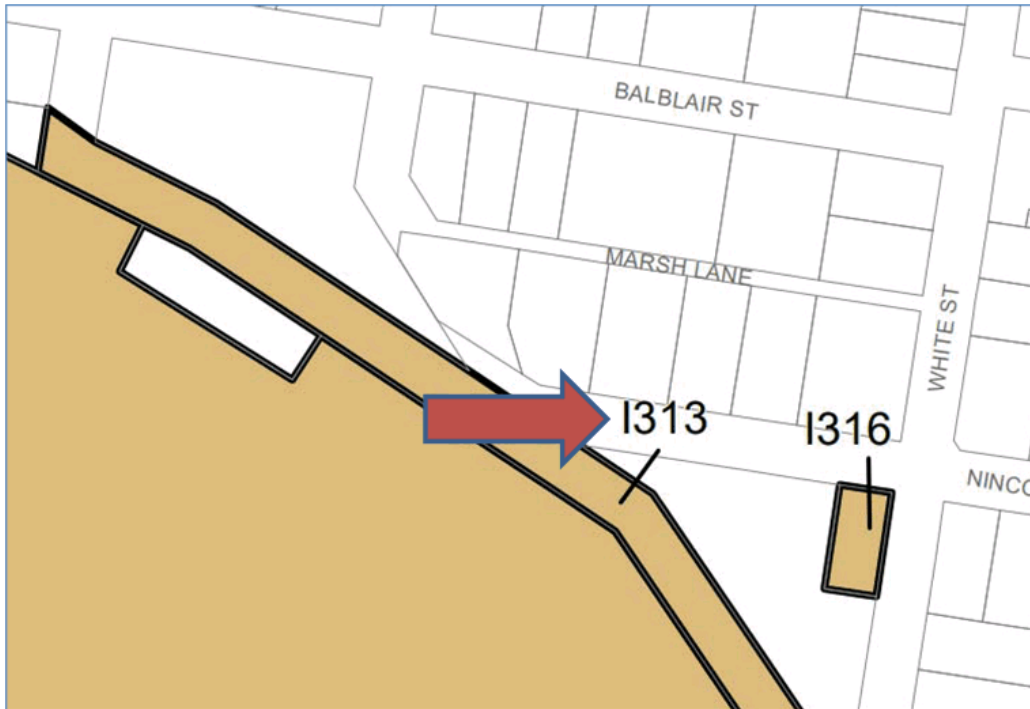


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

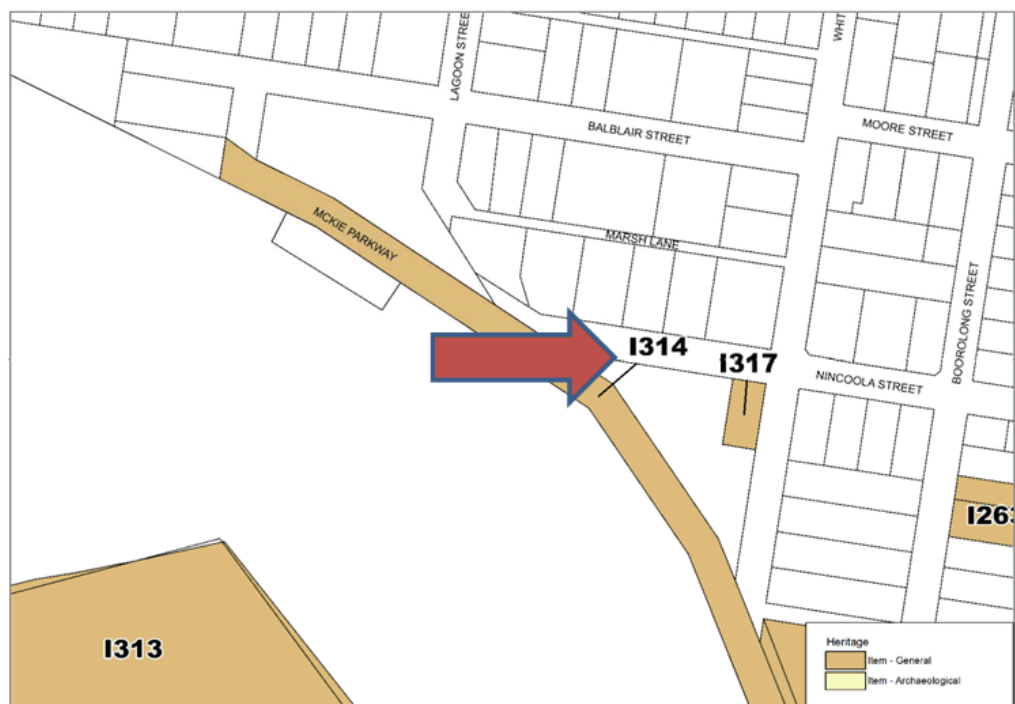
**ARMIDALE**  
Regional Council

I314	Map mislabelled as I313	HER004AA / HER003B
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CURRENT HER003B:



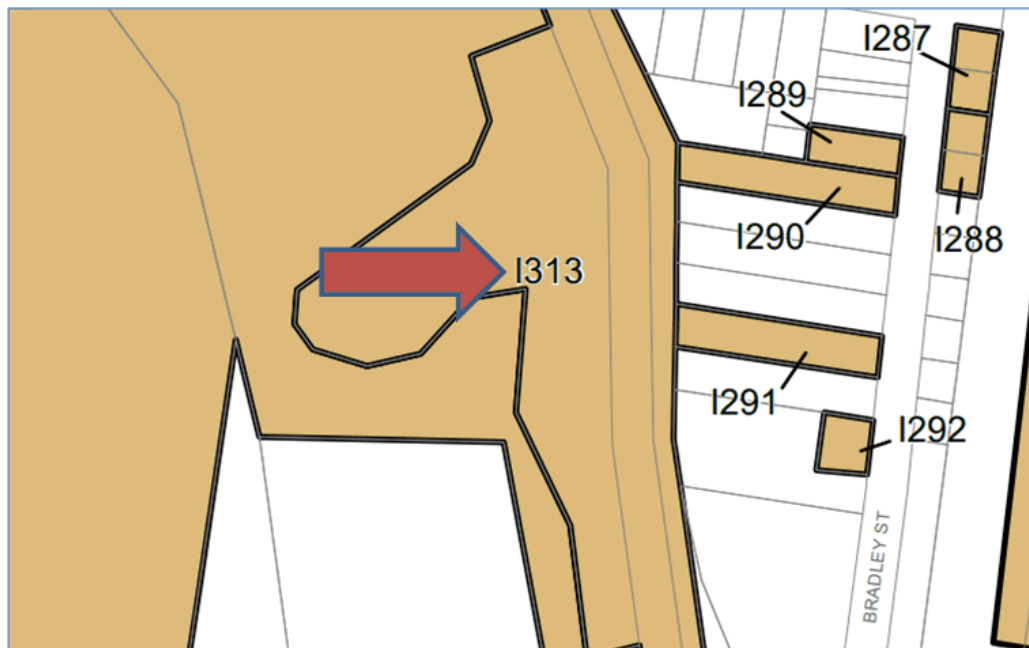
PROPOSED:



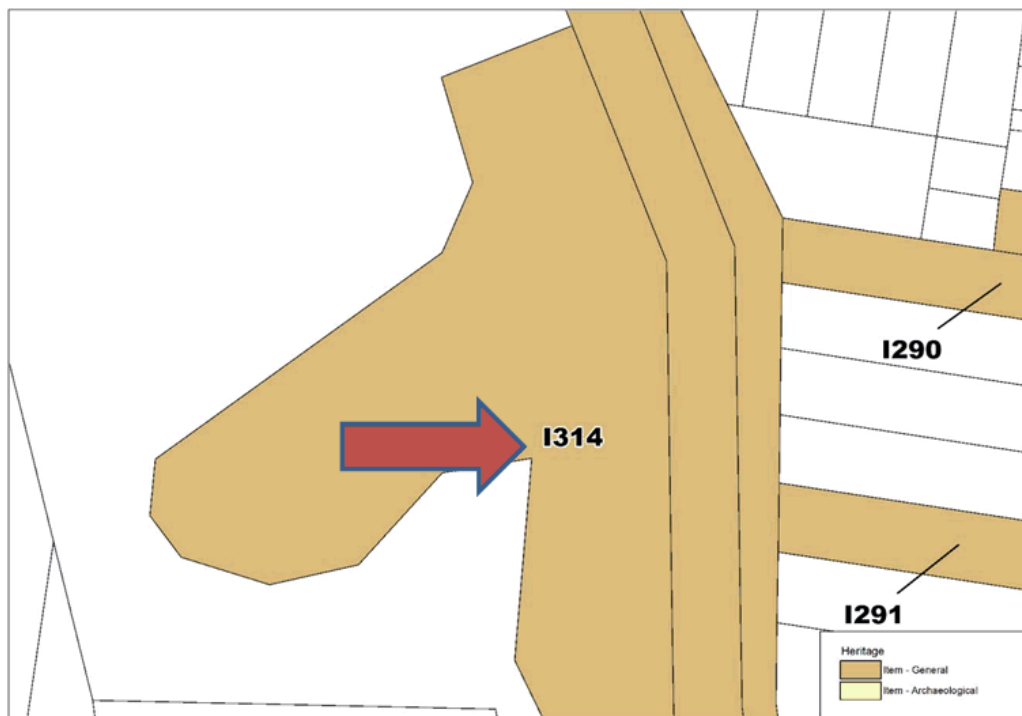
Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps



CURRENT HER004AA:



PROPOSED:

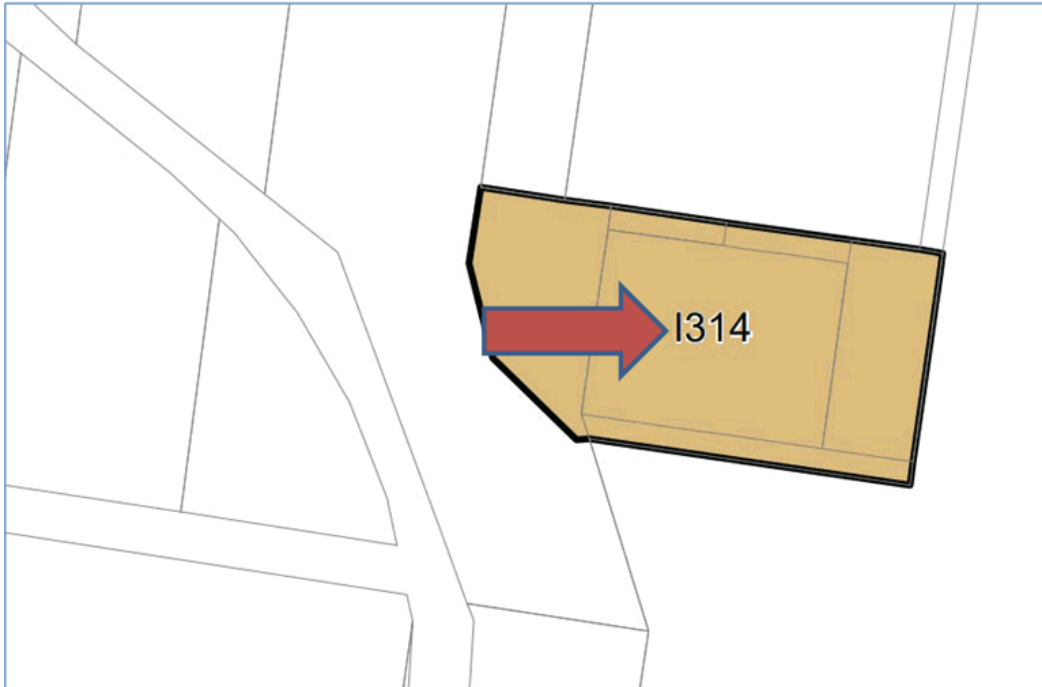


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

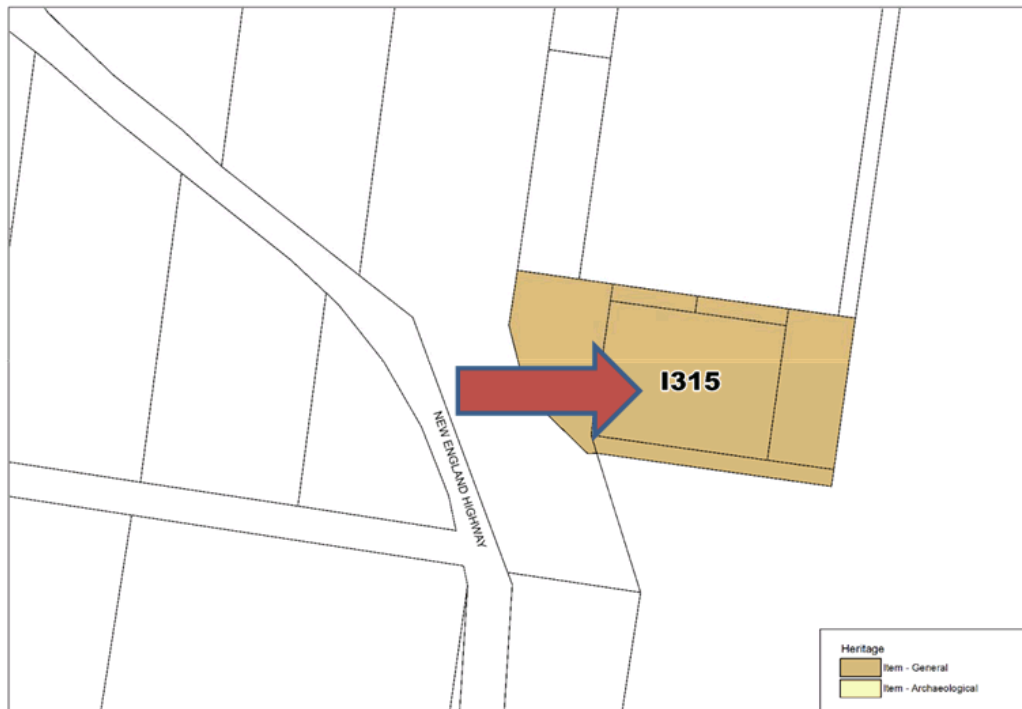


I315	Map mislabelled as I314	HER004A
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CURRENT:



PROPOSED:



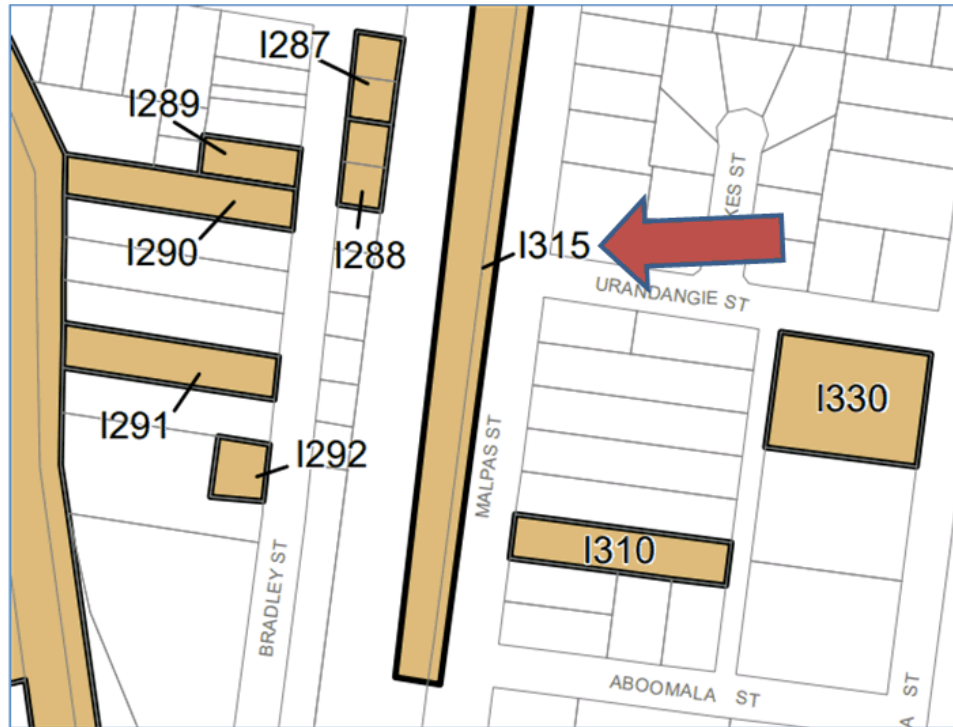


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

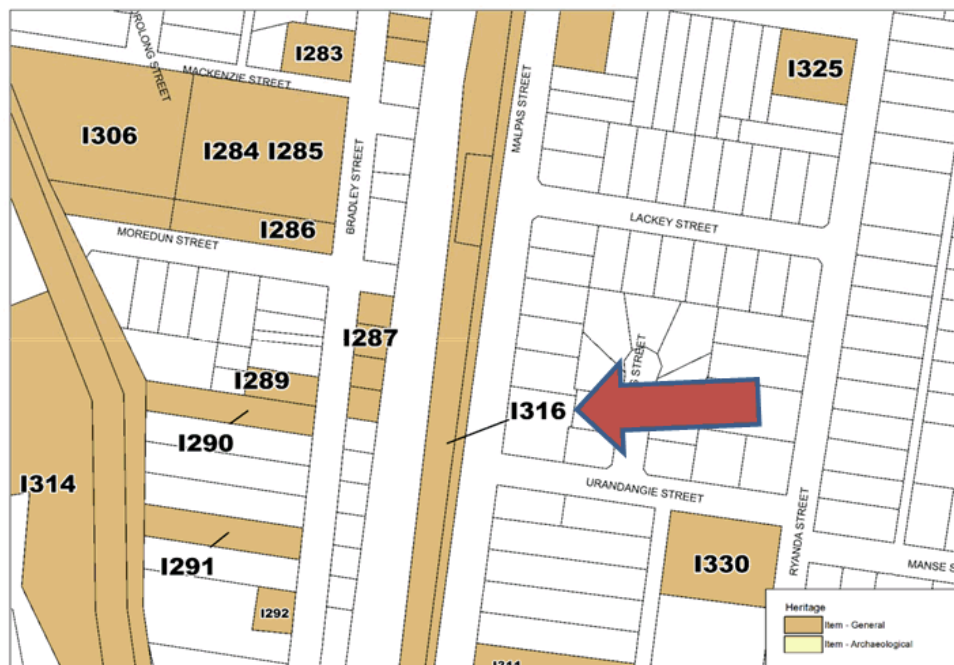


I316	Map mislabelled as I315	HER004AA / HER003B
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CURRENT HER004AA:



PROPOSED HER004AA:



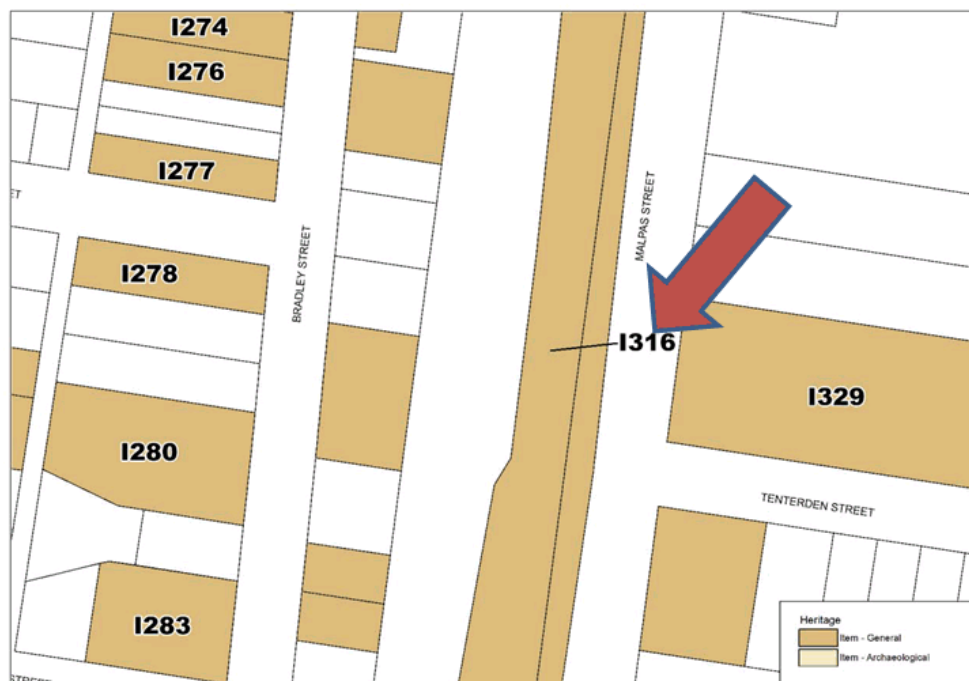
Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps



CURRENT HER003B:



PROPOSED HER003B:

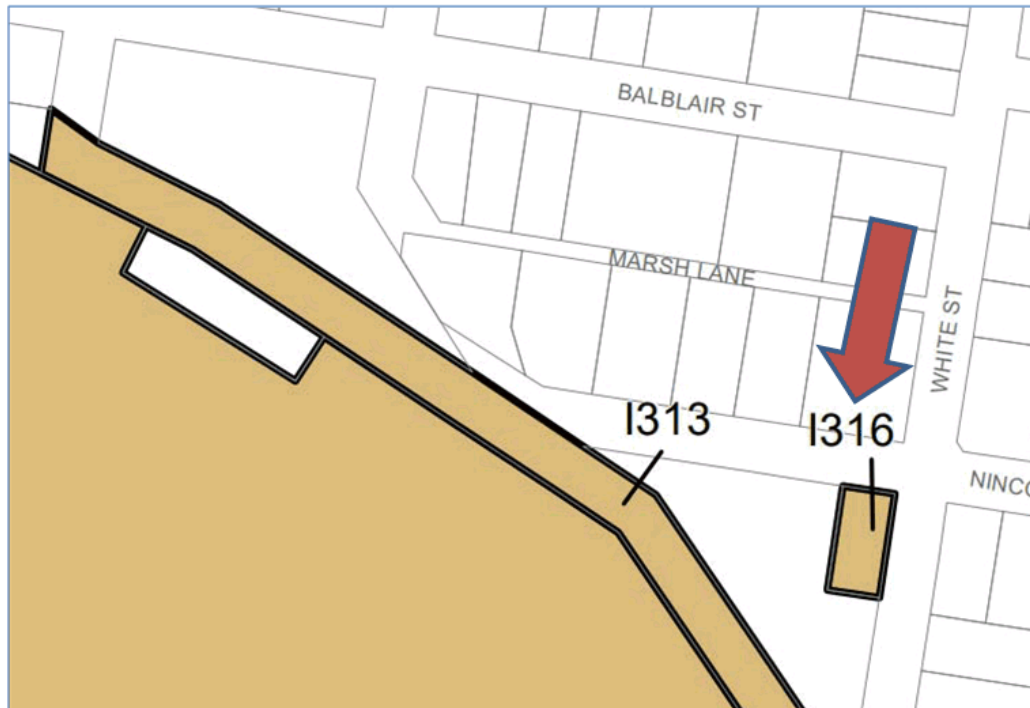


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

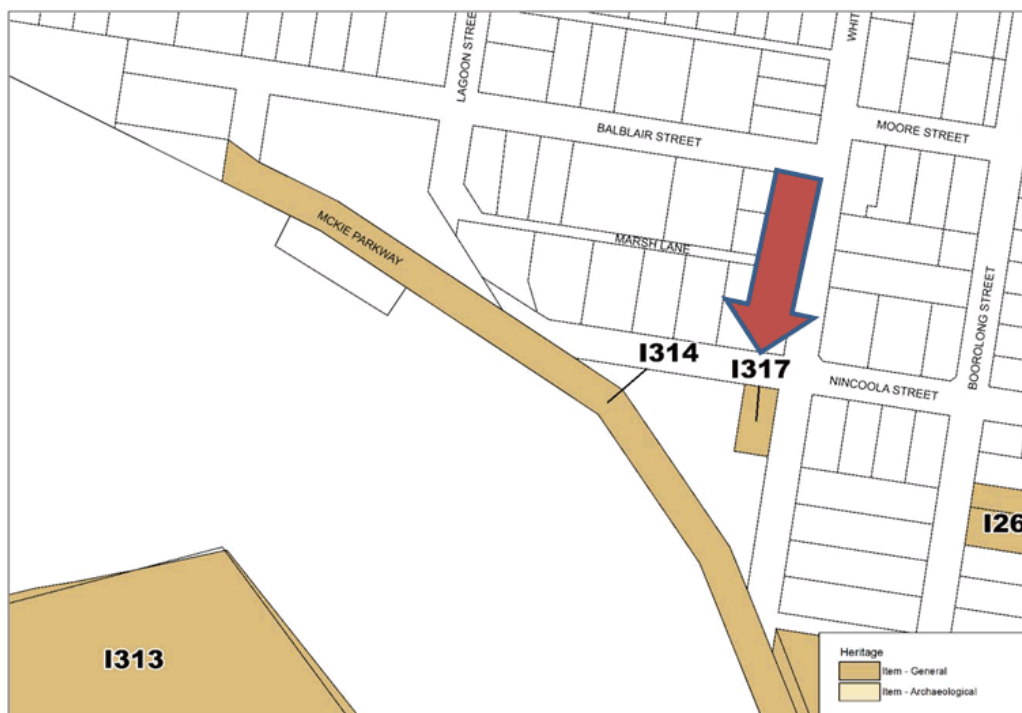
**ARMIDALE**  
Regional Council

I317	Map mislabelled as I316	HER003B
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CURRENT:



PROPOSED:

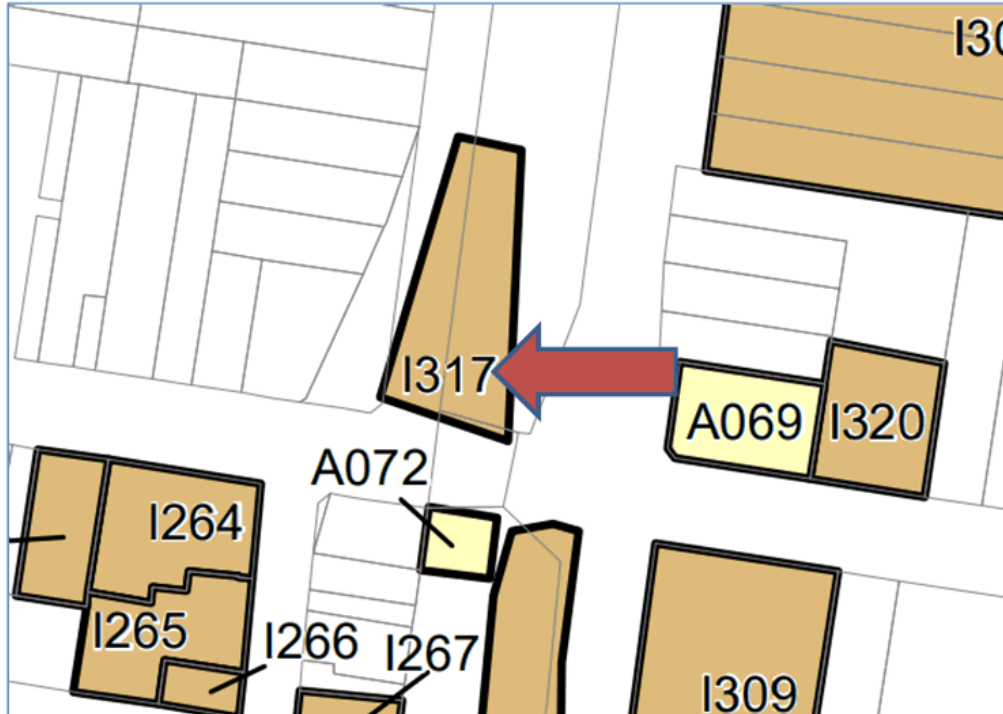


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

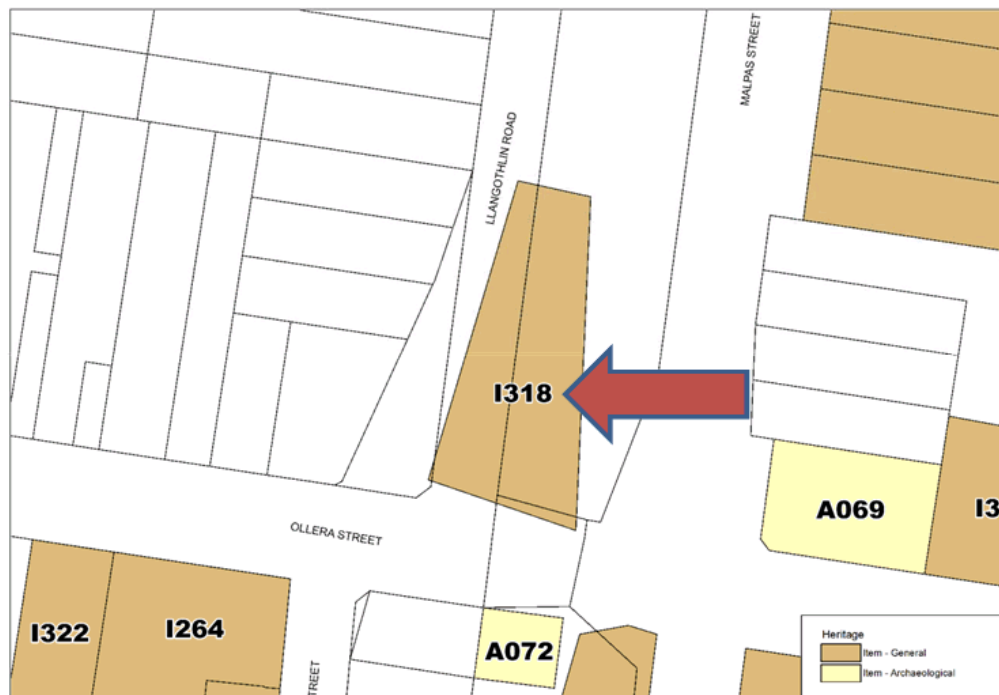
**ARMIDALE**  
Regional Council

I318	Map mislabelled as I317	HER003B
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CURRENT:



PROPOSED:

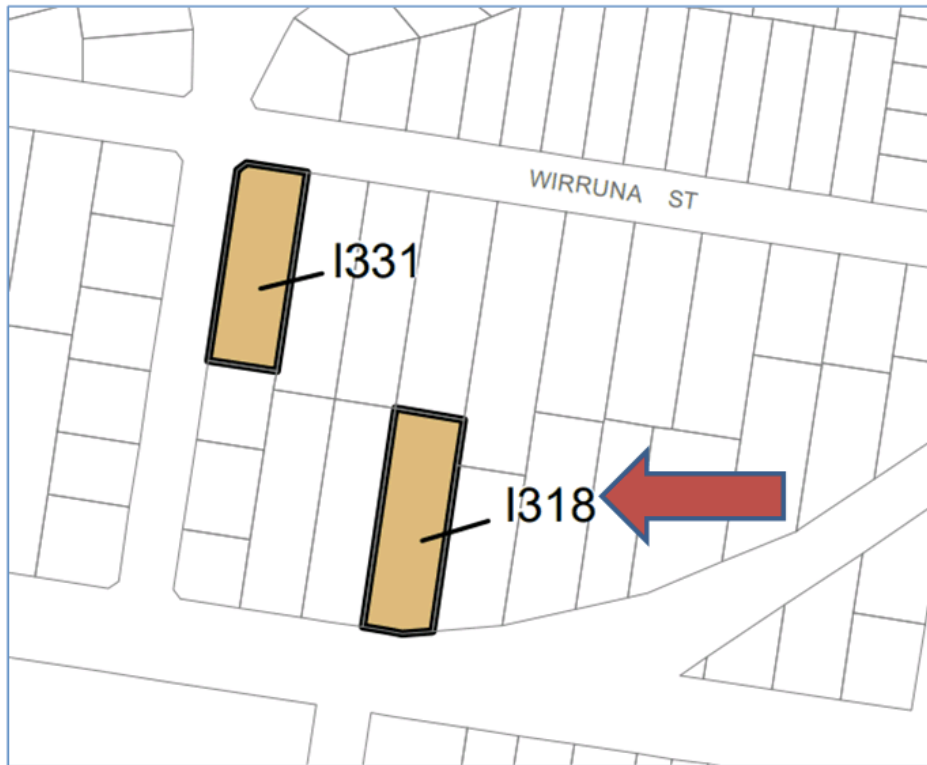


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps



I319	Map mislabelled as I318	HER003B
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CURRENT:



PROPOSED:



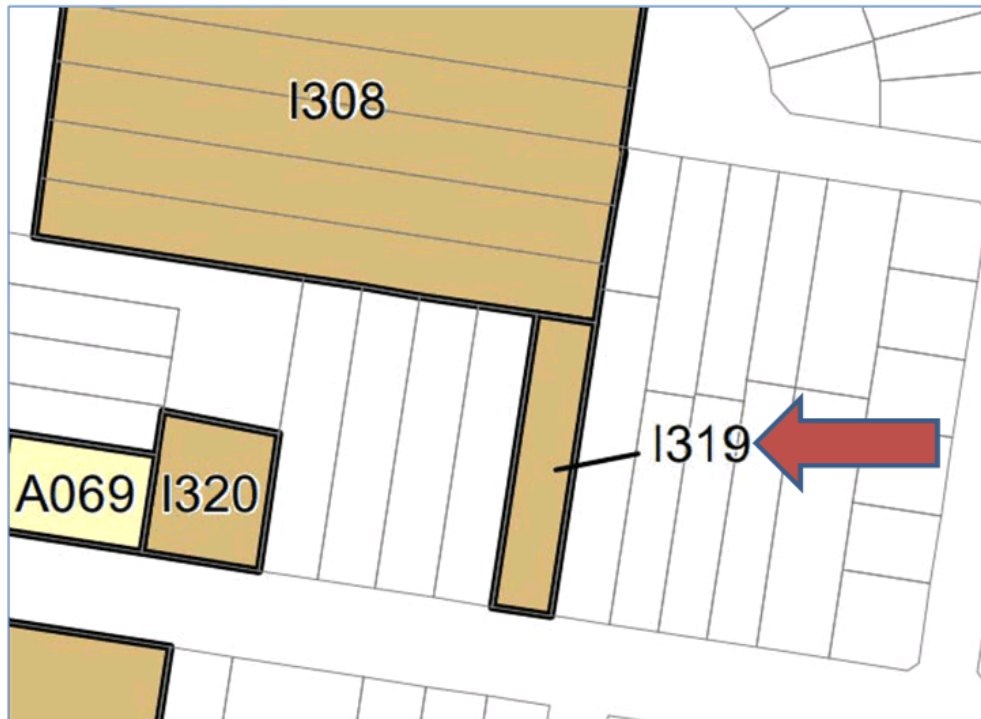


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps



I320	Map mislabelled as I319	HER003B
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CURRENT:



PROPOSED:





Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps



I321	Map mislabelled as I320	HER003B
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CURRENT:



PROPOSED:

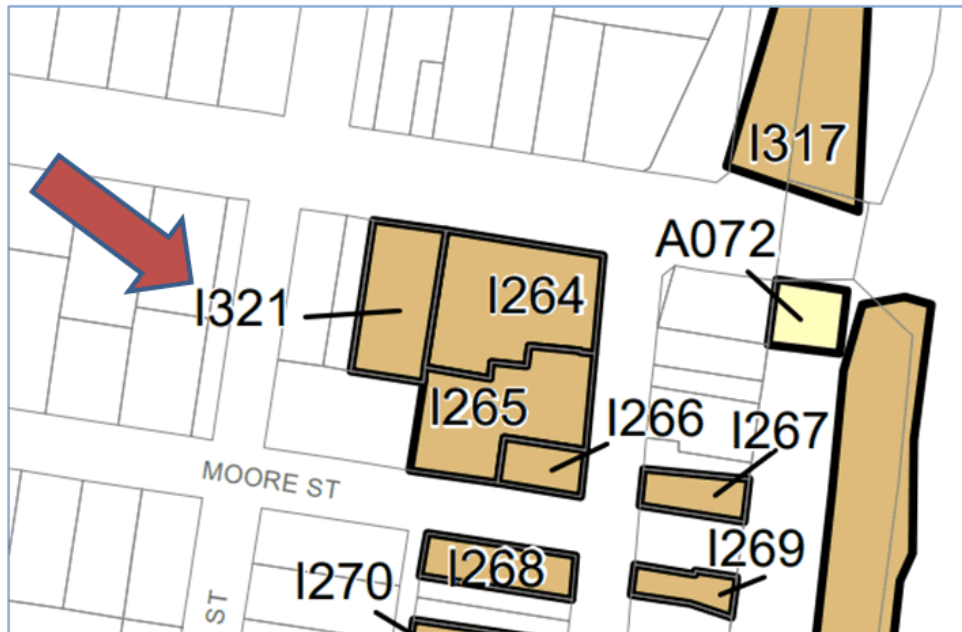


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

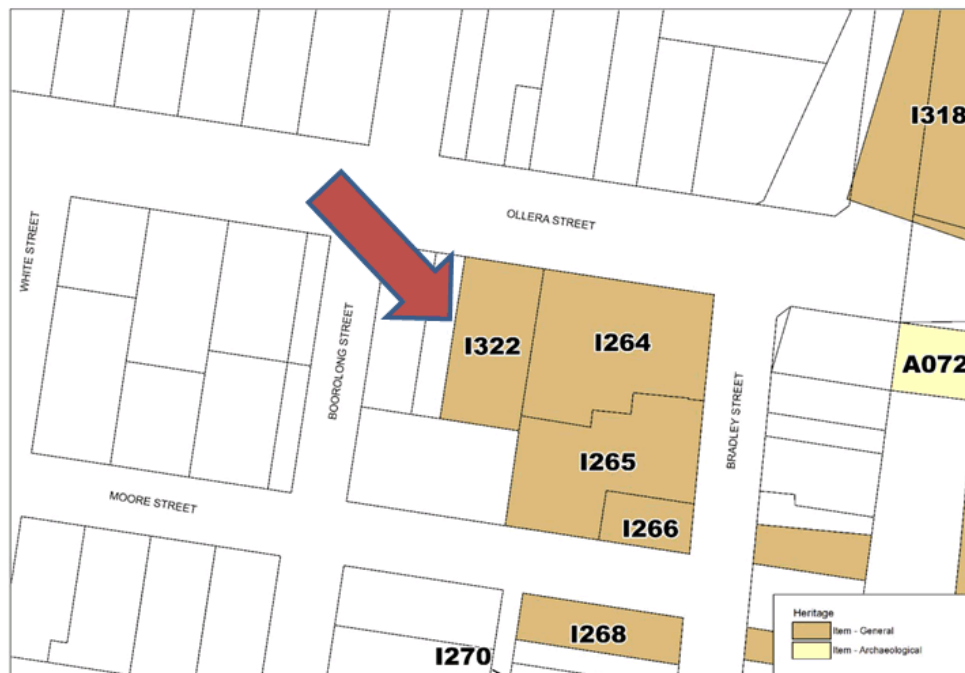


I322	Map mislabelled as I321	HER003B
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CURRENT:



PROPOSED:

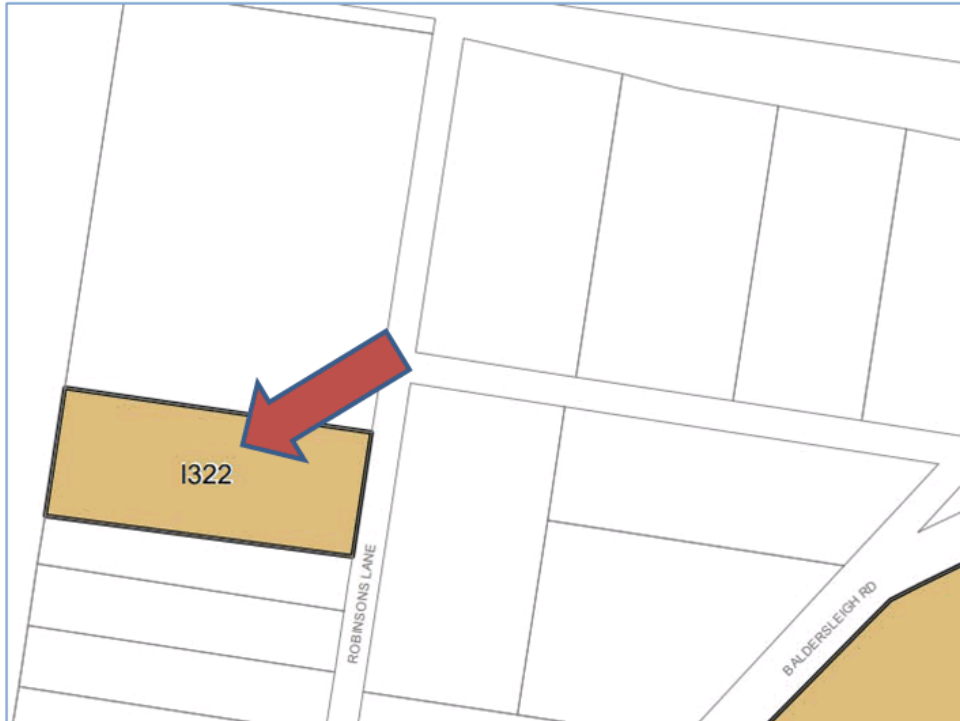


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

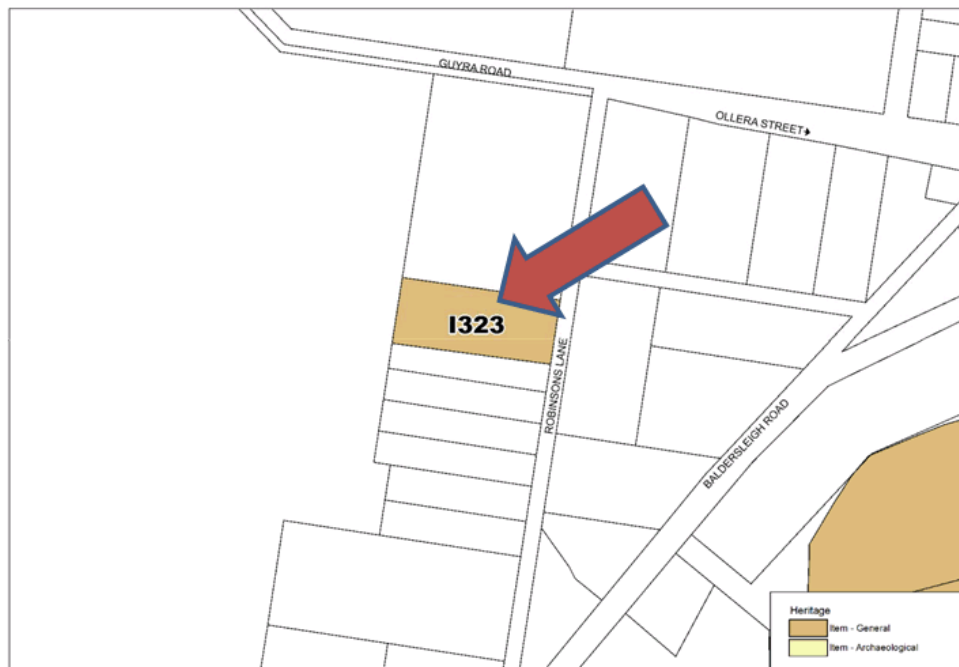


I323	Map mislabelled as I322	HER003B
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CURRENT:



PROPOSED:

