



ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 26 May 2021
4pm

at

Armidale Council Chambers

ATTACHMENTS

INDEX

8 LEADERSHIP FOR THE REGION

8.2 Minor Policy Updates

Attachment 1:	Mayoral Robe and Chain Policy.....	6
Attachment 2:	Media Policy	9
Attachment 3:	Floodplain Management Policy.....	14
Attachment 4:	Museum Collection Management Policy	19
Attachment 5:	Road Maintenance Liability Policy.....	26
Attachment 6:	Tree Clearing on Rural Road Reserves Policy	29
Attachment 7:	Dedication and/or Maintenance of Public Roads Policy	32
Attachment 8:	Rural Bus Stops Policy	35
Attachment 9:	Bus Shelters within the Urban Areas Policy	38
Attachment 10:	Vehicular Driveway Construction, Maintenance and Location Policy.....	42
Attachment 11:	Road Intersection (sight Distance) Policy	46
Attachment 12:	Kerb, Guttering and Footpaths Policy	49

8.3 Feedback and Complaints Management Policy and Unreasonable Customer Conduct Policy

Attachment 1:	Feedback & Complaints Management Policy.....	52
Attachment 2:	Unreasonable customer Conduct Policy	63

8.5 Public Exhibition of Private Works Policy

Attachment 1:	Draft - POL116 Private Works Policy	69
----------------------	-------------------------------------------	----

8.6 Public Exhibition of Management of Road Reserves Policy

Attachment 1:	Draft - POL097 Management of Road Reserves Policy	73
----------------------	---------------------------------------------------------	----

8.7 Property Addressing and Naming our Roads and Places Policy - For Adoption (Post Public Exhibition)

Attachment 1:	Property Addressing and Naming our Roads and Places Policy	76
Attachment 2:	Register of Pre-Endorsed Road/Place Names (attachment to Property Addressing and Naming our Roads and Places Policy	85

9 GROWTH, PROSPERITY AND ECONOMIC DEVELOPMENT

9.6 2020/21 Third Quarter Budget Review

Attachment 1:	Quarter Three Budget Review Attachments	91
----------------------	-----------------------------------------------	----

9.7 Mayor and Councillor Remuneration 2021/22

Attachment 1:	Local Government Remuneration Tribunal - Annual Report and Determination 23 April 2021.....	121
9.9	Armidale City Gymnastics Club - Request for Loan Guarantee	
Attachment 1:	Armidale City Gymnastics Club Loan Guarantee Request.....	137
Attachment 2:	Armidale City Gymnastics Club Business Plan.....	138
9.10	Public Exhibition of Procurement Policy	
Attachment 1:	Procurement Policy - Draft for Public Exhibition.....	153
9.11	Public Exhibition of Debt Recovery and Hardship Policies	
Attachment 1:	Council Debt Recovery Policy	173
Attachment 2:	Council Hardship Policy	178
9.12	Investment Policy - For Adoption (Post Public Exhibition)	
Attachment 1:	POL152 - Revised Investment Policy after Public Exhibition	182
10	ENVIRONMENT AND INFRASTRUCTURE	
10.1	Approval of Development Application DA-125-2020 at 156-160 and 162 Bradley Street, Guyra, for a Centre-Based Child Care Facility and associated works	
Attachment 1:	Site Plan.....	192
Attachment 2:	Architectural Plans	193
Attachment 3:	Submission 1.....	200
Attachment 4:	Submission 2.....	204
10.2	DA-116-2018/D - Motel Development - (Modification Requesting Deletion of Condition 25A)	
Attachment 1:	DA-116-2018-D Modification Request	205
10.5	Malpas Dam Upgrade Assessment Report	
Attachment 1:	Malpas dam upgrade options assessment Engineers' brief.....	219
Attachment 2:	PWA Malpas upgrade options report April 2021	231
Attachment 3:	secure yield modelling Oct 2020 (4).....	254
10.8	Public Exhibition of Events on Public Roads Policy	
Attachment 1:	Draft POL086 Events on Public Roads	287
10.9	Public Exhibition of Mall Market Operations Policy	
Attachment 1:	Draft POL078 Mall Market Operations Policy	290
10.10	Public Exhibition of Grazing Permits on Road Reserves Policy	
Attachment 1:	Draft POL094 Grazing Permits On Road Reserves.....	299
10.12	Public Exhibition of Planning Proposal (LEP Amendments) Policy	
Attachment 1:	Draft POL 231 - Regulatory - Fees for Planning Proposal (LEP Amendments).....	302
10.13	Public Exhibition of Water Supply Policy	