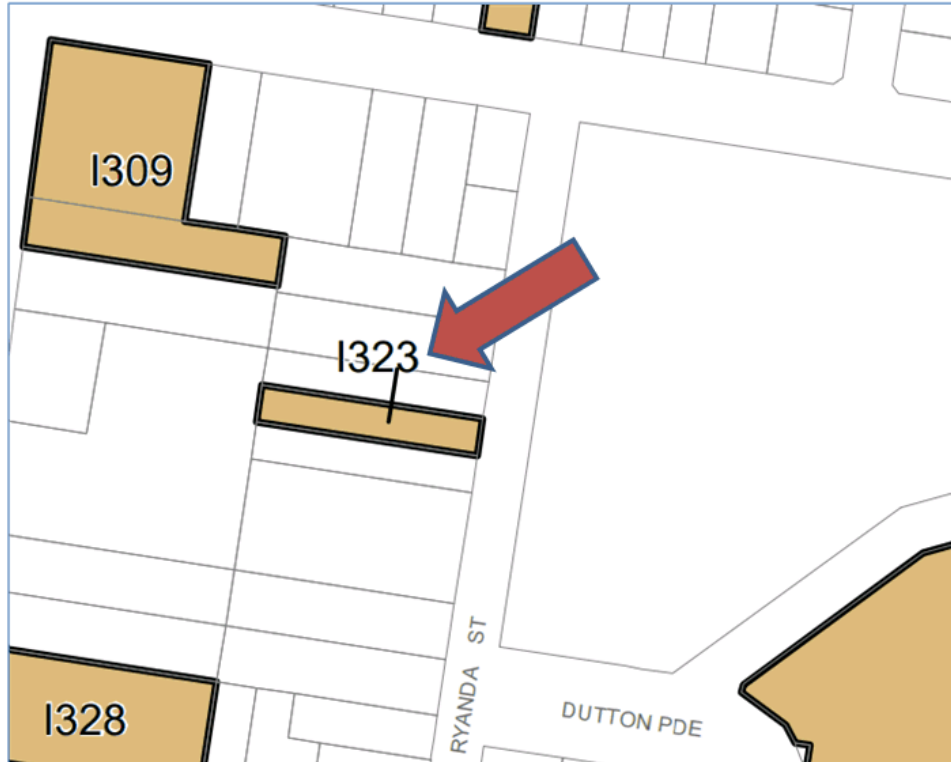


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

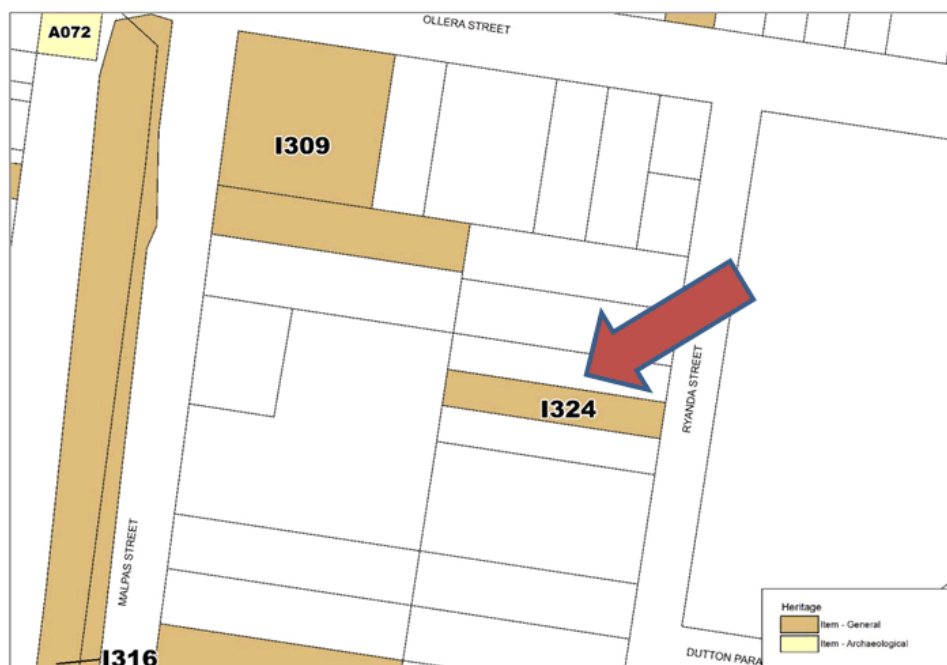


I324	Map mislabelled as I323	HER003B
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CURRENT:



PROPOSED:

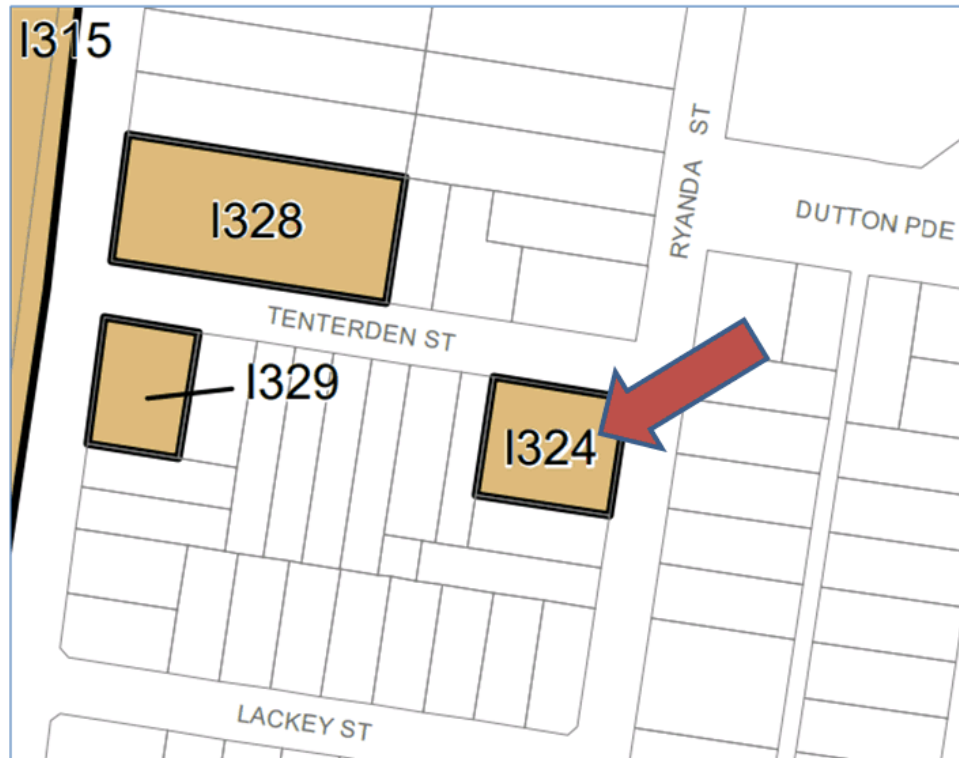


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps



I325	Map mislabelled as I324	HER003B
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CURRENT:



PROPOSED:

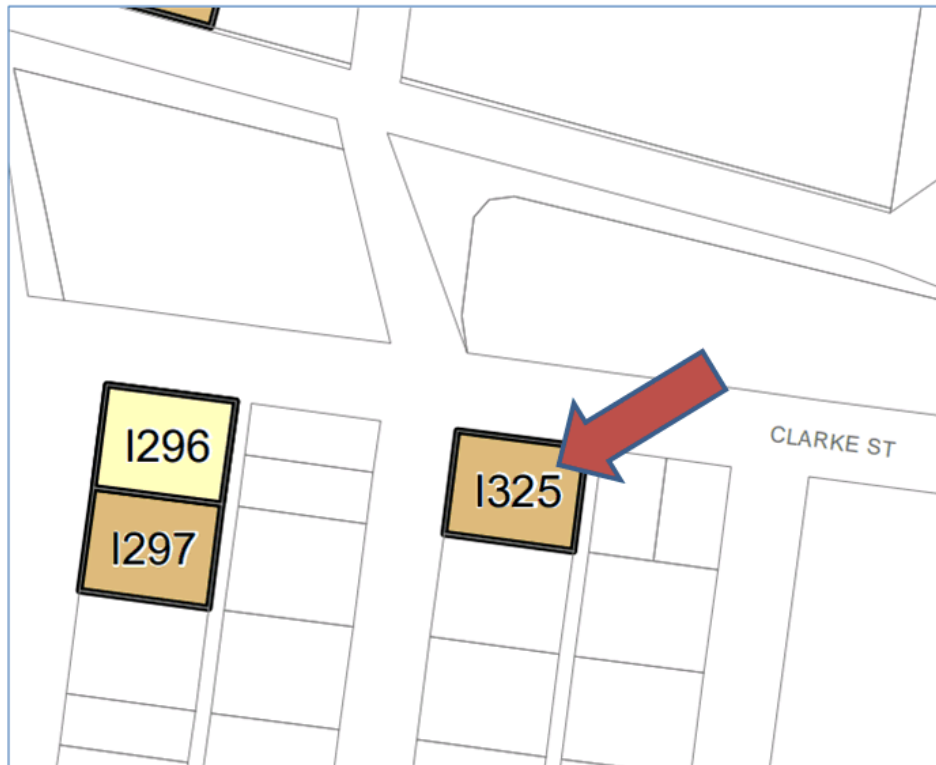


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

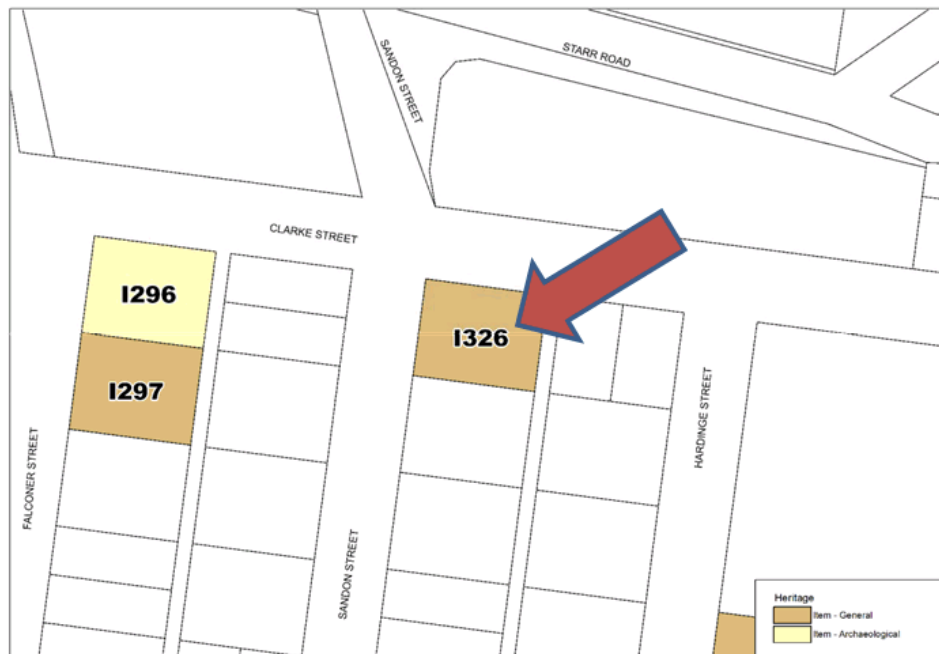


I326	Map mislabelled as I325	HER004AA
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CURRENT:



PROPOSED:



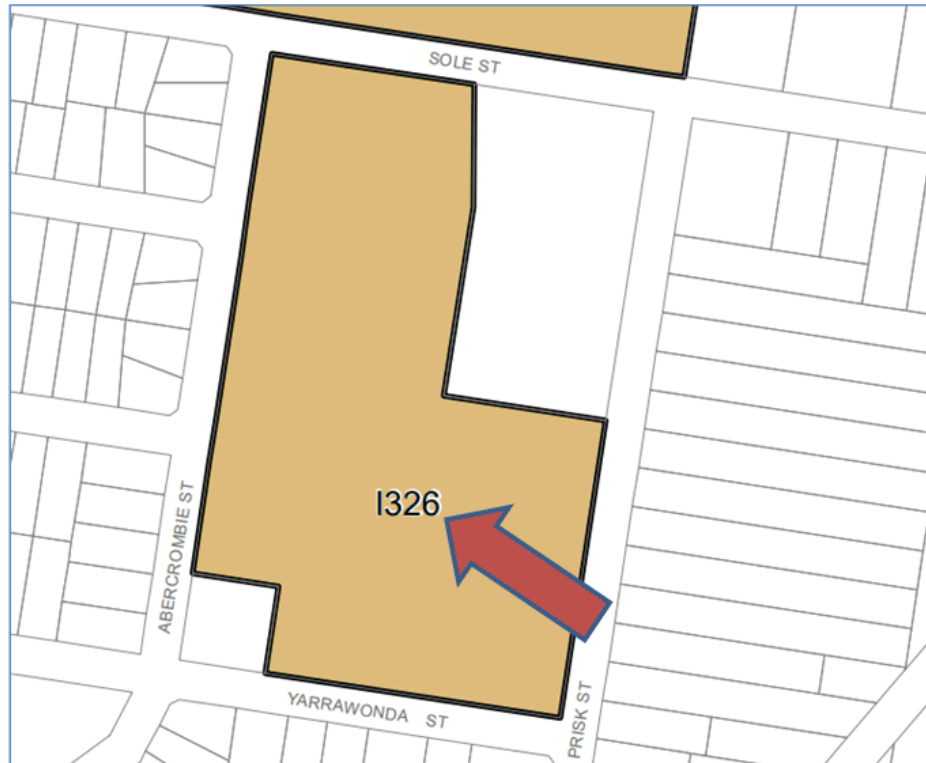


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

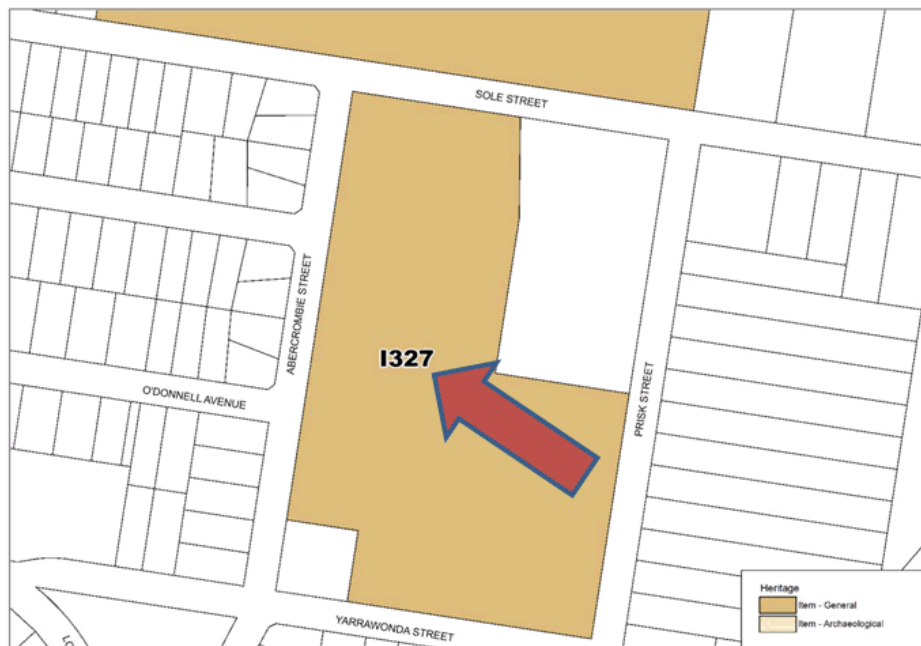


I327	Map mislabelled as I326	HER003B
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CURRENT:



PROPOSED:

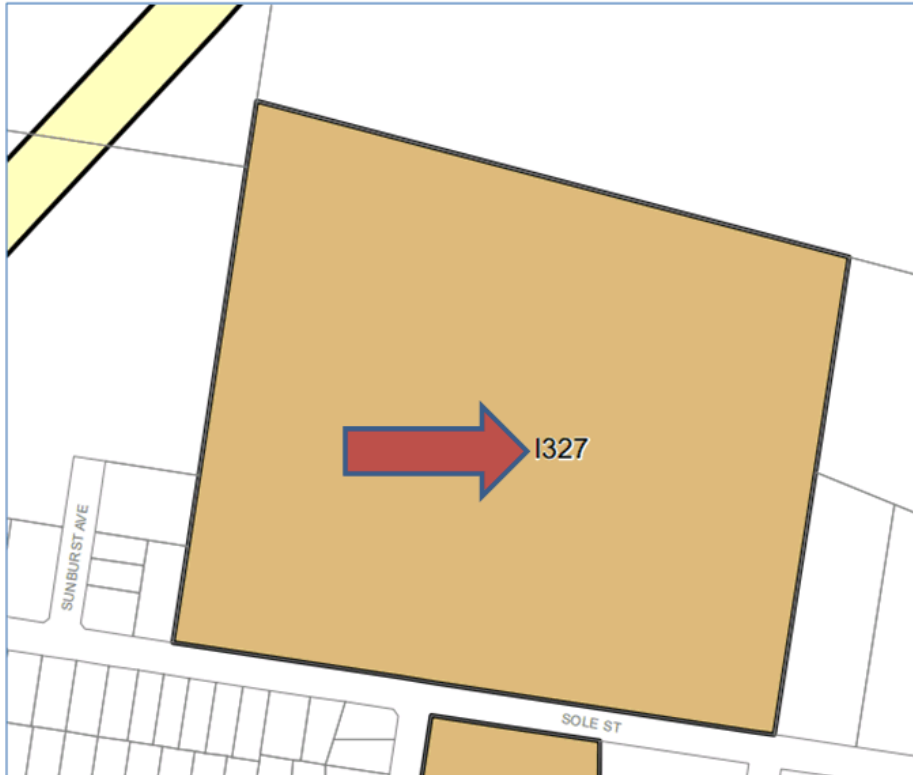


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

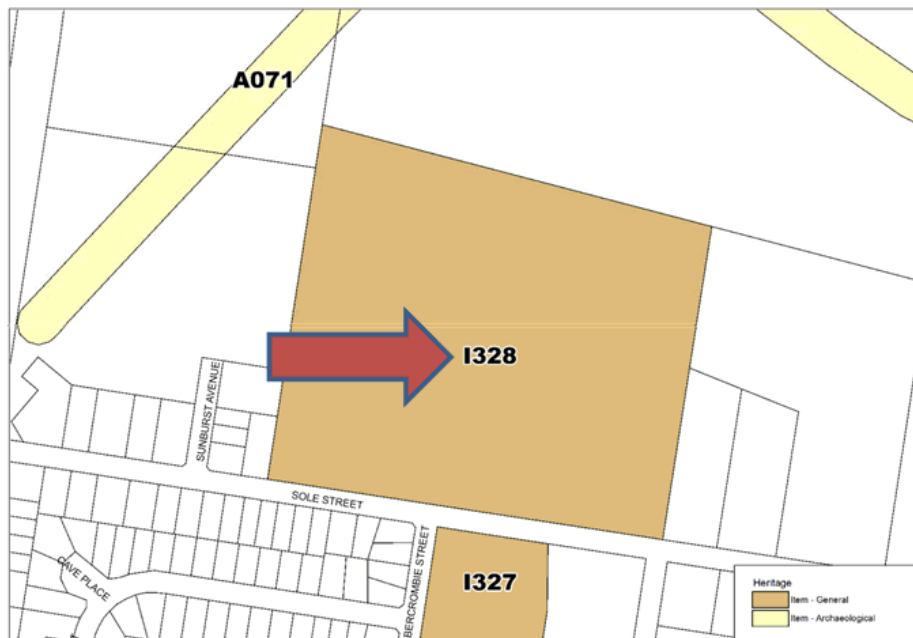


I328	Map mislabelled as I327	HER003B
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CURRENT:



PROPOSED:

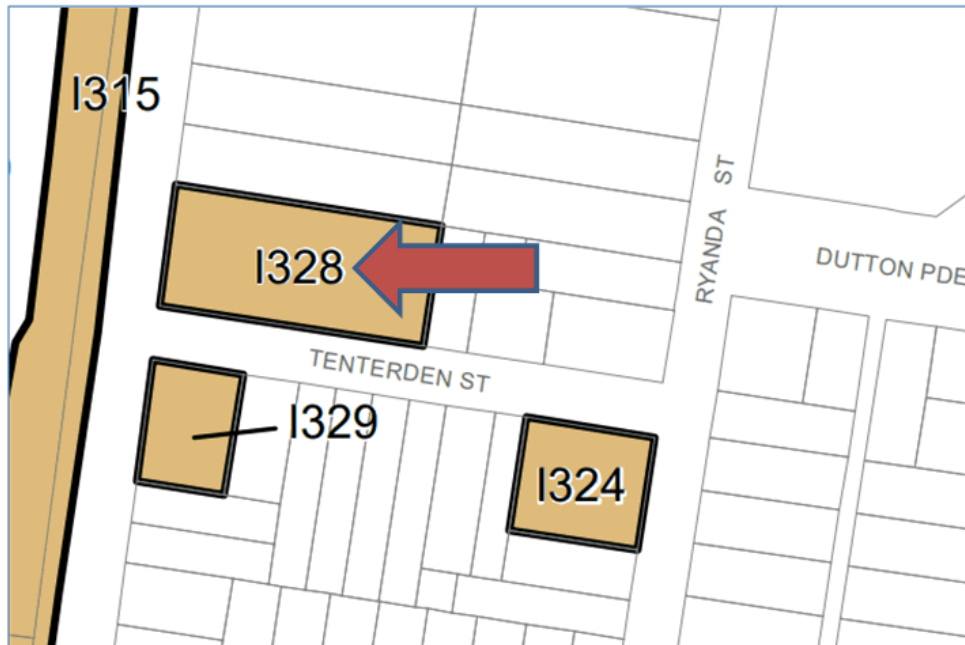


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

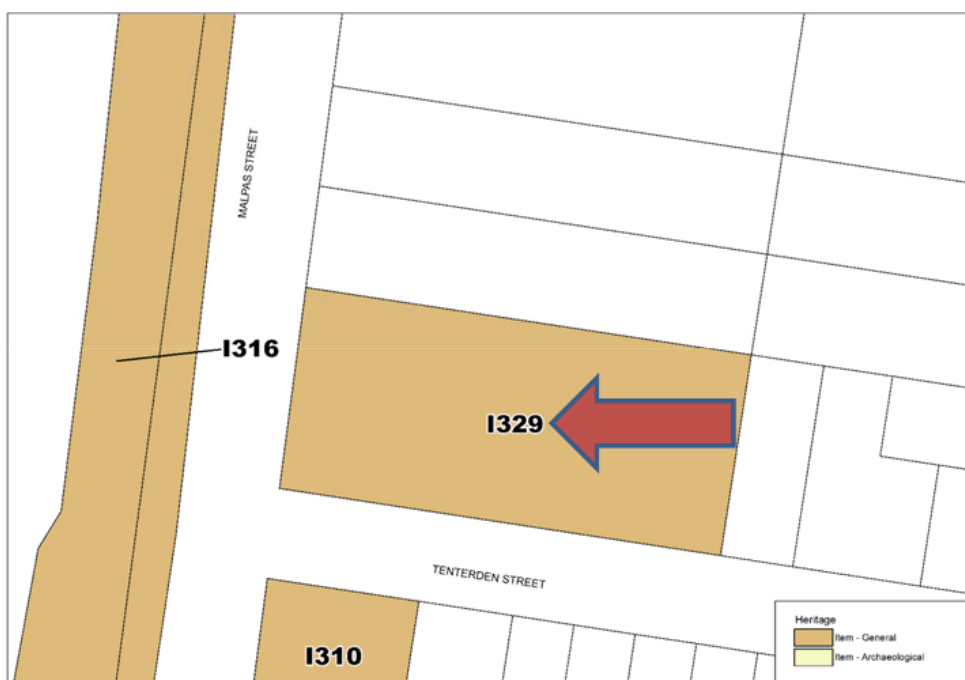


I329	Map mislabelled as I328	HER003B
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CURRENT:



PROPOSED:

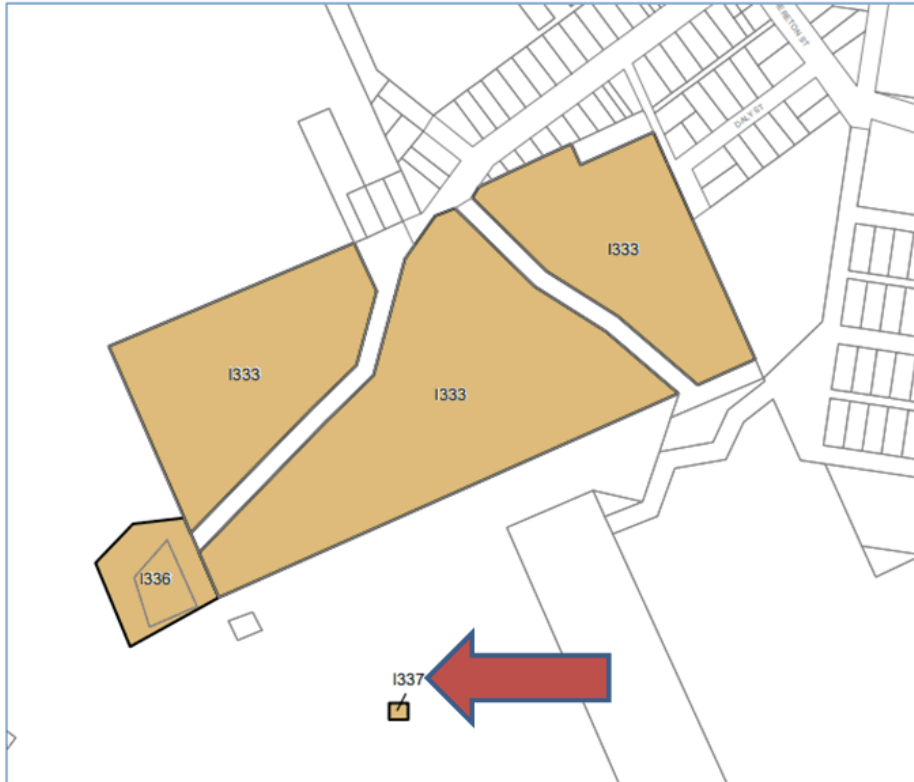


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

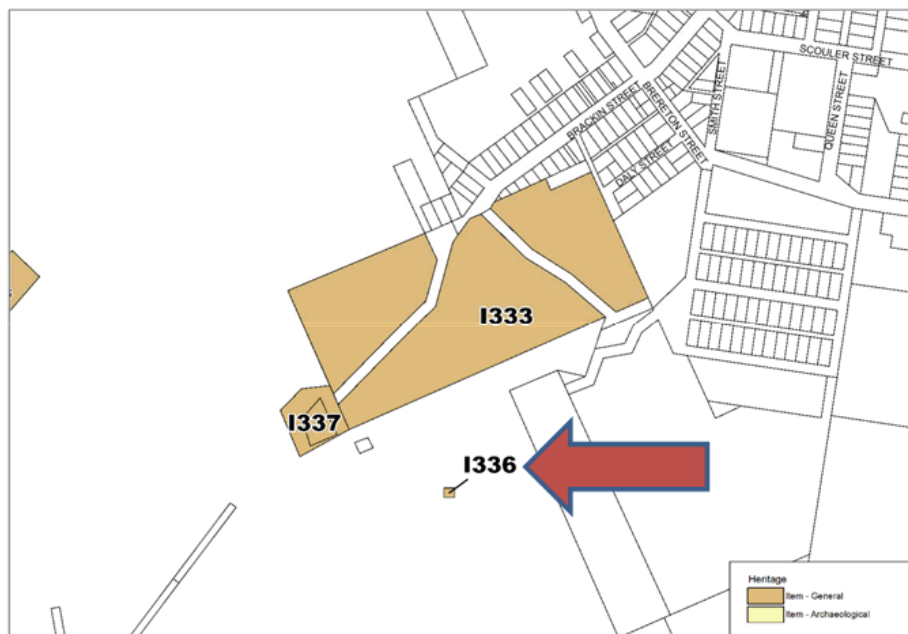


I336	Map mislabelled as I337	HER004D
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CURRENT:



PROPOSED:

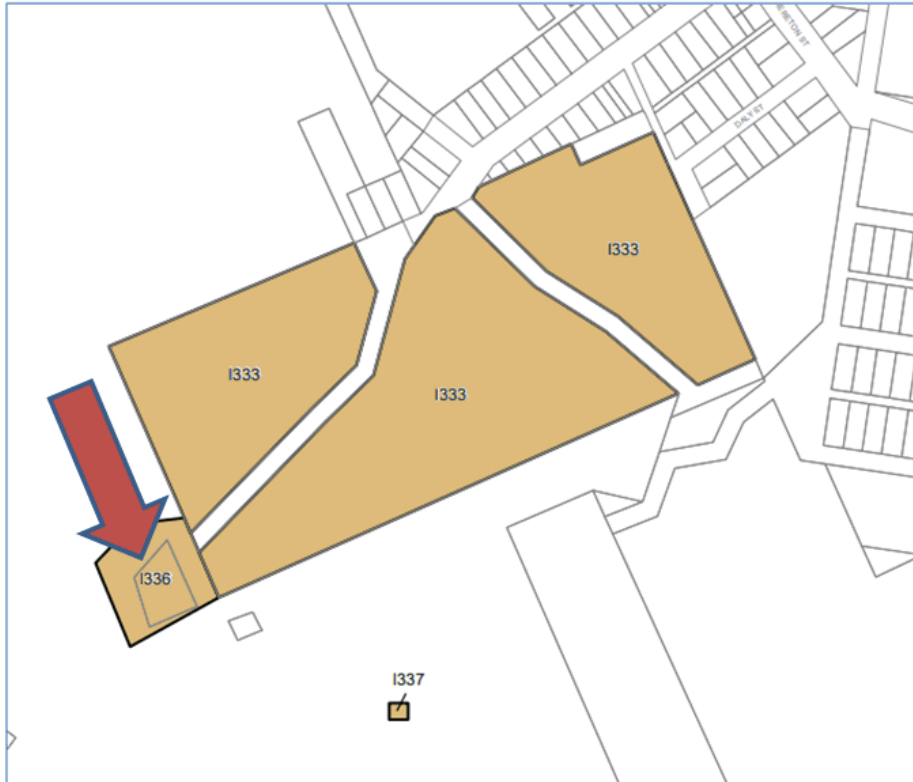


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

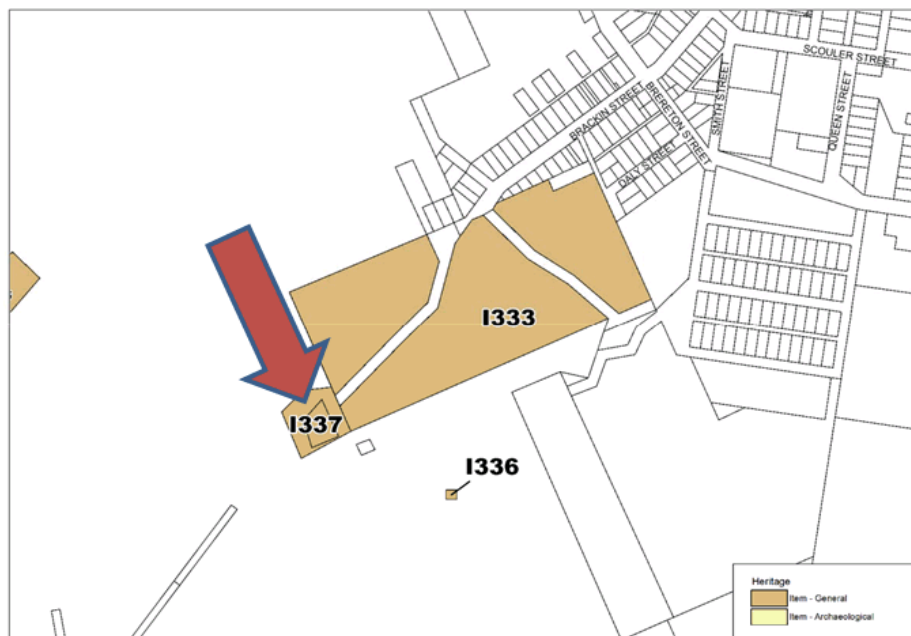


I337	Map mislabelled as I336	HER004D
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CURRENT:



PROPOSED:

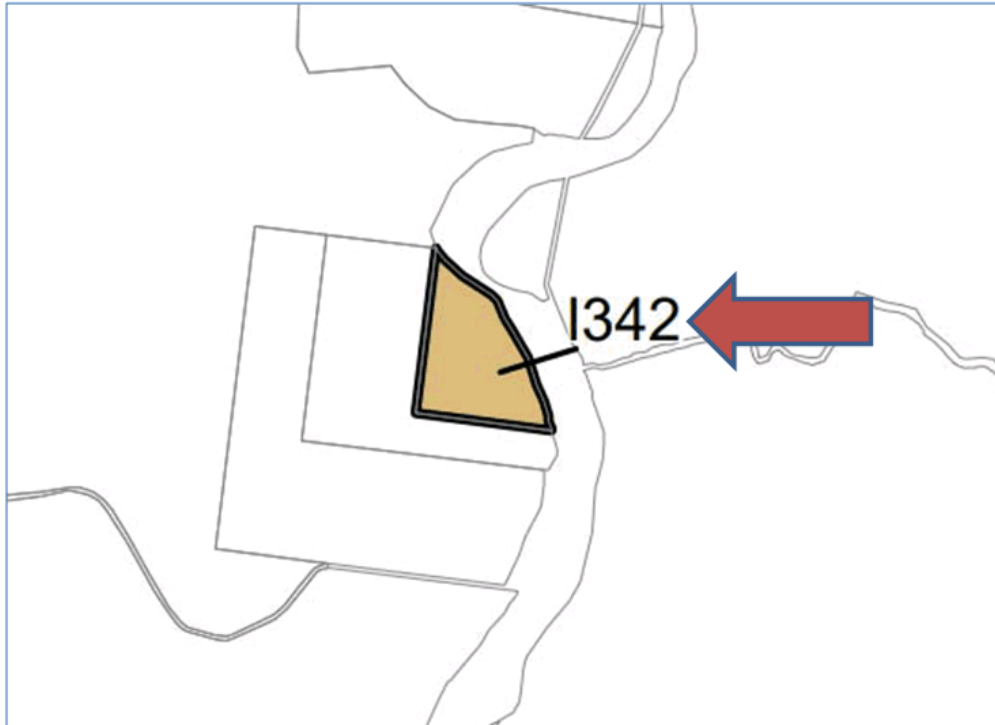


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

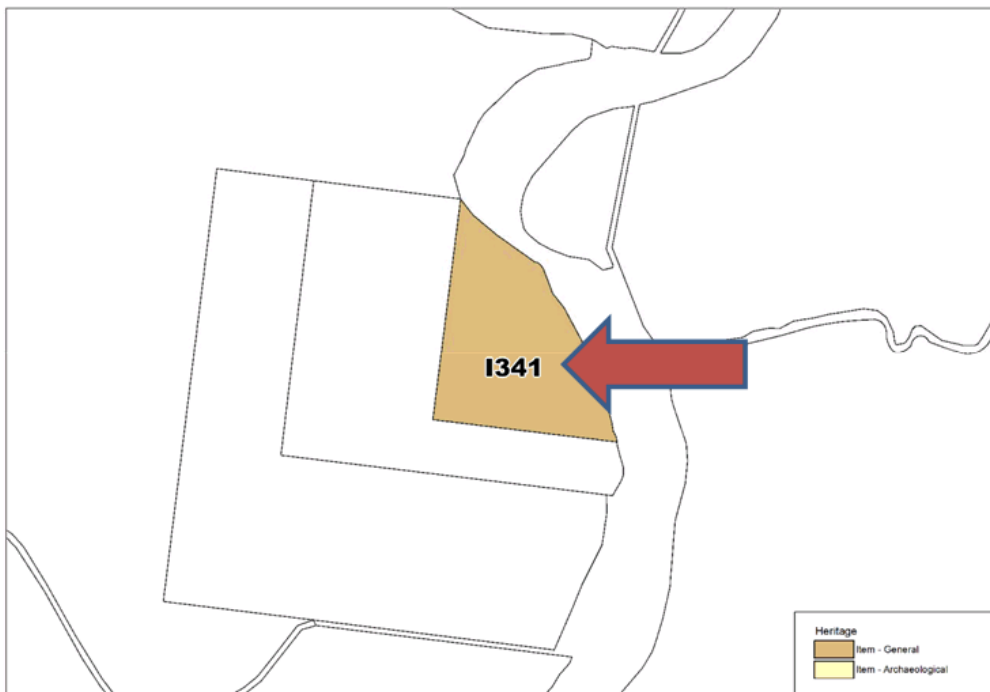


I341	Map mislabelled as I342	HER008
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CURRENT:



PROPOSED:



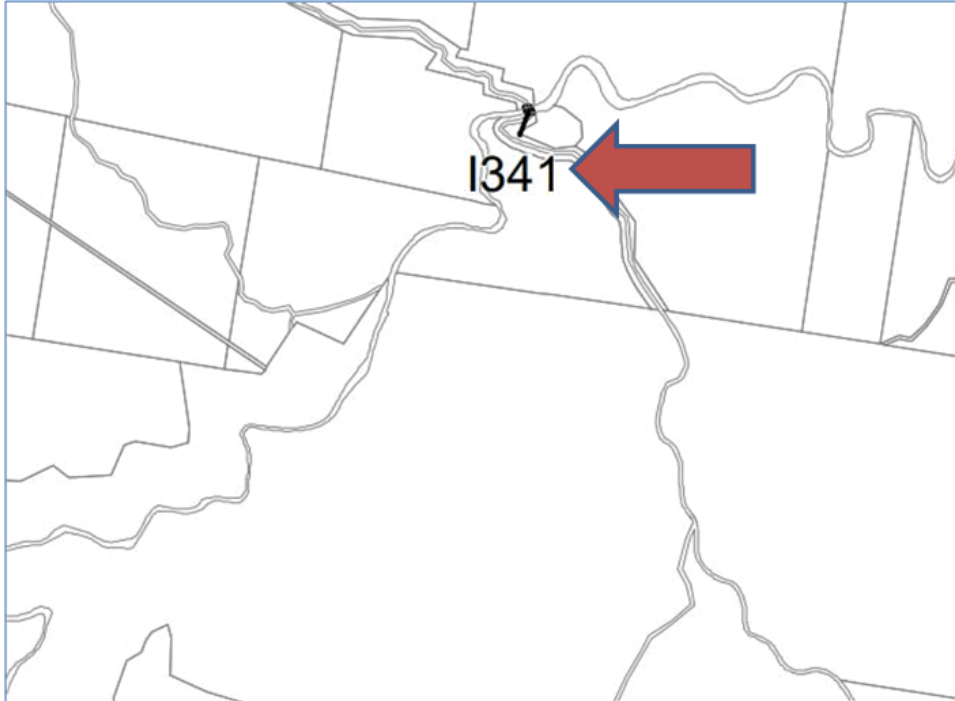


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

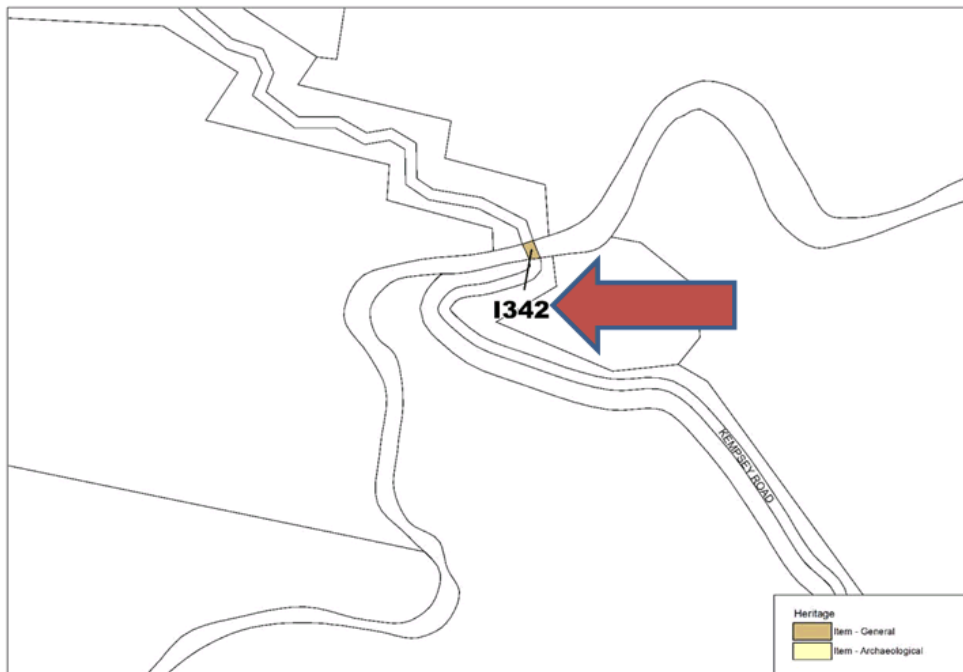


I342	Map mislabelled as I341	HER008
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CURRENT:



PROPOSED:

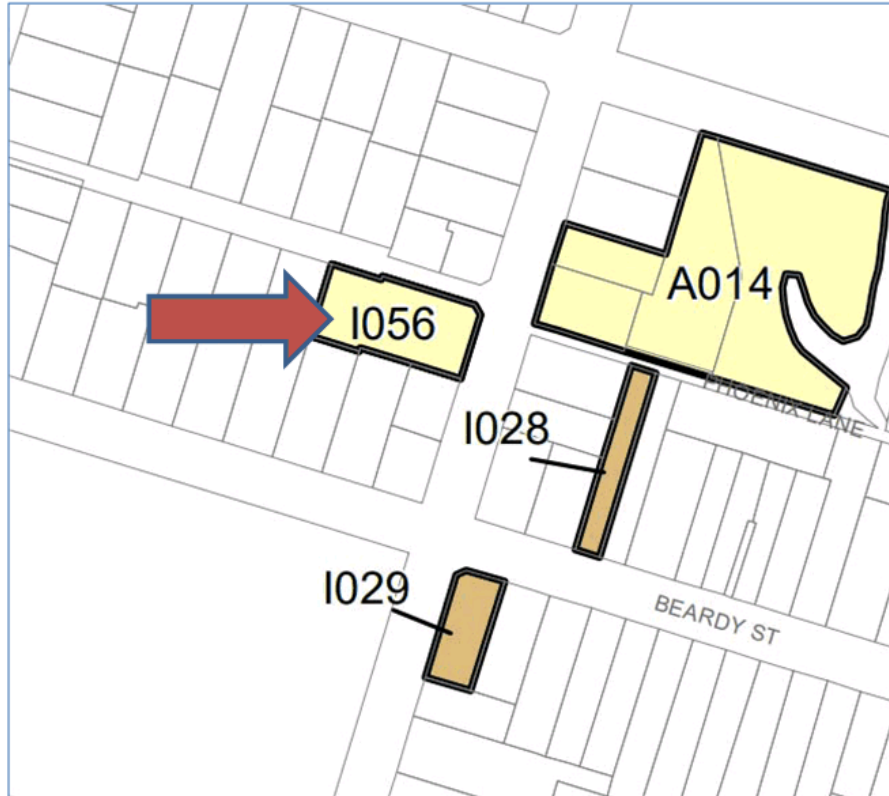


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

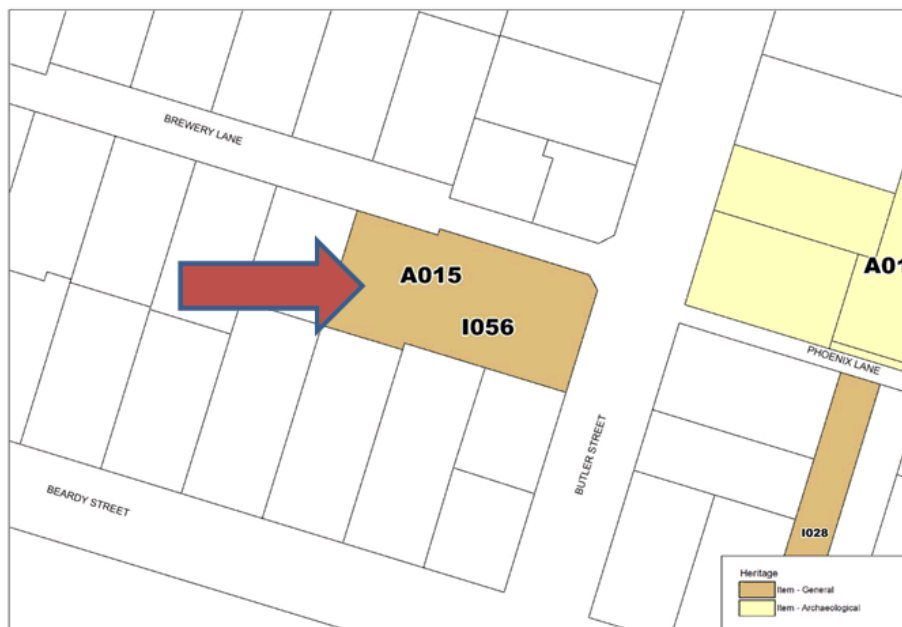
**ARMIDALE**  
Regional Council

A015	Label missing from Map	HER 004CAA
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CURRENT:



PROPOSED:

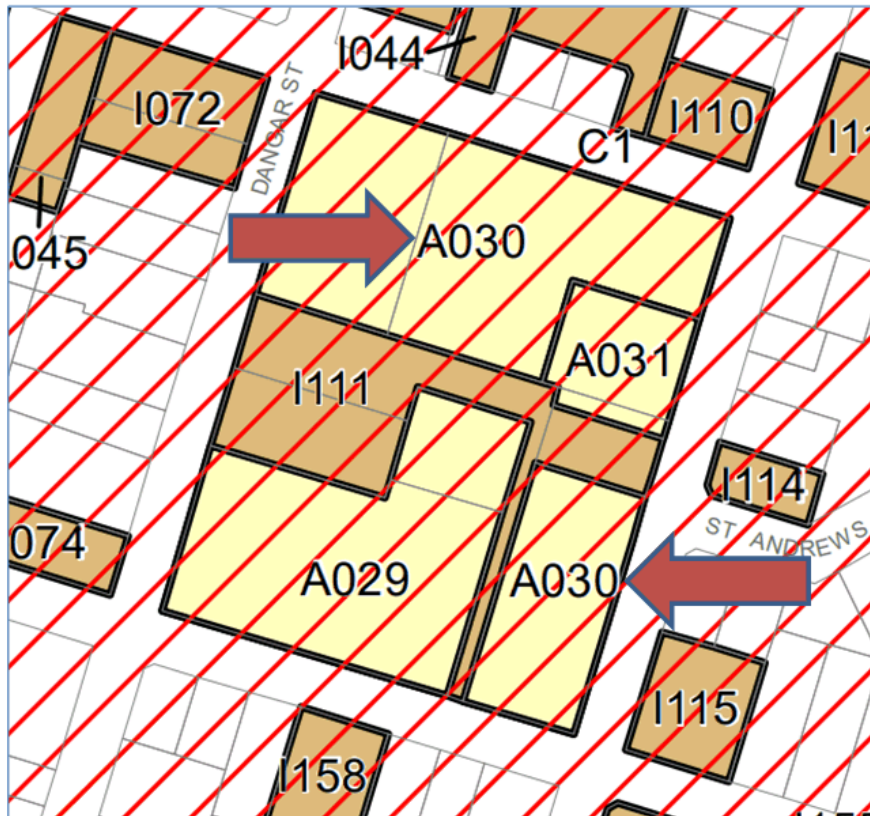


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

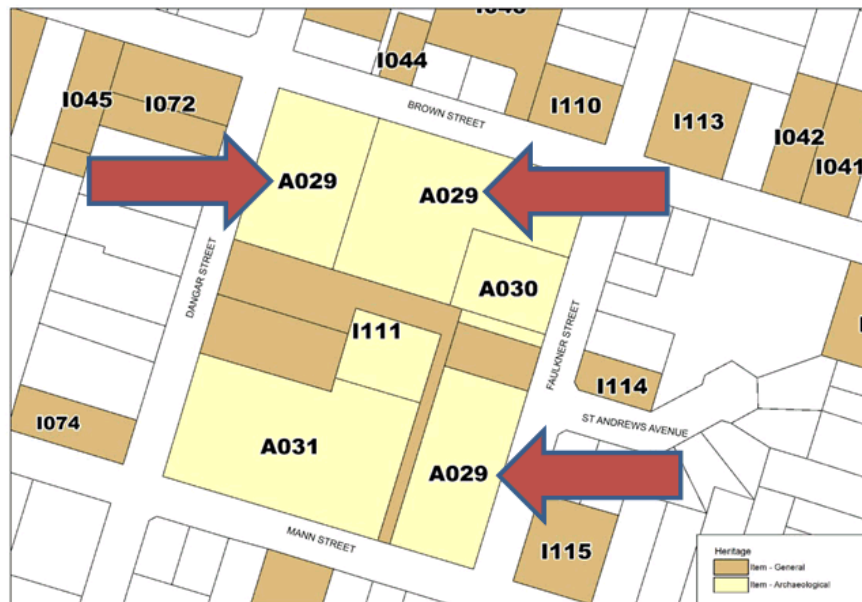


A029	Map is mislabelled as A030	HER 004CAA
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CURRENT:



PROPOSED:

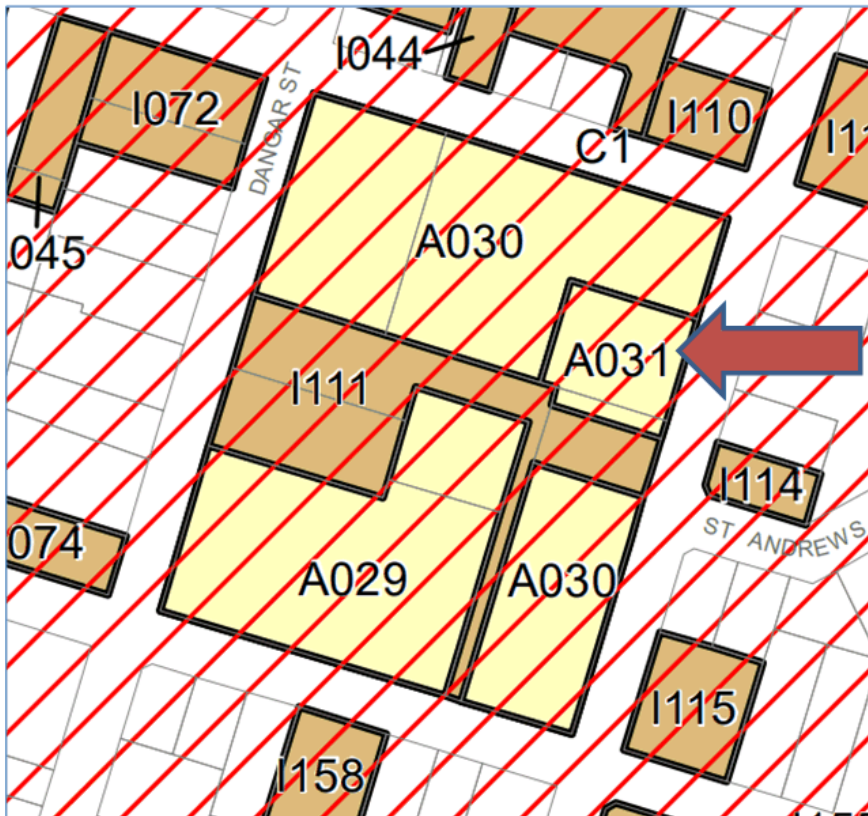


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

**ARMIDALE**  
Regional Council

A030	Map is mislabelled as A031	HER 004CAA
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CURRENT:



PROPOSED:



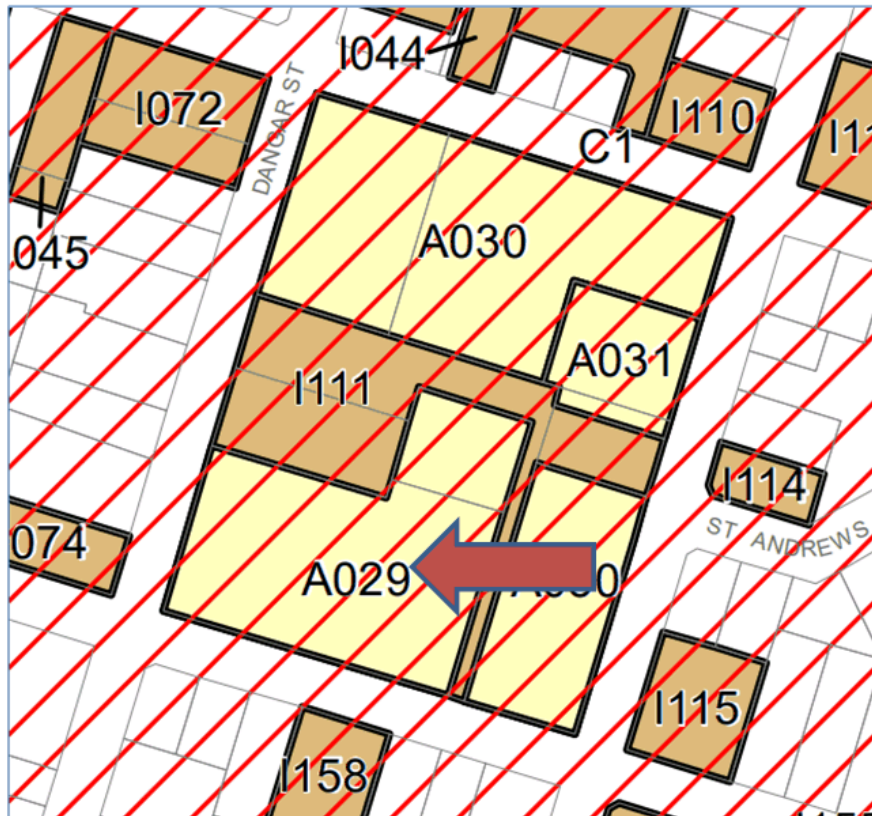


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

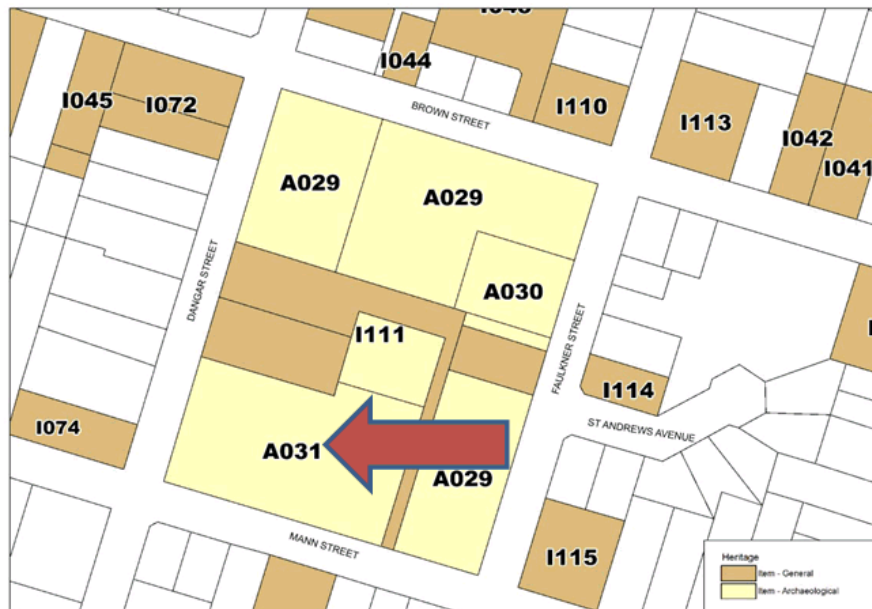


A031	Map is mislabelled as A029	HER 004CAA
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CURRENT:



PROPOSED:

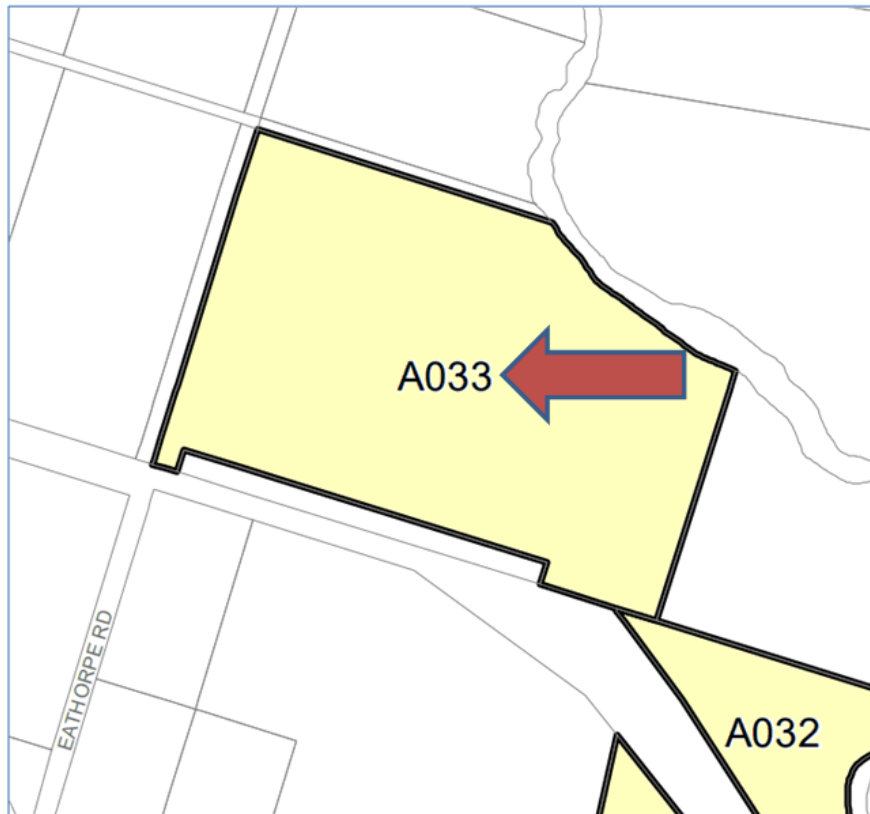


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps



A032	Map is mislabelled as A033	HER004C
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CURRENT:



PROPOSED:



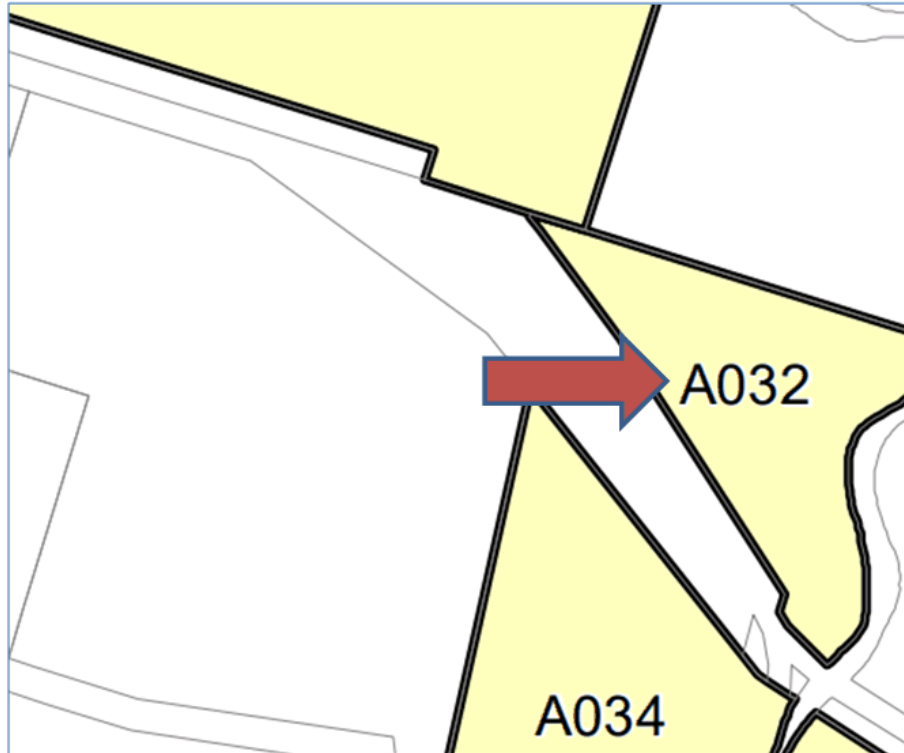


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

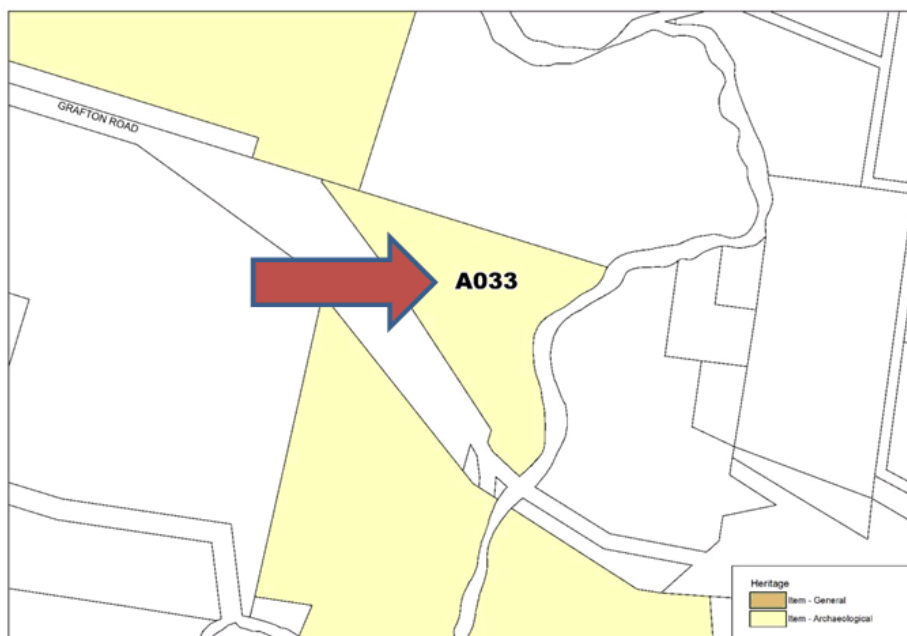


A033	Map is mislabelled as A032	HER004C/HER004
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CURRENT HER004C:



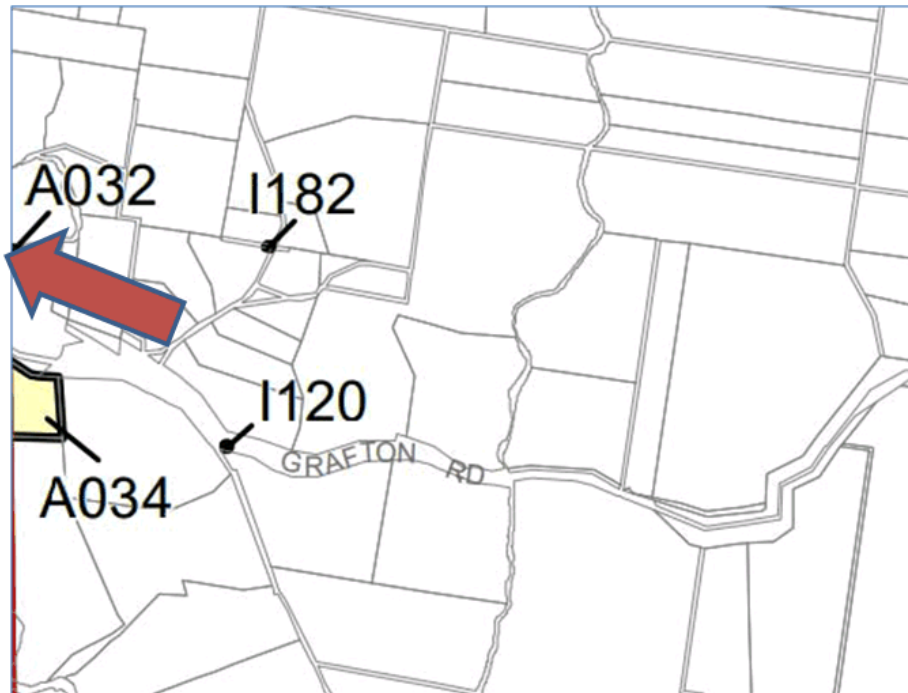
PROPOSED HER004C:



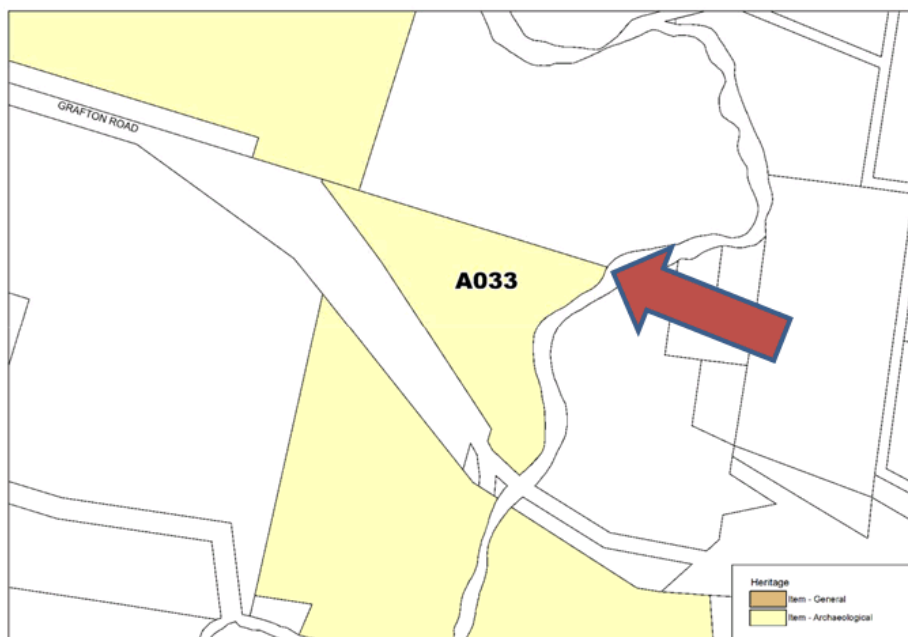
Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps



CURRENT HER004:



PROPOSED HER004:

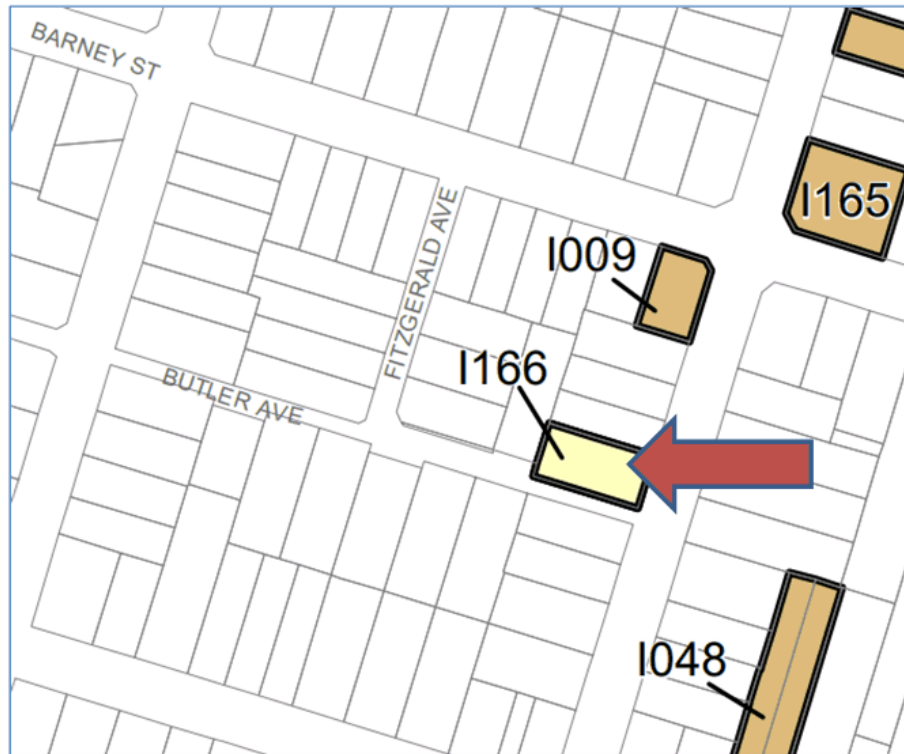


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

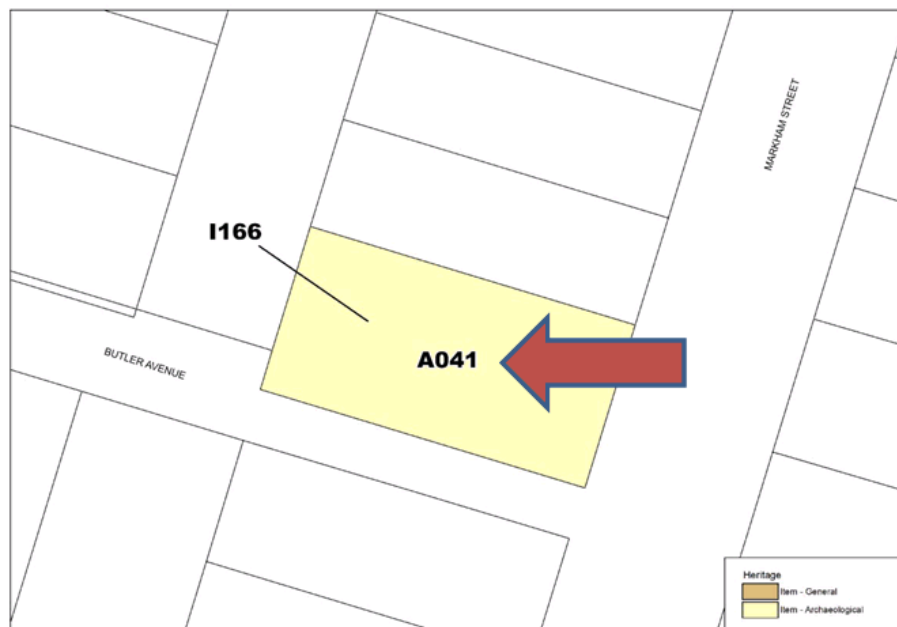


A041	Label missing on map	HER 004CAA
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CURRENT:



PROPOSED:

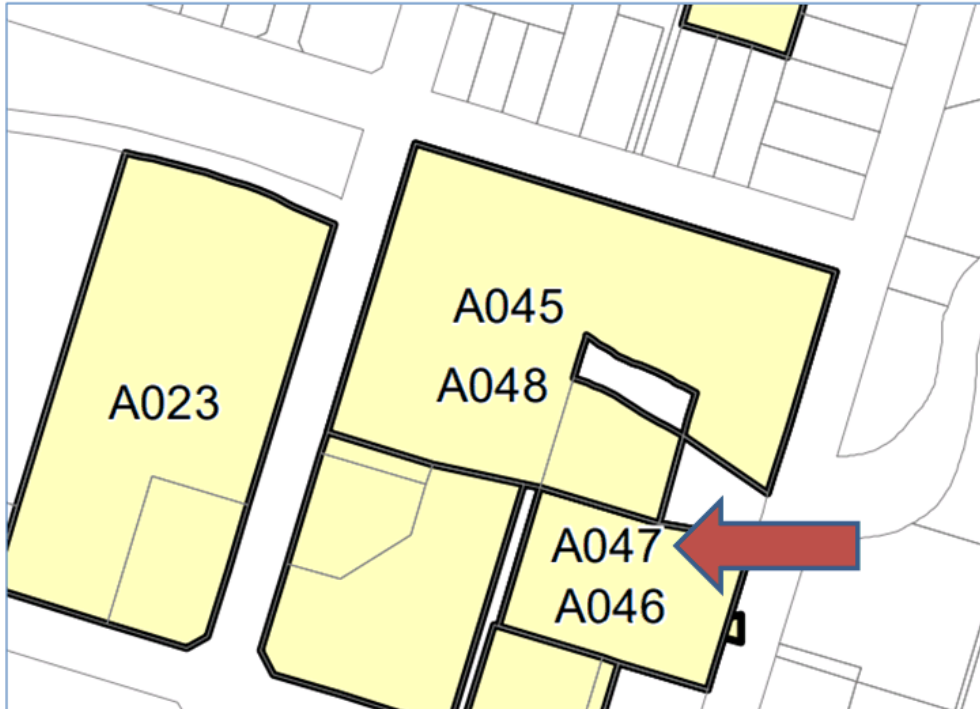


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

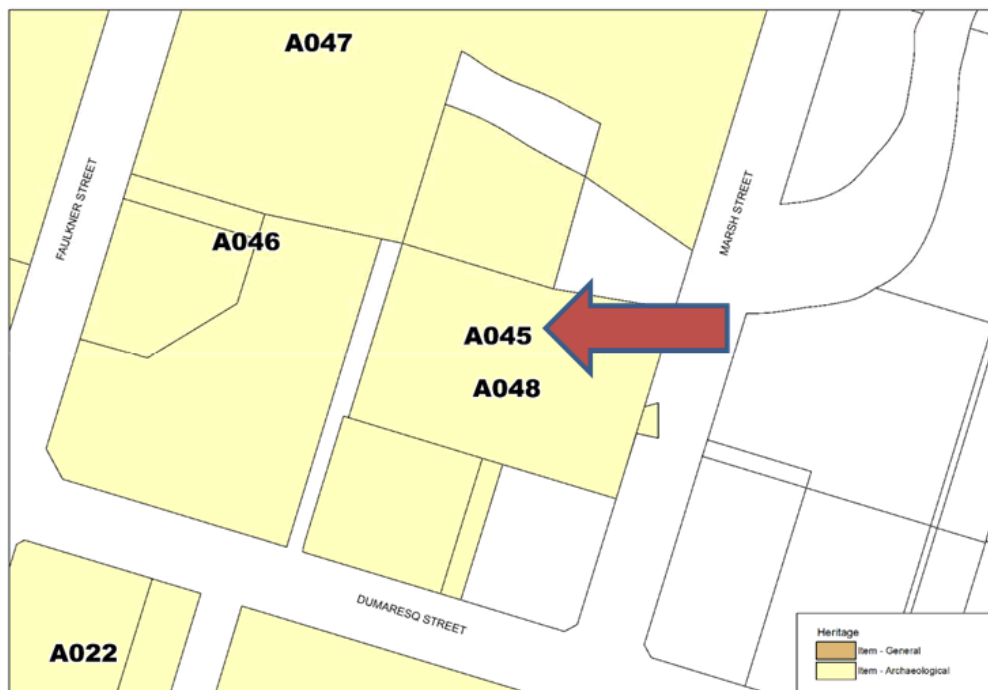


A045	Map is mislabelled as A047	HER 004CAA
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CURRENT:



PROPOSED:

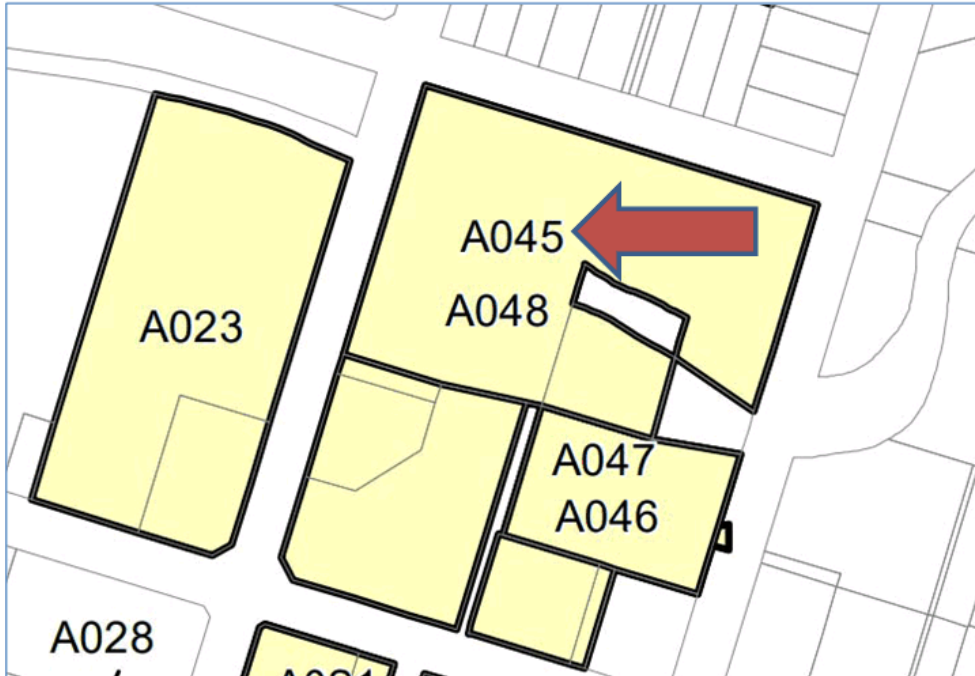


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps



A046	Map is mislabelled as A045	HER 004CAA
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CURRENT:



PROPOSED:



Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps



A047	Map is mislabelled as A048	HER 004CAA
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CURRENT:



PROPOSED:



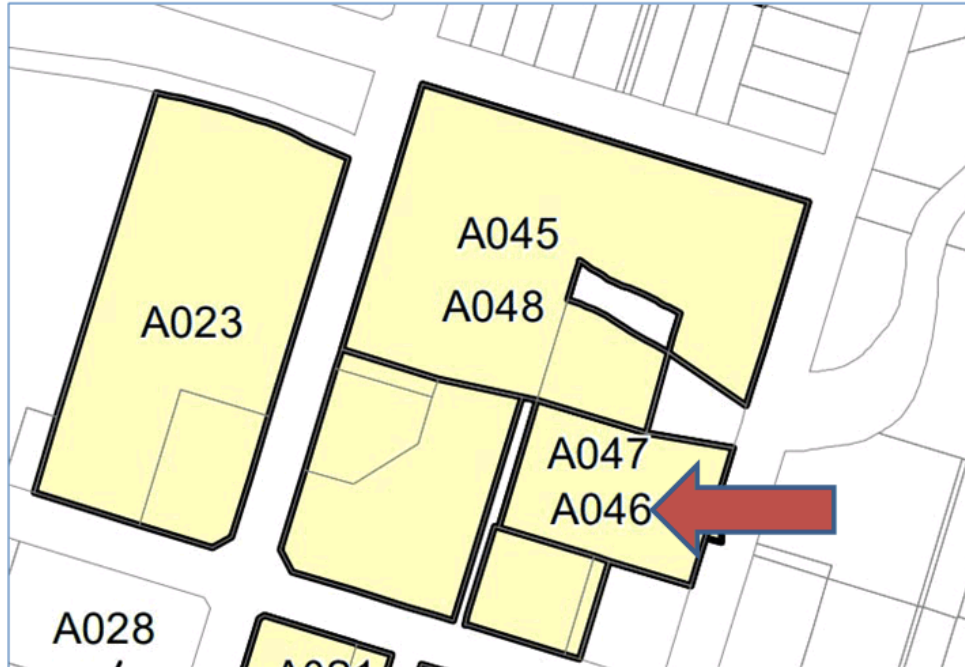


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps



A048	Map is mislabelled as A046	HER 004CAA
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CURRENT:



PROPOSED:

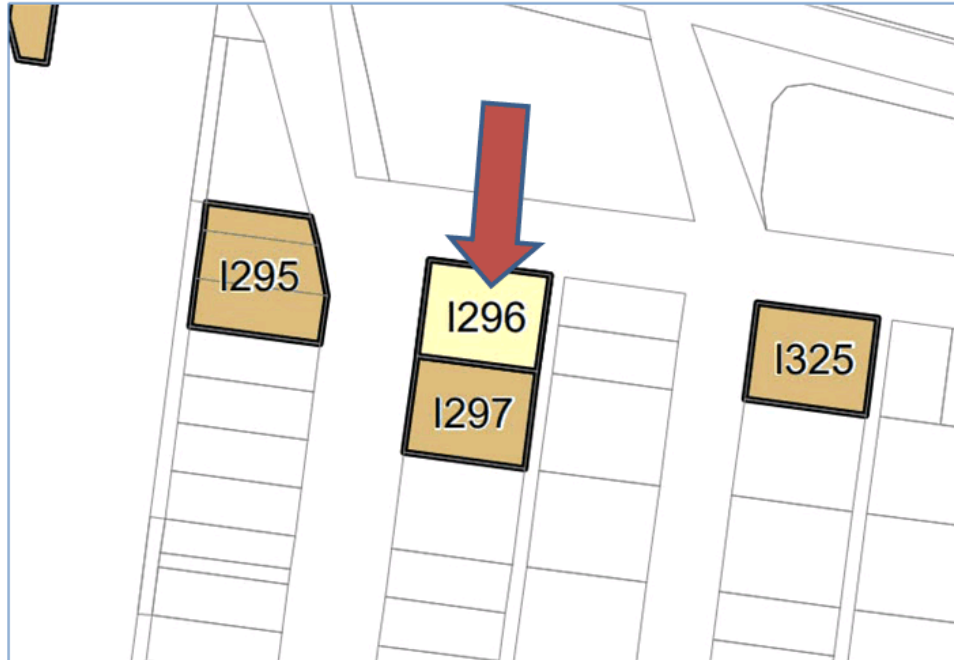


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps



A068	Label missing on map	HER004AA
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CURRENT:



PROPOSED:

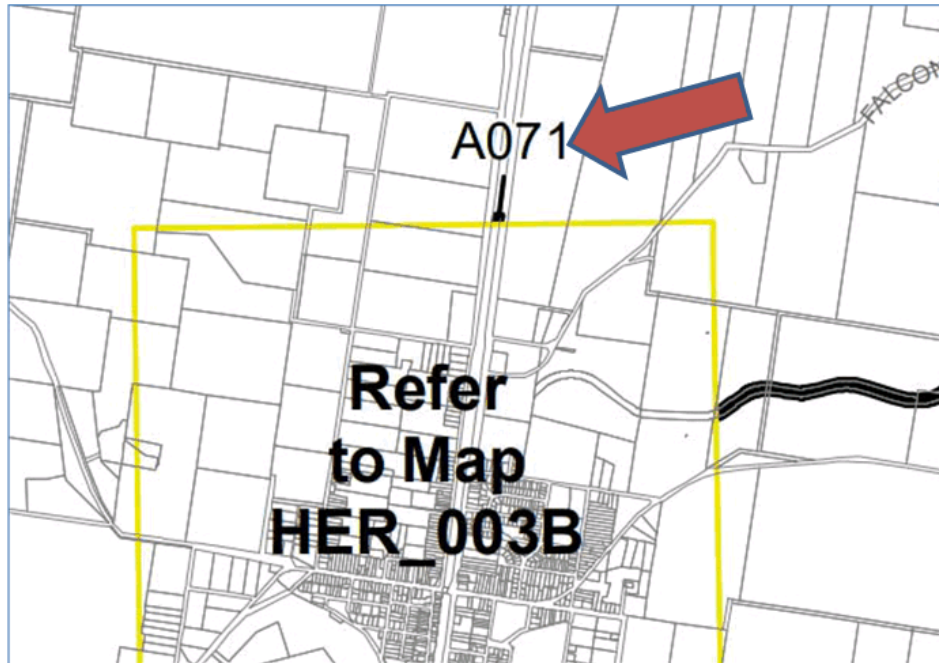


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

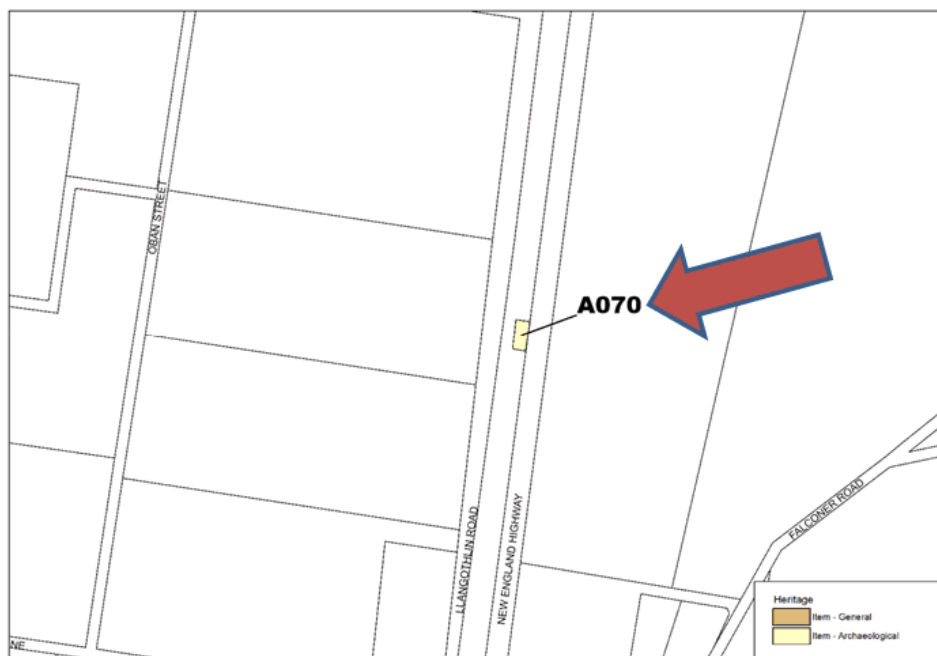


A070	Map is mislabelled as A071	HER003/ HER003B
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CURRENT HER003:



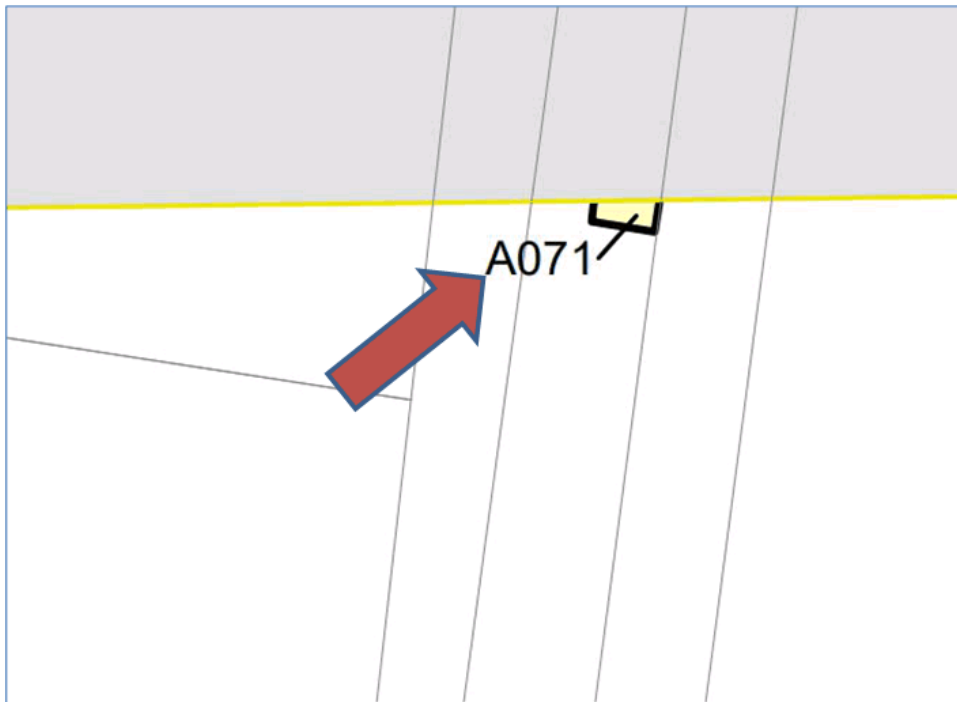
PROPOSED HER003:



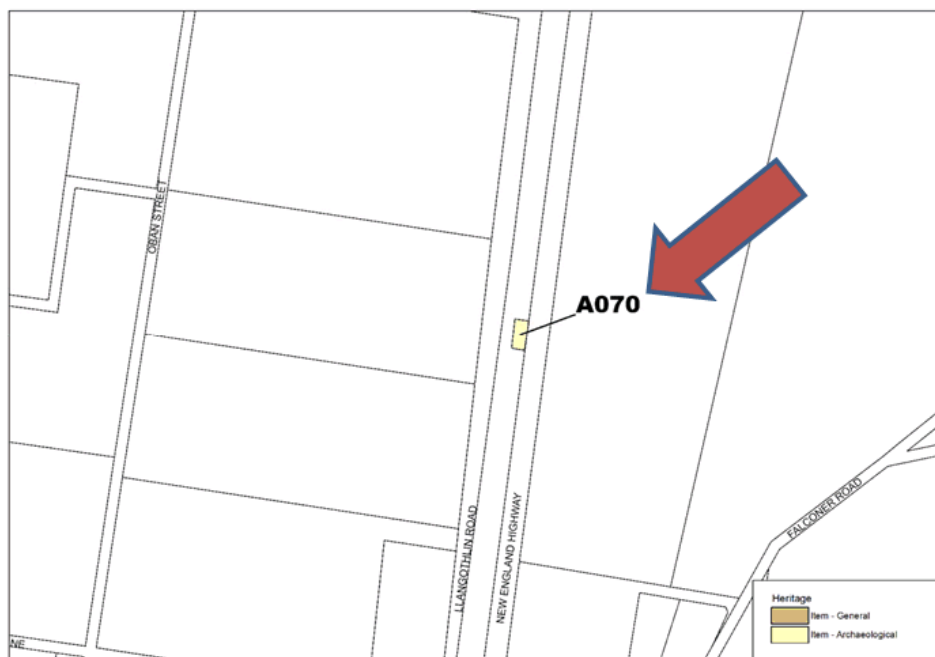
Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps



CURRENT HER003B:



PROPOSED HER003B:

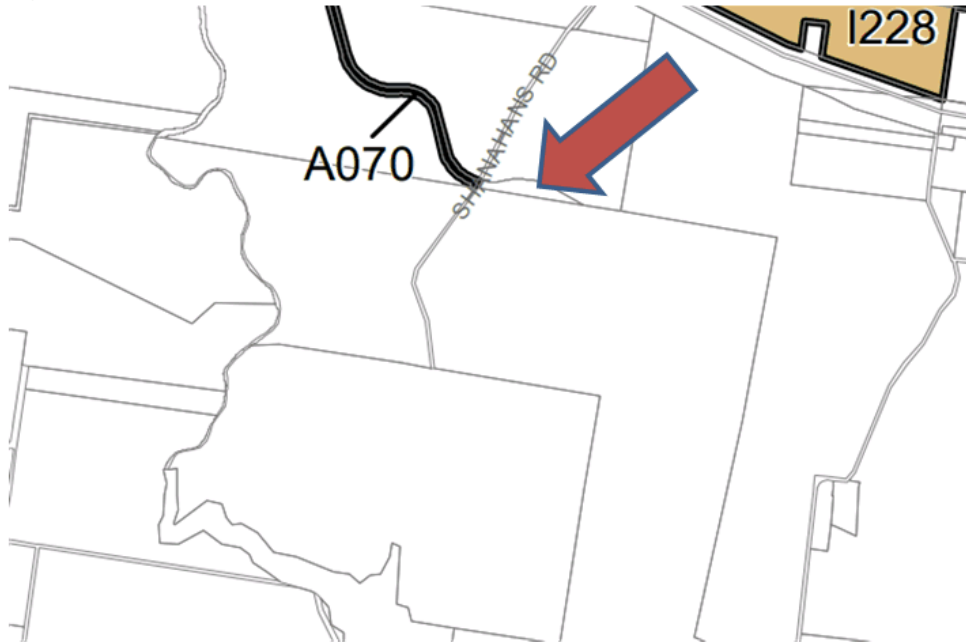


Planning Proposal No. 22 – Housekeeping Amendment to Schedule 5 Environmental Heritage & Associated Heritage Maps