Attachment 1:	Draft Water Supply Policy - May 2021	309
10.14 Public Exhibition of Draft Reduction of Water Consumption Charges Due to Undetectable Leakage Policy		
Attachment 1:	DRAFT - Reduction of Water Consumption Charges Due to Undetectable Leakage - May 2021	329
10.15 Public Exhibition of Urban Watercourse Revegetation Policy		
Attachment 1:	Urban Watercourse Revegetation Policy POL204 final	333
10.16 Public Exhibition - Aquatic Centres Patron Code of Conduct		
Attachment 1:	POL135 Aquatic Centres Patron Code of Conduct 2021 review	338
10.17 Gates and Stock Grids on Council Roads - For Adoption (Post Public Exhibition)		
Attachment 1:	Stock grids and gates on public roads - GHD public consultation Meeting Notes	344
Attachment 2:	Gates and Stock Grids on Public Roads - POL087 - v6	346
10.18 Correspondence Report: Mining in Clarence River Catchment		
Attachment 1:	Letter from Clarence Valley Council - 12 May 2021	357
11 OUR PEOPLE AND COMMUNITY		
11.5 Public Exhibition of Community Engagement Policy		
Attachment 1:	Draft Community Engagement Policy 17.05.2021	372
11.6 Library Collection Development Policy - For Adoption (Post Public Exhibition)		
Attachment 1:	Library Collection Development Policy	377
11.7 Library Community Information Display Policy - For Adoption (Post Public Exhibition)		
Attachment 1:	Library Community Information Display Policy	383
11.8 Library Use and User Code of Conduct Policy - For Adoption (Post Public Exhibition)		
Attachment 1:	Library Use and User Code of Conduct Policy	386
12 COMMITTEE REPORTS		
12.1 Community Wellbeing Committee - Minutes of meeting held 29 April 2021		
Attachment 1:	Draft Meeting Minutes Community Wellbeing Committee 29.04.21	393
Attachment 2:	CWAC Meeting Appendix Combined	397
12.2 Traffic Advisory Committee - Minutes of meeting held 4 May 2021		
Attachment 1:	Minutes - Traffic Advisory Committee 4th May	404
Attachment 2:	Agenda - Traffic Advisory Committee 4 May 2021	408
Attachment 3:	Late Item Agenda 4th May 2021	426
12.3 Economic Development Committee - Minutes of meeting held 21 April 2021		

Attachment 1:	Minutes - Economic Development Committee - 21 April 2021.....	432
12.4 Sports Council - Minutes of meeting held 5 May 2021		
Attachment 1:	Agenda - Sports Council - 5 May 2021	436
Attachment 2:	Minutes - Sports Council - 05 May 2021	459

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Mayoral Robe and Chain Policy

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

1. PURPOSE

To specify the use of the Mayoral robe and chain.

2. APPLICATION

This policy applies to the use of the robe of office and chain of office by the Mayor of the Armidale Regional Council.

3. POLICY INTENT

To outline the protocol for the adornment of the Mayoral robe and chain.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

The wearing of mayoral robe and chain is an English tradition dating back to the fifteenth century. The wearing of the robe and chain is largely ceremonial but does highlight the leadership role that Council and the Mayor plays in the community.

5. POLICY

5.1 The mayor of the day will decide whether to wear the robe and / or chain during his or her term of office.

5.2 If the Mayor supports the practice, he/she will have the discretion to determine when and where to wear the robe and / or chain within the following limits:

- a. Official swearing in of the Mayor in the Council Chambers;
- b. Citizenship ceremonies held in the municipality;
- c. Formal functions where the Mayor has been invited to address gatherings of one hundred or more citizens/guests;
- d. As a representative of the City at official functions organised by Local, State or Federal Government representatives, the Prime Minister, Governor General, Ambassadors of state of state, as may be deemed appropriate dress code by the organisers;
- e. As a representative of the City at graduation and dedication ceremonies held by universities and institutes of education;
- f. Australia Day ceremonies;
- g. Civic Ceremonies that allow for full regalia to be worn by the Mayor;
- h. Presentation of Citizen of the Year Awards and other Awards of Honour,

- i. May be worn for the purposes of official portraits to be placed on the Mayor Board of Honour;
- j. Or as otherwise agreed to from time to time by resolution of the council.

5.3 When the robe is worn it is to be worn in its entirety.

5.4 The robe and chain are not to be worn by other elected councillors, council staff or citizens.

5.5 The robe and chain will be stored in a secure location at council administration office as determined by the General Manager.