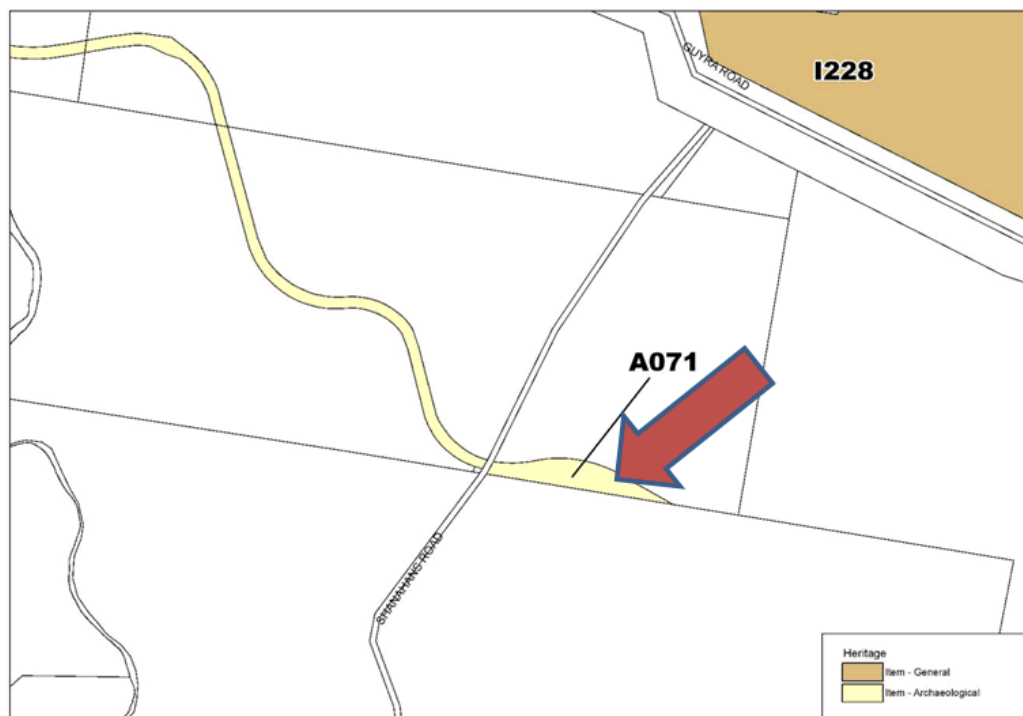


A071	Lot 2/1024241 is listed in Schedule 5 but missing in all historical and current mapping for this Archaeological Item.	Schedule 5/ HER 004
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CURRENT:



PROPOSED:



Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
I001	Aberfoyle Cemetery	Aberfoyle Road	Lots 7300 and 7301, DP 1153423	Missing street number from address	Amend street address to show '1892 Aberfoyle Road'	Schedule 5
I011	House	88 Beardy Street	Lot 1, DP 1266776	Map HER 004CAA contains incorrect Lot & DP information, Lot & DP 1266776.	Remove Lot 2 DP 1266776 from Heritage Map	HER_004CAA
I052	Armidale Railway Station and yard group movable relics	234 Brown Street, Main Northern Railway	Part of Lot 33, DP 883524	Map has polygon below I051 and the polygon is not visible	Amend Map to ensure polygon is visible	HER_004CAA
I053	Armidale Railway Station turntable	234 Brown Street, Main Northern Railway	Part of Lot 33, DP 883524	Map is mislabelled as I052	Correct Map labelling to show I053	HER_004CAA
I055	Former police lock-up	247 Brown Street	Lot 101, DP 12369152	Schedule 5 contains incorrect Lot and DP information, Lot 101 DP 12369152	Amend Schedule 5 to show Lot 101 DP1236915	Schedule 5
I056	House	102 Butler Street	Lot 27, DP 855958	Map shows Archaeological Site A015 but no label for Item I056	Amend Map to show label for item I056	HER_004CAA



Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
I057	Armidale High School—original circa 1921, 2-storey building, grounds	158–182 Butler Street	Lot 1, DP 196298; Lot 704, DP 755808; Lots 1 and 2, Section 49, DP 758032; Lot 1, Section 161, DP 758032; Lot 1151, DP 821627	Schedule 5 has incorrect Lot and DP information.	Amend Schedule 5 to show Lot 1 DP 1259439 and Lot 7005 DP 1052246	Schedule 5
I068	St Mary and St Joseph Catholic School Group—St Mary's School, Merici House, St Anne's Building, Cathedral Hall and former church hall	128A and 130–136 Dangar Street; 154–156 Rusden Street	Lots 13–15 and Parts of Lots 8 and 12, Section 7, DP 758032; Part of Lot 10, DP 856013; Part of Lot 10, DP 1138986; Part of Lot 11, DP 1138987	Map mislabelled as I069	Correct Map labelling to show I068	HER_004CAA

Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
I069	St Mary and St Joseph Catholic Cathedral Group— Ursuline Convent, Ursuline Convent Chapel, Bishop's House, former St Ursula's College, Catholic Schools Administration Building, Moira Foley Building, parish garage, landscaping and fencing	130–136 Dangar Street; 131 Barney Street; 135 Jessie Street	Lots 1–3 and 16 and part of Lots 4, 5 and 7, Section 7, DP 758032; Lot 15, DP 1048143	Map mislabelled as I068	Correct Map labelling to show I069	HER_004CAA
I083	The Armidale School—original main building including classrooms and chapel	87 Douglas Street	Lots 1–5 and 20, Section 155, DP 758032	Map mislabelled as I084	Correct Map labelling to show I083	HER_004CAA

Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
I084	The Armidale School—library, dormitory and headmaster's residence, grounds, Wakefield House	87 Douglas Street, bound by Douglas, Barney, Chapel and Mann Streets and Black Gully	Lot 1, DP 1124855; Lot 1, DP 241526; Lot 1, DP 213167; Lot 1, DP 245667; Lots 1–4, DP 1124858; Lot 12, DP 112882; Lots 2 and 3, Section 146, DP 758032; Lots 1–21, Section 154, DP 758032; Lots 1–21, Section 155, DP 758032	Map mislabelled as I083	Correct Map labelling to show I084	HER_004CAA
I097	Court house	100 Faulkner Street	Lot 24, DP 1176464	Map has lead line for label pointing to I099 Site	Correct Map lead line to point to I097	HER_004CAA
I099	Monument and tree	100 Faulkner Street	Lot 24, DP 1176464	Map label missing lead line to polygon	Correct Map lead line to point to I099	HER_004CAA
I122	House and garden, "Canowindra"	101 Glen Innes Road	Lot 5, DP 608284	Schedule 5 Document has old Lot and DP of Lot 5 DP 608284.	Amend Schedule 5 to show Lot 101 DP1253719	Schedule 5
I145	House and grounds, "Booloominbah"	60 Madgwick Drive	Lot 10, DP 1142199	Map mislabelled as I146	Correct Map labelling to show I145	HER_004C

Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
I146	House and grounds, "Trevenna"	60 Madgwick Drive	Lot 10, DP 1142199	Map mislabelled as I145	Correct Map labelling to show I146	HER_004C/ HER_004CA
I166	House	136 Markham Street	Lot 1, DP 19679	I166 Label showing on map but missing A041 Label	Correct Map labelling to include A041	HER_004CAA
I200	"Centenary of Local Government 1963" Memorial trees	Rusden Street between Dangar and Marsh Streets	Road reserve	Map mislabelled as I221	Correct Map labelling to show I200	HER_004CAA
I208	Minto Building (former Central Hotel)	161 Rusden Street	Lot 1, DP 795233	Schedule 5 Document has old Lot and DP of Lot 1 DP 795233	Amend Schedule 5 to show Lot 1 DP1255297	Schedule 5
I237	Ben Lomond Station	120 Streeters Road	Lot 1, DP 1184364	Schedule 5 Document has not included Lot 2 DP 1184364 that is included in the Cadastre used. Should also include Lot 11 DP 751436	Amend Schedule 5 to show Lot 2 DP1184364, Lot 11 DP 751436 and Lot 1, DP 1184364	Schedule 5
I237	Ben Lomond Station	120 Streeters Road	Lot 1, DP 1184364	Map mislabelled as I233	Correct Map labelling to show I237	HER_003

Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
I238	Cemetery	Black Mountain Cemetery Road	Lot 7019, DP 1054926	Schedule 5 Document has incorrect address as "Black Mountain Cemetery Road" and only shows Lot 7019 DP 1054926	Amend Schedule 5 to include Lot 7007 DP1056955 and amend street address to show '75 Elder Lane'	Schedule 5
I238	Cemetery	Black Mountain Cemetery Road	Lot 7019, DP 1054926	Map 004B missing Lot 7007 DP1056955	Include Lot 7007 DP 1056955 on Heritage Map	HER_004B
I244	Black Mountain Railway Station	5 Toms Gully Road; Main Northern Railway	Lot 1, DP 584178; Lot 1, DP 1062235; Railway reserve	Schedule 5 Document has incorrect Lot & DP information, Lot 1 DP 584178, Lot 1, DP 1062235, Railway reserve	Amend Schedule 5 to only reference Lot 1 DP 1062235	Schedule 5
I244	Black Mountain Railway Station	5 Toms Gully Road; Main Northern Railway	Lot 1, DP 584178; Lot 1, DP 1062235; Railway reserve	Map 004B shows Lot 1 DP 584178 forming part of the heritage listing	Correct Map to remove Lot 1 DP 584178	HER_004B
I274	Former H Beesley and Sons Store	120 Bradley Street	Lot 4, Section 21, DP 758497	Incorrect street address	Update street address to 118-120 Bradley Street	Schedule 5

Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
I275	Store	120 Bradley Street	Lot 4, Section 21, DP 758497	Schedule 5 contains incorrect Lot and DP information, Lot 4 Section 21 DP 758497 Incorrect street address	Amend Schedule 5 to show Lot 5 Section 21 DP 758497 Update street address to 118-120 Bradley Street	Schedule 5
I275	Store	120 Bradley Street	Lot 4, Section 21, DP 758497	Map 003BA has incorrect Lot and DP information, Lot 4 Section 21 DP 758497 highlighted and labelled	Correct Map labelling to point to Lot 5 Section 21 DP 758497	HER_003BA
I279	Motor garage—Burgess	131–143 Bradley Street	Lot 1, DP 949185; Lot 1, DP 949186	Schedule 5 contains incorrect Lot and DP information, Lot 1, DP 949185 and Lot 1, DP 949186 and refers to old street address	Amend Schedule 5 to show Lot 131 DP 1273805. Amend street address to show '131 Bradley Street'	Schedule 5
I310	Former McAlister house	103 Malpas Street	Lot 30, DP 808996	Map mislabelled as I329	Correct Map labelling to show I310	HER_003B
I311	Guyra Masonic Lodge	139 Malpas Street	Lot 274, DP 755824	Map mislabelled as I310	Correct Map labelling to show I311	HER_004AA
I312	Former Guyra Rural Services bean shed	173 Malpas Street	Lot 1, DP 806824	Map mislabelled as I311	Correct Map labelling to show I312	HER_004AA



Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
I313	Mother of Ducks Lagoon Nature Reserve No 452	McKie Parkway	Lot 2, DP 1189931; Lot 67, DP 1195694; Lot 2, DP 1144437; Lot 2, DP 1158272; Lot 350, DP 39608; Lot 353, DP 39932; Lot 359, DP 46361; Lot 363, DP 704039; Lot 1, DP 1162151; Lots 311, 335, 341, 343, and 344, DP 753659; Lots 21 and 22, DP 1050356	Map mislabelled as I312	Correct Map labelling to show I313	HER_004AA / HER_004A
I314	McKie Park and Parkway	McKie Parkway; 192 and 194 Bradley Street	McKie Parkway road reserve adjacent to and including Lot 7002, DP 1072302; Lot 1 DP 1189931	Map mislabelled as I313	Correct Map labelling to show I314	HER_004AA / HER_003B
I315	Cemetery	New England Highway	Lots 7306, 7307 and 7308, DP 1141644; Part Lot 7309, DP 1145106; enclosed road reserve portion	Map mislabelled as I314	Correct Map labelling to show I315	HER_004A

Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
I316	Landscape—avenue of trees, "Coakes Park"	New England Highway	Located on the west side of the New England Highway (Malpas Street) stretching approximately from Aboomala Street to Ollera Street; Lot 1 DP 1001257	Map mislabelled as I315	Correct Map labelling to show 316	HER_004AA / HER_003B
I317	Scout hall	18 Nincoola Street	Lot 331, DP 753659	Map mislabelled as I316	Correct Map labelling to show I317	HER_003B
I318	Railway West Park	North-east corner of intersection between Ollera and Llangothlin Streets, including part of railway reserve	Road and railway reserve	Map mislabelled as I317	Correct Map labelling to show I318	HER_003B

Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
I318	Railway West Park	North-east corner of intersection between Ollera and Llangothlin Streets, including part of railway reserve	Road and railway reserve	Schedule 5 has incorrect Item Description as "Railway West Park"	Amend Schedule 5 to show 'Park – Railway West Park'	Schedule 5
I319	House, "Brymohr"	29 Ollera Street	Lot 2, DP 525408	Map mislabelled as I318	Correct Map labelling to show I319	HER_003B
I320	House	45 Ollera Street	Lot 18, DP 5381	Map mislabelled as I319	Correct Map labelling to show I320	HER_003B
I321	Uniting Church and hall	55–57 Ollera Street	Lot 1, DP 525916	Map mislabelled as I320	Correct Map labelling to show I321	HER_003B
I322	Hairdressing salon	68 Ollera Street	Lot A, DP 392536	Schedule 5 has incorrect Item Description as "Hairdressing Salon"	Amend Schedule 5 to show 'Store – hairdressing salon'	Schedule 5
I322	Hairdressing salon	68 Ollera Street	Lot A, DP 392536	Map mislabelled as I321	Correct Map labelling to show I322	HER_003B
I323	House—former Izzard residence	34 Robinson Lane	Lot 8, DP 1005055	Map mislabelled as I322 Typo in street address	Correct Map labelling to show I323 Correct typo to '34 Robinsons Lane'	HER_003B

Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
I324	House	10 Ryanda Street	Lot B, DP 317264	Map mislabelled as I323	Correct Map labelling to show I324	HER_003B
I325	House	28 Ryanda Street	Lot A, DP 343599	Map mislabelled as I324	Correct Map labelling to show I325	HER_003B
I326	House, "Annalee Cottage"	87 Sandon Street	Lot 6, Section 16, DP 758497	Map mislabelled as I325	Correct Map labelling to show I326	HER_004AA
I327	Memorial plaques at Guyra Hospital	40 Sole Street	Lot 4, DP 1202857	Map mislabelled as I326	Correct Map labelling to show I327	HER_003B
I328	House—former Sole residence	57 Sole Street	Lot 3, DP 598831	Map mislabelled as I327	Correct Map labelling to show I328	HER_003B
I329	Church of St Columba Presbyterian and McKie Memorial Presbyterian Church Hall	9–21 Tenterden Street	Lot 220, DP 755824	Map mislabelled as I328	Correct Map labelling to show I329	HER_003B
I336	Garibaldi Mine—chimney		Part of Lot 7300, DP 1139642	Map mislabelled as I337	Correct Map labelling to show I336	HER_004D

Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
I337	Baker's Creek Mine—winding engine house	132B and 132F Brackin Street	Lot 407, DP 755834; Part of Lot 7300, DP 1139642	Map mislabelled as I336	Correct Map labelling to show I337	HER_004D
I338	Shearing shed, "Hillgrove Station"	2457 Grafton Road	Lot 1, DP 556558	Schedule 5 has incorrect Lot and DP Information, Lot 1 DP556558 and refers to old street address	Amend Schedule 5 to show Lot 903 DP 1276495. Amend street address to show '2459 Grafton Road'	Schedule 5
I341	Kunderang East Pastoral Station	1093 Dangars Falls Road (80km north-west of Oxley Wild Rivers National Park)	Lot 1, DP 751444	Map mislabelled as I342 Incorrect street address	Correct Map labelling to show I341  Correct street address to 1539 Kunderang Road	HER_008
I342	Styx River Bridge	Kempsey Road	Latitude 30.588617, longitude 152.164963	Map mislabelled as I341	Correct Map labelling to show I342	HER_008
I355	Little Llangothlin Lake and Nature Reserve	140 and 340 Bagot Road	Lot 158, DP 751436; Lot 192, DP 704030; Lot 18, DP 751436	Schedule 5 has a typo of Lot 192, DP 704030141	Amend Schedule 5 to show Lot 192 DP704030	Schedule 5

Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
I359	Former public school	Guyra Road	Lot 5, Section 2, DP 759044	Schedule 5 has "Former public school" and is Item Name in planning proposal "Guyra Heritage Study description matches the planning proposal Information.	Amend Schedule 5 to show 'Community centre (former public school)'	Schedule 5
I362	Former post office	10026 Guyra Road	Lot 5, Section 3, DP 759044	Map HER003 missing Lot 5 Section 3 DP 759044	Include Lot 5 Section 3 DP 759044 on Heritage Map  Remove Lot 6 Section 3 DP 759044 from Heritage Map	HER_003
A006	Site of Traveller's Rest Hotel (2)	109 Beardy Street	Lot 1, DP 782200	Schedule 5 has incorrect Lot and DP information, Lot 1 DP 782200 and refers to old street address	Amend Schedule 5 to show SP102030. Amend street address to show '100 Marsh Street'	Schedule 5
A015	Site of Star Hotel	102 Butler Street	Lot 27, DP 855958	Label missing from map	Correct map to include A015 label	HER_004CAA
A016	Site of Trim's Store	1-3 Claveri Street	Lot 1, DP 1179415	Schedule 5 refers to old street address and contains spelling mistake	Amend street address to show 1-3 Claverie Street	Schedule 5



Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
A019	Site of Second Hospital	210–218 Donnelly Street	Lot 11, DP 786271	Schedule 5 has incorrect Lot and DP information, Lot 701 DP 1016546 and 210-218 Donnelly Street.	Amend Schedule 5 to show SP 88898 and SP 89599. Amend street address to show '61 O'Dell Street' and '120 Donnelly Street'	Schedule 5
A029	Site of National School, and Superior Public School—Girls Department	142–152 Faulkner Street	Lots 1, 2 and 5, Section 30, DP 758032	Map is mislabelled as A030	Correct Map labelling to show A029	HER_004CAA
A030	Site of old burial ground	142–152 Faulkner Street	Lot 1146, DP 821025; Lot 3, Section 30, DP 758032	Map is mislabelled as A031	Correct Map labelling to show A030	HER_004CAA
A031	Site of Police Residential Complex—residence, barracks and stables	142–152 Faulkner Street	Lots 6 and 9, Section 30, DP 758032	Map is mislabelled as A029	Correct Map labelling to show A031	HER_004CAA
A032	Site of Abattoir, "Wongalea"	475 Grafton Road	Lot 1, DP 777437	Map is mislabelled as A033	Correct Map labelling to show A032	HER_004C

Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
A033	Site of Commissioners Waters Inn	553 Grafton Road	Lot 7021, DP 1071561	Map is mislabelled as A032	Correct Map labelling to show A033	HER_004C
A041	Site of Jenkin's (Herzog's) Cordial Factory and Cottage	136 Markham Street	Lot 1, DP 196798	Label missing on map	Correct map to include A041 label	HER_004CAA
A045	Site of Markham's House	82 Marsh Street	Lot 100, DP 1199785	Map is mislabelled as A047	Correct Map labelling to show A045	HER_004CAA
A046	Site of Trim's Store—3 buildings	82 Marsh Street	Lot 1, DP 83558; Lot 7310, DP 1146456; Lot 33, 1031471; Part Lot 701, DP 94054	Map is mislabelled as A045	Correct Map labelling to show A046	HER_004CAA
A047	Site of Trim's Bridge	82 Marsh Street; Dumaresq Creek	Lot 4, DP 1131397; Part Lot 701, DP94054	Map is mislabelled as A048	Correct Map labelling to show A047	HER_004CAA
A048	Site of Armidale Inn	82 Marsh Street; 115 and 117 Dumaresq Street; Marsh Street road reserve	Lot 100, DP 1199785; Lot 2, DP 1158729; Lot 1, DP1170619; road reserve	Map is mislabelled as A046	Correct Map labelling to show A048	HER_004CAA

Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
A066	Watermill remains	120 Streeters Road	Lot 11, DP 751436; Lot 1, DP 1184364	Schedule 5 missing Lot 2 DP 1184364	Amend Schedule 5 to show Lot 2 DP 1184364	Schedule 5
A068	Early police station site	187 Falconer Street	Lot 10, Section 15, DP758497	Label missing on map	Correct map to include A068 label	HER_004AA
A070	Disused rail stockyards	Western side of New England Highway, 830m north of Falconer Road and New England Highway intersection	Railway reserve	Map is mislabelled as A071	Correct Map labelling to show A070	HER_003/ HER_003B

Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
A071	Disused railway line	Corridor heading east from just north of intersection of New England Highway and Sole Street, starting at 4 Falconer Road	Railway reserve; Lots 4 and 5, DP 1153810; Lot 2, DP 1076415; Lots A–E, DP 188045; Lots 1, 2, 4, 5, 7, and 9, DP 183685; Lot 1, DP 184325; Lot 1013, DP 1172679; Lot 7307, DP 1162755; Lot 2, DP 1168370; Lots 3 and 4, DP 1192272; Lot 108, DP 755848; Lot 7300, DP 1133284; Lots 1 and 2, DP 1024241; Lots 1 and 2, DP 1024242; Lots 1-3, DP 185228; Lot 1, DP 1065472	Map is mislabelled as A070	Correct Map labelling to show A071	HER_003/ HER_003B

Schedule 5 Item No	Item	Address (from Schedule 5)	Property description (from Schedule 5)	Error	Correction	Document/map to be corrected
A071	Disused railway line	Corridor heading east from just north of intersection of New England Highway and Sole Street, starting at 4 Falconer Road	Railway reserve; Lots 4 and 5, DP 1153810; Lot 2, DP 1076415; Lots A–E, DP 188045; Lots 1, 2, 4, 5, 7, and 9, DP 183685; Lot 1, DP 184325; Lot 1013, DP 1172679; Lot 7307, DP 1162755; Lot 2, DP 1168370; Lots 3 and 4, DP 1192272; Lot 108, DP 755848; Lot 7300, DP 1133284; Lots 1 and 2, DP 1024241; Lots 1 and 2, DP 1024242; Lots 1-3, DP 185228; Lot 1, DP 1065472	Schedule 5 missing Lot 2 DP 1024241	Amend Schedule 5 to show Lot 2 DP 1024241	Schedule 5

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: [YOUR NAME] Ann Newsome

In respect of the period from 1/7/2022 to 30/6/2023



8/9/2023

[Councillor's or designated person's signature]

[As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest



Alen Innes

100%  
ownership

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation

Name and address of employer or description of office held (if applicable)

Name under which partnership conducted (if applicable)

CFO

ARC.

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor

Name and address of trustee

NA



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Agistment - A Bruce 300 Funnacabad Rd  
Glen Innes

## C. Gifts

Description of each gift I received at any time during Name and address of donor since 30 June

NA.

## D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
		NA

NA

## E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
Berami P/L	1001 shares	director	

## F. Were you a property developer or a close associate of a property developer on the return date

Yes/No NO

## G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
NA.	

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Regional Australia Bank  
Commonwealth Bank  
ANZ Bank  
Westpac bank.

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

Na.

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Na.

**I. Discretionary disclosures**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

- 1 The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW.
- 2 If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
- 3 If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
- 4 If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
- 5 This form must be completed using block letters or typed.
- 6 If there is insufficient space for all the information you are to disclose, you must attach an appendix which is to be properly identified and signed by you.
- 7 If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

**Important information**

This information is being collected for the purpose of compliance with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

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You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

**Version: Model Code of Conduct 2018 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Annabelle Walsh

In respect of the period from 1/7/2022 to 30/6/2023

[Councillor's or designated person's signature]

21 August 2023

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

50% Owner

[REDACTED], Uralla, NSW, 2358

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Senior Property Specialist	Armidale Regional Council	
Marriage Celebrant	The Rural Celebrant	

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor

Name and address of trustee

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June  
Colonial First State – Managed Fund

**C. Gifts**

Description of each gift I received at any time during      Name and address of donor  
since 30 June

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
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**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
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**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
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## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Westpac Banking Corporation – Mortgage  
Australian Taxation Office – PAYG Statements

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

**I. Discretionary disclosures**



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

- 1 The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW.
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- 4 If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
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**Version: Model Code of Conduct 2018 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: [YOUR NAME]

Anne Maree Harris

In respect of the period from 1/7/2022 to 30/6/2023



09/08/2023

[Councillor's or designated person's signature]

[As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

 INVERGOWRIE NSW 2350

Owner

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Executive Manager People & Culture	Marble Hill Consulting, 21 Marble Hill Road INVERGOWRIE NSW 2350	
Director		

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor	Name and address of trustee
N/A	

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

N/A

**C. Gifts**

Description of each gift I received at any time during since 30 June Name and address of donor

N/A

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
N/A		

N/A

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
Marble Hill Consulting		Director	

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
N/A	

N/A

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

CBA

Pepper Finance

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

N/A

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

N/A

**I. Discretionary disclosures**

N/A

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

- 1 The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW.
- 2 If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
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You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

**Version: Model Code of Conduct 2018 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: BRAD HOULT

In respect of the period from 1/7/2022 to 30/6/2023



[Councillor's or designated person's signature]

1/9/23  
[As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

 NSW 2350

Part Owner



## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Nil		

Nil

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor	Name and address of trustee
Nil	

Nil



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Nil

**C. Gifts**Description of each gift I received at any time during Name and address of donor  
since 30 June

Nil

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
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Nil

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
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Nil

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
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Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Nil

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

Nil

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Nil

**I. Discretionary disclosures**

Nil

**DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN**

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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**Version: Model Code of Conduct 2018 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Brett Hopkinson

In respect of the period from 1/7/2022 to 30/6/2023


7/9/23

---

[Councillor's or designated person's signature]
 [As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

 NSW 2358

Part Owner

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
NIL		

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor

Name and address of trustee

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

NIL

**C. Gifts**

Description of each gift I received at any time during since 30 June Name and address of donor

NIL

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL		

NIL

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
NIL			

NIL

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
NIL	

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

NIL

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

NIL

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

NIL

**I. Discretionary disclosures**



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

- 1 The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW.
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- 4 If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
- 5 This form must be completed using block letters or typed.
- 6 If there is insufficient space for all the information you are to disclose, you must attach an appendix which is to be properly identified and signed by you.
- 7 If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

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**Version: Model Code of Conduct 2018 Schedule 2**

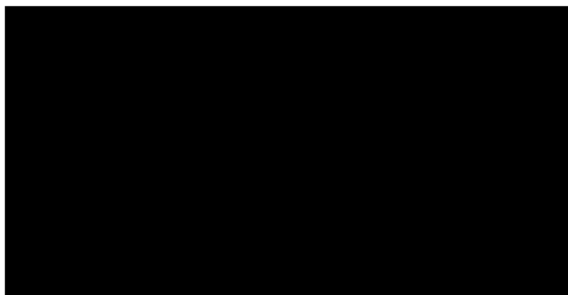
## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Daniel Boyce

In respect of the period from 1/7/2022 to 30/6/2023



[Councillor's or designated person's signature]

[As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

6 Merindah Mews, Moree

Part owner

115 Greenbah Road, Moree

Part owner

[REDACTED], Armidale

Part owner

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Town Planner	Armidale Regional Council	

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor	Name and address of trustee
Nil	

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Nil.

**C. Gifts**

Description of each gift I received at any time during since 30 June      Name and address of donor

Nil.

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
Nil.		

Nil.

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
Nil.			

Nil.

**F. Were you a property developer or a close associate of a property developer on the return date**

No.

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
Development and Environmental Professionals Assoc	Member

Development and Environmental Professionals Assoc      Member

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Nil.

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

**I. Discretionary disclosures**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Darren James Schaefer

In respect of the period from 1/7/2022 to 30/6/2023

	13.09.2023
[Councillor's or designated person's signature]	[As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

 Armidale, NSW  
23 Tarragon Parade, Griffin QLD

Owner Occupied home  
Investment Property

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
---------------------------	--	--

Executive Manager – Local  
Government

Armidale Regional Council  
135 Rusden Street, Armidale NSW  
2350

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from a **trust** since 30 June

Name and address of settlor	Name and address of trustee
Nil	Nil



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

McGrath North Lakes (Property Management): Rental Income.  
IAG - Share dividends

**C. Gifts**

Description of each gift I received at any time during since 30 June      Name and address of donor

A meal at Tattersalls Hotel	Technology One – 540 Wickham Street, Fortitude Vally, QLD
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**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
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Nil	Nil	Nil
-----	-----	-----

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
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Try@Home	Shareholder	Nil	Tech Startup - CRM
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**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
---	-------------------------

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Regional Australia Bank – Home Loan x 2

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

Nil

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Nil

**I. Discretionary disclosures**

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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**Version: Model Code of Conduct 2018 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: [David Bull]

In respect of the period from 1/7/2022 to 30/6/2023

	07/09/2023
[Councillor's or designated person's signature]	[As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
--	--------------------

Nil

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
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Armidale Regional Council  
Mann st Armidale

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor	Name and address of trustee
-----------------------------	-----------------------------

Nil



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Nil

**C. Gifts**

Description of each gift I received at any time during Name and address of donor  
since 30 June

Nil

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
Nil		

Nil

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
Nil			

Nil

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
Nil	

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Regional Australia Bank

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

Nil

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Nil

**I. Discretionary disclosures**

Nil



**DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN**

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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**Version: Model Code of Conduct 2018 Schedule 2**

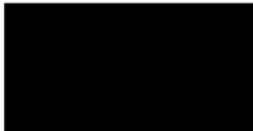
## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Emily Tischner

In respect of the period from 1/7/2022 to 30/6/2023



7/9/23

[Councillor's or designated person's signature]

[As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

 Armidale

Property Owner

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from an **occupation** at any time since 30 June

Description of occupation

Name and address of employer or description of office held (if applicable)

Name under which partnership conducted (if applicable)

Nil

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from a **trust** since 30 June

Name and address of settlor

Name and address of trustee

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Nil

**C. Gifts**

Description of each gift I received at any time during since 30 June      Name and address of donor

Nil

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
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Nil

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
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Nil

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
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## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

Nil

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Nil

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

Nil

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Nil

**I. Discretionary disclosures**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

- 1 The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW.
- 2 If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
- 3 If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
- 4 If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
- 5 This form must be completed using block letters or typed.
- 6 If there is insufficient space for all the information you are to disclose, you must attach an appendix which is to be properly identified and signed by you.
- 7 If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

**Important information**

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The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

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You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

**Version: Model Code of Conduct 2018 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Garth Bowen

In respect of the period from 1/7/2022 to 30/6/2023



[person's signature]

3/08/2023

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest



NSW 2350

Leased

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Newholme caretaker	University of New England	

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor	Name and address of trustee
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NIL



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

NIL

**C. Gifts**

Description of each gift I received at any time during Name and address of donor  
since 30 June

NIL

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL		

NIL

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
NIL			

NIL

**F. Were you a property developer or a close associate of a property developer on the return date**

Yes/No

**G. Positions In trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
NIL	

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

NIL

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

NIL

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

NIL

**I. Discretionary disclosures**

NIL

**DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN**

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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**Version: Model Code of Conduct 2018 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Glenn Spires

In respect of the period from 1/7/2022 to 30/6/2023

[Councillor's or designated person's signature]

[As at Date] 01.09.2023

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

Nil

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from an **occupation** at any time since 30 June

Description of occupation

Name and address of employer or description of office held (if applicable)

Name under which partnership conducted (if applicable)

Nil

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from a **trust** since 30 June

Name and address of settlor

Name and address of trustee

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Nil

**C. Gifts**

Description of each gift I received at any time during since 30 June      Name and address of donor

Nil

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
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Nil

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
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Nil

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
---	-------------------------

Nil



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Nil

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

Nil

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Nil

**I. Discretionary disclosures**

Nil



**DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN**

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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**Version: Mode Code of Conduct 2018 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Guada Lado

In respect of the period from 1/7/2022 to 30/6/2023



5/9/23

[Councillor's or designated person's signature]

[As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

[Redacted], Armidale  
 24 Pipeclay Rd, North Kellyville  
 71a Regent St, Riverstone

Joint Owner  
 Joint Owner  
 Joint Owner

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Manager Regional Waste	Armidale Regional Council, 135 Rusden St, Armidale	
Content Writer IT Project Manager	Life Church Castle Hill Clarendon Homes, 21 Solent Cct, Norwest	

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from a **trust** since 30 June

Name and address of settlor	Name and address of trustee
NIL	

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

NIL

**C. Gifts**

Description of each gift I received at any time during      Name and address of donor  
since 30 June

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
Clarendon Homes	Held a position	IT Project Manager	Clarendon Homes, 21 Solent Cct, Norwest

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

**I. Discretionary disclosures**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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**Version: Model Code of Conduct 2018 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Ian Chetcuti

In respect of the period from 1/7/2022 to 30/6/2023



[Councillor's or designated person's sign]

26 July 2023

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest



Port Macquarie

Owner

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from an **occupation** at any time since 30 June

Description of occupation

Name and address of employer or description of office held (if applicable)

Name under which partnership conducted (if applicable)

Nil

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from a **trust** since 30 June

Name and address of settlor

Name and address of trustee

Nil



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Nil

**C. Gifts**

Description of each gift I received at any time during since 30 June      Name and address of donor

Nil

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
Nil		

Nil

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
Nil			

Nil

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
Australian Institute of Local Government Rangers	Member and Treasurer

Australian Institute of Local Government Rangers      Member and Treasurer

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Nil

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

Nil

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Nil

**I. Discretionary disclosures**

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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**Version: Model Code of Conduct 2018 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

## Disclosure of pecuniary interests and other matters

By: James Roncon

In respect of the period from 1/7/2022 to 30/6/2023



[Councillor's or designated person's signature]

[As at Date] 27 July 2023

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June 2022

Nature of interest

[Redacted] Armidale NSW 2350

Part owner

29 Evergreen Drive Alfredton Vic 3350

Part owner

3/448 Beach Road Sunshine Bay NSW 2536

Part owner

1/3 Beechwood Court Sunshine Bay NSW 2536

Part owner

7/2 Armadale Street Armadale Vic 3143

Part owner

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from an **occupation** at any time since 30 June 2022

Description of occupation

Name and address of employer or description of office held (if applicable)

Name under which partnership conducted (if applicable)

General Manager

Armidale Regional Council  
135 Rusden Street, Armidale2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from a **trust** since 30 June

Name and address of settlor

Name and address of trustee

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June 2022

Sources of other income I received at any time since 30 June 2022

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Nil

**C. Gifts**

Description of each gift I received at any time during since 30 June 2022      Name and address of donor

Nil

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
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Nil

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
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Nil

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
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Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Bankwest

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

Nil

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Nil

**I. Discretionary disclosures**

Nil



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

- 1 The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW.
- 2 If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
- 3 If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
- 4 If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
- 5 This form must be completed using block letters or typed.
- 6 If there is insufficient space for all the information you are to disclose, you must attach an appendix which is to be properly identified and signed by you.
- 7 If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

**Important information**

This information is being collected for the purpose of compliance with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

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You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

**Version: Model Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Jesse Dick

In respect of the period from 1/7/2022 to 30/6/2023



10-8-2023

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

[Redacted] Armidale

Owner

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Development Planner	Armidale Regional Council, 135 Rusden Street, Armidale	Nil

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from a **trust** since 30 June

Name and address of settlor	Name and address of trustee
Nil	Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

Nil

**C. Gifts**

Description of each gift I received at any time during since 30 June      Name and address of donor

Nil

Nil

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
Nil	Nil	Nil

Nil

Nil

Nil

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
Nil	Nil	Nil	Nil

Nil

Nil

Nil

Nil

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
DEPA	Member

DEPA

Member

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Suncorp Metway Bank

Commonwealth Bank of Australia

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

Nil

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Nil

**I. Discretionary disclosures**

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

- 1 The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW.
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**Version: Model Code of Conduct 2018 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: John Goodall

In respect of the period from 1/7/2022 to 30/6/2023




[Redacted person's signature]

[As at Date] 7/9/2023

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

 Armidale NSW 2350  
Unit 313/1B Pearl Street, Hurstville NSW  
Unit 419/ 92-96 Albert Street, Brunswick East, VIC

Owner/occupied  
Investment/mortgaged  
SMSF/ Family Trust

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Manager Land Use Planning	Armidale Regional Council 135 Rusden Street, Armidale	NIL

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor	Name and address of trustee
NIL	



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

NIL

**C. Gifts**

Description of each gift I received at any time during since 30 June Name and address of donor

NIL

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
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NIL

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
Goodall Property Pty Ltd	SMSF	Director	Personal Superannuation Fund

**F. Were you a property developer or a close associate of a property developer on the return date**

NIL

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
DEPA	Member

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

NAB

Mortgage

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

NIL

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

NIL

**I. Discretionary disclosures**

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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**Version: Model Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Joshua Fern

In respect of the period from 1/7/2022 to 30/6/2023

Joshua Fern

7/9/2023

[Councillor's or designated person's signature]

[As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

[Redacted] Armidale

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Supervisor Water Treatment Plant	Armidale Regional Council Rusden street	

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor

Name and address of trustee

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June  
[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Nil

**C. Gifts**

Description of each gift I received at any time during since 30 June      Name and address of donor

Nil

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
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Nil

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
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Nil

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
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Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Nil

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

Nil

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

**I. Discretionary disclosures**



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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**Version: Model Code of Conduct 2018 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: [Justin Hu]

In respect of the period from 1/7/2022 to 30/6/2023

[Councillor's or designated person's signature]



[As at Date]

11/9/2023

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

, Armidale

Owner

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation

Name and address of employer or description of office held (if applicable)

Name under which partnership conducted (if applicable)

Nil

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor

Name and address of trustee

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Occasional Chinese language tutoring

**C. Gifts**Description of each gift I received at any time during Name and address of donor  
since 30 June

Nil

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
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Nil

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
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Nil

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
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Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Nil

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

Nil

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Nil

**I. Discretionary disclosures**

Nil

**DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN**

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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**Version: Model Code of Conduct 2018 Schedule 2**



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Katherine Shannon

In respect of the period from 1/7/2022 to 30/6/2023



[Councillor's or designated person's signature]

[As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

 NSW 2350

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation

Name and address of employer or description of office held (if applicable)

Name under which partnership conducted (if applicable)

NIL

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor

Name and address of trustee

NIL



Page 1



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

NIL

**C. Gifts**

Description of each gift I received at any time during since 30 June Name and address of donor

NIL

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL		

NIL

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
NIL			

NIL

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
NIL	

NIL

DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN  
[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June  
NIL

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time  
NIL

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property  
NIL

**I. Discretionary disclosures**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

- 1 The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW.
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- 3 If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
- 4 If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
- 5 This form must be completed using block letters or typed.
- 6 If there is insufficient space for all the information you are to disclose, you must attach an appendix which is to be properly identified and signed by you.
- 7 If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

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## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Kylie Marie Giles

In respect of the period from 1/7/2022 to 30/6/2023

[Councillor's or designated person's signature]

9<sup>TH</sup> August 2023

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

[REDACTED] Armidale, 2350 NSW

Family home

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from an **occupation** at any time since 30 June

Description of occupation

Name and address of employer or description of office held (if applicable)

Name under which partnership conducted (if applicable)

Manager Community Services-  
Armidale Regional Council

Armidale Regional Council

Corporate and Community

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

NIL

Sources of income I received from a **trust** since 30 June

Name and address of settlor

Name and address of trustee

NIL

NIL



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**3. Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June**

Sources of other income I received at any time since 30 June N/A

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

NIL

**C. Gifts**

Description of each gift I received at any time during since 30 June

Name and address of donor

NIL

NIL

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June

Dates on which travel was undertaken

Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

NIL

NIL

NIL

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June

Nature of interest (if any)

Description of position (if any)

Description of principal objects (if any) of corporation (except in case of listed company)

Armidale Show Society

member

General member

Rural show society

ZONTA International

member

General member

Womens group

WIRES

Member

Wildlife carer

Animal rescue

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June

Description of position

NIL

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Joint Home Loan with husband Paul Giles. Held with  
Regional Australia Bank- Armidale

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

NIL

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

NIL

**I. Discretionary disclosures**

My Husband Paul Giles- is an Aviation Engineer at SuperAir, which is based at the Armidale Airport



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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**Version: Model Code of Conduct 2018 Schedule 2**


## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Lachlan Hogg

In respect of the period from 1/7/2022 to 30/6/2023 (commenced with council 8/5/2023)

  
 [Councillor's or designated person's signature]

 4-9-23  
 [As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

NIL

Nature of interest

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
MANAGER PLANT, FLEET & DEPOTS	ARMIDALE REGIONAL COUNCIL 135 RUSDEN ST ARMIDALE NSW	

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor	Name and address of trustee
NIL	

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**3. Sources of other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

(Include description sufficient to identify the person from whom, or the circumstances in which, that income was received)

NIL

**C. Gifts**Description of each gift I received at any time during Name and address of donor  
since 30 June

NIL

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
---	--------------------------------------	---

NIL

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
---	-----------------------------	----------------------------------	---

NIL

**F. Were you a property developer or a close associate of a property developer on the return date**

Yes/No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
---	-------------------------

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

NIL

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

NIL

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

NIL

**I. Discretionary disclosures**

NIL



**DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN**

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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**Version: Model Code of Conduct 2018 Schedule 2**

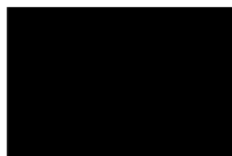
## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Mark Wayne Byrne

In respect of the period from 1/7/2022 to 30/6/2023



27/07/2023

[Designated person's signature]

[As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

[Redacted] Armidale NSW 2350

Owner of the property

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June.Sources of income I received from an **occupation** at any time since 30 June.

Description of occupation

Name and address of employer or description of office held (if applicable)

Name under which partnership conducted (if applicable)

Nil

Nil

Nil

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June.Sources of income I received from a **trust** since 30 June.

Name and address of settlor

Name and address of trustee

Nil

Nil

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Nil



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**C. Gifts**

Description of each gift I received at any time during since 30 June

Name and address of donor

Nil

Nil

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June

Dates on which travel was undertaken

Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken.

Nil

Nil

Nil

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June

Nature of interest (If any)

Description of position (if any)

Description of principal objects (if any) of corporation (except in case of listed company)

Nil

Nil

Nil

Nil

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June

Description of position

United Services Union

Member

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Nil

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

Nil

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**I. Discretionary disclosures**

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**Version: Mode Code of Conduct 2018 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Mark Wilson

In respect of the period from 1/7/2022 to 30/6/2023



[Councillor's or designated person's signature]

26/7/23

[As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

 Armidale

Nature of interest

100% ownership

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Not Applicable		

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor	Name and address of trustee
Not applicable	

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

I am an owner of shares in race horses that are trained in Tamworth under Sue Grills, Coffs Harbour by Sally Taylor and Brett Dobson and in Wagga by Doug Gorrel. Income from prize money distributed by NSW Racing.

**C. Gifts**

Description of each gift I received at any time during Name and address of donor  
since 30 June

Nil

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
Not Applicable		

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
Not Applicable			

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
I am the Armidale Regional Council elected delegate form the Local Government Engineers Association (LGEA)	

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Not applicable

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

I owned the property 240 Markham Street at the 30 of June and no plans to alter ownership.