5.6 The General Manager will delegate an officer responsible for ensuring the maintenance of the robe and chain are arranging necessary packaging of the robe and chain for delivery to the Mayor prior to a formal function.

5.7 The robe and chain are to be regarded as an asset of the council.

6. LEGISLATIVE REQUIREMENTS

Nil.

7. REVIEW

Council may review this policy at anytime and within 6 months of election of a new Council.

8. REPORTING

9. RESPONSIBLE OFFICER

The Executive Officer is responsible for the policy, the keeping and arrangement of the robe and chain.

10. ROLES AND RESPONSIBILITIES

11. RELATED PROCEDURES

APPROVAL AND REVIEW		
Responsible Business Unit	Governance	
Responsible Officer	Governance Manager	
Date/s adopted	<i>Council Executive</i> 4 May 2021	<i>Council</i>
Date/s of previous adoptions	23 February 2015	
Date of next review	May 2024	

TRIM Reference	
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Media Policy

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

1. PURPOSE

The Media Policy aims to ensure communication by Council with the media is consistent, well informed, timely and appropriate. The Policy establishes a framework for an effective working relationship with the media, including the identification of council's authorised spokespersons and the responsibilities of Council officials, including the Councillors.

2. APPLICATION

This policy applies to communications between Council officials and the media, including social media.

3. POLICY INTENT

Council is committed to connecting with the community using a wide range of traditional and contemporary mediums. Media is a key influencer of Council's reputation, it is therefore important that Council has an established framework for interaction with the media. Council will proactively pursue media opportunities to connect in a genuine way with both the community and a broader audience.

Council will embrace the opportunities presented by the media and actively pursue media exposure. Media organisations and their representatives will be treated equally and without bias. All media enquiries coming into the organisation will be managed through Council's Communications Unit.

Council will actively engage with media to:

- promote the projects and services of Council.
- inform the community about projects, policies and activities.
- engage the community on key decisions Council might be making.
- provide essential updates to the community during a crisis or emergency.
- promote the local government area to visitors.
- protect and enhance Council's reputation.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

7. Leadership for the region

Community Outcome 1 – The community is engaged and has access to local representation

Supporting strategy – Implement an online communications strategy to provide the community with user-friendly access to more online content and information about Council and its services.

5. POLICY

Council will openly discuss matters of interest with media unless disclosure of information contravenes Council's obligations of confidentiality or privacy, duty of care, or could infringe on other laws or regulations that govern its operations.

To ensure consistency of communication with media, key messages will be developed and used. Council acknowledges that not all media coverage will reflect positively on the organisation however it will seek to ensure that any media coverage of matters is balanced. Whilst it is not always appropriate or timely for Council to make comment on specific issues, Council will endeavour to provide a response to media enquiries.

Media enquiries and request for interviews should be directed to council's Communications Unit. Staff delegated to speak to the media and the process for escalation of issues will be identified in communications plans. Wherever possible, media enquiries will be addressed by the staff member with the appropriate delegation and responsibility for the matter, with escalation occurring when the matter becomes controversial, sensitive or crosses groups within the Council.

In addition, the General Manager will be the spokesperson for the organisation in crisis situations, projects of a significant nature or where an individual communications plan identified the General Manager as the spokesperson.

Council will collect, retain and dispose of media communication in line with Council's Records Management Policy.

Proactive engagement and transparency

Council will wherever possible proactively release information to media and make the Mayor, General Manager or their approved delegate available for comment or interview in a timely manner.

It is the responsibility of all staff to identify media opportunities. The Communications Unit will foster productive relationships with the media, being respectful of media needs including deadlines. Conversely gaining media respect for the environment within which Council operates and which may limit Council's ability to fully respond to all matters.

Council meeting agendas

Media releases will be developed for matters of interest arising from the meeting and will be released following the Council meetings in consultation with the Mayor.

To ensure a central point of information dissemination, only the Communications Unit will provide real time social media updates regarding notable resolutions at Council meetings. Councillors are encouraged to share this information at the conclusion of the Council meeting. It is acknowledged that the minutes of Council meetings remain the official record of resolutions.

6. LEGISLATIVE REQUIREMENTS

This policy is intended to be read and applied consistently with the roles and responsibilities of the Mayor, the Councillors and the General Manager under the NSW Local Government Act 1993, and their conduct obligations under the Council's adopted Code of Conduct.

This policy is intended to be read and applied consistently with the implied right of freedom of political expression under the Commonwealth of Australia Constitution, as interpreted by the High Court of Australia.