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Not applicable

**I. Discretionary disclosures**

Nil



**DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN**

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

- 1** The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW.
- 2** If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
- 3** If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
- 4** If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
- 5** This form must be completed using block letters or typed.
- 6** If there is insufficient space for all the information you are to disclose, you must attach an appendix which is to be properly identified and signed by you.
- 7** If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

**Important information**

This information is being collected for the purpose of compliance with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

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You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

**Version: Model Code of Conduct 2018 Schedule 2**



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Mathew Broom

In respect of the period from 1/7/2022 to 30/6/2023



01/09/23

[Councillor's or designated person's signature]

[As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest



## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation

Name and address of employer or description of office held (if applicable)

Name under which partnership conducted (if applicable)

Armidale Regional Council

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor

Name and address of trustee

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

NIL

**C. Gifts**

Description of each gift I received at any time during since 30 June      Name and address of donor

NIL

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL		

NIL

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
NIL			

NIL

**F. Were you a property developer or a close associate of a property developer on the return date**

Yes/No    No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
NIL	

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Regional Australia Bank

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

NIL

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

NIL

**I. Discretionary disclosures**

NIL

**DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN**

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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**Version: Model Code of Conduct 2018 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Michael Clynych

In respect of the period from 1/7/2022 to 30/6/2023



[Councillor's or designated person's signature]

12/09/2023

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

 Armidale

Mortgage

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
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Building Surveyor

Armidale Council

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor	Name and address of trustee
-----------------------------	-----------------------------

n/a

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June  
[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

n/a

**C. Gifts**

Description of each gift I received at any time during since 30 June      Name and address of donor

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
DEPA trade union	Member
USU Union	Member



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

n/a

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

150 Barney Street Armidale

Mortgage

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

150 Barney Street Armidale

Mortgage

**I. Discretionary disclosures**

n/a

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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**Version: Model Code of Conduct 2018 Schedule 2**

**DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN**  
 [TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**Disclosure of pecuniary interests and other matters**

By: [YOUR NAME] Michael Fox

In respect of the period from 1/7/2022 to 30/6/2023

 13/9/2023  
 [Councillor's or designated person's signature] [As at Date]

**A. Real Property**

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

 INVERELL OWNER

**B. Sources of income**

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
BUILDING SURVEYOR	ARMIDALE REGIONAL COUNCIL	
	135 RUSDEN STREET, ARMIDALE	

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor	Name and address of trustee
NOT APPLICABLE	

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

NOT APPLICABLE

## C. Gifts

Description of each gift I received at any time during since 30 June      Name and address of donor

NOT APPLICABLE

## D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
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NOT APPLICABLE

## E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
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NOT APPLICABLE

## F. Were you a property developer or a close associate of a property developer on the return date

Yes/No

## G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
---	-------------------------

NOT APPLICABLE

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

NOT APPLICABLE

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

NOT APPLICABLE

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

NOT APPLICABLE

**I. Discretionary disclosures**

NONE



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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**Version: Model Code of Conduct 2018 Schedule 2**



**DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN**  
 [TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**Disclosure of pecuniary interests and other matters**

By: **Michael Turner**

In respect of the period from 1/7/2022 to 30/6/2023

 [Councillor's/Designated Person's signature]	4/9/23 [As at Date]
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**A. Real Property**

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

 Armidale NSW 2350	Co-owner
---	----------

**B. Sources of income**

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
---------------------------	--	--

Employment with ARC	135 Rusden St Armidale	
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2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor	Name and address of trustee
-----------------------------	-----------------------------

N/A

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June  
[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

N/A

**C. Gifts**

Description of each gift I received at any time during Name and address of donor  
since 30 June

N/A

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
N/A		

N/A

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
N/A			

N/A

**F. Were you a property developer or a close associate of a property developer on the return date**

Yes/No No

**G. Positions In trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
N/A	

N/A

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

N/A

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

N/A

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

N/A

**I. Discretionary disclosures**

N/A

**DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN**

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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**Version: Model Code of Conduct 2018 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Peter Doyle

In respect of the period from 1/7/2022 to 30/6/2023



1/9/2023


[Councillor's or designated person's signature]

[As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

 Uralla NSW 2358- Private Residence  
 30 Duke St Uralla NSW 2358- Investment  
 23 East St Uralla NSW 2358- Investment

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
NIL		

NIL

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from a **trust** since 30 June

Name and address of settlor	Name and address of trustee
Doyle Family Discretionary Trust 340 Kingstown Road Uralla NSW 2358	Peter Doyle

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

NIL

1/9/2023

**C. Gifts**

Description of each gift I received at any time during Name and address of donor since 30 June

NIL

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL		

NIL

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
NIL			

NIL

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

NIL

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

RAB Armidale

Pepper money

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

NIL

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

NIL

**I. Discretionary disclosures**

NIL



1/9/2023

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

- 1 The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW.
- 2 If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
- 3 If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
- 4 If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
- 5 This form must be completed using block letters or typed.
- 6 If there is insufficient space for all the information you are to disclose, you must attach an appendix which is to be properly identified and signed by you.
- 7 If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

**Important information**

This information is being collected for the purpose of compliance with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

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You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

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1/9/20223

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Richard Armstrong

In respect of the period from 1/7/2022 to 30/6/2023

[Redacted]  
[Councillor's]

07/09/2023

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest (Nil)

[Redacted] ARMIDALE, 2350

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
ASSET MANAGER	Armidale Regional Council 135, Rusden Street Armidale	

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor (Nil)

Name and address of trustee (Nil)

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

(Nil)

## C. Gifts

Description of each gift I received at any time during Name and address of donor  
since 30 June (Nil)

## D. Contributions to travel

Name and address of each person (Nil)  
who made any financial or other  
contribution to any travel  
undertaken by me at any time  
since 30 June

Name of States, Territories  
of the Commonwealth and  
overseas countries in which  
travel was undertaken

## E. Interests and positions in corporations

Name and address of  
each corporation in  
which I had an interest  
or held a position at the  
return date/at any time  
since 30 June

Nature of interest  
(Nil)

Description of position  
(Nil)

Description of principal  
objects (if any) of  
corporation (except in  
case of listed company)

## F. Were you a property developer or a close associate of a property developer on the return date

No

## G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or (Nil)  
business association in which I held any position  
(whether remunerated or not) at the return date/at  
any time 30 June

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June (Nil)

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time (Nil)

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

(Nil)

**I. Discretionary disclosures (Nil)**



**DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN**

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Richard Cadet

In respect of the period from 1/7/2022 to 30/6/2023

[Councillor's or designated person's signature]

23/08/2023

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

[Redacted] Armidale NSW 2350

Leased

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June.Sources of income I received from an **occupation** at any time since 30 June.

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
IT Management	Armidale Regional Council, 135 Rumsden St Armidale 2350 Manager Information Services	

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June.Sources of income I received from a **trust** since 30 June.

Name and address of settlor

Name and address of trustee

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June.

Sources of other income I received at any time since 30 June

NIL

**C. Gifts**

Description of each gift I received at any time during Name and address of donor  
since 30 June

NIL

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken.
NIL		

NIL

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
NIL			

NIL

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
NIL	

NIL

[REDACTED]

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Rapid Loans: 1924 Gold Coast Highway, Miami, QLD, 4220

Nimble: Level 11, 12/14 Marine Parade, Southport QLD 4215

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

NIL

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

4 McCarthy Crescent, Armidale NSW 2035

**I. Discretionary disclosures**

NIL

**DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN**

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Richard Mayled

In respect of the period from 1/7/2022 to 30/6/2023

[Redacted Signature]

[Councillor's or designated person's signature]

28/7/2023

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

[Redacted Address] Guyra NSW 2365  
Family home.

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
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Nil

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from a **trust** since 30 June

Name and address of settlor	Name and address of trustee
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Nil



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Nil

**C. Gifts**Description of each gift I received at any time during Name and address of donor  
since 30 June

Nil

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
Nil		

Nil

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
Nil			

Nil

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
Nil	

Nil



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Nil

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

Nil

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Nil

**I. Discretionary disclosures**

Nil

**DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN**

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

- 1 The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW.
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**Version: Model Code of Conduct 2018 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Fredrick (Rick) Mickerts

In respect of the period from 1/7/2022 to 30/6/2023



26/07/2023

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

[Redacted] Armidale NSW 2350

Private residence

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Manager Regulatory Services	Armidale Regional Council 135 Rusden Street Armidale	Nil

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from a **trust** since 30 June

Name and address of settlor

Nil

Name and address of trustee

Nil

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- 26/07/2023

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

**Member of a professional band (Axemen) that is employed for entertainment purposes throughout the region by numerous premises and groups on no specified dates and for unspecified financial reward**

**C. Gifts**

Description of each gift I received at any time during Name and address of donor  
since 30 June

Nil

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
Nil		

Nil

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
Nil			

Nil

**F. Were you a property developer or a close associate of a property developer on the return date**

Yes/No



26/07/2023

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
Depa	Paying member

Depa

Paying member

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Regional Australia Bank

Corner Rusden and Dangar Streets Armidale NSW

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

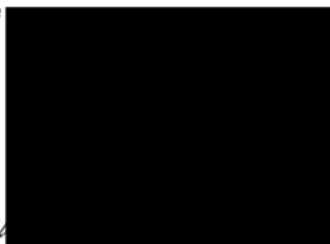
Nil

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Nil

**I. Discretionary disclosures**

None



26/07/2023



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

- 1 The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW.
- 2 If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
- 3 If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
- 4 If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
- 5 This form must be completed using block letters or typed.
- 6 If there is insufficient space for all the information you are to disclose, you must attach an appendix which is to be properly identified and signed by you.
- 7 If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

**Important information**

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Version: Model Code of Conduct 2018 Schedule 2



26/07/2023



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: [YOUR NAME] Sam Drake

In respect of the period from 1/7/2022 to 30/6/2023



[Councillor's or designated person's signature]

13/09/23

[As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

None in the local area

Nature of interest

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Activation and Precinct Manager	Armidale Regional Council	
Owner	Samuel Drake – Sole Trader	

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor	Name and address of trustee
Nil	

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

Nil

## C. Gifts

Description of each gift I received at any time during since 30 June Name and address of donor

Nil

## D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
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Nil

## E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
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## F. Were you a property developer or a close associate of a property developer on the return date

No

## G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
---	-------------------------

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Australian Taxation Office

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

None in the local area

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

None in the local area

**I. Discretionary disclosures**

**DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN**

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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**Version: Model Code of Conduct 2018 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Scott Goodhand

In respect of the period from 1/7/2022 to 30/6/2023

S-GOODHAND  
[designated person's signature]

[As at Date]

7/9/23

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

 NSW 2365

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
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Nil

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor

Name and address of trustee

Nil



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Nil

**C. Gifts**

Description of each gift I received at any time during since 30 June      Name and address of donor

Nil

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
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Nil

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
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Nil

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
---	-------------------------

Nil



**DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN**

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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**Version: Model Code of Conduct 2018 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Nil

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

Nil

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Nil

**I. Discretionary disclosures**

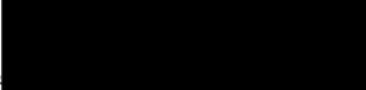
## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Shaun Brennan

In respect of the period from 1/7/2022 to 30/6/2023

  
 [Councillor's or designated person's signature]

7/09/2023

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

 Armidale NSW 2350

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Supervisor Waste Water Treatment Plant		

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor

Name and address of trustee

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June  
[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Nil

**C. Gifts**

Description of each gift I received at any time during since 30 June      Name and address of donor

Nil

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
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Nil

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
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Nil

**F. Were you a property developer or a close associate of a property developer on the return date**

Yes ☐ No ☒

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
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Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Nil

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

Nil

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Nil

**I. Discretionary disclosures**

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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**Version: Model Code of Conduct 2018 Schedule 2**



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: SIMON VIVERS

In respect of the period from 1/7/2022 to 30/6/2023



21.09.2023

[Councillor's signature]

[As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

NIL

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
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TOWN PLANNER

ARMIDALE REGIONAL COUNCIL  
135 RUSDEN STREET ARMIDALE

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor

Name and address of trustee

NIL

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

SHARE DIVIDENDS

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**C. Gifts**Description of each gift I received at any time during Name and address of donor  
since 30 June

NIL

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
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NIL

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
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NIL

**F. Were you a property developer or a close associate of a property developer on the return date**

NO

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
---	-------------------------

NIL

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

HECS

DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN  
[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

NIL

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

NIL

**I. Discretionary disclosures**

NIL

**DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN**

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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**Version: Model Code of Conduct 2018 Schedule 2**

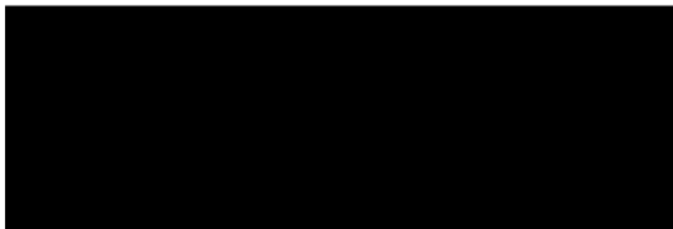
## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Simone Mooketsi

In respect of the period from 1/7/2022 to 30/6/2023



[Councillor's or designated person's signature]

26 July 2023

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

[Redacted] Armidale NSW 2350

Joint owner

447 Stenner St Harristown Qld 4350

Joint owner

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Manager Governance	Armidale Regional Council 135 Rusden St Armidale NSW 2350	N/A

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from a **trust** since 30 June

Name and address of settlor

Name and address of trustee

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

Nil

Nil

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

Nil

**C. Gifts**

Description of each gift I received at any time during since 30 June      Name and address of donor

Payment for meal \$35 08/03/23      Statewide Mutual  
International towers  
100 Barangaroo Avenue Sydney

Payment for meal \$45 07/07/22      Statewide Mutual  
International towers  
100 Barangaroo Avenue Sydney

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
Nil	Nil	Nil

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
Nil	Nil	Nil	Nil



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
Nil	Nil

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Mortgages on 2 x properties

Heritage Bank Toowoomba

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

Nil

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Nil

**I. Discretionary disclosures**

Nil

DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN  
[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

- 1 The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW.
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- 3 If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
- 4 If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
- 5 This form must be completed using block letters or typed.
- 6 If there is insufficient space for all the information you are to disclose, you must attach an appendix which is to be properly identified and signed by you.
- 7 If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

**Important information**

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You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

**Version: Model Code of Conduct 2018 Schedule 2**

**DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN**  
 [TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**Disclosure of pecuniary interests and other matters**

**By: Simon Porter**

In respect of the period from 1/7/2022 to 30/6/2023

[Redacted Signature]

4/9/23

[Councillor's or designated person's signature]

[As at Date]

**A. Real Property**

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June  
 Nil

Nature of interest

**B. Sources of income**

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Nil (excluding position with ARC)		

Nil (excluding position with ARC)

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor	Name and address of trustee
Nil	

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Nil

**C. Gifts**

Description of each gift I received at any time during since 30 June      Name and address of donor

Nil

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
Nil		

Nil

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
Nil			

Nil

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
Nil	

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Nil

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

Nil

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Nil

**I. Discretionary disclosures**

Nil



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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**Version: Model Code of Conduct 2018 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Thomas Bower

In respect of the period from 1/7/2022 to 30/6/2023



14/9/2023

[Councillor's or designated person's signature]

[As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

 Uralla, NSW 2358

50%

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Manager Parks & Facilities	Armidale Regional Council 135 Rusden Street, Armidale	N/A

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor	Name and address of trustee
None to declare	

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

None to declare

**C. Gifts**

Description of each gift I received at any time during since 30 June      Name and address of donor

None to declare

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
None to declare		

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
None to declare			

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
None to declare	

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

National Australia Bank, 191 Beardy St, Armidale Mortgage for: 1 Somerset Close Uralla NSW 2358 NSW 2350

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

None to declare

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

None to declare

**I. Discretionary disclosures**

None to declare

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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**Version: Model Code of Conduct 2018 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Anthony Phillip McCarthy

In respect of the period from 1/7/2022 to 30/6/2023



[Councillor's or designated person's signature]

[26/7/2023]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

132 Spring Mountain Boulevard, Spring Mountain Queensland, 4300  
49 Jeanine Crescent Nirimba Queensland 4551Superannuation Investment  
Investment Property

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from an **occupation** at any time since 30 June

Description of occupation

Name and address of employer  
or description of office held (if  
applicable)Name under which partnership  
conducted (if applicable)

Nil

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from a **trust** since 30 June

Name and address of settlor

Name and address of trustee





## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

Nil

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

Investment Property

Superannuation Property

**C. Gifts**

Description of each gift I received at any time during since 30 June      Name and address of donor

Nil

Nil

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
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Nil

Nil

Nil

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
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St Vincent De Paul

Uralla Member

Member of Chapter

Volunteer

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

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## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June

Nil

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Commonwealth bank	Investment
Macquarie bank	Investment

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

1. 49 Jeanine Crescent Nirimba Queensland 4551 – Investment Property
2. 132 Spring Mountain Boulevard, Spring Mountain Queensland, 4300 – Superannuation Investment

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Not sure what to say,,,,,,

**I. Discretionary disclosures**

St Vincent De Paul Chapter (Uralla)  
 Sunnifield Services (My Sons Special Needs Services) – Rusden Street  
 Armidale Catholic Church  
 Financial Advisors Australia – Manages our investments  
 Armidale Hospital (NSW Health) My Wife's employment  
 The Australian Natural Therapeutics Group – Armidale – Son's Employment

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## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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- 4 If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
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**Version: Model Code of Conduct 2018 Schedule 2**

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## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Aimee Hutton

In respect of the period from 1/7/2022 to 30/6/2023



2 August 2023


[Councillor's or designated person's signature]

[As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

, Guyra

Owner

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Manager within Local Government	Armidale Regional Council, 135 Rusden Street, Armidale	

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor	Name and address of trustee
Nil	

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Nil

**C. Gifts**

Description of each gift I received at any time during since 30 June

Name and address of donor

Nil

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June

Dates on which travel was undertaken

Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

Nil

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June

Nature of interest (if any)

Description of position (if any)

Description of principal objects (if any) of corporation (except in case of listed company)

Nil

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June

Description of position

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Nil

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

Nil

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Nil

**I. Discretionary disclosures**

Nil



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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- 3 If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
- 4 If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
- 5 This form must be completed using block letters or typed.
- 6 If there is insufficient space for all the information you are to disclose, you must attach an appendix which is to be properly identified and signed by you.
- 7 If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

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**Version: Model Code of Conduct 2018 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Alexander Manners

In respect of the period from 1/7/2022 to 30/6/2023



1 September 2023

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

[REDACTED] Armidale NSW

Owner

66 Hill Street Tamworth NSW

Owner

98 Griffin Avenue Tamworth NSW

Owner

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from an **occupation** at any time since 30 June

Description of occupation

Name and address of employer or description of office held (if applicable)

Name under which partnership conducted (if applicable)

Engineer

Armidale Regional Council  
135 Rusden Street Armidale

N/A

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from a **trust** since 30 June

Name and address of settlor

Name and address of trustee

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

NIL

**C. Gifts**

Description of each gift I received at any time during since 30 June      Name and address of donor

Hamper

Work and Stay  
1/158 Liverpool Rd, Ashfield NSW 2131

Hamper

Patrick Bastavros  
57 Richmond Street South Wentworthville NSW 2145

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
---	--------------------------------------	---

NIL

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
---	-----------------------------	----------------------------------	---

NIL

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
---	-------------------------

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

NIL

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Commonwealth Bank of Australia

Mortgages

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

NIL

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

NIL

**I. Discretionary disclosures**

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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**Version: Model Code of Conduct 2018 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff



1 September 2023

## Disclosure of pecuniary interests and other matters

By: Angela Garvey

In respect of the period from 1/7/2022 to 30/6/2023



1 September 2023

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

N/A

N/A

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Airport Manager	Armidale Regional Council	Employer
Navigating Aviation	Aviation Counsellor	Founder (self-employed)

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from a **trust** since 30 June

Page 1



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff



1 September 2023

Name and address of settlor	Name and address of trustee
N/A	N/A

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

N/A NIL

**C. Gifts**

Description of each gift I received at any time during since 30 June

N/A

Name and address of donor

N/A

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June

N/A

Dates on which travel was undertaken

N/A

Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

N/A

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June

N/A

Nature of interest (if any)

N/A

Description of position (if any)

N/A

Description of principal objects (if any) of corporation (except in case of listed company)

N/A

**F. Were you a property developer or a close associate of a property developer on the return date**

No

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff



1 September 2023

**G. Positions In trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June

Description of position

N/A

N/A

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

N/A

N/A

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

N/A

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

N/A

**I. Discretionary disclosures**

N/A

DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff



1 September 2023

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff



1 September 2023

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**Version: Model Code of Conduct 2018 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: Steve Mephram

In respect of the period from 1/7/2022 to 30/6/2023



[Councillor's or designated person's signature]

28.6.23

[As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

 Llangothlin 2365

Residential and business property

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Casual Bus Driving	Glen Innes Bus Service New Hwy Glen Innes	
Management Services	Steve Mephram Management Services	Steve Mephram Sole Trader
Maintenance Service	New England Ninjas	Steve Mephram Sole Trader
Food Truck Vendor	Great Aussie Toasties	Steve Mephram Sole Trader
Sound, stage and lighting	High Country Productions	Steve Mephram Sole Trader
Production. Event Management		
Rent	Rental @ 985 Llangothlin road	Steve & Pam Mephram

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from a **trust** since 30 June

Name and address of settlor

Name and address of trustee

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Nil

#### C. Gifts

Description of each gift I received at any time during since 30 June      Name and address of donor

Nil

#### D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
---	--------------------------------------	---

Nil

#### E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
---	-----------------------------	----------------------------------	---

Nil

#### F. Were you a property developer or a close associate of a property developer on the return date

No

#### G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position	Description of position
---	-------------------------



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

(whether remunerated or not) at the return date/at  
any time 30 June

Nil

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since  
30 June

Nil

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected  
property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and  
benefit of the property or the right to re-acquire the property at a later time

Nil

2. Particulars of each disposition of property to a person by any other person under arrangements made by  
me (including the street address of the affected property), being dispositions made at any time since 30  
June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Nil

**I. Discretionary disclosures**

President Guyra Lamb & Potato Festival Committee inc  
President Guyra Volunteer Rescue Assoc.  
President Guyra Chamber of Commerce  
Board Member Armidale Show Ground Board  
Treasure Guyra District Automotive Club  
Secretary Guyra Men's Shed Management Committee  
Preventative Maintenance Contract Kolora Home Guyra - McLean Care

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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- 4 If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
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**Version: Model Code of Conduct 2018 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: [YOUR NAME]

Debra ANNE O'BRIEN

In respect of the period from 1/7/2022 to 30/6/2023

[Redacted Signature]

28/6/23

[As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

[Redacted Address]

ARMIDALE NSW.

Residence

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from an **occupation** at any time since 30 June

Description of occupation

Name and address of employer or description of office held (if applicable)

Name under which partnership conducted (if applicable)

Education  
THERAPIST

NDIS

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from a **trust** since 30 June

Name and address of settlor

Name and address of trustee

NONE



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June  
[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

NONE

## C. Gifts

Description of each gift I received at any time during Name and address of donor  
since 30 June

## D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL		

## E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
NIL			

## F. Were you a property developer or a close associate of a property developer on the return date

Yes/No

## G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
NIL	

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

A WESTPAC - MORTGAGE

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

NIL

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

NIL

**I. Discretionary disclosures**

NIL

1



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: [YOUR NAME]

MARGARET IRIS O'CONNOR

In respect of the period from 1/7/2022 to 30/6/2023



30/6/2023

[Councillor's or designated person's signature]

[As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

Armidale  
 48 Marsh St Armidale 2350  
 "West Mithi" Mithi Rd Uralla 2358  
 "Lily Grove" New England Highway Guyra 2365

Principal Place of Residence  
 Registered Proprietor  
 Registered Proprietor  
 Beneficiary under Unit Trust

## B. Sources of income

1. Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an occupation at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Cirazier	Self + family	Agmon Investments P/L

2. Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

Sources of income I received from a trust since 30 June

NIL

Name and address of settlor

Name and address of trustee

N/A.

NIL

## 3. Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

various shares in publicly listed companies - small dividends  
 <\$5000 p.a.

## C. Gifts

Description of each gift I received at any time during since 30 June Name and address of donor

nil

## D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June

Dates on which travel was undertaken

Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

nil

## E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June

Nature of interest (if any)

Description of position (if any)

Description of principal objects (if any) of corporation (except in case of listed company)

Agmon Investments Pty Ltd.

Director

farming

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**F. Were you a property developer or a close associate of a property developer on the return date**

Yes/No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June

Description of position

NIL

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

*nil other than sundry household, business, medical*

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

*nil. N/A.*

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

*nil. N/A.*

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## I. Discretionary disclosures

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW.
2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

**Important information**

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You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

**Version: Model Code of Conduct 2018 Schedule 2**



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: [YOUR NAME] Paul Packham

In respect of the period from 1/7/2022 to 30/6/2023

[Councillor's or designated person's signature]

30/6/2023

[As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

[REDACTED], ARMIDALE	JOINT OWNER
[REDACTED] ARMIDALE	JOINT OWNER
106 HERPLEIGH ROAD, HILLBOVE	JOINT OWNER
248-250 MANN ST, ARMIDALE	LESSEE BY PRINCIPAL (VIRGIE)
104 MANN ST, ARMIDALE	LESSEE BY PRINCIPAL (VIRGIE)
2/36 MARSH ST, ARMIDALE	LESSEE BY PRINCIPAL (VIRGIE)
1117 BEADON ST, ARMIDALE	LESSEE BY PRINCIPAL (VIRGIE)

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
---------------------------	--	--

OWNER OF BUSINESS	130/1365 Pty Ltd	-
-------------------	------------------	---

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor

Name and address of trustee

LINK RD PM LTD AS TRUSTEE FOR  
LINK ROAD TRUST

LINK RD PM LTD  
90 LEBEN ST, ARMIDALE NSW

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

inform 365 Pty Ltd 7 cattle trading / breeding enterprise

## C. Gifts

Description of each gift I received at any time during Name and address of donor since 30 June

N/A

## D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
---	--------------------------------------	---

N/A

## E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
---	-----------------------------	----------------------------------	---

PRIVATE COMPANIES LISTED PAGE 1

inform 365 Pty Ltd - Sole Director LINK ROAD TRUST - BENEFICIARY

## F. Were you a property developer or a close associate of a property developer on the return date

Yes/No

## G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
---	-------------------------

CHARTERED ACCOUNTANTS AUSTRALIA / NEW ZEALAND

ASSOCIATE MEMBER



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

ANZ MORTGAGE

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

NIL

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

NIL

**I. Discretionary disclosures**

**DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN**

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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**Version: Model Code of Conduct 2018 Schedule 2**

**DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN**  
 [TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**Disclosure of pecuniary interests and other matters**

**By: Todd Redwood**

In respect of the period from 1/7/2022 to 30/6/2023

	20/06/2023
[Councillor's or designated person's signature]	[As at Date]

**A. Real Property**

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

 Armidale 2350	Owner
---	-------

**B. Sources of income**

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Managing Director	BSI Group Suite 1, Level 1, 54 Waterloo Road, Macquarie Park, NSW 2113, Australia	

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor	Name and address of trustee
NIL	NIL



# DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June  
[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

NIL

## C. Gifts

Description of each gift I received at any time during since 30 June	Name and address of donor
NIL	NIL

## D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL	NIL	NIL

## E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
NIL	NIL	NIL	NIL

## F. Were you a property developer or a close associate of a property developer on the return date

No

## G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
NIL	NIL





DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN  
[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

NIL

NIL

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

NIL

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

NIL

**I. Discretionary disclosures**

NIL



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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**Version: Model Code of Conduct 2018 Schedule 2**





## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: **Dr Dorothy L Robinson**

In respect of the period from 1/7/2022 to 30/6/2023 (the return period).

This form has been prepared in good faith according to the instructions from the OLG that were received by Armidale Regional Council's governance division in the last week of April 2019, and assuming these instructions (that formed the basis of the previous year's return) are correct.



[Councillor's or designated person's signature]

15 August 2023

**A. Real Property**

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

[Redacted] Armidale, NSW 2350

Joint Owner

49-83 Rowlands Road, Armidale NSW 2350  
(Lots 1 & 2 DP 1183541, Lot 2 DP 1221354)Joint Owner (via  
Superannuation Fund)

49 Rowlands Road, Armidale NSW 2350 (Lot 3 DP 1183541)

Joint Owner

**B. Sources of income**Sources of income I received from an **occupation** during the return period.

Description of occupation

Name and address of employer or  
description of office held (if applicable)Name under which partnership  
conducted (if applicable)

Councillor

Armidale Regional Council,  
135 Rusden Street, Armidale 2350

Councillor

New England Weeds Authority

1. Sources of income I received from a **trust** during the return period

Name and address of settlor

Name and address of trustee

NIL (apart from commercially managed trusts as  
part of my share portfolio)2. Sources of **other income** I received during the return period

JSS Superannuation – United Kingdom, UK Pensions

Dividends from Share portfolio

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**C. Gifts**

Description of each gift I received at any time during the return period      Name and address of donor

NIL

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
--	--------------------------------------	---

NIL

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position during the return period	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
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NIL (except by receiving some dividends from my share portfolio).

**F. Were you a property developer or a close associate of a property developer during the return period**

I submitted a development application in February 2021 to build I house that I would like to live in.

**G. Positions In trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) during the return period	Description of position
---	-------------------------

NIL

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June 2021

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June 2021 as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

NIL

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June 2021, as a result of which I obtained, either wholly or in part, the use and benefit of the property

NIL

**I. Discretionary disclosures**

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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**Version: Mode Code of Conduct 2018 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: [YOUR NAME] Brad Widdens

In respect of the period from 1/7/2022 to 30/6/2023



20/6/23


[Councillor's or designated person's signature]

[As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

 Armidale

14 Cynthia CR Armidale

Owner

Leasee

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from an **occupation** at any time since 30 June

Description of occupation

Name and address of employer or description of office held (if applicable)

Name under which partnership conducted (if applicable)

JMC

NPWS - 145 Miller St  
Armidale

ARC Councillor

ARC - Rusden St Armidale

Coach

Crossfit Armidale - Mann St Armidale

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from a **trust** since 30 June

Name and address of settlor

Name and address of trustee

N/A



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

N/A

## C. Gifts

Description of each gift I received at any time during since 30 June      Name and address of donor

N/A

## D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
---	--------------------------------------	---

N/A

## E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
---	-----------------------------	----------------------------------	---

N/A

## F. Were you a property developer or a close associate of a property developer on the return date

Yes ☒ No

## G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
---	-------------------------

N/A



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

N/A

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

N/A

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

**I. Discretionary disclosures**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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**Version: Model Code of Conduct 2018 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: Samuel Harcourt Coupland

In respect of the period from 1/7/2022 to 30/6/2023

[Councillor's or designated person's signature]

[As at Date]

15 September 2023

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

Armidale NSW 2350

Joint owner with CA Coupland

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Councillor	Armidale Regional Council 135 Rusden Street, Armidale	
Director / Owner	FMRC Pty Ltd c/- 200 Creek Street, Brisbane	
Director / Owner	Carpentaria Cattle Company c/- 121 Rusden Street, Armidale	

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor	Name and address of trustee
Coupland Family Trust Settlor: Adam Dierselhuis 200 Creek Street, Brisbane	Samuel and Caroline Coupland [Redacted]
Coupland Investment Trust Settlor: Adam Dierselhuis 200 Creek Street, Brisbane	Samuel and Caroline Coupland [Redacted]
379 Kent Street Unit Trust Settlor: Adam Dierselhuis 200 Creek Street, Brisbane	Neil Oakes, 7 Eddy Close, Way Way Sam Coupland; [Redacted]

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**3. Sources of other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Not applicable

**C. Gifts**

Description of each gift I received at any time during since 30 June

Name and address of donor

Not Applicable

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June

Dates on which travel was undertaken

Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

Not Applicable

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June

Nature of interest (if any)

Description of position (if any)

Description of principal objects (if any) of corporation (except in case of listed company)

Carpentaria Cattle Company

Shareholder

Director

FMRC Pty Ltd

Shareholder

Director

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June

Description of position

Not applicable

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Commonwealth Bank of Australia

Mortgage on family home

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

**I. Discretionary disclosures**



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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- 4 If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
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**Version: Model Code of Conduct 2018 Schedule 2**



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Cr. PAUL GADDES

In respect of the period from 1/7/2022 to 30/6/2023



[Councillor's or Designated person's signature]

[As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

- |   |                      |         |
|---|----------------------|---------|
| 1. [REDACTED]                                       | ARMIDALE, NSW, 2350. | OWNER   |
| 2. [REDACTED]                                       | ARMIDALE, NSW, 2350. | TRUSTEE |
| 3. [REDACTED]                                       | ARMIDALE, NSW, 2350. | OWNER   |
| 4. 2/1 WARRIGAL AVENUE, NAMBUCCA HEADS, NSW, 2448.  |                      | OWNER   |
| 5. 2/27 ANNABELLA DRIVE, PORT MACQUARIE, NSW, 2444. |                      | OWNER   |

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
COUNCILLOR	ARMIDALE REGIONAL COUNCIL 135 RUSDEN STREET, ARMIDALE, NSW, 2350.	

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor	Name and address of trustee
LINDA LAWRANCE 8/166 BRIGHTON ROAD SCARBOROUGH, WA, 6019.	PAUL GADDES [REDACTED] ARMIDALE, NSW, 2350.

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

NIL

**C. Gifts**

Description of each gift I received at any time during      Name and address of donor  
since 30 June

NIL

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
---	---	--

NIL

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
--	--------------------------------	-------------------------------------	--

NIL

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
New England Regional Art Museum (NERAM)	Board Member

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

NIL

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

NIL

**I. Discretionary disclosures**

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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**Version: Model Code of Conduct 2018 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: [YOUR NAME]

Jon Galletly

In respect of the period from 1/7/2022 to 30/6/2023

[Redacted] s signature]		[As at Date] 21/6/23
<b>A. Real Property</b>		
Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June		Nature of interest
[Redacted] ARMIDALE		owner
[Redacted] ARMIDALE		owner
[Redacted] Harwood		owner
<b>B. Sources of income</b>		
1. Sources of income I reasonably expect to receive from an <b>occupation</b> in the period commencing on the first day after the return date and ending on the following 30 June		
Sources of income I received from an <b>occupation</b> at any time since 30 June		
Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
SADDLER	Self employed [Redacted] ARMIDALE	J+A Galletly
2. Sources of income I reasonably expect to receive from a <b>trust</b> in the period commencing on the first day after the return date and ending on the following 30 June		
Sources of income I received from a <b>trust</b> since 30 June		
Name and address of settlor	Name and address of trustee	
N.I.		

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Nil

#### C. Gifts

Description of each gift I received at any time Name and address of donor during since 30 June

#### D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June

Dates on which travel was undertaken

Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

Nil

#### E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June

Nature of interest (if any)

Description of position (if any)

Description of principal objects (if any) of corporation (except in case of listed company)

Nil

#### F. Were you a property developer or a close associate of a property developer on the return date

Yes/No

NO

#### G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June

Description of position

Nil

#### H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Nil



**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

Nil

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Nil

**I. Discretionary disclosures**

Nil

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Version: Model Code of Conduct 2018 Schedule 2

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## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

## Disclosure of pecuniary interests and other matters

By: Susan Elizabeth McMichael

In respect of the period from 1/7/2022 to 30/6/2023

[Councillor's or designated person's signature]

[As at Date]

30/6/2023

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

[Redacted] St Armidale  
NSW

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
③ ① FAMILY SUPPORT WORKER	M.E.F. SS 89 RUSSELL ST	N/A
② ADMINISTRATIVE ASSISTANT	ARMIDALE UNITING CHURCH	N/A

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from a **trust** since 30 June

N/A

Name and address of settlor

Name and address of trustee

③ COUNCILLOR

Page 1  
ARMIDALE REGIONAL COUNCIL

N/A

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

VARIOUS SHARES - ANZ  
IAG

## C. Gifts

Description of each gift I received at any time during Name and address of donor since 30 June

NIL

## D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June

Dates on which travel was undertaken

Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

## E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June

Nature of interest (if any)

Description of position (if any)

Description of principal objects (if any) of corporation (except in case of listed company)

## F. Were you a property developer or a close associate of a property developer on the return date

Yes ☒ No

## G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June

Description of position

① MEMBER - AS U

② ARMIDALE NEIGHBOURHOOD CENTRE - Public Officer /

③ AUSTRALIAN LABOR PARTY

Page 2

General Member



**DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN**

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

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**Version: Model Code of Conduct 2018 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC23/5942] Councillor [TRIM ARC23/5602] Designated Persons/Staff

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

N/A

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

N/A

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

N/A

**I. Discretionary disclosures**

The ARMIDALE NEIGHBOURHOOD CENTRE,  
of which I am a member, is  
financially supported by ARMIDALE  
REGIONAL COUNCIL.



## Government Information (Public Access) Act – Annual Report for Agency Armidale Regional Council

By Stacey Drew on 05/10/2023 02:59 PM for FY: 2022-23 Page:

Clause 8A: Details of the review carried out by the agency under section 7 (3) of the Act during the reporting year and the details of any information made publicly available by the agency as a result of the review

Reviews carried out by the agency

Yes

Information made publicly available by the agency

Yes

Clause 8B: The total number of access applications received by the agency during the reporting year (including withdrawn applications but not including invalid applications)

Total number of applications received

10

Clause 8C: The total number of access applications received by the agency during the reporting year that the agency refused either wholly or partly, because the application was for the disclosure of information referred to in Schedule 1 to the Act (information for which there is conclusive presumption of overriding public interest against disclosure)

Number of Applications Refused Wholly Partly Total

Â	0	0	0
% of Total	0%	0%	Â

Schedule 2 Statistical information about access applications to be included in annual report

Table A: Number of applications by type of applicant and outcome\*

Â Â	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/Deny whether information is held	Application Withdrawn	Total	% of Total
Media	0	0	0	0	0	0	0	0	0	0%
Members of Parliament	0	0	0	0	0	0	0	0	0	0%
Private sector business	0	0	0	0	0	0	0	0	0	8%
Not for profit organisations or community groups	0	0	0	0	0	0	0	0	0	0%
Members of the public (by legal representative)	7	1	0	0	0	0	0	0	8	67%
Members of the public (other)	3	0	0	0	0	0	0	0	3	25%
Total	10	1	0	0	0	0	0	0	11	
% of Total	92%	8%	0%	0%	0%	0%	0%	0%		

\* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table B: Number of applications by type of application and outcome\*

Â Â	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/Deny whether information is held	Application Withdrawn	Total	% of Total
Personal information applications*	0	0	0	0	0	0	0	0	0	0%

Access applications (other than personal information applications)	10	1	0	0	0	0	0	0	11	100%
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0	0	0%
Total	10	1	0	0	0	0	0	0	11	
% of Total	92%	8%	0%	0%	0%	0%	0%	0%		

\* A personal information application is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Table C: Invalid applications

Reason for invalidity	No of applications	% of Total
Application does not comply with formal requirements (section 41 of the Act)	0	0%
Application is for excluded information of the agency (section 43 of the Act)	0	0%
Application contravenes restraint order (section 110 of the Act)	0	0%
Total number of invalid applications received	1	100%
Invalid applications that subsequently became valid applications	0	0%

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of Act

Å Å Å Å	Number of times consideration used*	% of Total
Overriding secrecy laws	0	0%
Cabinet information	0	0%

Executive Council information	0	0%
Contempt	0	0%
Legal professional privilege	0	0%
Excluded information	0	0%
Documents affecting law enforcement and public safety	0	0%
Transport safety	0	0%
Adoption	0	0%
Care and protection of children	0	0%
Ministerial code of conduct	0	0%
Aboriginal and environmental heritage	0	0%
Privilege generally - Sch 1(5A)	0	0%
Information provided to High Risk Offenders Assessment Committee	0	0%
Total	0	Â

\*More than one public interest consideration may apply in relation to a particular access application and if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of Act

Â Â Â Â	Number of times consideration used*	% of Total
Responsible and effective government	1	100%
Law enforcement and security	0	0%
Individual rights, judicial processes and natural justice	0	0%
Business interests of agencies and other persons	0	0%
Environment, culture, economy and general matters	0	0%
Secrecy provisions	0	0%
Exempt documents under interstate Freedom of Information legislation	0	0%

Total	1	Â
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Table F: Timeliness

Â Â Â Â	Number of applications*	% of Total
Decided within the statutory timeframe (20 days plus any extensions)	11	100%
Decided after 35 days (by agreement with applicant)	0	0%
Not decided within time (deemed refusal)	0	0%
Total	11	Â

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

Â Â Â Â	Decision varied	Decision upheld	Total	% of Total
Internal review	0	0	0	0%
Review by Information Commissioner*	0	0	0	0%
Internal review following recommendation under section 93 of Act	0	0	0	0%
Review by NCAT	0	0	0	0%
Total	0	0	0	
% of Total	0%	0%	Â	Â

\*The Information Commissioner does not have the authority to vary decisions, but can make recommendations to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made by the Information Commissioner.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

Â	Number of applications for review	% of Total
Applications by access applicants	0	0%
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0	0%

Total	0	Â
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Table I: Applications transferred to other agencies.

Â	<b>Number of applications transferred</b>	<b>% of Total</b>
Agency-Initiated Transfers	0	0%
Applicant - Initiated Transfers	0	0%
Total	0	Â



TRIM:

# Public Interest Disclosure Policy

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

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## Purpose

All agencies in NSW are required to have a Public Interest Disclosure (**PID**) Policy under section 42 of the *Public Interest Disclosures Act 2022 (PID Act)*.

At Armidale Regional Council we take reports of serious wrongdoing seriously. We are committed to building a 'speak up' culture where public officials are encouraged to report any conduct that they reasonably believe involves wrongdoing.

The integrity of our agency relies upon our staff, volunteers, contractors and subcontractors speaking up when they become aware of wrongdoing.

This policy sets out:

- how Armidale Regional Council will support and protect you if you come forward with a report of serious wrongdoing
- how we will deal with the report and our other responsibilities under the PID Act
- who to contact if you want to make a report
- how to make a report
- the protections which are available to you under the PID Act.

This policy also documents our commitment to building a speak up culture. Part of that speak up culture is having in place a framework that facilitates public interest reporting of wrongdoing by:

- protecting those who speak up from detrimental action
- imposing duties on agencies who receive reports of wrongdoing to take appropriate action to investigate or otherwise deal with them.

In NSW, that framework is the PID Act.

This policy should be read in conjunction with the following Council policies:

- Code of Conduct
- Conflict of Interest Policy for Council Related Development Applications
- Feedback and Complaints Management Policy
- Fraud and Corruption Prevention Policy
- Privacy Management Plan
- Statement of Business Ethics Policy.

## Accessibility of this policy

This policy is available on Council's website as well as on the intranet.

A copy of the Policy is also sent to all staff of Armidale Regional Council on their commencement. A hard copy of the Policy can be requested from Governance.

## Who does this policy apply to?

This Policy applies to, and for the benefit of, all public officials in NSW. You are a public official if you are:

- a person employed in or by an agency or otherwise in the service of an agency

- a person having public official functions or acting in a public official capacity whose conduct or activities an integrity agency is authorised by another Act or law to investigate
- an individual in the service of the Crown
- a statutory officer
- a person providing services or exercising functions on behalf of an agency, including a contractor, subcontractor or volunteer
- an employee, partner or officer of an entity that provides services, under contract, subcontract or other arrangement, on behalf of an agency or exercises functions of an agency, and are involved in providing those services or exercising those functions
- a judicial officer
- a Member of Parliament (**MP**), including a Minister
- a person employed under the *Members of Parliament Staff Act 2013*.

The General Manager, other nominated disclosure officers and managers within Armidale Regional Council have specific responsibilities under the PID Act. This policy also provides information on how people in these roles will fulfil their responsibilities. Other public officials who work in and for the public sector, but do not work for Armidale Regional Council may use this policy if they want information on who they can report wrongdoing to within Armidale Regional Council.

### Who does this policy not apply to?

This policy does not apply to:

- people who have received services from an agency and want to make a complaint about those services
- people, such as contractors, who provide services to an agency. For example, employees of a company that sold computer software to an agency.

This means that if you are not a public official, this policy does not apply to your complaint (there are some circumstances where a complaint can be deemed to be a voluntary PID, see section 1(i) of this policy for more information).

However, you can still make a complaint to Armidale Regional Council This can be done in accordance with the Feedback and Complaints Management Policy.

### Compliance with the PID Act

This Policy will be reviewed each term in accordance with Council's Policy Framework. The officer responsible is the Manager Governance.

### What is contained in this policy?

This policy will provide you with information on the following:

- ways you can make a voluntary PID to Armidale Regional Council under the PID Act
- the names and contact details for the nominated disclosure officers in Armidale Regional Council
- the roles and responsibilities of people who hold particular roles under the PID Act and who are employees of Armidale Regional Council
- what information you will receive once you have made a voluntary PID
- protections available to people who make a report of serious wrongdoing under the PID Act and what we will do to protect you

- Armidale Regional Council procedures for dealing with disclosures
- Armidale Regional Council procedures for managing the risk of detrimental action and reporting detrimental action
- Armidale Regional Council record-keeping and reporting requirements
- how Armidale Regional Council will ensure it complies with the PID Act and this policy.

If you require further information about this policy, how public interest disclosures will be handled and the PID Act you can:

- confidentially contact a nominated disclosure officer within Armidale Regional Council
- contact the PID Advice Team within the NSW Ombudsman by phone: (02) 9286 1000 or email: [pidadvice@ombo.nsw.gov.au](mailto:pidadvice@ombo.nsw.gov.au), or
- access the NSW Ombudsman's PID guidelines which are available on its website.

If you require legal advice with respect to the PID Act or your obligations under the PID Act, you may need to seek independent legal advice.

## 1. How to make a report of serious wrongdoing

### (a) Reports, complaints and grievances

When a public official reports suspected or possible wrongdoing in the public sector, their report will be a PID if it has certain features which are set out in the PID Act.

Some internal complaints or internal grievances may also be PIDs, as long as they have the features of a PID. If an internal complaint or grievance is a report of serious wrongdoing, we will consider whether it is a PID. If it is a PID, we will deal with it as set out in this policy, but we will also make sure we follow our Feedback and Complaints Management Policy, Grievance Procedures and any other relevant policies.

It is important that we quickly recognise that we have received a PID. This is because once a PID is received, the person who has made the report is entitled to certain protections and we have certain decisions that we have to make on how we will deal with the PID and how we will protect and support the person who has made the report.

### (b) When will a report be a PID?

There are three types of PIDs in the PID Act. These are:

2. *Voluntary PID*: This is a PID where a report has been made by the public official because they decided, of their own accord, to come forward and disclose what they know.
3. *Mandatory PID*: This is a PID where the public official has made a report about serious wrongdoing because they have a legal obligation to make that report, or because making that report is an ordinary aspect of their role or function in an agency.
4. *Witness PID*: This is a PID where a person discloses information during an investigation of serious wrongdoing following a request or requirement of the investigator.

This policy mostly relates to making a voluntary PID and how we will deal with voluntary PIDs. People who make a mandatory PID or a witness PID are still entitled to protection. More information about protections is available in section 2 of this policy.