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. RESPONSIBLE OFFICER

- The Manager Communications and Marketing is the Responsible Officer for the Policy and the Communications Unit will perform actions including:
 - maintaining a register of communications enquiries
 - Reporting and media monitoring
 - Keeping the policy current
 - Investigating breaches and enforcing compliance
 - Implementing communications, education and monitoring strategies
- The Communications Unit will be the lead point of contact for all media enquiries

9. ROLES AND RESPONSIBILITIES

The General Manager is the official spokesperson on operational matters. The General Manager may delegate other Council staff to speak on his/her behalf where appropriate.

Staff as private citizens are entitled to enter into public debate and make comment on civic affairs provided they do not give the impression they are speaking in their official position or on behalf of Council. Staff must also ensure that any comments to the media are not in breach of the Code of Conduct.

The Mayor is the principal spokesperson of the governing body on the affairs of the council. The Mayor has the discretion to delegate this role to other Councillors, for example, when the Mayor isn't available or where another Councillor is best placed to comment, because the issue is of particular interest to them or is within their particular area of expertise.

The Mayor can also authorise a Committee Chairperson to speak on issues concerning the deliberations and decisions made by that Committee.

The roles of Councillors include representing the collective interests of residents, ratepayers and the local community, and facilitating communication between the local community and the governing body. In so doing,

they engage with the community through various forums including media, where they make political or other comments about Council affairs.

When engaging with the media, Councillors should:

1. allow the Mayor and the General Manager to perform their principal spokesperson roles on Council affairs;
2. make it clear they are expressing their personal, political or other opinions about Council affairs and are not purporting to be the official or principal spokesperson of the Council;
3. uphold and accurately represent the policies and decisions of Council;
4. not release to the public or the media, without lawful authority, any Council information that is not already in the public domain, including but not limited to any information obtained during briefings, workshops or meetings that are not open to the public;
5. not disclose to the public or the media, without lawful authority, any information that is in breach of copyright, or is classified by the Council as confidential, or is acquired by the Council on a confidential basis, or is inherently confidential in nature;
6. not disclose to the public or the media any information in breach of any law;
7. refrain from using the media to make negative personal reflections on each other, or Council staff, or Council generally that could be interpreted as such and which are reasonably likely to bring individuals or the Council into disrepute and undermine public confidence in the Council.

10. RELATED PROCEDURES

11. NSW Local Government Act 1993
12. NSW Government Information Public Access Act 2009
13. NSW Privacy and Personal Information Act 1998
14. NSW State Records Act 1998
15. Code of Conduct
16. Complaint Management Policy
17. Privacy Management Plan
18. Interaction between Councillors and Staff Policy
19. Records Management Policy

Definitions

“Council affairs” – includes matters before the council and other council affairs and business, policy, interpretation of policy, management of council business or staff, or other matters that may commit the council’s resources.

“Council official” – includes councillors, members of staff of council, administrators, council committee members, conduct reviewers and delegates of council.

“Media” - includes broadcast, print and online outlets including social media and freelance journalists.

APPROVAL AND REVIEW		
Responsible Business Unit	Communications and Marketing	
Responsible Officer	Darren Schaefer	
Date/s adopted	<i>Council Executive</i> [updated by policy owner]	<i>Council</i> [DD Mmmm YYYY]
Date/s of previous adoptions	28 March 2018	
Date of next review	[Two years from last adoption]	
TRIM Reference		

TRIM: ARC17/1864



Council Policy POL038

FLOODPLAIN MANAGEMENT

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

1. PURPOSE

To reduce the incidence of damage and hazard in areas of Armidale subject to flooding by restricting development in the flood plain in accordance with accepted Engineering Standards.

2. APPLICATION

This policy applies to the any proposed development that would occur within the area designated as flood affected.

3. POLICY INTENT

The main objectives of this policy are to:

1. Prevent any development within the floodplain that would impede the flow of flood water during a 1% AEP flooding event.
2. Limit the property damage that could occur during a major flood event.
3. Ensure that home owners are, as far as possible, not put at risk by allowing them to inhabit buildings in locations that may become unsafe during flooding.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

The Community Strategic Plan in 'Our Environment' requires that Council prepares for climate change impacts including increased flooding.

5. POLICY

This Floodplain Management Policy is Government Policy as expressed in the current version of the Floodplain Management Manual published by the New South Wales Government.

Floodplain management is mainly concerned with flooding issues on flood prone land adjacent to rivers and creeks, based upon the level of a 1% probability flood (alternatively referred to a 1:100 year flood) as determined using the accepted data and methods. These have improved so have society's demands in relation to floodplain management. The Floodplain Management Manual incorporates and reflects the prevailing changes in relation to floodplain management in New South Wales.