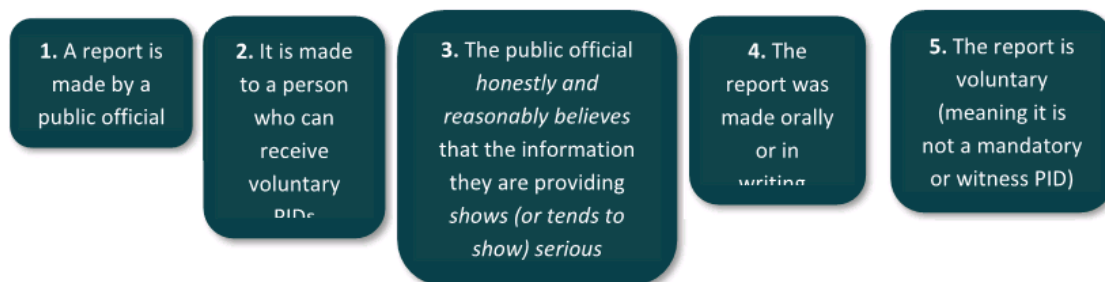
You can find more information about mandatory and witness PIDs in the Ombudsman's guidelines 'Dealing with mandatory PIDs' and 'Dealing with witness PIDs'.



Voluntary PIDs are the kind of PIDs most people have in mind when they think about public interest reporting and ‘whistleblowing’.

They involve a public official making a report because they have information that they believe shows (or tends to show) serious wrongdoing, where they are not under a legal obligation to make that report and where it is not an ordinary part of their role to report such wrongdoing.

A report is a voluntary PID if it has the following five features, which are set out in sections 24 to 27 of the PID Act:



If the report has all five features, it meets the criteria of a voluntary PID.

You will not be expected to prove that what you reported actually happened or is serious wrongdoing. You *do* have to honestly believe, on reasonable grounds, that the information you are reporting shows or tends to show serious wrongdoing.

Even though you do not have to prove the serious wrongdoing happened or provide evidence, a mere allegation with no supporting information is unlikely to meet this criteria..

If we make an error and do not identify that you have made a voluntary PID, you will still be entitled to the protections under the PID Act.

If you make a report and believe we have made an error by not identifying that you have made a voluntary PID, you should raise this with a nominated disclosure officer or your contact officer for the report. If you are still not satisfied with this outcome, you can seek an internal review or we make seek to conciliate the matter. You may also contact the NSW Ombudsman. Further information on rights to internal review and conciliation is found in section 7 of this policy.

### (c) Who can make a voluntary PID?

Any public official can make a voluntary PID — see ‘Who this policy applies to’. You are a public official if:

- you are employed by Armidale Regional Council
- you are a contractor, subcontractor or volunteer who provides services, or exercises functions, on behalf of Armidale Regional Council or
- you work for an entity (such as a non-government organisation) who is contracted by Armidale Regional Council to provide services or exercise functions on behalf of Armidale Regional Council— if you are involved in undertaking that contracted work.

A public official can make a PID about serious wrongdoing relating to *any* agency, not just the agency they are working for. This means that we may receive PIDs from public officials outside our agency. It also means that you can make a PID to any agency, including an integrity agency like the Independent Commission Against Corruption (ICAC) and the NSW Ombudsman. Annexure B of this policy has a list of integrity agencies.

**(d) What is serious wrongdoing?**

Reports must be of one or more of the following categories of *serious wrongdoing* to be a voluntary PID (in addition to having the other features set out here). Serious wrongdoing is defined in the PID Act as:

- *corrupt conduct* — such as a public official accepting a bribe
- *serious maladministration* — such as an agency systemically failing to comply with proper recruitment processes when hiring staff
- *a government information contravention* — such as destroying, concealing or altering records to prevent them from being released under a Government Information Public Access application
- *a local government pecuniary interest contravention* — such as a senior council staff member recommending a family member for a council contract and not declaring the relationship
- *a privacy contravention* — such as unlawfully accessing a person's personal information on an agency's database
- *a serious and substantial waste of public money* — such as an agency not following a competitive tendering process when contracting with entities to undertake government work.

When you make your report, you do not need to state to Armidale Regional Council what category of serious wrongdoing you are reporting or that you are reporting serious wrongdoing.

**(e) Who can I make a voluntary PID to?**

For a report to be a voluntary PID, it must be made to certain public officials.

***Making a report to a public official who works for Armidale Regional Council***

You can make a report inside Armidale Regional Council to:

- The General Manager
- a disclosure officer for Armidale Regional Council— a list of disclosure officers for Armidale Regional Council and their contact details can be found at Annexure A of this policy
- your manager — this is the person who directly, or indirectly, supervises you. It can also be the person who you directly, or indirectly, report to. You may have more than one manager. Your manager will make sure that the report is communicated to a disclosure officer on your behalf or may accompany you while you make the report to a disclosure officer.

### Making a report to a recipient outside of Armidale Regional Council

You can also make your report to a public official in another agency (meaning an agency you do not work for) or an integrity agency. These include:

- the *head of another agency* — this means the head of any public service agency
- an *integrity agency* — a list of integrity agencies is located at Annexure B of this policy
- a *disclosure officer for another agency* — ways to contact disclosure officers for other agencies is located in an agency's PID policy which can be found on their public website
- a *Minister or a member of a Minister's staff* but the report *must be made in writing*.

If you choose to make a disclosure outside of Armidale Regional Council, it is possible that your disclosure will be referred back to Armidale Regional Council so that appropriate action can be taken.

### **Making a report to a Member of Parliament or journalist**

Disclosures to MPs or journalists are different to other reports. You can only disclose a report of wrongdoing as a voluntary PID to an MP or journalist in the following circumstances:

- You must have first made substantially the same disclosure (described here as a 'previous disclosure') to someone who can receive disclosures.
- The previous disclosure must be substantially true.
- You did not make the previous disclosure anonymously.
- You did not give a written waiver of your right to receive information relating to your previous disclosure.
- You did not receive the following from Armidale Regional Council:
  - notification that Armidale Regional Council will not investigate the serious wrongdoing and will also not refer the previous disclosure to another agency, or
  - the following information at the end of the investigation period:
    - notice of Armidale Regional Council decision to investigate the serious wrongdoing
    - a description of the results of an investigation into the serious wrongdoing
    - details of proposed or recommended corrective action as a result of the previous disclosure or investigation.

Investigation period means:

- after six months from the previous disclosure being made, or
- after 12 months if you applied for an internal review of the agency's decision within six months of making the disclosure.

If all the above requirements are met, your disclosure to an MP or journalist may be a voluntary PID.

### **(f) What form should a voluntary PID take?**

You can make a voluntary PID:

- *in writing* — this could be an email or letter to a person who can receive voluntary PIDs.
- *orally* — have a private discussion with a person who can receive voluntary PIDs. This can be face-to-face, via telephone or virtually.
- *anonymously* — write an email or letter or call a person who can receive PIDs to make a report without providing your name or anything that might identify you as the maker of the report. A report will only be considered anonymous if there is no reasonable or practical way of communicating with the person

making the report. Even if you choose to remain anonymous, you will still be protected under the PID Act. It may be difficult, however, for Armidale Regional Council to investigate the matter(s) you have disclosed if we cannot contact you for further information.

#### (g) What should I include in my report?

You should provide as much information as possible so we can deal with the report effectively. The type of information you should include is:

- date, time and location of key events
- names of person(s) involved in the suspected wrongdoing, their role, title and how they are involved
- your relationship with the person(s) involved, such as whether you work closely with them
- your explanation of the matter you are reporting
- how you became aware of the matter you are reporting
- possible witnesses
- other information you have that supports your report.

#### (h) What if I am not sure if my report is a PID?

You should report all wrongdoing you become aware of regardless of whether you think it is serious wrongdoing. It is important for Armidale Regional Council to understand what is or may be occurring.

We are then responsible for making sure your report is handled appropriately under the PID Act, or if it is not a PID, in line with our other procedures. Even if your report is not a PID, it may fall within another one of the agency's policies for dealing with reports, allegations or complaints.

#### (i) Deeming that a report is a voluntary PID

The General Manager can, in certain circumstances, determine that a report is a voluntary PID even if the report does not otherwise have all the features of a voluntary PID. This is known as the 'deeming power'.

By deeming that a report is a voluntary PID, it ensures that reporters are provided with protections under the PID Act.

If you make a report that has not met all the requirements of a voluntary PID, you can refer your matter to the General Manager to request that they consider deeming your report to be a voluntary PID.

A decision to deem a report to be a voluntary PID is at the discretion of the General Manager. For more information about the deeming power, see the Ombudsman's guideline 'Deeming that a disclosure is a voluntary PID'.

#### (j) Who can I talk to if I have questions or concerns?

Please direct any queries in the first instance to the Manager Governance.

## 2. Protections

If you have concerns about protection arrangements please direct any queries in the first instance to the Manager Governance,



### (a) How is the maker of a voluntary PID protected?

When you make a voluntary PID you receive special protections under the PID Act.

We are committed to taking all reasonable steps to protect you from detriment as a result of having made a PID. We are also committed to maintaining your confidentiality as much as possible while the PID is being dealt with.

We will not tolerate any type of detrimental action being taken against you because you have made a report, might make a report or are believed to have made a report.

The maker of a voluntary PID is protected in the following ways:

- *Protection from detrimental action*
  - A person cannot take detrimental action against another person because they have made a voluntary PID or are considering making a PID. Detrimental action includes bullying, harassment, intimidation or dismissal.
  - Once we become aware that a voluntary PID by a person employed or otherwise associated with council that concerns serious wrongdoing relating to Council has been made, Armidale Regional Council will undertake a risk assessment and take steps to mitigate the risk of detrimental action occurring against the person who made the voluntary PID.
  - It is a criminal offence for someone to take detrimental action against a person because they have made or may make a voluntary PID. It is punishable by a maximum penalty of 200 penalty units or imprisonment for five years or both.
  - A person may seek compensation where unlawful detrimental action has been taken against them.
  - A person can apply for a court order (injunction) where detrimental action is threatened or has occurred (for example, an order to prevent dismissal or to require reinstatement).

Note that a person who makes a PID can still be subject to reasonable management action (such as ordinary performance reviews and performance management). Provided such action is not taken because of the PID, it is not detrimental action under the PID Act.

- *Immunity from civil and criminal liability*

Some public officials are often subject to a duty of confidentiality that prevents them disclosing certain information that they obtain or become aware of at work. Sometimes, in order to make a PID, public officials will need to breach or disregard such confidentiality duties. If that happens, a public official cannot be disciplined, sued or criminally charged for breaching confidentiality.

- *Confidentiality*

Public officials and agencies must not disclose information tending to identify a person as the maker of a voluntary PID unless doing so is permitted by the PID Act.

- *Protection from liability for own past conduct*

The Attorney General can give the maker an undertaking that a disclosure of their own past conduct will not be used against them if a person discloses their own wrongdoing or misconduct while making a report. This undertaking can only be given on application by an integrity agency to the Attorney General.

### (b) Protections for people who make mandatory and witness PIDs

Apart from PIDs that are made voluntarily by public officials, there are other types of reports that are recognised as PIDs under the PID Act:

- **A mandatory PID:** This is a PID where the public official has made the report about serious wrongdoing because they have a legal obligation to make that report, or because making that report is an ordinary aspect of their role or function in an agency.
- **A witness PID:** This is a PID where a person discloses information during an investigation of serious wrongdoing following a request or requirement of the investigator.

Protections for makers of mandatory and witness PIDs are detailed in the table below.

Protection	Mandatory PID	Witness PID
<b>Detrimental action</b> — It is an offence to take detrimental action against a person based on the suspicion, belief or awareness that a person has made, may have made or may make a PID.	✓	✓
<b>Right to compensation</b> — A person can initiate proceedings and seek compensation for injury, damage or loss suffered as a result of detrimental action being taken against them.	✓	✓
<b>Ability to seek injunction</b> — An injunction can be sought to prevent the commission or possible commission of a detrimental action offence against a person. For example, an order to prevent dismissal or to require reinstatement.	✓	✓
<b>Immunity from civil and criminal liability</b> — a person will not incur civil or criminal liability if the person breaches a duty of confidentiality while making a disclosure. This means that legal action cannot be taken against a person for: <ul style="list-style-type: none"> <li>• breaching a duty of secrecy or confidentiality, or</li> <li>• breaching another restriction on disclosure.</li> </ul>	✓	✓

### 3. Reporting detrimental action

If you experience adverse treatment or detrimental action, such as bullying or harassment, you should report this immediately. You can report any experience of adverse treatment or detrimental action directly to Armidale Regional Council, or to an integrity agency. A list of integrity agencies is located at Annexure B of this policy.

### 4. General support

If you make a PID, Council will provide you with support specific to your situation. This will include assignment of a key contact person and may include counselling, movement to another work area and protection from detrimental action.

### 5. Roles and responsibilities of Armidale Regional Council employees

Certain people within Armidale Regional Council have responsibilities under the PID Act.



## General Manager

### (a) The General Manager is responsible for:

- fostering a workplace culture where reporting is encouraged
- receiving disclosures from public officials
- ensuring there is a system in place for assessing disclosures
- ensuring the Armidale Regional Council complies with this policy and the PID Act
- ensuring that the Armidale Regional Council has appropriate systems for:
  - overseeing internal compliance with the PID Act
  - supporting public officials who make voluntary PIDs, including by minimising the risk of detrimental action
  - implementing corrective action if serious wrongdoing is found to have occurred
  - complying with reporting obligations regarding allegations or findings of detrimental action
  - complying with yearly reporting obligations to the NSW Ombudsman.

### (b) Disclosure officers

Disclosure officers are responsible for:

- receiving reports from public officials
- receiving reports when they are passed on to them by managers
- ensuring reports are dealt with appropriately, including by referring the matter to the appropriate complaint unit (if relevant)
- ensuring that any oral reports that have been received are recorded in writing.

### (c) Managers

The responsibilities of managers include:

- receiving reports from persons that report to them or that they supervise
- passing on reports they receive to a disclosure officer.

### (d) All employees

All employees must:

- report suspected serious wrongdoing or other misconduct
- use their best endeavours to assist in an investigation of serious wrongdoing if asked to do so by a person dealing with a voluntary PID on behalf of Armidale Regional Council.
- treat any person dealing with or investigating reports of serious wrongdoing with respect.

All employees must not take detrimental action against any person who has made, may in the future make, or is suspected of having made, a PID.

## 6. How we will deal with voluntary PIDs

### (a) How Armidale Regional Council will acknowledge that we have received a report and keep the person who made it informed

When a disclosure officer in Armidale Regional Council receives a report which is a voluntary PID, or looks like it may be a voluntary PID, the person who made the report will receive the following information:

- You will receive an acknowledgment that the report has been received. This acknowledgement will:
  - state that the report will be assessed to identify whether it is a PID
  - state that the PID Act applies to how Armidale Regional Council deals with the report
  - provide clear information on how you can access this PID policy
  - provide you with details of a contact person and available supports.
- If the report is a voluntary PID, we will inform you as soon as possible how we intend to deal with the report. This may include:
  - that we are investigating the serious wrongdoing
  - that we will refer the report to a different agency (if appropriate) to deal with the voluntary PID. If we do this, we will provide you with details of this referral
  - If we decide to not investigate the report and to not refer it to another agency for it to be investigated, we will tell you the reasons for this decision. We will also notify the NSW Ombudsman of this decision.
- If we decide to investigate the serious wrongdoing, we will provide you with updates on the investigation at least every three months. During this time, if you would like more frequent updates, you should contact the contact person who was nominated when you made the report.
  - If we investigate the serious wrongdoing, we will provide you with the following information once the investigation is complete:
    - a description of the results of the investigation — that is, we will tell you whether we found that serious wrongdoing took place.
    - information about any corrective action as a result of the investigation/s — this means we will tell you what action we took in relation to the person who engaged in the serious wrongdoing or if the serious wrongdoing was by our agency, what we have put in place to address that serious wrongdoing.
  - Corrective action could include taking disciplinary action against someone or changing the practices, policies and procedures that we have in place which led to the serious wrongdoing.
- There may be some details about both the findings made as a result of the investigation and the corrective action taken that cannot be revealed to you. We will always balance the right of a person who makes a report to know the outcome of that report, with other legal obligations we have.
- If you have made an anonymous report, in many cases we may not be able to provide this information to you.

### (b) How Armidale Regional Council will deal with voluntary PIDs

Once a report that may be a voluntary PID is received Armidale Regional Council will look at the information contained in the report to see if it has the features of a voluntary PID. This assessment is undertaken to identify whether the report is a voluntary PID or another type of disclosure, and to make sure that the right steps are followed. If it is a voluntary PID, we will ensure that we comply with the requirements in the PID Act.

**Report not a voluntary PID**

Even if the report is not a voluntary PID, it will still need to be dealt with in a manner consistent with our [name of relevant internal complaints or grievance handling process] or through an alternate process.

If the report is not a voluntary PID, we will let you know that the PID Act does not apply to the report and how we will deal with the concerns raised in the report.

If you are not happy with this assessment or otherwise disagree with it, you can raise it with the person who has communicated the outcome with you or a disclosure officer, request an internal review or request that the matter be conciliated. Armidale Region Council can, but do not have to, request the NSW Ombudsman to conciliate the matter.

**Cease dealing with report as voluntary PID**

Armidale Regional Council may stop dealing with a voluntary PID because it is not actually a voluntary PID (meaning it does not have all the features of a PID).

**Where the report is a voluntary PID**

If the report is a voluntary PID:

- In most cases we will conduct an investigation to make findings about whether the serious wrongdoing disclosed in the report occurred, who was involved, who was responsible, and whether the people involved, or the agency engaged, in serious wrongdoing. There may be circumstances where we believe an investigation is not warranted — for example, if the conduct has previously been investigated.
- There may also be circumstances where we decide that the report should be referred to another agency, such as an integrity agency. For example, reports concerning possible corrupt conduct may be required to be reported to the ICAC in accordance with section 11 of the *Independent Commission Against Corruption Act 1988*.
- Before referring a matter, we will discuss the referral with the other agency, and we will provide you with details of the referral and a contact person within the other agency.
- If we decide not to investigate a report and to not refer the matter to another agency, we must let you know the reasons for this and notify the NSW Ombudsman.

**(c) How Armidale Regional Council will protect the confidentiality of the maker of a voluntary PID**

We understand that people who make voluntary PIDs may want their identity and the fact that they have made a report to be confidential.

Under the PID Act, information tending to identify a person as the maker of a voluntary PID (known as identifying information) is not to be disclosed by a public official or an agency.

There are certain circumstances under the PID Act that allow for the disclosure of identifying information. These include:

- where the person consents in writing to the disclosure
- where it is generally known that the person is the maker of the voluntary PID because of their voluntary self-identification as the maker
- when the public official or Armidale Regional Council reasonably considers it necessary to disclose the information to protect a person from detriment

- where it is necessary the information be disclosed to a person whose interests are affected by the disclosure
- where the information has previously been lawfully published
- when the information is disclosed to a medical practitioner or psychologist for the purposes of providing medical or psychiatric care, treatment or counselling to the individual disclosing the information
- when the information is disclosed for the purposes of proceedings before a court or tribunal
- when the disclosure of the information is necessary to deal with the disclosure effectively
- if it is otherwise in the public interest to disclose the identifying information.

We will not disclose identifying information unless it is necessary and authorised under the PID Act.

- (d) We will put in place steps to keep the identifying information of the maker and the fact that a report has been made confidential. It may not be possible for us to maintain complete confidentiality while we progress the investigation, but we will do all that we practically can to not unnecessarily disclose information from which the maker of the report can be identified. How Armidale Regional Council will assess and minimise the risk of detrimental action

Armidale Regional Council will not tolerate any detrimental action being taken by any person against a person who has made a PID, investigators, witnesses or the person the report is about.

Armidale Regional Council will assess and take steps to mitigate detrimental action from being taken against the maker of a voluntary PID, the person whose conduct is the subject of a PID, investigators and witnesses.

Detrimental action against a person is an act or omission that causes, comprises, involves or encourages detriment to a person or a threat of detriment to a person (whether express or implied). Detriment to a person includes:

- injury, damage or loss
- property damage
- reputational damage
- intimidation, bullying or harassment
- unfavourable treatment in relation to another person's job
- discrimination, prejudice or adverse treatment
- disciplinary proceedings or disciplinary action, or
- any other type of disadvantage.

Detrimental action does not include:

- lawful action taken by a person or body to investigate serious wrongdoing or other misconduct
- the lawful reporting or publication of a finding of serious wrongdoing or other misconduct
- the lawful making of adverse comment, resulting from investigative action
- the prosecution of a person for a criminal offence
- reasonable management action taken by someone in relation to a person who made or may make a PID. For example, a reasonable appraisal of a PID maker's work performance.

- (e) How Armidale Regional Council will deal with allegations of a detrimental action offence

If Armidale Regional Council become(s) aware of an allegation that a detrimental action offence has occurred or may occur, Armidale Regional Council will:



- take all steps possible to stop the action and protect the person(s)
- take appropriate disciplinary action against anyone that has taken detrimental action
- refer any evidence of a detrimental action offence to the Commissioner of Police and the ICAC or the Law Enforcement Conduct Commission (whichever is applicable)
- notify the NSW Ombudsman about the allegation of a detrimental action offence being committed.

(f) What Armidale Regional Council will do if an investigation finds that serious wrongdoing has occurred

If, after an investigation, it is found that serious wrongdoing or other misconduct has occurred, Armidale Regional Council will take the most appropriate action to address that wrongdoing or misconduct. This is also known as corrective action.

Corrective action can include:

- a formal apology
- improving internal policies to adequately prevent and respond to similar instances of wrongdoing
- providing additional education and training to staff where required
- taking employment action against persons involved in the wrongdoing (such as termination of employment, relocation, a caution or reprimand)
- payment of compensation to people who have been affected by serious wrongdoing or other misconduct.

## 7. Review and dispute resolution

### (a) Internal review

People who make voluntary PIDs can seek internal review of the following decisions made by Armidale Regional Council

- that Armidale Regional Council is not required to deal with the report as a voluntary PID
- to stop dealing with the report because Armidale Regional Council decided it was not a voluntary PID
- to not investigate the serious wrongdoing and not refer the report to another agency
- to cease investigating the serious wrongdoing without either completing the investigation or referring the report to another agency for investigation.

Armidale Regional Council will ensure internal reviews are conducted in compliance with the PID Act.

If you would like to make an application for an internal review, you must apply in writing within 28 days of being informed of Armidale Regional Council's decision. The application should state the reasons why you consider Armidale Regional Council's decision should not have been made. You may also submit any other relevant material with your application.

### (b) Voluntary dispute resolution

If a dispute arises between Armidale Regional Council and a person who has made a report which is, or may be, a voluntary PID, we may request the NSW Ombudsman to conciliate the dispute. Conciliation is a voluntary

process and will only be suitable for disputes where Armidale regional Council and the maker of the report are willing to resolve the dispute.

## 8. Other agency obligations

### (a) Record-keeping requirements

Armidale Regional Council must keep full and accurate records with respect to all information received in connection with the PID Act. This ensures that Armidale Regional Council complies with its obligations under the *State Records Act 1998*.

### (b) Reporting of voluntary PIDs and Armidale Regional Council annual return to the Ombudsman

Each year Armidale Regional Council will provide an annual return to the NSW Ombudsman which includes:

- information about voluntary PIDs received by Armidale Regional Council during each return period (yearly with the start date being 1 July)
- action taken by Armidale Regional Council to deal with voluntary PIDs during the return period
- how Armidale Regional Council promoted a culture in the workplace where PIDs are encouraged.

### (c) How Armidale Regional Council will ensure compliance with the PID Act and this policy

Council will monitor the effectiveness of its PID policy and for ensuring compliance with the PID Act. The Manager Governance is responsible for this oversight and this will be reported through to the Audit Risk and improvement committee and form part of Council's program of internal audit and statutory reporting.

## 9. RELATED PROCEDURES

Nil.



## Annexure A — Names and contact details of disclosure officers for Armidale Regional Council

Name	Position	Contact details
James Roncon	General Manager	<b>Telephone:</b> <b>Email:</b> jroncon@armidale.nsw.gov.au <b>Located:</b> 135 Rusden Street, Armidale NSW 2350
Simone Mooketsi	Manager Governance Public Officer	<b>Telephone:</b> <b>Email:</b> smooketsi@armidale.nsw.gov.au <b>Located:</b> 135 Rusden Street, Armidale NSW 2350
Anne Harris	Executive Manager People & Culture	<b>Telephone:</b> <b>Email:</b> aharris@armidale.nsw.gov.au <b>Located:</b> 135 Rusden Street, Armidale NSW 2350
Daniel Boyce	Chief Officer Planning and Activation	<b>Telephone:</b> <b>Email:</b> dboyce@armidale.nsw.gov.au <b>Located:</b> 135 Rusden Street, Armidale NSW 2350
Alex Manners	Chief Officer Assets and Services	<b>Telephone:</b> <b>Email:</b> amanners@armidale.nsw.gov.au <b>Located:</b> 135 Rusden Street, Armidale NSW 2350
Darren Schaefer	Chief Officer Corporate and Community	<b>Telephone:</b> <b>Email:</b> dschaefer@armidale.nsw.gov.au <b>Located:</b> 135 Rusden Street, Armidale NSW 2350
Anne Newsome	Chief Finance Officer	<b>Telephone:</b> <b>Email:</b> anewsome@armidale.nsw.gov.au <b>Located:</b> 135 Rusden Street, Armidale NSW 2350
Aimee Hutton	Manager Customer Experience	<b>Telephone:</b> <b>Email:</b> ahutton@armidale.nsw.gov.au <b>Located:</b> 158 Bradley Street, Guyra NSW 2359

Lachlan Hogg	Manager Plant, Fleet & Depots	<b>Telephone:</b> <b>Email:</b> lhogg@armidale.nsw.gov.au <b>Located:</b> 285 Mann Street, Armidale NSW 2350
Expand/Complete and include Kylie Giles.	Guyra depot, preschool, water, waste, pool, library,	
	Armidale water, waste, tip, kent & hughs house, vic, pool, KARP team? Museum, library,	

## Annexure B — List of integrity agencies

Integrity agency	What they investigate	Contact information
<b>The NSW Ombudsman</b>	Most kinds of <b>serious maladministration</b> by most agencies and public officials (but not NSW Police, judicial officers or MPs)	<b>Telephone:</b> 1800 451 524 between 9am to 3pm Monday to Friday <b>Writing:</b> Level 24, 580 George Street, Sydney NSW 2000 <b>Email:</b> <a href="mailto:info@ombo.nsw.gov.au">info@ombo.nsw.gov.au</a>
<b>The Auditor-General</b>	<b>Serious and substantial waste of public money</b> by auditable agencies	<b>Telephone:</b> 02 9275 7100 <b>Writing:</b> GPO Box 12, Sydney NSW 2001 <b>Email:</b> <a href="mailto:governance@audit.nsw.gov.au">governance@audit.nsw.gov.au</a>
<b>Independent Commission Against Corruption</b>	<b>Corrupt conduct</b>	<b>Telephone:</b> 02 8281 5999 or toll free on 1800 463 909 (callers outside Sydney) between 9am and 3pm, Monday to Friday <b>Writing:</b> GPO Box 500, Sydney NSW 2001 or faxing 02 9264 5364 <b>Email:</b> <a href="mailto:icac@icac.nsw.gov.au">icac@icac.nsw.gov.au</a>
<b>The Inspector of the Independent Commission Against Corruption</b>	<b>Serious maladministration</b> by the ICAC or the ICAC officers	<b>Telephone:</b> 02 9228 3023 <b>Writing:</b> PO Box 5341, Sydney NSW 2001 <b>Email:</b> <a href="mailto:oiicac_executive@oiicac.nsw.gov.au">oiicac_executive@oiicac.nsw.gov.au</a>
<b>The Law Enforcement Conduct Commission</b>	<b>Serious maladministration</b> by the NSW Police Force or the NSW Crime Commission	<b>Telephone:</b> 02 9321 6700 or 1800 657 079 <b>Writing:</b> GPO Box 3880, Sydney NSW 2001 <b>Email:</b> <a href="mailto:contactus@lecc.nsw.gov.au">contactus@lecc.nsw.gov.au</a>
<b>The Inspector of the Law Enforcement Conduct Commission</b>	<b>Serious maladministration</b> by the LECC and LECC officers	<b>Telephone:</b> 02 9228 3023 <b>Writing:</b> GPO Box 5341, Sydney NSW 2001 <b>Email:</b> <a href="mailto:oiilecc_executive@oiilecc.nsw.gov.au">oiilecc_executive@oiilecc.nsw.gov.au</a>
<b>Office of the Local Government</b>	<b>Local government pecuniary interest contraventions</b>	<b>Email:</b> <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
<b>The Privacy Commissioner</b>	<b>Privacy contraventions</b>	<b>Telephone:</b> 1800 472 679 <b>Writing:</b> GPO Box 7011, Sydney NSW 2001 <b>Email:</b> <a href="mailto:ipcinfo@ipc.nsw.gov.au">ipcinfo@ipc.nsw.gov.au</a>
<b>The Information Commissioner</b>	<b>Government information contraventions</b>	<b>Telephone:</b> 1800 472 679 <b>Writing:</b> GPO Box 7011, Sydney NSW 2001 <b>Email:</b> <a href="mailto:ipcinfo@ipc.nsw.gov.au">ipcinfo@ipc.nsw.gov.au</a>

APPROVAL AND REVIEW		
Responsible Business Unit	Governance	
Responsible Officer	Manager Governance	
Date/s adopted	<i>Council Executive</i> [updated by policy owner]	<i>Council</i> [DD Mmmm YYYY]
Date/s of previous adoptions	[Dates of previous adoptions]	
Date of next review	[Two years from last adoption]	
TRIM Reference		



## Audit, Risk & Improvement Committee Terms of Reference

*Restore & thrive*

[www.armidaleregional.nsw.gov.au](http://www.armidaleregional.nsw.gov.au)

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First Approved	15 January 2013
Last Review	27/09/2023
Next Review Due	



## PREAMBLE

The Audit & Risk Committee was established to support internal control, governance, risk management and external accountability of Armidale Regional Council (the council).

The *Local Government Amendment (Governance and Planning) Act 2016 No 38* ("the Amending Act") received assent on 30 August 2016. Some parts of the Amending Act have not commenced. Under Part 4A (s428A(2)) of the Act, the Committee is under a statutory obligation to keep under review the following aspects of the council's operations:

- a) Compliance
- b) Risk management
- c) Fraud control
- d) Financial management
- e) Governance
- f) Implementation of the strategic plan, delivery program and strategies
- g) Service reviews
- h) Collection of performance measurement data by the council, and
- i) any other matters prescribed by the regulations

The Committee also acts to provide information to the council for the purpose of improving the council's performance of its functions.

These Terms of Reference establish the Audit, Risk & Improvement Committee ("ARIC", "the Committee") authority and responsibilities, conferred on the Committee by council and explains the role of the Committee within the council.

## 1. OBJECTIVE

The objective of the Committee is to provide independent assurance and assistance to the council on risk management, internal control, governance, internal audits, organisational performance and external accountability responsibilities.

Specifically, the Committee will assist the council to:

- Promote a culture of corporate governance and compliance with council's statutory, regulatory and policy framework.
- Examine the effectiveness of council's internal control framework including business processes and systems.
- Review the effectiveness of the council's enterprise risk management processes.
- Examine the effectiveness of audit processes.
- Review external financial statements reporting processes; and
- Improve the performance of council's functions.

## 2. DELEGATED AUTHORITY

The Audit, Risk and Improvement Committee has been established under the delegated authority of Council in accordance with council's authority granted by section 355 of the Local Government Act 1993.

The Committee is advisory in its function and has no authority to direct the general manager or council officers. The Committee has no executive powers, except those expressly provided by the Council. In carrying out its responsibilities, the Committee must at all times

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recognise that primary responsibility for management of Council rests with the Council and the general manager as defined by the Act.

The Council authorises the Committee as a whole (but not individual members of the Committee), within the scope of its role and responsibilities, to:

- Obtain any information it needs from any employee or external party (subject to their legal obligations to protect information);
- Discuss any matters with the Auditor General, external auditor, and/or other external parties (subject to confidentiality considerations);
- Request the attendance of any employee or Councillor at Committee meetings;
- Obtain external legal or other professional advice considered necessary to meet its responsibilities; and
- Provide advice and seek the agreement of the general manager concerning audit investigations into matters under their control.

The Committee can request that the general manager provide information, such as policies, procedures and reports to assist them in fulfilling their objectives.

### 3. COMPOSITION AND TENURE

The Committee is to be appointed by the governing body of the Council.

#### 3.1 Members (Voting)

The Committee shall consist of three (3) independent external members who are prequalified via the NSW Government's *Prequalification Scheme: Audit and Risk Committee Independent Chairs and Members*. Changes to the Committee composition and tenure will be by approval of the Council.

Councillors are ineligible to sit on the Committee.

Independent members must be selected from the panel of prequalified audit and risk committee independent chairs and members administered by the NSW Government.

Independent external members are appointed by the Council for a four (4) year term and may be reappointed, to a maximum of eight (8) consecutive years. The initial term of membership of a committee member on any one ARIC Committee will be four (4) to ensure that the committee maintains a fresh approach. Members can be reappointed or extended for a further term or terms but the total period of continuous membership on any one committee will not be able to exceed eight (8) years. This includes any term as Chair of the committee. Individuals who have served an eight-year term (either as a member or Chair) must have a three-year break from serving on the committee before being appointed again.

#### 3.2 Attendees (non-voting)

- The general manager, or delegate
- Head of the internal audit function
- Management representatives by invitation of the chair

will attend all ARIC meetings (except where excluded by the Committee) however are not members of the Committee and do not have voting rights.

Council's external auditor may attend any meeting as an independent advisor and may meet with the Committee without the presence of the general manager.

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The NSW Auditor-General, as Council's external auditor, or their representative, is to be invited to each Committee meeting as an independent non-voting observer and can choose whether to attend. The Committee can also exclude the external auditor if needed.

The general manager may be excluded from a meeting, only while the Committee deals with a matter relating to the standard of performance of the general manager, or the terms of the employment of the general manager.

The committee can meet privately at any time with the head of the internal audit function and/or external auditor without the general manager present. At least one private meeting must occur annually.

### 3.3 Chair of the Committee

The Chair must meet the independence criteria set out within the guidelines for risk management and internal audit for local government in NSW, and shall be able to demonstrate the following:

- leadership qualities and the ability to promote effective working relationships in complex organisations.
- ability to communicate complex and sensitive assessments in a tactful manner.
- sound understanding of:
  - the principles of good organisational governance
  - the business of the council
  - internal audit operations
  - risk management principles
- extensive senior level experience in governance and management of complex organisations
- ability to read and understand financial statements.
- capacity to understand the ethical requirements of government (including potential conflicts of interest).
- capacity to form independent judgements and a willingness to constructively challenge/question management practices and information.
- a professional, ethical approach to the exercise of their duties and the capacity to devote the necessary time and effort to the fulfil responsibilities of the chair.

The governing body can appoint the Chair for one term only for a period of four (4) years. The Chair's term can be extended but any extension must not cause the total term of the Chair to exceed eight (8) years.

### 3.4 Independent member appointment process and member skills

Council is required to ensure that the committee as a collective body has the appropriate mix of skills, knowledge and experience to successfully implement its terms of reference and add value to the council.

At least one member of the Audit, Risk and Improvement Committee should have accounting or financial management experience with an understanding of accounting and auditing standards in a local government context.

Each individual should also have sufficient time to devote to their responsibilities as an ARIC Committee member.

Independent members shall be requested to nominate their services through a public invitation process. Appointment will be made by council resolution, taking into account the appropriate experience and qualifications of the nominees. There are no specific residency requirements for independent members, who can be considered and appointed regardless of where they reside.



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The independent external members may be eligible for extension or re-appointment following a satisfactory assessment of their performance, through formal review, at the end of each term of appointment, but the total period of continuous membership on the committee cannot exceed eight years (two terms)..

Members of the Committees must not act in a way that contravenes the Act (which includes compliance with council's adopted Code of Conduct and Code of Meeting Practice) or any other Act. Members of the Committee are also required to comply with all other relevant policies and procedures of council.

### 3.5 Dismissal of committee members and the Chair

The governing body of council may terminate the engagement of the Chair or a member of the Audit, Risk and Improvement Committee where the Chair or member has:

- breached the conditions of the prequalification scheme
- breached the council's Code of Conduct
- performed unsatisfactorily, or
- declared, or is found to be in, a position of a conflict of interest which is unresolvable.
- been declared bankrupt or are 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.

## 4. ROLE AND RESPONSIBILITIES

The ARIC Committee is to provide an advisory and assurance role only, and is to have no administrative function, delegated financial responsibility or any management functions.

In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for financial and other reporting, for internal controls, for compliance with laws, for ethical behaviour, for the management of council, for risk management and for organisational improvements, rests with the elected council and the general manager in accordance with the Act.

The responsibilities of the Committee may be revised or expanded by the council from time to time. The Committee's responsibilities are, however, not necessarily limited to:

### Audit

Issue (s 428A)	Committee role and responsibilities
Internal audit	Advisory: <ul style="list-style-type: none"> <li>• providing overall strategic and executive direction for internal audit activities</li> <li>• advising the general manager and council of the resources, skills and expertise necessary to successfully deliver the internal audit function</li> <li>• assessing the adequacy and effectiveness of council's internal audit activities, including the performance of the head of the internal audit function and the internal audit function</li> </ul>

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	<ul style="list-style-type: none"> <li>overseeing the coordination of audit programs conducted by internal and external audit and other review functions, and</li> </ul> <p>Review:</p> <ul style="list-style-type: none"> <li>the appropriateness of council's Internal Audit Charter, internal audit policies, procedures and risk management methodologies</li> <li>the findings and recommendations of internal audits conducted, and corrective actions needed to address issues raised</li> <li>the effectiveness of corrective actions implemented</li> <li>compliance with statutory requirements, including conformance with the International Professional Practices Framework</li> <li>the findings of any external reviews of the internal audit function</li> </ul> <p>Endorsement of:</p> <ul style="list-style-type: none"> <li>the council's Internal Audit Charter, internal audit strategic four-year plan and annual work plan</li> </ul>
External audit	<p>Advisory:</p> <ul style="list-style-type: none"> <li>acting as a forum for communication on audit issues</li> <li>coordinate the work programs of internal audit and external audit</li> <li>advising on the findings of external audits and monitoring the implementation by the council of any recommendations for corrective action.</li> <li>review all external audit plans and reports and monitor council's implementation of audit recommendations</li> <li>provide advice to the council and/or general manager on action taken on significant issues raised in external audit reports and better practice guides.</li> <li>provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the findings and audit services provided</li> </ul>

## Risk

Issue (s 428A)	Committee's role and responsibilities
Compliance framework	<p>Advising whether:</p> <ul style="list-style-type: none"> <li>the council has appropriately considered legal and compliance risks as part of the council's risk management framework</li> <li>council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and</li> <li>whether appropriate processes are in place to assess compliance.</li> <li>council's compliance framework is effective.</li> </ul>

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Risk management	<p>Advising whether:</p> <ul style="list-style-type: none"> <li>the council is providing the resources necessary to successfully implement its risk management framework across all levels of the council and across all processes, operations, services, decision-making, functions and reporting.</li> <li>the council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard</li> <li>whether the council's risk management framework is adequate and effective for identifying and managing the risks associated with individual projects, programs and other activities</li> <li>risk reports and documentation are adequate, including the council's <ul style="list-style-type: none"> <li>risk register</li> <li>risk management policy</li> <li>risk matrix</li> </ul> </li> <li>a sound approach has been followed in developing risk management plans for major projects or undertakings</li> <li>appropriate policies and procedures are in place for the management and exercise of delegations</li> <li>the council has taken steps to embed a culture which is committed to ethical and lawful behaviour</li> <li>there is a positive risk culture within the council and strong leadership that supports effective risk management</li> <li>staff training and induction in risk management is adequate</li> <li>the council's risk management approach positively impacts on the council's insurance arrangements</li> <li>council effectively manages its assets of its assets to ensure efficient and effective service delivery, and</li> <li>business continuity arrangements, including business continuity plans and disaster recovery plans are in place, periodically tested, and effective.</li> </ul>
Internal Controls	<p>Advising whether:</p> <ul style="list-style-type: none"> <li>the council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective</li> <li>the council has in place relevant policies and procedures and that these are periodically reviewed and updated</li> <li>appropriate policies and procedures are in place for the management and exercise of delegations</li> <li>staff are informed of their responsibilities, and processes and procedures to implement controls are complied with</li> <li>the council's monitoring and review of controls is sufficient, and</li> <li>if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately</li> </ul>
Compliance	<p>Advising whether:</p> <ul style="list-style-type: none"> <li>the council has appropriately considered legal and compliance risks as part of the risk management framework</li> <li>council's compliance management system effectively achieves compliance with applicable laws, regulations, policies, procedures, codes and contractual arrangements, and</li> <li>appropriate processes are in place to assess compliance.</li> </ul>



TRIM: ARC20/4108

Fraud and corruption	Review and advise the council of the adequacy and effectiveness of the council's fraud and corruption prevention framework and activities, including whether the council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.
Financial management	<p>Advising whether:</p> <ul style="list-style-type: none"> <li>the council is complying with accounting standards and external accountability requirements</li> <li>council's accounting policies and disclosures are appropriate</li> <li>the council's financial statement preparation procedures and timelines are sound</li> <li>the council's financial management processes are adequate</li> <li>cash management policies and processes are adequate</li> <li>there are adequate controls over financial processes, including: <ul style="list-style-type: none"> <li>authorisation and approval of payments and transactions</li> <li>adequate segregation of duties</li> <li>timely reconciliation of accounts and balances</li> <li>review of unusual and high value purchases</li> </ul> </li> <li>policies and procedures for management review and consideration of the financial position and performance of the council are adequate, and</li> <li>grants and tied funding policies and procedures are sound</li> </ul> <p>Review and advise of the implications for the council of the findings of external audits and performance audits and the council's responses and implementation of recommendations.</p> <p>Review and verify the accuracy of council's annual financial statements prior to external audit, including:</p> <ul style="list-style-type: none"> <li>management compliance/representations</li> <li>significant accounting and reporting issues</li> <li>the methods used by the council to account for significant or unusual transactions and areas of significant estimates or judgements</li> <li>appropriate management signoff on the statements</li> </ul> <p>Advising whether:</p> <ul style="list-style-type: none"> <li>effective processes are in place to ensure financial information included in the council's annual report is consistent with signed financial statements</li> </ul>
Governance	<p>Review and advise regarding council's:</p> <ul style="list-style-type: none"> <li>decision-making processes</li> <li>implementation of governance policies and procedures</li> <li>reporting lines and accountability</li> <li>assignment of key roles and responsibilities</li> <li>committee structure</li> <li>management oversight responsibilities</li> <li>human resources and performance management activities</li> <li>reporting and communication activities</li> <li>information and communications technology (ICT) governance, and</li> <li>management and governance of the use of data, information and knowledge</li> </ul>

## Improvement

TRIM: ARC20/4108

Issue (s 428A)	Committee's role and responsibilities
Strategic planning	<p>Advising whether:</p> <ul style="list-style-type: none"> <li>• council has in place an adequate and effective integrated planning and reporting (IP&amp;R) process</li> <li>• appropriate reporting and monitoring mechanisms are in place to measure progress against objectives</li> <li>• council is successfully implementing and achieving its IP&amp;R objectives and strategies.</li> </ul>
Service reviews and business improvement	<p>Act as a forum for communication and monitoring of any audits conducted by external bodies and the implementation of corrective actions</p> <p>Advising whether:</p> <ul style="list-style-type: none"> <li>• the council has robust systems to monitor and deliver appropriate levels of service to the community</li> <li>• the council has robust systems which enable appropriate goal setting and monitoring of organisational performance</li> </ul> <p>Advising how:</p> <ul style="list-style-type: none"> <li>• the council can improve its service delivery and the council's performance of its business and functions</li> </ul>
Performance data and measurement	<p>Advising whether:</p> <ul style="list-style-type: none"> <li>• the council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives</li> <li>• the performance indicators the council uses are effective, and</li> <li>• performance data collection and reporting is adequate and effective.</li> </ul>

Members of the Committee are expected to:

- understand the relevant legislative and regulatory requirements appropriate to the council
- contribute the time needed to study and understand the papers provided
- apply good analytical skills, objectivity and good judgment; and
- express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.

Members of the Committee will, at all times in the discharge of their duties and responsibilities, adhere to council's Code of Conduct, exercise honesty, objectivity and probity and not engage knowingly in acts or activities that have the potential to damage the reputation of the councils.

Members must also refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and must at all times act in a proper and prudent manner in the use of information acquired in the course of their duties. Members must not use council information for any personal gain for themselves or their immediate families or any manner that would be contrary to law or detrimental to the welfare of the council.

Committee members must keep all information relating to council confidential.

## 5. REPORTING

A report will be prepared by the Committee on an annual basis on the past financial year activities and presented to council.