This Policy, which is based upon the Armidale Floodplain Management Plan adopted by Council in 2003, governs only buildings and other developments that occur within areas designate as flood affected.

There are other aspects of floodplain management that have not been addressed in this Policy including environmental and water quality issues, flood risks, emergency management and flood mitigation measures. These are subject to continuous investigation by Council staff as the need arises or circumstances change.

While flood prone land extends to the level of the Probable Maximum Flood (PMF), it is neither feasible nor socially or economically justifiable to adopt the PMF as the basis for planning control. Hence, Council currently adopts the 1% AEP plus 0.5 metres.

This policy will be updated when Council adopts a new flood study or an existing flood study is modified due to adjustments to a flood study's input parameters. When this happens Council will notify all land owners where the new study identifies them as flood affected.

Council requires in relation to flood provisions generally:

1. The adoption of the 1% AEP flood levels as determined by the Armidale Flood Study Review and Update – Stage 3 2013 plus 0.5 metres as the Flood Planning Level (FPL) to be used for planning control purposes in Armidale. The FPL is applicable to all flood prone land associated with Dumaresq Creek and its tributaries.
2. The minimum floor level for habitable buildings on existing allotments and the sites of new allotments to be not less than the FPL.
3. Filling or construction of levees or structures which can act as levees shall not be carried out within the Flood Planning Area (FPA) except with the consent of Council.
4. Building erection, carrying out of work, planting or removal of vegetation and similar activities shall not be undertaken on land within the FPA, unless Council is satisfied that the flood hazard is not increased. In particular:
 - a) the development would not restrict the flow characteristics of floodwaters;
 - b) the development would not increase the level of flooding on other land in the vicinity;
 - c) the structural characteristics of any building or works, the subject of the application, are capable of withstanding flooding and
 - d) the building is adequately flood proofed.
5. Council shall not grant consent unless it has taken into consideration:
 - a) the structural characteristics of any building or works, the subject of the application, are capable of withstanding flooding;
 - b) the risk of pollution to the waterways caused by the development and
 - c) the availability of safe access to the development, at or above the FPL
6. Council may require floors of habitable rooms of a building to be erected at a height which is sufficient, in its opinion, to obviate the frequent flooding of the building.
7. The determination of applications will be in accordance with the Floodplain Management Manual which governs NSW Government Policy in relation to floodplain development.
8. Council at its discretion may request a flood study to be undertaken, with all costs being borne by the developer.

DEFINITIONS

AEP Annual Exceedance Probability which is the chance of a flood of a given or larger size occurring in any one year, usually expressed as a percentage. For example, if a peak flood discharge of 500 m³/s has an AEP of 5%, it means that there is a 5% chance (that is one-in-20 chance) of a peak flood discharge of 500 m³/s or larger occurring in any one year.

FPA Flood Planning Area which is the area of land below the Flood Planning Level and thus subject to flood related development controls.

FPL Flood Planning Levels which is the flood level arrived at by modelling a 1% AEP event plus 0.5 metres.

PMF Probable Maximum Flood which is the largest flood that could conceivably occur at a particular location, usually estimated from probable maximum precipitation. The PMF defines the floodplain, i.e. the extent of flood prone land.

REFERENCES

- Armidale Flood Study, Armidale Dumaresq Engineering and Works (2004)
- Floodplain Development Manual, NSW Department of Planning, Industry and Environment 2019
- Floodplain Risk Management Guidelines, NSW Department of Planning, Industry and Environment
- Armidale Flood Study 201, Armidale Dumaresq Council (Consultants: Bewsher Consulting)
- Armidale Flood Study Review and Update – Stage 3 2013, Armidale Dumaresq Council (Consultants: BMT WBM)
- Dumaresq Creek, Armidale – Floodplain Risk Management Study and Plan 2016, Armidale Dumaresq Council (Consultants: Cardno)
- Australian Rainfall and Runoff Guide 2019, Engineers Australia
- Australian Rainfall Data, Bureau of Meteorology

6. LEGISLATIVE REQUIREMENTS

Water Management Act 2000 – Additional provisions Division 5 Floodplain management.

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 are no reporting requirements with regard to floodplain management.

9. RESPONSIBLE OFFICER

- Nominate an Individual (by Role) as the Responsible Officer for the Policy and explain the functions that they will perform in relation to the policy, such as:
 - Maintaining records/ register
 - Reporting
 - Keeping the policy current
 - Investigating breaches and enforcing compliance
 - Implementing communications, education and monitoring strategies.
- Providing a point of contact about the meaning and application of the policy.
- The individual responsible officer should be senior enough to make any decisions needed to maintain the Policy and give effect to any decisions made.

10. ROLES AND RESPONSIBILITIES

Document what roles are responsible for implementation of actions under this policy. Do not detail the steps / procedures staff will undertake, just specify the officer details and the outcomes they are responsible for.

Break down the responsibilities for the implementation, application and review of the policy across the organisation e.g.

Responsibilities of:

- Staff
- Councillors
- Managers
- Directors
- The Organisation as a whole

11. RELATED PROCEDURES

Document containing related procedures and studies are all listed in References.

APPROVAL AND REVIEW		
Responsible Business Unit	Strategic Planning	
Responsible Officer	Ambrose Hallman	
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		

TRIM:



Museum Collection Management Policy

ADOPTED BY COUNCIL: 27 FEBURARY 2019 (MINUTE NO. 20/19)

1. PURPOSE

The Collection Management Policy contains the philosophies, policies, procedures and practices for acquiring, documenting, securing, valuing and disposing of the collection objects of the Armidale Folk Museum, the Hillgrove Rural Life and History Museum and the Armidale Bicentennial Railway Museum.

2. APPLICATION

The Collection Management Policy is a reference document that should be used in conjunction with the appropriate available professional expertise and resources.

3. POLICY INTENT

The main objectives of this policy are to create and develop a collection of physical and electronic resources that:

1. Enrich knowledge, understanding and experience of the history of the Armidale Region
2. Create a sense of identity and place
3. Interpret thematically the history and development of the district
4. Conserve and exhibit heritage for the benefit of the community and visitors
5. Provide an educational and research resource for the community and visitors
6. Contribute to and foster critical historical and cultural debate.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

In support of our community vision as expressed in the Community Strategic Plan 2017-2027 – Community Outcome 2 – Events and cultural activities provide the community with an opportunity to celebrate the unique culture and lifestyle of the region.

5. POLICY

5.1 BACKGROUND

The story of Armidale's Folk Museum began in 1933 when the City Council sponsored a purpose built museum known as the Armidale Museum in Rusden Street. Focusing on technological and natural history it was seen as an important addition to the city's facilities for learning. It was closed during the Second World War with the building used for more pressing purposes. After the war the museum was not reopened.

The museum was rekindled by Eric Dunlop (1919-1974), Senior Lecturer in History and Social Science at the Armidale Teacher's College. The first exhibition opened in December 1955 in the old Literary Institute and

highlighted the social and economic history of Armidale. The collection was amassed by the generosity of local residents with guidance from previous museum curators and was extended to include the Hillgrove Museum in 1976 and the Bicentenary Railway Museum in 1993.

Each separate collection evolved over time and a range of factors led to the collections as they are today. This includes significant objects and photographic collections as well as archives, research files and oral histories.

This Collection Management Policy aims to enhance strategically the depth and importance of the Collection by focusing on collecting for exhibitions, educational purposes and research.

5.2 COLLECTION GUIDELINES

All collecting activity and collection management processes will be guided by museum industry standards.

Objects considered for acquisition include:

- Three dimensional objects
- Documents and printed material
- Original artworks
- Original maps, photographs, engravings, and film footage
- Born digital material and images.

The Museum will undertake targeted and coordinated collecting in order to enhance the depth and value of its collection as a reflection of the history of the Armidale Region.

The Collection will reflect the social, economic, educational and agricultural history of the Armidale Region, highlighting personal histories.

The Collection Management Policy is applied in context of other local museums, keeping places, libraries, archives and heritage organisations in the region.

Management of acquisitions, temporary loans and de-accessions will be considered in the context of the digital age and contemporary technology utilised where appropriate.

Materials may be acquired as donations, bequests, purchases or transfers.

No materials will be acquired with conditions or restrictions on the way they might be used or displayed in the future. The Museum does not accept permanent loans in lieu of donation. Loans to the collection other than temporary loans for a particular purpose will not be accepted.

5.3 ACQUISITION PRINCIPALS

The item will be assessed for its relevance and capacity to fit the museums' purpose and key collecting areas.

Items will be considered that are significant for their historic, aesthetic, scientific, research, social or spiritual value.

The item must be relevant to the Armidale Region, with an emphasis on items with provenance to the Region and related to people closely associated with the area at key periods in history. Priority will be given to objects where the history is known and supporting documentation can be provided.

Priority will be given to rare or excellent representative examples of a particular type of object.