## 6. ADMINISTRATIVE ARRANGEMENTS

### 6.1 Meetings

The Committee will meet at least quarterly. The need for any additional meetings will be decided by the Chair of the Committee, though other Committee members may make requests to the Chair for additional meetings. An additional meeting may be convened to review council's financial statements.

A forward meeting plan, including meeting dates and agenda items, will be agreed by the Committee each year. The forward meeting plan will cover all Committee responsibilities as detailed in these Terms of Reference.

The Chair of the Committee has responsibility to set the Committee meeting agenda. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials not less than seven (7) days prior to the meeting. Agenda items can be referred to the Chair of the Committee by:

- Council
- General manager
- Other Committee members
- Head of the Internal Audit function; and
- External Auditor.

Meetings are to be conducted in accordance with, and Members bound by, council's Code of Meeting Practice.

### 6.2 Agenda & Minutes

The agenda for each Committee meeting is to be prepared and circulated at least one week before the meeting. It is to include as standing items:

- internal audit,
- external audit,
- risk management,
- compliance,
- fraud and corruption,
- financial management,
- governance,
- strategic planning,
- service delivery and
- performance measurement.

Audit, Risk and Improvement Committee meeting minutes are to:

- include a record of attendance.
- include items of business considered, decisions and actions arising.
- be approved by the Chair before circulation.

TRIM: ARC20/4108

- be provided to the governing body to enable councillors to keep abreast of assurance issues throughout the year, as well as the general manager, Internal Auditor and external auditor.
- be provided within two weeks of the meeting date to ensure relevant individuals are made aware of any significant issues discussed at the meeting that need to be dealt with; and
- be treated as confidential unless otherwise specified by the committee - public access should be controlled to maintain confidentiality in accordance with council policy.

### 6.3 Attendance at Meetings and Quorums

A quorum will consist of two (2) Committee members. Meetings can be held in person, by telephone or by video conference. Meetings are not open to the public.

Internal Audit will be invited to attend each meeting unless requested not to do so by the Chair of the Committee. The Committee may also request the general manager or any other employees to participate for certain agenda items, as well as the external auditor.

In addition to Committee members, the general manager and the head of the Internal Audit function are to attend committee meetings as non-voting observers, except where they are excluded by the committee.

The Audit, Risk and Improvement Committee will be able to request to meet with any of the following non-voting individuals whenever necessary in order to seek additional information or explanations:

- privately with the Internal Auditor and/or external auditor without the general manager present (this is to occur at least annually)
- council's Manager Finance (or equivalent) given their knowledge of, and responsibility for, council's financial management
- any councillor (the Chair of the Committee only)
- any employee or contractor of the council, and/or
- any external independent expert or external party whose advice is needed (subject to confidentiality considerations).

These individuals must comply with the Committee's request.

The Committee can also request any written reports or other risk management reports from council's senior management, or other related information as necessary, to enable it to fulfil its assurance role in relation to council's risk management framework. The Committee can also request senior managers to present at Committee meetings to discuss their activities and risks.

The committee will be able to hold closed ('in-camera') meetings whenever it needs to discuss confidential or sensitive issues with only Committee members present.

The Committee can obtain such external legal or other professional or subject matter expert advice, as considered necessary to meet its responsibilities. The service provider and payment of costs for that advice by the council is subject to the prior approval of the governing body of the council.



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#### 6.4 Secretariat & Access to Staff, Resources and Information

The Committee has appointed the council's Governance Officer or their delegate to be responsible for providing the Committee with adequate secretariat support. The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, and ensure minutes of the meetings are prepared, and maintained. Minutes shall be approved by the Chair and circulated to each member within two (2) weeks of the meeting being held.

The Committee is to have direct and unrestricted access to council's general manager, senior management and staff and contractors of the council as required in order to perform its role.

The Audit, Risk and Improvement Committee is also to have direct and unrestricted access to such council resources and information it needs to perform its role.

The Audit, Risk and Improvement Committee may only release council information to external parties with the approval of the general manager. The general manager's approval is not required where the information is being provided to an external investigative, audit or oversight agency such as, but not limited to, the Office of Local Government, the NSW Audit Office, the Independent Commission Against Corruption or the NSW Ombudsman for the purpose of informing that agency of a matter that may warrant its attention.

#### 6.5 Conflict of Interests, Pecuniary Interests, and Code of Conduct

Under s440 of the *Local Government Act*, ARIC Committee members agree to comply with, and be bound by council's Code of Conduct. Complaints or breaches of council's Code of Conduct will be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*. Committee members should also be deemed to be a 'designated person' and required to complete and submit returns of interests.

As required under the Model Code of Conduct, Audit, Risk and Improvement Committee members must declare any pecuniary or significant non-pecuniary conflicts of interest at the start of each Committee meeting, before discussion of the relevant agenda item or issue, or when the issue arises. Details of any conflicts of interest should also be appropriately minuted.

Where Audit, Risk and Improvement Committee members or observers at Committee meetings are deemed to have a real or perceived conflict of interest they are to remove themselves from Committee deliberations on the issue.

#### 6.6 Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their committee responsibilities.

#### 6.7 Assessment Arrangements

As part of council's quality assurance and improvement program, the Committee is to provide an annual assurance report to the governing body which provides:

- a summary of the work the committee performed to discharge its responsibilities during the preceding year;
- advice on the appropriateness of the committee's Terms of Reference;
- an overall assessment of the following aspects of council's operations in accordance with section 428A of the *Local Government Act*:

- compliance
- risk management

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- fraud control
- financial management
- governance
- implementation of the strategic plan, delivery program and strategies
- service reviews
- collection of performance measurement data by the council
- any other matters prescribed by the regulation (i.e. internal audit), and
- any other information to help the council improve its functional performance.

At least once each council term (i.e. four years), an external review of the effectiveness of the Audit, Risk and Improvement Committee is to be conducted to assess how the committee is functioning. This will provide accountability and ensure that the governing body of the council can assess the committee's performance and whether any changes to the committee's terms of reference or membership are required.

The external review is to consider:

- whether the Committee has fulfilled its terms of reference.
- the appropriateness of the Committee's terms of reference.
- the performance of Committee members and whether any change of membership is required.
- the way the Committee, external auditor, council and internal audit function work together to manage risk and support the council and how effective this is; and
- whether the work of the Committee has contributed to the improvement of the factors identified in section 428A of the Local Government Act.

The external review is to address the collective performance of the Audit, Risk and Improvement Committee, as well as the individual performance of each member and the Chair. In considering the outcomes of the external review, the review is to consider feedback on each member's performance by the Chair of the Committee and general manager. The governing body of council will be able to request the Chair of the committee to address the council and answer any questions about the operation of the committee.

## 6.8 REVIEW

As part of council's quality assurance and improvement program, where the Audit, Risk and Improvement Committee's Terms of Reference include additional provisions, they are to be reviewed annually by the Audit, Risk and Improvement Committee, and once each council term (i.e. four years) by an external party.





## KPWG - GROWING REGION

Held on

Tuesday, 20 June 2023  
11am

at

Mayor's Office

**PRESENT:** Cr Sam Coupland, Cr Todd Redwood, Cr Paul Gaddes, Chief Officer Daniel Boyce, Chief Officer Darren Schaefer and Executive Officer Ms Melissa Hoult

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KPWG - Growing Region  
Tuesday, 20 June 2023

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**1. APOLOGIES**

NIL

**2. CONFIRMATION OF PREVIOUS MINUTES**

**CONFIRMATION OF THE MINUTES OF THE KPWG - GROWING REGION MEETING HELD ON 6 JUNE 2023**

**RECOMMENDATION:**

That the minutes be taken as read and be accepted as a true record of the Meeting.

**Moved Cr Redwood**

**Seconded Cr Gaddes**

**3. DECLARATIONS OF INTEREST**

Nil.

**4. BUSINESS ARISING**

Nil.

**5. ADMINISTRATION REPORTS**

Nil.

**6. GENERAL BUSINESS**

- Discussion on the possibility of new future projects to be included in the LSPS.

**Projects Update**

- Darren provided an airport café update
- Mayor suggested on revised DP to broaden Malpas Aquatic/Recreation Centre
- Darren provided an update on the Airport - Gate 3 is scheduled to go in from July.
- Transport Safety Plan is ongoing.

There being no further business the Chairman declared the meeting closed at 12:03pm.

**Next Meeting: 18 July 2023, 3pm.**



## KPWG - ENRICHED REGION

Held on

Thursday, 22 June 2023

1pm

at

Council Chambers, Armidale Council  
Building, 135 Rusden Street, Armidale

**PRESENT:** Manager Customer Experience Ms Aimee Hutton, Ms Cheyenne Moody, Ms Anne Rix, Ms Lisa Ramsland, Dr Brian Connor, Ms Debra Maslen, Ms Michelle Whiteley, Ms Dianna Woodlands

MINUTES

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Thursday, 22 June 2023

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1. APOLOGIES

Cr Susan McMichael  
Cr Brad Widders  
Ms Jacinda Sewell  
Ms Victoria Howell  
Dr Sundar Thavapalasundaram  
Ms Jen Williams  
Mr David Schmude

2. CONFIRMATION OF PREVIOUS MINUTES

**CONFIRMATION OF THE MINUTES OF THE KPWG - ENRICHED REGION MEETING HELD ON 19 MAY 2023**

That the minutes be taken as read and be accepted as a true record of the Meeting.

Moved: Aimee Hutton

Seconded: Dr Brian Connor

3. DECLARATIONS OF INTEREST

Nil

4. BUSINESS ARISING

**4.1 NOVA & Practice Manager Collaboration** *Ref: AINT/2023/11600 (ARC22/5108)*

Dr Brian Connor provided an update on the meeting scheduled for 27 July, to be held at NOVA. Every local practice and related groups have been sent a letter of invitation (attached). Ms Michelle Guppy working with practices to let them know about the event and remind them it's coming up. PHN also promoting to medical practices.

**Action: Outcomes of the meeting to be reported at the next KPWG meeting.**

**4.2 Promotional Video of Armidale Region** *Ref: AINT/2023/11601 (ARC22/5108)*

Aimee confirmed the promotional video was underway. They are currently working on securing some health professionals for interviews to include in the video.

**4.3 Workforce Prioritisation and Planning Project** *Ref: AINT/2023/12044 (ARC22/5108)*

Ms Dianna Woodlands from the Primary Health Network gave a presentation on their Workforce Planning and Prioritisation Project. This will provide independent, evidence-based advice to inform the geographic distribution and placement of GP registrars. The community and health professionals are currently being invited to provide feedback on local issues to inform their final report.

**Action: Aimee to distribute link to survey and PHN presentation to the KPWG.**

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## 5. GENERAL BUSINESS

### 6.1 Open Discussion - Opportunities/Challenges *Ref: AINT/2023/11602 (ARC22/5108)*

Anne shared that she had been in contact with Rob College and had contact details for Mr Greg Mills who is happy to share any nannying opportunities with students.

**Action – Aimee to share details of Mr Greg Mills with the KPWG.**

Aimee and Anne shared details of their contact with Regional NSW, highlights from these conversations are: -

- Regional NSW is keen to be kept up to date on progress and outcomes of KPWG
- Suggestion was made to contact Regional Australia Bank to seek home loan incentives for relocating health professionals.
- There is a relocation grant available which health professionals may be eligible to apply for Regional NSW to share details with Aimee who will then distribute to committee.

**Action: Aimee to share Regional Australia Bank contact details with the KPWG for them to contact to discuss options for home loan discount incentives.**

**Action: Aimee to share details of relocation grant with the KPWG when received.**

Cheyenne shared with the committee that Taree was currently doing well promoting their area and may be worthwhile considering a similar campaign/promotion of the Armidale region.

**Action: Cheyenne to share link of Love Taree with the KPWG.**

It was agreed by the committee that a Communications Strategy should be considered to track the promotion of the region, job opportunities, etc. to ensure everyone was clear on the direction and tasks could be assigned appropriately.

**Action: Aimee to build draft outline of a Communications Plan that could be used by the KPWG.**

Aimee advised that Council was still looking at possible attendance at an upcoming medical event or conference. It was agreed that the NSW Rural Doctors Network was a good source to view upcoming events and the ANZ conference next year may be a good idea to market to promote region to a wider scope of health professionals. Could also be worthwhile assessing where the greatest need was a target opportunities aligned to the current vacancies.

Lisa and Michelle agreed that anaesthetics, obstetrics and gynaecology were all in great need currently.

Aimee advised that she had a meeting planned with Maria Hitchcock of Visions 2030 in the following weeks to close the loop and share information between the groups.

There being no further business the meeting was closed at 2.15pm.

**Next Meeting: Thursday 10 August 2023 at 1pm.**

Armidale Regional Council  
 KPWG - Enriched Region  
 Thursday, 22 June 2023

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<b>Actions:</b>	<b>Who</b>	<b>Status</b>	<b>Target Date for Completion</b>	<b>Date Complete</b>
➤ <i>Aimee asked if there are details of new appointments within the health network that can be promoted to the region.</i>	Entire working group	For noting & sharing	N/A	N/A
➤ <i>Outcomes of the meeting at NOVA on 27 July to be reported at the next KPWG meeting.</i>	BC		10/8/2023	
➤ <i>Aimee to distribute link to PHN survey and PHN presentation to the KPWG.</i>	AH			
➤ <i>Aimee to share details of Mr Greg Mills with the KPWG.</i>	AH			
➤ <i>Aimee to share Regional Australia Bank contact details with the KPWG for them to contact to discuss options for home loan discount incentives.</i>	AH			
➤ <i>Aimee to share details of relocation grant with the KPWG when received from Regional NSW.</i>	AH			
➤ <i>Cheyenne to share link of Love Taree with the KPWG.</i>	CM			
➤ <i>Aimee to build draft outline of a Communications Plan that could be used by the KPWG.</i>	AH			
➤ <i>Aimee to contact Visions 2030, Maria Hitchcock.</i>	AH		22/6/2023	



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KPWG - Enriched Region  
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NOVA,  
122 Faulkner Street,  
Armidale, 2350  
26/5/2023

**TO: Medical and other Staff, Medical Practices, Armidale.**  
**RE-HEALTH CARE WORKFORCE ISSUES in Regional Areas- particularly Armidale.**

Health care work force problems in rural and regional Australia have been under review for several decades. More recently they have been exacerbated in Armidale by the departure of a pivotal number of medical practitioners. These concerns have been the subject of inquiries at Federal and State Government level, a petition to the New South Wales Government from the citizens of New England, repeated representations to politicians and publicity in the media. All of this has been to no avail as our concerns are deliberated upon by urban based bureaucracies. There seems to be no solutions in sight. Thus we may need a new approach: one from the ground up.

As the first step in this process it is imperative that in Armidale we are given clear guidance regarding the institutional constraints facing those of us involved in the delivery of primary medical care. To this end it is suggested that, as a medical community, we engage directly with the Royal Australian College of General Practitioners, the Australian College of Rural and Remote Medicine and the Rural Doctors Resource Network. This would be with the aim of hearing their views concerning their mutual responsibilities regarding recruitment and training of primary care doctors in our Region.

To this end, it is suggested that a meeting be held in NOVA (122 Faulkner Street) and to which all local practitioners and practice managers be invited. We are fortunate that at NOVA we have a world class telecommunications facility and the possibility of discussions via ZOOM linkages. The advantage of this process is that those who live elsewhere may communicate easily with us without the need to travel from their home cities.

The format of this session would consist simply of asking one question of each speaker as follows: **"What is your organisation's role in relation to the training, accreditation and recruitment for primary medical care in rural Australia?"** Any discussion which follows would be moderated by an independent chairperson. The total time for the session would be no more than 60 minutes and a free light lunch would be provided at the time.

The timing of any meeting which involves health care staff is always problematic and so this letter is to gauge your interest in attending this function which we would aim to organise during a weekday lunchtime- probably towards the end of June. We will decide on a date once we have your responses.

Thank you for considering this issue and please do not hesitate to contact me should you have any queries ( Mob 0428722217). Otherwise please reply possible acceptance to Cherene Spendalove at NOVA ( email cspendel@une.edu.au).

Let's not forget that "The journey of a thousand miles starts with a single step!"  
With best wishes,  
Yours sincerely,

Brian Connor AM, FACRS



## KPWG - GROWING REGION

Held on

Tuesday, 18 July 2023  
3:00pm

at

Function Room Armidale

**PRESENT:** Cr Sam Coupland, Cr Todd Redwood, Cr Paul Gaddes, Chief Officer Planning and Activation Mr Daniel Boyce, Manager Land Use Planning Mr John Goodall, Mr Brendan Nelson (Macroplan), Executive Officer Ms Michaela Giandomenico

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 KPWG - Growing Region  
 Tuesday, 18 July 2023

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**1. APOLOGIES**

Nil.

**2. CONFIRMATION OF PREVIOUS MINUTES**

**CONFIRMATION OF THE MINUTES OF THE KPWG - GROWING REGION MEETING HELD ON 20 JUNE 2023**

**RECOMMENDATION:**

That the minutes be taken as read and be accepted as a true record of the Meeting.

**Moved Cr Redwood**

**Seconded Cr Gaddes**

**3. DECLARATIONS OF INTEREST**

Nil.

**4. BUSINESS ARISING**

Nil.

**5. ADMINISTRATION REPORTS**

Nil.

**6. GENERAL BUSINESS**

**Discussion**

Draft Local Strategic Planning Statement and Local Housing Strategy

Mr Brendan Nelson from Macroplan facilitated a discussion around the importance of the LSPS and how it will be presented the following day (19/07/2023) at the Draft Local Strategic Planning Statement and Local Housing Strategy councillor/ELT meeting.

Points from plan discussed:

- Cycleways
- Business Forum ideas
- Maximum extent of precinct.

There being no further business the Chairman declared the meeting closed at **4:23pm**

**Next Meeting: 8 August 2023, 11am**

<b>Actions:</b>	<b>Who</b>	<b>Status</b>	<b>Target Date for Completion</b>	<b>Date Complete</b>
<b>18 July 2023</b>				
➤ <i>NIL</i>				



## KPWG - CONNECTED REGION

Held on

Thursday, 3 August 2023  
12pm

at

Committee Room Armidale/Zoom

**PRESENT:** Cr Margaret O'Connor (Chair), Cr Todd Redwood, General Manager Mr James Roncon, Acting Coordinator Strategic Infrastructure Planning Ms Lilian Colmanetti, Executive Officer Ms Jessica Bower

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KPWG - Connected Region  
Thursday, 3 August 2023

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**1. APOLOGIES**

Nil

**2. CONFIRMATION OF PREVIOUS MINUTES**

**CONFIRMATION OF THE MINUTES OF THE KPWG - CONNECTED REGION MEETING HELD ON 27 OCTOBER 2022**

**RECOMMENDATION:**

That the minutes be taken as read and be accepted as a true record of the Meeting.

**Moved Cr O'Connor**

**Seconded Cr Redwood**

**3. DECLARATIONS OF INTEREST**

Nil

**4. BUSINESS ARISING**

Nil

**5. ADMINISTRATION REPORTS**

Nil

**6. GENERAL BUSINESS**

- i. Gates and Grids Policy Consultation: progressing. Director Alex Manners will need a final advice from CR KPWG by 8 September 2023 in order to process a report for presentation at the September OCM. Mr Manners noted that Legal advice that has been included in Cr Briefing is confidential to Council.
- ii. Active Transport Consultation is ongoing by consultants GHD until 24 August 2023. The scope of this contract is to get enough information from the community to create an integration of two outdated documents vis Pedestrian Access Management Plan (PAMP) and the 2012 Armidale Bicycle Strategy into a single Active Transport Strategy. This will eventually inform the Housing Strategy. Cr Robinson noted that there needs to be hard data on proposed routes, on actual cycling accidents and near misses, and those roundabouts and road locations which present safety issues for cyclists. She said the current online survey, which she has completed, is deficient for purposes of obtaining detailed information safety issues and most preferred routes with only a 255 character open field. Mr Manners suggested the survey could be completed multiple times to allow people to add more information. Cr Robinson suggested the CR KPWG meet with the consultants, GHD. We need to get more information as to the exact process by which the integrated PAMP, 2012 Bicycling strategy and the updated Active Transport Strategy will then be integrated into the Locals Strategic Planning Statement and Housing Strategy, both of which are also currently in draft formats.
- iii. Update of Smart Places Project and E-Scooter Trial. This is progressing well and there is to be a meeting on 4 August 2023 (internal) about this. We are hopeful of getting update from Ms Colmanetti when she is available.



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KPWG - Connected Region  
Thursday, 3 August 2023

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- iv. New Community Proposal for a Bike pathway on Castledoye Rd. This is a new initiative from the community on the Castledoye Rd who have concerns about recreational and commuter cyclists (to the two new and expanding horticultural farms out there) . The need is to formalise a gravel path that provides safety for cyclists and more tourism opportunities to the access various natural heritage sites on the way to and at the Blue Hole (National Park.) recreation and cycling areas. Mr Manners noted that this submission will go to GHD Consultants however he noted that one of the problems Council grapples with is prioritising which projects are the most important. For example, the Kelly's Plains cycle lanes are not finished. Should they be finished before a new cycleway is commenced.
- v. Digital Strategy perhaps in conjunction with SRI. No direction on this yet. Need to contact Lou Conway or her new assistant (Ross?) at SRI Nova for meeting to discuss this. Other matters arising: Cr O'Connor discussed inviting Transport for NSW representative for this Region to visit and advise us on how T4 NSW's Public Transport Project for our region (due late 2024) is progressing. Additionally there are a number of "Collaboration Activities between NSW State Government agencies with local councils including ARC, that are noted in the current New England North West Regional Plan Part 5 " Connected and Accessible". It was agreed that the Chair (Cr O'Connor) seek information as to progress/update on these collaboration activities. The benefits being delivered to our part of the region covered by New England North West were noted as being minimal compared to State Government investment in the western (North West) part of the region.

There being no further business the Chairman declared the meeting closed at 1:03pm.

**Next Meeting: Friday 25 August, 12:30pm.**





## KPWG - ENRICHED REGION

Held on

Thursday, 10 August 2023  
1pm

at

Function Room, 135 Rusden Street,  
Armidale

**PRESENT:** Cr Susan McMichael, Ms Aimee Hutton (ARC), Dr Brian Connor, Ms Cheyenne Moody (PHN), Ms Jacinda Sewell (Armidale Town and Country), Ms Michelle Guppy (UNE), Ms Sandy Vincent (PHN), Ms Michelle Whiteley (HNEH), Dr Sundar Thavapalasundaram (HNEH), Mr David Schmude (UNE)

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Thursday, 10 August 2023

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1. APOLOGIES

Cr Brad Widders, Ms Anne Rix (New England Family Support), Ms Jen Williams (UNE), Ms Debra Maslend (Ramsay Health), Ms Lisa Ramsland (HNEH)

2. CONFIRMATION OF PREVIOUS MINUTES

**CONFIRMATION OF THE MINUTES OF THE KPWG - ENRICHED REGION MEETING HELD ON 22 JUNE 2023**

**That the minutes be taken as read and be accepted as a true record of the Meeting.**

Moved: Aimee Hutton

Seconded: Cheyenne Moody

3. DECLARATIONS OF INTEREST

Nil

4. BUSINESS ARISING

**4.1 Review of Action Items from previous meeting** *Ref: AINT/2023/18643 (ARC22/5108)*

- Aimee to distribute link to PHN survey and PHN presentation to the KPWG – Complete
- Aimee to share details of Mr Greg Mills with the KPWG – Complete, **KPWG asked for them to be resent**
- Aimee to share Regional Australia Bank details with KPWG re: home loan incentives – Complete.
- Aimee to share details of relocation grant with KPWG – Complete
- Cheyenne to share link of Love Taree campaign – Complete
- Aimee to build draft outline of Comms Plan that could be used by KPWG – held over to next meeting, awaiting completion of promotional video.
- Aimee to contact Visions 2030, Maria Hitchcock – Complete.

**4.2 Update on health event at NOVA - 27 July 2023** *Ref: AINT/2023/18645 (ARC22/5108)*

Dr Brian Connor provided a brief update on the event held at NOVA on 27 July 2023.

- The event successfully communicated that sustainable local health care was a prime issue for the region.
- The event showcased the NOVA facility.
- It included the 3 organisations working on regional health - Royal Australian College of General Practitioners, NSW Rural Doctors Network, Rural Doctors Resource Network.
- Dr Brian Connor and Dr Bruce Menzies are planning to collaborate closer to the end of the year, to create a network of health professionals who will meet at NOVA regularly, to create collegiality across the region and also provide educational support to each other.

Armidale Regional Council  
KPWG - Enriched Region  
Thursday, 10 August 2023

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## 5. ADMINISTRATION REPORTS

Nil

## 6. GENERAL BUSINESS

### 6.1 Open Discussion - Opportunities/Challenges

Ref: AINT/2023/18644 (ARC22/5108)

The working group had an open discussion about the local issues related to health care: -

- Discussion regarding a concierge system for Armidale was revisited. Aimee reminded the group about Blue Sky Relocations (details previously shared with the group) and there is still an opportunity to look at implementing the Attract, Connect, Stay model locally, as previously discussed. This will require the formation of a committee to create governance structure and seek start-up funding.
- Problems with the Medicare tariff system were discussed. This doesn't currently financially reward GPs, other specialties are financially more attractive, therefore making it harder to find GPs. There needs to be more equity between GPs and specialists.
- PHN advised that they provided a report to government on 4 August, based on the feedback they had received from health professionals and community and their own research.
- The PHN community survey is still open – **Sandy Vincent from the PHN to share the link with Aimee to distribute to the group.**
- The PHN has organised a stall for the WONCA conference in October 2023. WONCA is a conference for General Practitioners/Family Physicians organised by the Royal Australian College of General Practitioners. Council is collaborating with the PHN and will be sharing information on the Armidale region from the PHN stand.
- Cheyenne shared details of upcoming PHN event. **Invitation will be shared via email following the meeting.**
- David shared that UNE Medical Centre had 3 new GPs starting soon. UNE will be releasing a media release. **David to share media so the good news can be shared through our networks.**
- The Working Group was also told that there is a new GP starting at Integral Health and Faulkner Street.
- **If all new GP recruit information can be forwarded to Aimee, Council could look at producing a 'good news' story for the community.**

There being no further business the Chair declared the meeting closed at 2.25pm.

**Next Meeting: TBC**

Actions:	Who	Status	Target Date for Completion	Date Complete
➤ Aimee asked if there are details of new appointments within the health network that can be promoted to the region.	Entire working group	For noting & sharing	N/A	N/A
➤ Council producing promotional video of the region.	ARC	In progress		

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<b>Actions:</b>	<b>Who</b>	<b>Status</b>	<b>Target Date for Completion</b>	<b>Date Complete</b>
➤ <i>Aimee to re-share details of Mr Greg Mills with the KPWG.</i>	AH		18/8/2023	
➤ <i>Sandy to share details of PHN survey for distribution to the group</i>	SV & AH		18/8/2023	
➤ <i>Aimee to build draft outline of a Communications Plan that could be used by the KPWG.</i>	AH		14/9/2023	
➤ <i>Aimee to contact Visions 2030, Maria Hitchcock.</i>	AH		18/8/2023	
➤ <i>Invitation for PHN event to be shared with the group</i>	CM & AH		18/8/2023	
➤ <i>Media relating to new doctors in town to be shared with the working group</i>	DS			
➤ <i>Aimee to compile information on new recruits across town into good news story for the community.</i>	AH			



## KPWG - GROWING REGION

Held on

Friday, 1 September 2023  
11am

at

Committee Room Armidale

**PRESENT:** Cr Sam Coupland, Cr Todd Redwood, Cr Paul Gaddes, Chief Officer Planning & Activation, Chief Officer Corporate & Community Darren Schaefer and Executive Officer Ms Melissa Hault

MINUTES

Armidale Regional Council  
KPWG - Growing Region  
Friday, 1 September 2023

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**1. APOLOGIES**

Nil.

**2. CONFIRMATION OF PREVIOUS MINUTES**

**CONFIRMATION OF THE MINUTES OF THE KPWG - GROWING REGION MEETING HELD ON 18 JULY 2023**

**RECOMMENDATION:**

That the minutes be taken as read and be accepted as a true record of the Meeting.

**Moved Cr Redwood**

**Seconded Cr Gaddes**

**3. DECLARATIONS OF INTEREST**

Nil.

**4. BUSINESS ARISING**

Nil.

**5. ADMINISTRATION REPORTS**

Nil.

**6. GENERAL BUSINESS**

**Projects Update**

- Council Officer's John Goodall and Jesse Dick provided a presentation on the East End Mall.
- Discussion on the Armidale Mall Vibrancy Plan 2022-26
- Group discussed updates on NERT.

There being no further business the Chairman declared the meeting closed at 12:10pm.

**Next Meeting: 11 September 2023, 11am.**





## KPWG - GROWING REGION

Held on

Monday, 11 September 2023  
11am

at

Function Room Armidale

**PRESENT:** Cr Sam Coupland, Cr Todd Redwood, Cr Paul Gaddes, Acting General Manager Mr Dan Boyce, Chief Officer Corporate & Community Darren Schaefer, Strategic Planner Ms Sonia Broun and Executive Officer Ms Melissa Hoult

MINUTES

Armidale Regional Council  
KPWG - Growing Region  
Monday, 11 September 2023

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**1. APOLOGIES**

Nil.

**2. CONFIRMATION OF PREVIOUS MINUTES**

**CONFIRMATION OF THE MINUTES OF THE KPWG - GROWING REGION MEETING HELD ON 1 SEPTEMBER 2023**

**RECOMMENDATION:**

That the minutes be taken as read and be accepted as a true record of the Meeting.

**Moved Cr Redwood**

**Seconded Cr Gaddes**

**3. DECLARATIONS OF INTEREST**

Nil.

**4. BUSINESS ARISING**

Nil.

**5. ADMINISTRATION REPORTS**

Nil.

**6. GENERAL BUSINESS**

Projects Update;

- Council Officer Sonia Broun gave an update on zoning throughout the LGA.
- Renewable Energy Zone
- Discussion on level one water restrictions for the LGA.

There being no further business the Chairman declared the meeting closed at 12:13pm.

**Next Meeting:** 19 September 2023, 11am.



## KPWG - CONNECTED REGION

Held on

Monday, 18 September 2023  
10:30 AM

at

Function Room Armidale

**PRESENT:** Cr Margaret O'Connor (Chair), Cr Todd Redwood, Cr Dorothy Robinson, Cr Paul Packham, Strategic Planner Ms Lilian Colmanetti, Chief Officer Assets and Services Mr Alex Manners, Executive Officer Ms Michaela Giandomenico

MINUTES

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KPWG - Connected Region  
Monday, 18 September 2023

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**1. APOLOGIES**

NIL

**2. CONFIRMATION OF PREVIOUS MINUTES**

**CONFIRMATION OF THE MINUTES OF THE KPWG - CONNECTED REGION MEETING HELD ON 3 AUGUST 2023**

**RECOMMENDATION:**

That the minutes be taken as read and be accepted as a true record of the Meeting.

**MOVED Cr O'Connor**

**SECONDED Cr Redwood**

**3. DECLARATIONS OF INTEREST**

NIL

**4. BUSINESS ARISING**

NIL

**5. ADMINISTRATION REPORTS**

NIL

**6. GENERAL BUSINESS**

**I. Update from Chief Officer Assets and Services Alex Manners:**

- Grids and Gates Policy
- Report to be put up to Council this OCM (27/09/2023) with a generic update.
- Connected Region KPWG to do report with recommendations to add to draft policy – Finalise – report to Council at October OCM 25/10/23 (as resolved by Council 28/06/2023)
- Connected Region KPWG to schedule a meeting to finalise recommendations report.

**II. Update from Strategic Planner Lilian Colmanetti:**

- E-scooter Trial
- Stats of e-scooter uptake
- Positive outcomes so far
- \$5 penalty being rolled out to mitigate issues with e-scooters being parked incorrectly e.g. on the middle of footpaths
- 12am-5am curfew created for e-scooters
- Discussions have been undertaken with Beam that on Fridays-Saturdays the E-scooters will be collected and re-stored away from pubs/clubs
- GHD Consultancy Re: Active Transport Consultation
- Report from GHD to be sent to Connected Region KPWG once reviewed
- Draft Network Plan and Draft Strategy Plan to be created – these plans will be up for community consultation – hoping to have plans finalised by the end of the calendar year.

Armidale Regional Council  
 KPWG - Connected Region  
 Monday, 18 September 2023

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- Castledoye Community Bicycle Path Project
    - Received and presented at one of the communities workshops by the Castledoye Community Group
  - General comments about state of bicycle paths
    - Connected KPWG to determine whether to pose question to General Manager regarding budget allocated to maintain bicycle paths.
  - Digital Spaces Project:
    - Partnership with UNSW and Uni Syd: only covers open spaces. This project is run by the Universities and ARC is offering assistance whenever required and will receive a strategy as part of the final outcomes of the collaboration
    - Smart Communities Strategy: Partially funded by the Telstra's innovation/ technology fund
    - Council to look at what stipulations Telstra will impose in order for council to receive the \$25 000 to mitigate any risks
    - this project is currently in the planning stage
- III. QON: TfNSW conducted a study on Transport needs for the region – What was the outcome/ where are they up to on this study/ what will we do if this is never finalised and advised on?

There being no further business the Chairman declared the meeting closed at **11:41am**.

**Next Meeting: TBD**

Actions:	Who	Status	Target Date for Completion	Date Complete
<b>18 September 2023</b>				
➤ <i>KPWG to schedule a meeting to finalise report advising of recommendations to be added to Grids and Gates policy</i>	Cr Margaret O'Connor (Chair)			
➤ <i>Report with recommendations to add to Grids and Gates policy finalised by KPWG</i>	KPWG-Connected Region			
➤ <i>Send GHD report to KPWG once reviewed</i>	Lillian Colmanetti			
➤ <i>KPWG to determine whether to pose question to General Manager regarding budget to be allocated to maintenance of bicycle paths</i>	KPWG-Connected Region			
➤ <i>Speak to TfNSW to get an update on transport needs for the region and report back to Connected</i>	Alex Manners			

Armidale Regional Council  
KPWG - Connected Region  
Monday, 18 September 2023

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<b>Actions:</b>	<b>Who</b>	<b>Status</b>	<b>Target Date for Completion</b>	<b>Date Complete</b>
<i>Region KPWG</i>				





## KPWG - GROWING REGION

Held on

Tuesday, 19 September 2023  
11am

at

Function Room Armidale

**PRESENT:** Cr Sam Coupland, Cr Todd Redwood, Cr Paul Gaddes, General Manager  
Mr James Roncon, Executive Officer Ms Melissa Hault

MINUTES

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 Tuesday, 19 September 2023

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**1. APOLOGIES**

**2. CONFIRMATION OF PREVIOUS MINUTES**

**CONFIRMATION OF THE MINUTES OF THE KPWG - GROWING REGION MEETING HELD ON 11 SEPTEMBER 2023**

**RECOMMENDATION:**

That the minutes be taken as read and be accepted as a true record of the Meeting.

**Moved Cr Redwood**

**Seconded Cr Gaddes**

**3. DECLARATIONS OF INTEREST**

Nil.

**4. BUSINESS ARISING**

Nil.

**5. ADMINISTRATION REPORTS**

Nil.

**6. GENERAL BUSINESS**

**Projects Update;**

- Cr Redwood gave an update on the E-Scooter trial after seeking advice from the GM.
- Councillors received a briefing on the Styx River State Forest
- Water restrictions
- Darren provided an update on the Childcare facility in Guyra.

There being no further business the Chairman declared the meeting closed at (time).

**Next Meeting:** 10 October 2023, 11am

<b>Actions:</b>	<b>Who</b>	<b>Status</b>	<b>Target Date for Completion</b>	<b>Date Complete</b>
19 September 2023				
➤ Research offset - Styx	Dan	In progress	31/12/2023	



## KPWG - GROWING REGION

Held on

Tuesday, 10 October 2023  
11 AM

at

Committee Room Armidale

**PRESENT:** Cr Sam Coupland, Cr Todd Redwood, Cr Paul Gaddes, General Manager  
Mr James Roncon, Executive Officer Ms Melissa Hault

MINUTES

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**1. APOLOGIES**

Nil.

**2. CONFIRMATION OF PREVIOUS MINUTES**

**CONFIRMATION OF THE MINUTES OF THE KPWG - GROWING REGION MEETING HELD ON 19 SEPTEMBER 2023**

**RECOMMENDATION:**

That the minutes be taken as read and be accepted as a true record of the Meeting.

**Moved Cr Redwood**

**Seconded Cr Gaddes**

**3. DECLARATIONS OF INTEREST**

Nil.

**4. BUSINESS ARISING**

Nil.

**5. ADMINISTRATION REPORTS**

Nil.

**6. GENERAL BUSINESS**

**Project updates;**

- **LSPS/Housing Strategy**
  - Dan provided update that targeting release of draft LSPS & Housing Strategy documents to next OCM.
- **Styx River**
  - Dan provided update that investigation questions requested are pending action.
- **Water Restrictions**
  - Dan provided update on potential of implementing water restrictions ahead of the current Level 1 criteria should Council wish to invoke.

Discussion around potential inclusion of rain water tank focus at the same time.

There being no further business the Chairman declared the meeting closed at (time).

**Next Meeting:** 24 October 2023, 11am.



## BUSINESS PAPER

### TRAFFIC ADVISORY COMMITTEE

To be held on

Tuesday, 3 October 2023

at

Function room

**Committee Members:**

Cr Susan McMichael (Chair)  
Mr Hans Hietbrink (Rep. Member for Northern Tablelands)  
Snr Sgt Paul Caldwell (NSW Police)  
Ms Mel Jones & Ms Lucy Garbutt (TfNSW)

**Council Staff:**

Mr Sam Jacobson (Coordinator Technical Services)  
Mr Graham Earl (ARC Technical Officer)  
Mr Ian Chetcuti (Ranger)  
Ms Claire Butcher (Minute Taker)

AGENDA



The Armidale Traffic Advisory Committee, has no decision-making powers and is primarily a technical review committee. It only advises the Council on matters for which the Council has delegated authority.

The Committee operates under Roads and Maritime Services 'A guide to the delegation to councils for the regulation of traffic'.

In summary:

Roads and Maritime Services (RMS) has delegated certain aspects of the control of traffic on regional and local roads to Council. A condition of this delegation is that Council must refer all traffic related matters to the Traffic Advisory Committee prior to exercising its delegated functions.

The four voting members on the Traffic Advisory Committee are:

- Council's representative (chair)
- RMS representative
- NSW Police representative for the Local Area Command containing the item.
- State Member of Parliament representative for the electorate containing the item.

The meeting does not need a specific quorum, however any advice can only be returned to the Council if the views of NSW Police and RMS have been obtained.

The Traffic Advisory Committee meeting operates as a closed meeting and attendance to the meeting is via invitation only. At times interested stakeholders may address items referred to the Traffic Committee where their information adds value and does not greatly increase the time spent by the Committee on progressing the item. Interested stakeholders always have the opportunity to attend the Council meeting when the minutes of the Traffic Advisory Committee are discussed / determined.

All formal items referred to the Traffic Advisory Committee typically have been fully investigated, consulted (if needed) and proposed actions identified.

Where the Council decides on an item contrary to the Traffic Advisory Committee recommendation, then Council must immediately advise RMS and NSW Police in writing of its decision. The RMS or NSW Police may then lodge an appeal within 14 days to the Regional Traffic Committee.

The Council must not action any item under appeal until the matter has been determined by the Regional Traffic Committee.



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Traffic Advisory Committee  
Tuesday, 3 October 2023

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<b>Item:</b>	<b>4.1</b>	<b>Ref: AINT/2023/25454</b>
<b>Title:</b>	<b>Action from previous meeting held 5 September 2023. Container: ARC16/0168-8</b>	
<b>Author:</b>	<b>Graham Earl, Technical Officer Engineering</b>	
<b>Attachments:</b>	Nil	

### 1. Purpose

To note the actions of the previous meeting.

#### a) OFFICERS' RECOMMENDATION:

That the Committee note the below actions from the previous meeting;

- b) Endorse the requested road closures for the New England Sporting Car Club (NESCC) Metz Gorge Rallysprint to be held 1 October 2023;  
*Event has been completed.*
- c) Endorse the use of local roads for the use by Armidale Triathlon Clubs running and cycling sections for their annual race season 2023/2024;  
*Noted.*
- d) Note the recommendation by the TAC to endorse the use of the trails around Dumaresq Dam and local roads by the Armidale Athletics Club to conduct the annual Duval Dam Busters Trail Run;
- e) Endorse the rolling road closures of Faulkner Street and Rusden Street and Dangar Street Armidale on 28 October 2023, associated with the Freedom of the City parade route from Curtis Park to Central Park;  
*Noted.*
- f) Note the recommendation by the TAC to endorse the use of local roads within the LGA as part of the annual Ride for The Chopper - bicycle ride from 19 to 21 September 2023;  
*Event has been completed.*
- g) Endorse the temporary road closures of Faulkner Street, Armidale between Cinders Lane and Moore Street for Halloween 2023 celebrations, on Friday 27 October 2023;
- h) Endorse the closure of Bradley Street between McKenzie Street and Ollera St, Guyra on Saturday 30 September for the Troutfest 2023 from 7:00am to 4:00pm;  
*Event has been completed.*
- i) Endorse converting the 90° parking along Woodward Street, Armidale to parallel parking and alter the existing kerb line to move the parking away from the adjacent building (Burtons Saddlery), subject to further consultation;  
*Noted.*
- j) Note the proposal to conduct consultation and further investigation regarding a proposal to convert Woodward Street, Armidale to become a one-way traffic flow to reduce vehicle conflicts;

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Traffic Advisory Committee  
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*Noted.*

- k) Note the use of Armidale Council roads on 9 December 2023 for the New England Bushrangers Ulysses Club to conduct their annual toy run;

*Noted*

- l) Council note the transport plan of the Armidale Live/Renew Armidale group to enable the movement of large Koala to various events, subject to the following conditions:
- i. That the organisers provide registration and insurance details of the trailer;
  - ii. That organisers make sure all oversize over mass requirements are met; and
  - iii. That organisers reach out to Police for an inspection of the unit once together.  
*The Armidale Live/Renew Armidale group have been advised of these requirements.*

- m) Transport NSW request installation of line marking at a current Mobile Speed Camera Site for the Regulatory Unit at Guyra Road, Wandsworth.

*Noted.*

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Tuesday, 3 October 2023

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<b>Item:</b>	<b>5.1</b>	<b>Ref: AINT/2023/25255</b>
<b>Title:</b>	<b>Christmas in the Mall 30 November 2023</b>	<b>Container: ARC16/0168-8</b>
<b>Author:</b>	<b>Samantha Ketley, Activation and Precincts Officer</b>	
<b>Attachments:</b>	Nil	

### **Purpose**

The purpose of this report is to seek approval for the temporary road closures required to support the Christmas in the Mall event due to occur on 30 November 2023.

#### **1. OFFICERS' RECOMMENDATION:**

That Council endorse the temporary road closures of Dangar Street and Faulkner Street 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.

#### **2. Background**

Armidale Regional Council have held Christmas in the Mall annually for many years.

Armidale Regional Council would like to hold a "Christmas in the Mall" event that will include an afternoon entertainment program on the central mall stage and markets, on Thursday 30 November from 5pm to 9pm.

To ease crowding and congestion we propose to fill central, east, and west Beardy Street Mall with a variety of markets stalls and Faulkner and Dangar Street up to the intersection.

The reason for the road closure is to allow the stall holders to bump in on Thursday afternoon from 12pm and as an allowance for overflow markets and pedestrian safety into Beardy St, west.

#### **3. Discussion**

Proposed Closure:

Dangar Street and Faulkner Street between Rusden and Moore Street, and an additional closure of Beardy Street east mall will be included for additional space, to be closed at Marsh Street entry. These closures will automatically close the use of Beardy Street west between Jessie and Dangar.

The closure will need to take place early on 30 November to limit car parking that will impinge the bump in process of market stall holders and food vans from lunchtime.

#### **4. Implications**

##### **4.1. Strategic and Policy Implications**

- CPS: G3.1 Tourism strategy to attract visitors to stay and enhance the economic and cultural offerings and attractions of the region.
- The application is in accordance as per POL086 – Road – Events on public roads and as per the TfNSW guidelines for Event Management.

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Traffic Advisory Committee  
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#### 4.2. Risk

- Council's Public Liability insurance will cover this event.
- Buses and Taxis will be informed of the closure and as per usual will relocate or detour around the closure.
- Without the road closure, Christmas in the Mall will not be able to go ahead due to the increased safety risk to patrons and the lack of space for retail and food vans.

#### 4.3. Sustainability

No sustainability implications considered

#### 4.4. Financial

Budget Area:	General Fund						
Funding Source:	Activation and Precincts						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
900055	Christmas in the Mall	\$40,000	Nil	Nil	\$425.11	\$425.11	\$39,574.89

The full cost of the installation of traffic management is funded by Armidale Regional Council.

#### 5. Consultation and Communication

Upon approval communication throughout the community will occur.

#### 6. Conclusion

Council supports the annual event as it complies with policies and procedures previously set in conjunction with council staff.