The condition of the object will also be considered, if it requires professional conservation treatment and the affordability of the associated cost.

Consideration will also be given to the resources required to adequately store, care and conserve the object.

5.4 ACQUISITION CRITERIA

Objects will be considered if they fall into the following identified criteria:

Historic

Being an object of provenance to the Armidale Region during one of the seven major chronological phases of the history of the Region:

- Natural History
- Traditional owners, Pre European contact and early settlement to 1837
- The establishment of New England as a Pastoral District; mapping, the border police and the township of Armidale 1838 – 1862
- Establishment of Armidale as a Municipality to the first world war 1863 - 1914; the first councils and local government
- Gold fever – how mining affected the communities of Armidale, Hillgrove and surrounds
- World War I and World War II 1914 – 1945; sorrow, celebration and social change
- Post War transformation of the Armidale Region 1946 – 1988.

Thematic

Within the historical scope, the Museums have an interest in particular themes, against which Objects may be considered for collecting, including:

- Aboriginal history
- Natural environment: geology, geography, climate, topography
- Industry: agriculture, pastoralism, mining, education, railway, tourism, local commercial businesses
- People, events, leisure, sport, religion and culture of the district
- The built environment, towns and villages
- Telecommunications
- Photography
- Women's and Children's history
- Local government
- Military and war
- Locally invented, made and improvised objects.

The Australian Best Practice Guide to Collecting Cultural Material will be used as a general framework for assessment against criteria of proposed acquisitions.

The primary assessment criteria are:

- Historic significance
- Aesthetic significance
- Scientific or research significance
- Social or spiritual significance.

The comparative criteria are:

- Provenance
- Representation
- Rarity
- Condition, intactness, integrity
- Interpretive potential

5.5 DE-ACCESSION PRINCIPLES

De-accessioning is the process of de-registering an Object from the collection for clearly stated reasons and disposing of it in accordance with approved policies.

During ongoing consolidation of the Collection, the Armidale Regional Council will undertake an active program of de-accessioning to ensure that materials held are only those relevant and appropriate to the future directions of the museums.

In the longer term, de-accession will be minimised through careful and strategic collection.

De-accession Criteria

The assessment criteria for de-accessioning are:

- Little or no relevance to the Collection Policy and Acquisition Criteria
- Little or no significance
- Lack of provenance or documentation
- Duplication in the Museum Collection or other relevant collection
- Poor condition
- Inability to safely store and manage the Object
- Acquisition of a like Object of greater significance rendering an earlier acquisition redundant
- Alternative or more appropriate custodian for the Object
- In extraordinary circumstances, for compassionate reasons.

In exceptional circumstances, items may be de-accessioned where the Object is of particular indigenous cultural significance and its return to the community will support the maintenance and renewal of cultural traditions.

De-accession Procedure

- An accessioned Object must meet one or more of the de-accession criteria above to be considered for de-accessioning.
- A De-accessioning form will be completed by the Museum Team Leader and provided to a panel of nominated members for consideration and approval.
- Once approval has been provided the catalogue records will be updated.

The Object will be disposed of by the following methods:

Managing Disposal

- Returned to the donor or donor's closest family
- Transfer to another museum or appropriate institution
- Change of status to Education Resource
- Sell/Auction
- Destroy or recycle.

If de-accessioned objects are sold, the proceeds go into the acquisition funds.

All disposals will be executed in accordance with the Armidale Regional Council *Disposal of Assets Policy*.

No staff or volunteers may benefit or in any way acquire Objects that have been de-accessioned unless these persons are the original donor, member of donor's family or legal executor.

5.6 CONSERVATION PRACTICE

Museum management should demonstrate a practical awareness of preventative conservation measures which impact on the display, handling, care, storage and display of objects either in the collection or on loan.

Museum management should establish and maintain a regime of regular monitoring of the collection and the Museum environs, aimed at maintaining an optimum standard of conservation environment.

A register of all conservation and treatment measures is to be maintained to identify the object, date and treatment works undertaken and by whom.

5.7 LOANS PROCEDURES

From time to time the museums may temporarily loan or borrow objects for a particular purpose. All loan transactions must complete the appropriate record keeping including a Loan Agreement Form and Loans Register.

Lending: Outward loans

- All outward loans will have the appropriate documentation completed
- The *Outward Loan Agreement* will indicate the details of the object loaned, loan purpose and period, object condition and any requirements and conditions
- The *Outward Loan Agreement* will be completed in duplicate, one copy being held by the borrower and the other by the Museum
- The *Outward Loan Agreement* will indicate the agreed value and condition of the object for replacement or repair in the event of loss or damage
- A photograph of the object will accompany the *Outward Loan Agreement*.