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Traffic Advisory Committee  
Tuesday, 3 October 2023

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<b>Item:</b>	<b>5.2</b>	<b>Ref: AINT/2023/25439</b>
<b>Title:</b>	<b>Special Event Transport Management Plan - Remembrance Day 2023, Guyra.</b>	<b>Container: ARC16/0168-8</b>
<b>Author:</b>	<b>Graham Earl, Technical Officer Engineering</b>	
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Transport Management Plan Remembrance Day Service 2023</li> <li>2. Schedule 1 - Notice of Intention to Hold a Public Assembly Remembrance Day Service 2023</li> <li>3. Guyra RSL Sub Branch COC 23-24</li> <li>4. Plan - TGS Guyra Remembrance Day 2023</li> </ol>	

### 1. Purpose

The purpose of this report is to advise of a request to close Bradley Street, Guyra for the Remembrance Day service and opening of Mandala Garden and Remembrance Park.

### 2. OFFICERS' RECOMMENDATION:

That Council 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.

### 3. Background

Remembrance Day is an annual event held on the 11<sup>th</sup> of November to remember to the members of the armed forces who gave their lives in all wars.

This year's activity in Guyra will include the opening of Mandala Garden and Remembrance Park.

### 4. Discussion

A request has been received from the Guyra sub-branch of the RSL to close Bradley Street, Guyra.

This event normally takes place without the need for a road closure as the service has small gathering on the footpath for the service, however, this year there will be an official opening of the Mandala Garden and Remembrance Park at the Southern end of Bradley Street following the service and it is expected that up to 100 people will be present for the service, hence the need for a brief street closure.

### 5. Implications

#### 5.1. Strategic and Policy Implications

- The application is in accordance as per POL086 – Road – Events on public roads and as per the TfNSW guidelines for Event Management.

#### 5.2. Risk

- No homes are disadvantaged by the closure.
- The temporary road closure controls the risk of contact between pedestrians and moving vehicles.



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### 5.3. Sustainability

There are no sustainability concerns associated with this event.

### 5.4. Financial

Budget Area:	General Fund						
Funding Source:	Activation and Events						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
210713	Installation and removal of traffic control				\$301.08		

Council will staff will install and remove the road closure for the event.

### 6. Consultation and Communication

Remembrance Day in a National Event and advertisement of the event and the road closure will occur upon approval.

### 7. Conclusion

That the committee request Council to endorse of the temporary road closure associated with the Guyra Remembrance Day event.

## Special Event Transport Management Plan

### 1 EVENT DETAILS

#### 1.1 Event summary

Event Name <Guyra Remembrance Day Service.>

Event Location: <163 Bradley Street, Guyra >

Event Date: <11 November 2023 > Event Start Time: <10.30am> Event Finish Time: <11.30am>

Event Setup Start Time: <10.30am> Event Packdown Finish Time: <11.30am>

Event is ☐ on street – not moving

#### 1.2 Contact names

Event Organiser\* < Hans Hietbrink

Phone:< 02 6779 2070> Mobile:<0402 044 891> E-mail: [hans@mcasterhouse.com.au](mailto:hans@mcasterhouse.com.au)

Event Management Company (if applicable)

Phone: ..... Fax: ..... Mobile: ..... E-mail:

**Police** GUYRA Police

Phone: 02 6738 4299 ..... Fax:

**Council** ARMIDALE REGIONAL COUNCIL

Phone:02 67703800 Fax: 02 67729275 [council@armidale.nsw.gov.au](mailto:council@armidale.nsw.gov.au)

**Roads & Traffic Authority** (if Class 1).....

Phone: ..... Fax: ..... Mobile:..... E-mail: .....

*\*Note: The Event Organiser is the person or organisation who is the employer and in whose name the Public Liability Insurance is taken out.*

**1.3 Detailed description of event (please attach any maps to back of application)**

The Remembrance Day service will occur on 11 November 2023.

The road closure of Bradley Street between the Police Station and MacKenzie Street is to allow people to attend the service at the front of the Soldier's Memorial Hall at 163 Bradley Street.

## 2 Risk Management - Traffic

<div>CLASS 1</div> <div>CLASS 2</div> <div>CLASS 3</div>	2.1	Occupational Health & Safety - Traffic Control
	<input type="checkbox"/>	Risk assessment plan (or plans) attached
	2.2	Public Liability Insurance
	x <input type="checkbox"/>	Public liability insurance arranged. <u>Copy of Policy included</u>
	2.3	Police
	<input type="checkbox"/>	Police written approval attached
	2.4	Fire Brigades and Ambulance
	<input type="checkbox"/>	Fire brigades notified - Guyra Fire Brigade notified
	<input type="checkbox"/>	Ambulance notified – Guyra Ambulance notified

## 3 TRAFFIC AND TRANSPORT MANAGEMENT

<div>CLASS 1</div> <div>CLASS 2</div> <div>CLASS 3</div>	3.1	The route or location
	<input type="checkbox"/>	Map – Map included with Traffic Committee Item 5.4 of 2 April meeting
	3.2	Parking
	<input type="checkbox"/>	Parking organised - details attached.
	x <input type="checkbox"/>	Parking not required < >
	3.3	Construction, traffic calming and traffic generating developments
	<input type="checkbox"/>	Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
	x <input type="checkbox"/>	There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	3.4	Trusts and Authorities
	<input type="checkbox"/>	This event uses a facility managed by a Trust or Authority; written approval attached
<input type="checkbox"/>	This event does not use a facility managed by a trust or Authority	
3.5	Public transport	
<input type="checkbox"/>	Public transport plans created - details attached	
x <input type="checkbox"/>	Public transport not required	
3.6	Reopening roads after moving events	
<input type="checkbox"/>	This is a moving event - details attached.	
<input checked="" type="checkbox"/>	This is a non-moving event.	
3.7	Traffic management requirements unique to this event	
<input type="checkbox"/>	Description of unique traffic management requirements attached	
x <input type="checkbox"/>	There are no unique traffic requirements for this event	
3.8	Contingency plans	
<input type="checkbox"/>	Contingency plans attached	

## Attachment 1

## Transport Management Plan Remembrance Day Service 2023

Class 1

## 3.9 Heavy vehicle alternate routes

- ☐ Alternative routes for heavy vehicles required - TFNSW to arrange
- x ☐ Alternative routes for heavy vehicles not required

## 3.10 Special event clearways

- ☐ Special event clearways required - TFNSW to arrange
- x ☐ Special event clearways not required

## 4

## MINIMISING IMPACT ON NON-EVENT COMMUNITY &amp; EMERGENCY SERVICES

Class 3

## 4.1 Access for local residents, businesses, hospitals and emergency vehicles

- ☐ Plans to minimise impact on non-event community attached
- x ☐ This event does not impact the non-event community either on the main route (or location) or detour routes

Class 2

## 4.2 Advertise traffic management arrangements

- ☐ Road closures -advertising medium and copy of proposed advertisements attached
- ☐ No road closures but special event clearways in place - advertising medium and copy of proposed advertisements attached
- ☐ No road closures or special event clearways - advertising not required

## 4.3 Special event warning signs

- ☐ Special event information signs are described in the Traffic Control Plan/s
- x ☐ This event does not require special event warning signs

## 4.4 Permanent Variable Message Signs

- ☐ Messages, locations and times attached
- x ☐ This event does not use permanent Variable Message Signs

## 4.5 Portable Variable Message Signs

- ☐ The proposed messages and locations for portable VMS are attached
- x ☐ This event does not use portable VMS

## 5

## APPROVAL

Your application needs to be provided to Council 3 weeks prior to the Local Traffic Committee meeting which is held 1st Tuesday of each month, with Council approval being sought for recommendations at the meeting held 4<sup>th</sup> Monday of the month.

**Privacy and Personal Information Protection Notice (S.10 PPIPA Act 1998)**

Your information will be stored and used by Armidale Regional Council, 135 Rusden St, Armidale 2350

Purpose of Collection: Traffic Management for a Special Event

Intended Recipients of your information: Local Traffic Committee

You have the right to access and amend your personal information by contacting the Public Officer at the address above.

Your personal information is required: By law

Consequences if you do not supply your information:


## Schedule 1 - Notice of Intention to Hold a Public Assembly

## SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1	<p>I Johan Peter Hietbrink <i>(name)</i>  of 18b Tenterden Street, Guyra, NSW 2365 ..... <i>(address)</i>  on behalf of RSL Guyra sub-Branch..... <i>(organisation)</i>  notify the Commissioner of Police that  on the 11th..... <i>(day)</i> of November..... <i>(month)</i>, 2023..... <i>(year)</i>, it is  intended to hold,  (a) a public assembly, <b>not</b> being a procession, of approximately  100 persons,  which will assemble at the Soldiers Memorial Hall, 163 Bradley Street, Guyra  at approximately 10.30 am and disperse at approximately 11.15 am</p> <p><i>(Specify route, any stopping places and the approximate duration of any stop; and the  approximate time of termination. A diagram may be attached.)</i></p>
2	<p>The purpose of the proposed assembly is to commemorate Remembrance Day  with a short service.</p> <p>.....</p>
3	<p>The following special characteristics associated with the assembly would be  useful for the Commissioner of Police to be aware of in regulating the flow of  traffic or in regulating the assembly <i>(strike out whichever is not applicable)</i>:</p> <p>(I) There will be ...0 <i>(number)</i> of vehicles and/or.....0... <i>(number)</i> of floats  involved.  The type and dimensions are as follows:  .....</p> <p>(II) There will be ...0..... <i>(number)</i> of bands, musicians, entertainers, etc.  which will entertain or address the assembly.</p> <p>(III) The following number and type of animals will be involved in the  assembly:</p> <p>(IV) Other special characteristics of the proposed assembly are as follows:</p>



4	I take responsibility for organising and conducting the proposed assembly.
5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p>18b Tenterden Street .....</p> <p>Guyra .....</p> <p>.....NSW.....2365..... Postcode.</p> <p>Telephone No. 02 6779 2070</p>
6	<p>Signed </p> <p>Capacity/Title President RSL Guyra sub-Branch</p> <p>Date 10 September 2023</p>



## Certificate of Currency

The policy referred to is current as at the date of this certificate and whilst a due date has been indicated it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date.

**Policy Number:** 10M 7431902

**Insured:** RSL of Australia Sub Branches, Day Clubs and RSL Auxiliaries as declared and agreed, including Guyra RSL Sub Branch

**Period of Insurance:** (From) 31 May 2023 at 4:00pm local time at the place of issue  
(To) 31 May 2024 at 4:00pm local time at the place of issue

**Policy Type:** General and Products Liability

**Limit of Indemnity:**

Public Liability	\$20,000,000	any one Occurrence
Advertising Injury	\$20,000,000	any one Occurrence
Products Liability	\$20,000,000	any one Occurrence and in the aggregate for any one Period of Insurance

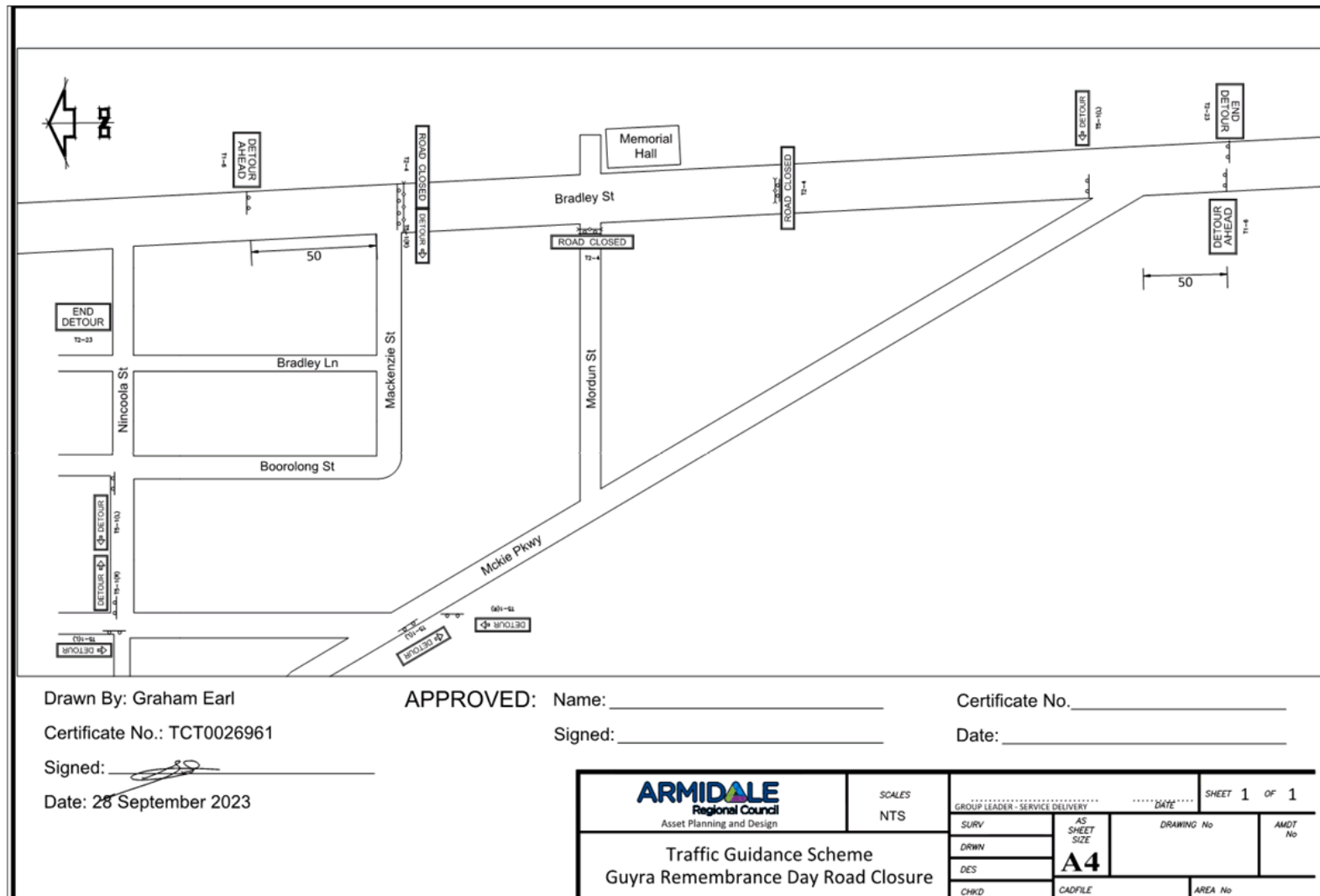
**Interest Noted:** It is noted and agreed that this Policy is endorsed to include the interests of:  
Guyra War Memorial Hall Trust & Armidale Council in respect of the Remembrance Day and ANZAC Day services held by Guyra RSL Sub Branch as per definition 1.29.5 of the Policy.

**Remarks:** The above is subject always to the terms, conditions, exclusions and endorsements of the Policy.

Signed for and on behalf of Insurance Australia Limited trading as CGU Insurance.

A handwritten signature in blue ink, appearing to read 'Laura Lawrence'.

Laura Lawrence  
Liability Underwriting Manager – Northern Region  
01/06/2023



Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 3 October 2023

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<b>Item:</b>	<b>5.3</b>	<b>Ref: AINT/2023/25643</b>
<b>Title:</b>	<b>Special Event Transport Management Plan Guyra Christmas Party 2023</b>	<b>Container: ARC16/0168-8</b>
<b>Author:</b>	<b>Samantha Ketley, Activation and Precincts Officer</b>	
<b>Attachments:</b>	1. Traffic management Plan - Guyra Christmas Carnival 2023 2. Guyra Christmas Party TCP 3. Special Event Transport Management Plan - Guyra Christmas Carnival 2023	

### 1. Purpose

The purpose of this report is to request temporary road closures for the Guyra Christmas Party 2023 to ensure the safety of community members attending the event.

### 2. OFFICERS' RECOMMENDATION:

That Council 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 1st December 2023

### 3. Background

The Rotary Club of Guyra would like to hold the annual Guyra Christmas Carnival in Bradley Street (main street). The event will include market stalls, entertainment & activities. The main reason for the road closure is to allow easy pedestrian access to the main street as the event location in order to drive retail in the main street.

It is proposed to close Bradley Street between Mackenzie Street and Ollera Street between 3pm and 10pm on Friday 1st December 2023.

### 4. Discussion

Within the attachment is the Special Event Transport Management Plan for the Guyra Christmas Party 2023, no changes have been made to this annual event.

### 5. Implications

#### 5.1. Strategic and Policy Implications

E4 Transport - The Community has access to transport which enables connectivity both locally and outside of the region.

- The application is in accordance as per POL086 – Road – Events on public roads and as per the TfNSW guidelines for Event Management.

#### 5.2. Risk

- Without the road closure, the Christmas party will not be able to go ahead due to the increased safety risk to patrons, the lack of space for retail and food vans.

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 3 October 2023

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### 5.3. Sustainability

- An annual community event which allows the community to celebrate together and includes a tourism strategy to attract visitors to return and enhance the economic and cultural offerings and attractions of the region.

### 5.4. Financial

Budget Area:	General Fund						
Funding Source:	Activation and Precincts						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
900055	Guyra Christmas Carnival	\$40,000	Nil	Nil	\$440.20	\$440.20	\$39,559.80

SES will monitor the road closures.

### 6. Consultation and Communication

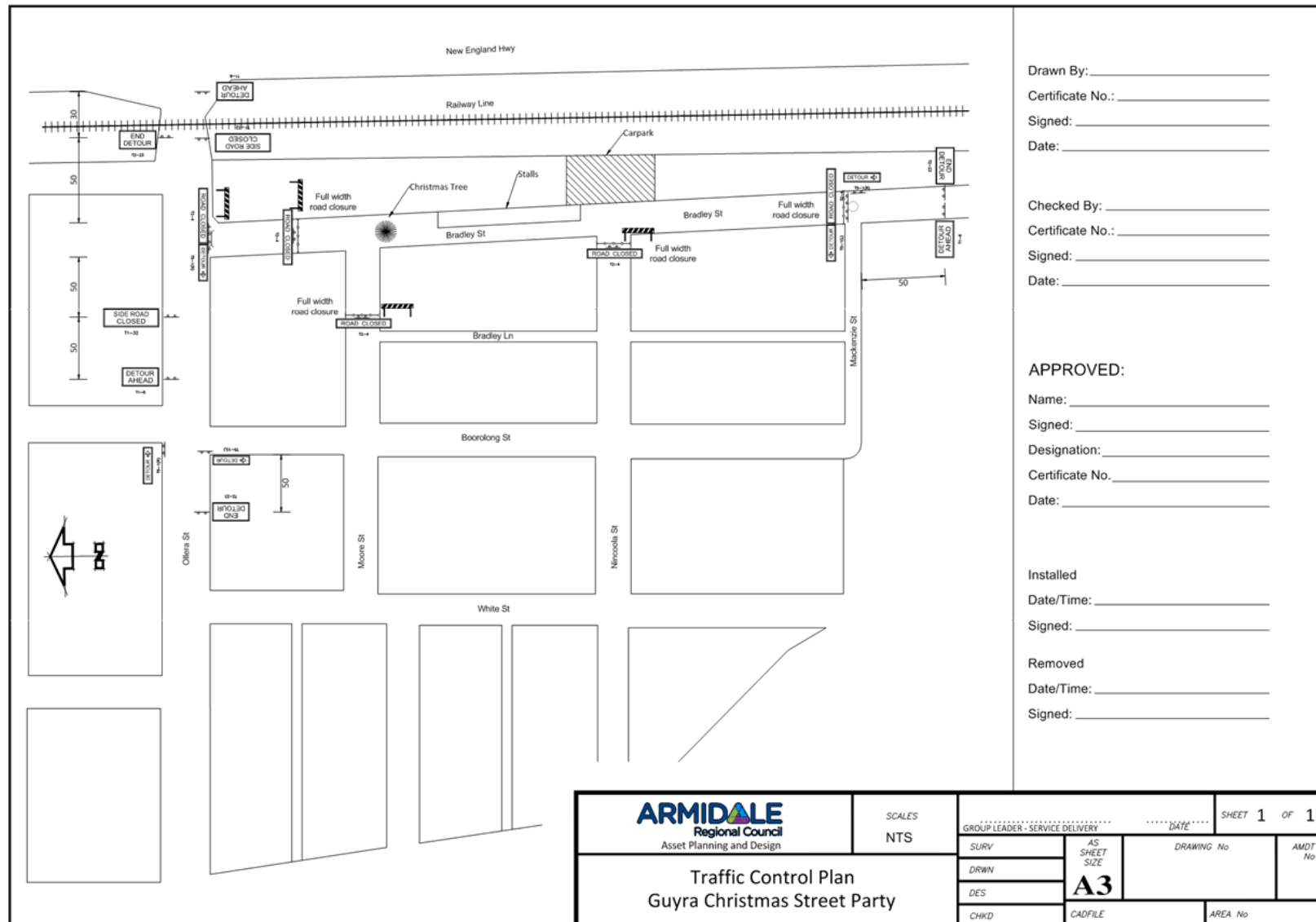
Organisers will advertise the event and advise all residents affected by the event. As this is an annual event residents are accepting of the day's activities.

### 7. Conclusion

Council supports the annual event as it complies with policies and procedures previously set in conjunction with council staff.

## Attachment 1

## Traffic management Plan - Guyra Christmas Carnival 2023







## Special Event Transport Management Plan

### 1 EVENT DETAILS

#### 1.1 Event summary

Event Name: Guyra Christmas Carnival

Event Location: Bradley Street Guyra

Event Date: **Friday 1 December 2023** Event Start Time: 4pm ..... Event Finish Time: 8pm

Event Setup Start Time: 2pm ..... Event Pack down Finish Time: 8pm

Event is ☒ off street ☐ on street – moving ☒ on street non-moving

#### 1.2 Contact names

##### Event Organiser

Phone: 6770 3815 Fax:

Mobile: 0422 803 187

E-mail: sketley@armidale.nsw.gov.au

##### Event Management Company (if applicable) .....

Phone: ..... Fax: ..... Mobile: ..... E-mail: .....

##### Police .....

Phone: ..... Fax: ..... Mobile: ..... E-mail: .....

##### Council

Phone: ..... Fax: ..... Mobile: ..... E-mail:

##### Roads & Traffic Authority (if Class 1).....

Phone: ..... Fax: ..... Mobile: ..... E-mail: .....

*\*Note: The Event Organiser is the person or organisation who is the employer and in whose name the Public Liability Insurance is taken out.*



## 1.3 Brief description of the event (one paragraph)

Food and market stalls, kids activities, Santa and his reindeer, live entertainment.

**THIS EVENT BRING BETWEEN 4000- 6000 PEOPLE TO THE MALL SO ROAD CLOSURES ARE NECESSARY FOR SAFETY**

## 2 RISK MANAGEMENT - TRAFFIC

CLASS 1 CLASS 2 CLASS 3	2.1 Occupational Health & Safety - Traffic Control
	<input type="checkbox"/> Risk assessment plan (or plans) attached.
	2.2 Public Liability Insurance
	<input type="checkbox"/> Public liability insurance attached.
	2.3 Police
	<input type="checkbox"/> Police written approval attached
	2.4 Fire Brigades and Ambulance
	<input checked="" type="checkbox"/> Fire brigades notified
	<input checked="" type="checkbox"/> Ambulance notified

## 3 TRAFFIC AND TRANSPORT MANAGEMENT

CLASS 1 CLASS 2 CLASS 3	3.1 The route or location
	<input checked="" type="checkbox"/> Map attached
	3.2 Parking
	<input type="checkbox"/> Parking organised
	<input checked="" type="checkbox"/> Parking not required
	3.3 Construction, traffic calming and traffic generating developments
	<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
	<input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	3.4 Trusts and Authorities
	<input type="checkbox"/> This event uses a facility managed by a Trust or Authority; written approval attached
	<input type="checkbox"/> This event does not use a facility managed by a trust or Authority
	3.5 Public transport
	<input type="checkbox"/> Public transport plans created
	<input checked="" type="checkbox"/> Public transport not required



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			<p>3.7 Traffic management requirements unique to this event</p> <p><input type="checkbox"/> Description of unique traffic management requirements attached</p> <p><input type="checkbox"/> There are no unique traffic requirements for this event</p>
			<p>3.8 Contingency plans</p> <p><input type="checkbox"/> Contingency plans attached</p>
			<p>3.9 Heavy vehicle alternate routes</p> <p><input type="checkbox"/> Alternative routes for heavy vehicles required – contact RMS</p> <p><input type="checkbox"/> Alternative routes for heavy vehicles not required</p>
			<p>3.10 Special event clearways</p> <p><input type="checkbox"/> Special event clearways required – contact RMS</p> <p><input type="checkbox"/> Special event clearways not required</p>
			<p><b>4 MINIMISING IMPACT ON NON-EVENT COMMUNITY &amp; EMERGENCY SERVICES</b></p>
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			<p>4.2 Advertise traffic management arrangements</p> <p><input checked="" type="checkbox"/> Road closures</p> <p><input type="checkbox"/> No road closures but special event clearways in place - advertising medium and copy of proposed advertisements attached</p> <p><input type="checkbox"/> No road closures or special event clearways - advertising not required</p>
			<p>4.3 Special event warning signs</p> <p><input type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s</p> <p><input type="checkbox"/> This event does not require special event warning signs</p>
			<p>4.4 Permanent Variable Message Signs</p> <p><input type="checkbox"/> Messages, locations and times attached</p> <p><input type="checkbox"/> This event does not use permanent Variable Message Signs</p>
			<p>4.5 Portable Variable Message Signs</p> <p><input type="checkbox"/> The proposed messages and locations for portable VMS are attached</p> <p><input type="checkbox"/> This event does not use portable VMS</p>
			<p><b>5 APPROVAL</b></p>



Approved by ..... Event Organiser

Date:

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 3 October 2023

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<b>Item:</b>	<b>7.1</b>	<b>Ref: AINT/2023/25462</b>
<b>Title:</b>	<b>Changes to pedestrian crossing in Rusden Street and Trevenna Road, Armidale.</b>	<b>Container: ARC16/0168-8</b>
<b>Author:</b>	<b>Graham Earl, Technical Officer Engineering</b>	
<b>Attachments:</b>	1. Plan - Proposed Changes to Pedestrian Crossing Trevenna Road.	

### 1. Purpose

The purpose of the report is to advise of changes to the pedestrian crossings in Rusden Street outside the Civic Administration Building (CAB) and Trevenna Road, Armidale to raised flat top hump crossings.

### 2. OFFICERS' RECOMMENDATION:

That Council endorse the changes to the pedestrian crossings in Rusden Street outside the Civic Administration Building Armidale and on Trevenna Road UNE, to raised flat top hump crossings.

### 3. Background

As part of the Get Active NSW funding round for the 2023/2024 Financial Year, Council applied for and received funding to improve two pedestrian crossings within the city.

The crossings concerned are the crossing in front of the CAB in Rusden Street and the crossing in Trevenna Road adjacent to Mary White College at UNE.

### 4. Discussion

Council over a number of years, has received numerous complaints of near miss incidents at the pedestrian crossing in Rusden Street adjacent to the entrance of the CAB and the crossing in Trevenna Road adjacent to Mary White College at UNE.

There is also concern that vehicles are travelling too fast for the environment, and this is contributing the perception that the two crossings are unsafe to use.

After investigation it is recommended that the pedestrian crossing in Rusden Street be improved to incorporate a flat top hump with no further changes.

The Trevenna Road crossing has provide two options;

1. keep the crossing in its current location and improve with incorporating a flat top, blisters on the northern side and raised separation of the cycle lane on the southern side;
2. relocate the crossing to the west approximately 10m west and to blisters on the northern side and raised separation of the cycle lane on the southern side. This will require relocation of the lighting and the construction of a new pedestrian footpath to link into the existing footpath on the north side.

Discussion with UNE has indicated that they are willing to pay for the footpath and will investigate the feasibility of relocating the lighting.

### 5. Implications

#### 5.1. Strategic and Policy Implications

The recommendation aligns with the CSP relation to the effective management of traffic facilities on the road network.

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 3 October 2023

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Environment and Infrastructure:

E4 Transport - The Community has access to transport which enables connectivity both locally and outside of the region.

E4.1: Maintain safe and effective traffic facilities on the road network, through appropriate resourcing, including applying for a Special Rate Variation to maintain and renew roads and bridges to expected service levels.

**5.2. Risk**

- The changes to the pedestrian facilities will improve safety for road users and pedestrians.
- Reduction of potential injury.

**5.3. Sustainability**

- Demonstrating improvement to safety for pedestrians.

**5.4. Financial**

Budget Area:	Roads and Parks – Traffic Facilities						
Funding Source:	TfNSW Get Active NSW program						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
	Install pedestrian flat top humps	\$35,980.78	Nil	Nil	\$35,980.78	\$35,980.78	Nil

The full cost of the project is funded by TfNSW under Get Active NSW program. There is no financial cost to Council.

**6. Consultation and Communication**

Public to be advised of changes through Council social media.

University have been involved in the changes to the crossing in Trevenna Road.

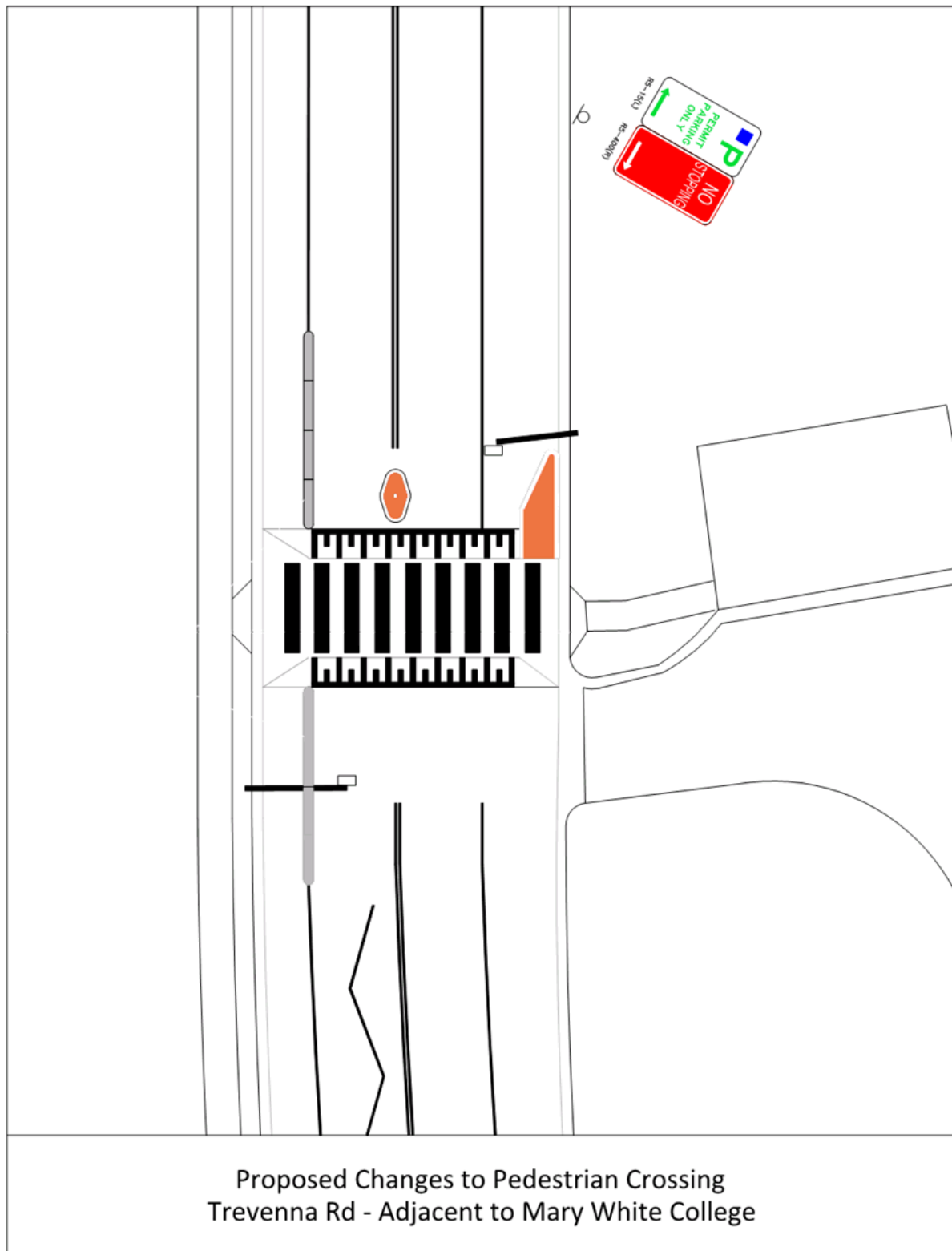
**7. Conclusion**

The committee recommends the changes to the pedestrian crossings to be endorsed as it will have a demonstrated improvement to safety for pedestrian using these facilities.



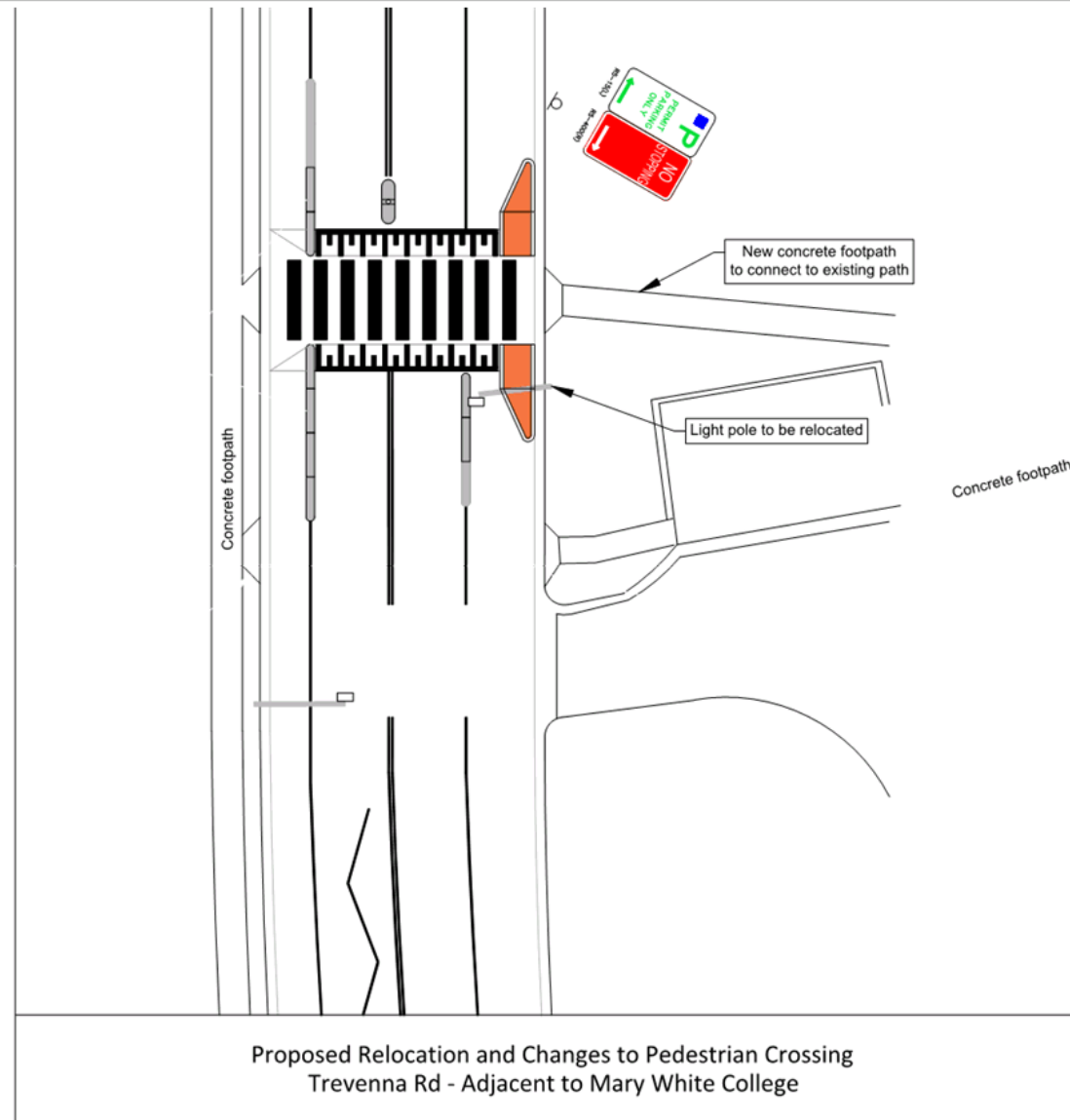
## Attachment 1

## Plan - Proposed Changes to Pedestrian Crossing Trevenna Road.



## Attachment 1

## Plan - Proposed Changes to Pedestrian Crossing Trevenna Road.



## Attachment 1

## Plan - Proposed Changes to Pedestrian Crossing Trevenna Road.

**Ethical Decision Making and Conflicts of Interest*****A guiding checklist for Councillors, officers and community committees*****Oath or Affirmation of Office**

Councillors are reminded of the Oath or Affirmation taken of office, made under section 233A of the *Local Government Act 1993* when elected.

**Ethical decision making**

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Do you stand to gain personally at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

**Conflict of interest**

A conflict of interest is a clash between private interest and public duty. There are two types of conflict:

- ***Pecuniary*** – regulated by the *Local Government Act 1993* and Office of Local Government
- ***Non-pecuniary*** – regulated by Codes of Conduct and policy. ICAC, Ombudsman, Office of Local Government (advice only). If declaring a Non-Pecuniary Conflict of Interest, Councillors can choose to either disclose and vote, disclose and not vote or leave the Chamber.

**The test for conflict of interest**

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of 'corruption' – using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest.

**Identifying problems**

**1st** Do I have private interests affected by a matter I am officially involved in?

**2nd** Is my official role one of influence or perceived influence over the matter?

**3rd** Do my private interests conflict with my official role?

**Attachment 1****Plan - Proposed Changes to Pedestrian Crossing Trevenna Road.**

---

**Local Government Act 1993 and Model Code of Conduct**

For more detailed definitions refer to the *Local Government Act 1993*, Chapter 14 Honesty and Disclosure of Interest and Model Code of Conduct.

**Disclosure of pecuniary interests / non-pecuniary interests**

Under the provisions of Section 440AAA(3) of the *Local Government Act 1993* (pecuniary interests) and the Model Code of Conduct it is necessary for you to disclose the nature of the interest when making a disclosure of a pecuniary interest or a non-pecuniary conflict of interest at a meeting.

**A Declaration form should be completed and handed to the General Manager** as soon as practicable once the interest is identified. Declarations are made at Item 3 of the Agenda: Declarations - Pecuniary, Non-Pecuniary and Political Donation Disclosures, and prior to each Item being discussed: The Declaration Form can be downloaded at [Disclosures and Declarations of Interest at Meetings](#).



## TRAFFIC ADVISORY COMMITTEE

Held on

Tuesday, 3 October 2023

at

Function room

### In attendance

**Committee Members:**

Cr Susan McMichael (Chair)  
Snr Sgt Paul Caldwell (NSW Police)  
Ms Mel Jones (TfNSW)

**Council Staff:**

Mr Graham Earl (ARC Technical Officer)  
Ms Claire Butcher (Minute Taker)

**Others:**

Nil

MINUTES

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 3 October 2023

Page 2

1. Apologies / Leave Of Absence  
Ms Belinda Ackling  
Mr Sam Jacobson (Coordinator Technical Services)  
Mr Ian Chetcuti (Ranger)  
Mr Hans Hietbrink (Rep. Member for Northern Tablelands)
2. Confirmation of Previous Minutes -

**CONFIRMATION OF THE MINUTES OF THE TRAFFIC ADVISORY COMMITTEE MEETING HELD ON 5 SEPTEMBER 2023**

**RESOLVED**

That the minutes be taken as read and be accepted as a true record of the Meeting.

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

3. Declarations of Interest  
Mr Hans Hietbrink declares an interest in item 5.2 as he is the proponent.
4. Business Arising

**4.1 Action from previous meeting held 5 September 2023. Ref: AINT/2023/25454 (ARC16/0168)**

**a) OFFICERS' RECOMMENDATION:**

That the Committee note the below actions from the previous meeting;

- b) Endorse the requested road closures for the New England Sporting Car Club (NESCC) Metz Gorge Rallysprint to be held 1 October 2023;  
*Event has been completed.*
- c) Endorse the use of local roads for the use by Armidale Triathlon Clubs running and cycling sections for their annual race season 2023/2024;  
*Noted.*
- d) Note the recommendation by the TAC to endorse the use of the trails around Dumaresq Dam and local roads by the Armidale Athletics Club to conduct the annual Duval Dam Busters Trail Run;
- e) Endorse the rolling road closures of Faulkner Street and Rusden Street and Dangar Street Armidale on 28 October 2023, associated with the Freedom of the City parade route from Curtis Park to Central Park;  
*Noted.*
- f) Note the recommendation by the TAC to endorse the use of local roads within the LGA as part of the annual Ride for The Chopper - bicycle ride from 19 to 21 September 2023;  
*Event has been completed.*
- g) Endorse the temporary road closures of Faulkner Street, Armidale between Cinders



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Lane and Moore Street for Halloween 2023 celebrations, on Friday 27 October 2023;

- h) Endorse the closure of Bradley Street between McKenzie Street and Ollera St, Guyra on Saturday 30 September for the Troutfest 2023 from 7:00am to 4:00pm;  
*Event has been completed.*
- i) Endorse converting the 90° parking along Woodward Street, Armidale to parallel parking and alter the existing kerb line to move the parking away from the adjacent building (Burtons Saddlery), subject to further consultation;  
*Noted.*
- j) Note the proposal to conduct consultation and further investigation regarding a proposal to convert Woodward Street, Armidale to become a one-way traffic flow to reduce vehicle conflicts;  
*Noted.*
- k) Note the use of Armidale Council roads on 9 December 2023 for the New England Bushrangers Ulysses Club to conduct their annual toy run;  
*Noted*
- l) Council note the transport plan of the Armidale Live/Renew Armidale group to enable the movement of large Koala to various events, subject to the following conditions:
  - i. That the organisers provide registration and insurance details of the trailer;
  - ii. That organisers make sure all oversize over mass requirements are met; and
  - iii. That organisers reach out to Police for an inspection of the unit once together.  
*The Armidale Live/Renew Armidale group have been advised of these requirements.*
- m) Transport NSW request installation of line marking at a current Mobile Speed Camera Site for the Regulatory Unit at Guyra Road, Wandsworth.  
*Noted.*

## 5. Special Events

### 5.1 Christmas in the Mall 30 November 2023

*Ref: AINT/2023/25255 (ARC16/0168-8)*

#### RESOLVED

That Council endorse the temporary road closures of Dangar Street and Faulkner Street between Rusden and Moore Street, along with the East and West Beady Street Mall from Marsh to Jessie Street, for the 'Christmas in the Mall 2023' celebrations, Thursday 30 November 2023.

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

### 5.2 Special Event Transport Management Plan - Remembrance Day 2023, Guyra. *Ref: AINT/2023/25255 (ARC16/0168-8)*

#### RESOLVED

That Council endorse the temporary road closure of Bradley Street between McKenzie Street

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and the Police station, November 11 2023, Guyra for the purpose of conducting the Remembrance Day service and opening of Mandala Garden and Remembrance Park.

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

### **5.3 Special Event Transport Management Plan Guyra Christmas Party 2023***Ref: AINT/2023/256*

#### **RESOLVED**

That Council 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 between 3pm and 10pm on Friday 1st December 2023

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

### **5.4 Special Event Transport Management Plan New England Antique Machinery Rally Advertising Run 2023**

*Ref: ARC16/0168*

The committee received the Special Event Transport Management Plan on Wednesday 27 September 2023.

The event involves 7 tractors travelling from Armidale showgrounds south along Canambe Street, into Mann Street, into Castledoyle Road, Fosters Road, Long Swamp Road, Edwards Lane, Dangersleigh Road, Knobs Road, Simmonds Road, and return via same route.

The event will take place on 10 November 2023.

The route will involve minor local roads to minimise impacts to traffic.

#### **RESOLVED**

That council endorse the event subject to receipt of risk assessment, insurance, TfNSW and Police approvals.

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

6. Correspondence

7. General Business

### **7.1 Changes to pedestrian crossing in Rusden Street and Trevenna Road, Armidale.**

*Ref: AINT/2023/25462 (ARC16/0168-8)*

#### **RESOLVED**

That Council endorse the changes to the pedestrian crossings to raised flat top hump crossings in Rusden Street outside the Civic Administration Building and Trevenna Road, Armidale.

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

**7.2 Special Event Transport Management Tractor Trek Armidale to Dungowan & Return**

*Ref: ARC16/0168*

The committee received the Special Event Transport Management plan on Wednesday 27 September 2023.

The event involves 7 tractors travelling from Armidale showgrounds to Dungowan sports grounds, returning to Armidale showgrounds arriving 24 October 2023.

The route will involve minor local roads to minimise impacts to local traffic, 4 LGA and 3 Police area commands.

**RESOLVED**

That council not endorse the event due to insufficient notice of the event. Police and TfNSW require not less than one month's notice for their internal approval processes.

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

**7.3 Notification of Voice to Parliament March**

*(ARC16/0168-8)*

**Note**

That Council note the use of council footpaths for the purposes of a march to encourage support for a Yes vote in the Voice to Parliament Referendum.

There being no further business the Chairman declared the meeting closed at 11.10am.