Borrowing: Inward Loans

- All inward loans will have the appropriate documentation completed
- The *Inward Loan Agreement* will indicate the details of the object loaned, loan purpose and period, object condition and any requirements and conditions
- The *Inward Loan Agreement* will be completed in duplicate, one copy being held by the borrower and the other by the Museum
- The *Inward Loan Agreement* will indicate the agreed value and condition of the object for replacement or repair in the event of loss or damage
- A photograph of the object will accompany the *Outward Loan Agreement*.

5.8 EDUCATION RESOURCES STRATEGY

An item not considered appropriate for formal acquisition to the Collection may be accepted as an Education Resource.

This includes items that:

- Have not been acquired by the Museum
- Do not meet the Collection Policy selection criteria for acquisition
- May be used as a 'hands on' or 'extra' in an exhibition or public program
- Can be disposed of at any time without following the De-accession or Disposal Policy guidelines.

Education Resources Procedure

Education resources will be numbered and recorded in the Education Resources Register.

5.9 RESEARCH COLLECTION STRATEGY

The purpose of the Research Collection is to accept and store ephemera, books, photographs, images, serials, journals and manuscripts relating to the history of the Armidale Region and provide access to this collection as an information resource and service.

Items accepted into the Research Collection may be originals or copies of the originals.

Though items accepted into this collection are not accessioned into the Museum Collection, they are assessed against the Collection Policy Acquisition Criteria as a guide. Material may be included in the Research Collection without provenance to an Armidale Region family, place, person, institution or business if the material contains information associated with or unique to the Armidale Region.

Areas of research interest include people, businesses, institutions, public agencies and families that elucidate or exemplify some aspect of Armidale Region's history whether typical or exceptional and records relating to births, deaths, marriages, cemeteries, council documents, postal directories, maps, oral histories, family histories and other similar items that would not be acquired in the Collection proper.

Original documents and images may in some cases be accepted into this collection where their condition is robust and they meet the criteria associated for the Research Collection.

6. LEGISLATIVE REQUIREMENTS

Nil

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

Nil

9. RESPONSIBLE OFFICER

Coordinator Libraries, Museums and Visitor Information Centre.

10. ROLES AND RESPONSIBILITIES

All museum staff are responsible for administering the conditions of this policy.

11. RELATED PROCEDURES

- Donation Form
- Accession Form
- De-Accession Form
- Inward Loan Form
- Outward Loan Form

APPROVAL AND REVIEW		
Responsible Business Unit	[Name of Business Unit]	
Responsible Officer	[Name of Responsible Officer]	
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		

TRIM: AINT/2021/13884



Road Maintenance Liability

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

1. PURPOSE

The purpose of this policy is to stipulate the size and general style of signage to be installed at the physical limit of Councils Road Maintenance Liability.

2. APPLICATION

This policy applies to Council as the Roads Authority to clearly communicate the geographical limit of its maintenance responsibility.

3. POLICY INTENT

The main objectives of this policy are to:

1. Define the physical boundary where Council's Road Grading crews shall terminate works.
2. Provide Council Officers with information on the type of signage to be used to satisfy point (1) above.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

E4 - 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. POLICY

Signs, similar to the example given below, are to be erected where necessary at the limit of dedication of Council Maintenance on public roads.



Figure 1: Example of Limit of Council Road Liability sign

The sign face shall be constructed of aluminium, 450mm wide and 600mm in height with a retroreflective surface.

6. LEGISLATIVE REQUIREMENTS

Roads Act 1993

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

Nil

9. RESPONSIBLE OFFICER

Council Roads Manager is responsible for ensuring that all Business Units affected by this policy are kept informed of its application and impact to their service delivery.

10. ROLES AND RESPONSIBILITIES

The Roads Manager has the role of ensuring this policy is implemented correctly by Transport, Development and Assets Teams to protect Council as the Roads Authority.

11. RELATED PROCEDURES

Austrroads (2020). AGTM10-20 *Guide to Traffic Management Part 10: Transport Control – Types of Devices* (3rd ed.).

APPROVAL AND REVIEW		
Responsible Business Unit	Roads and Parks	
Responsible Officer	Manager Roads and Parks	
Date/s adopted	<i>Council Executive</i> [updated by policy owner]	<i>Council</i> [DD Mmmm YYYY]
Date/s of previous adoptions	Version I – 2000 Version II - 2006	
Date of next review	September 2023	
TRIM Reference	AINT/2021/13884	

TRIM: AINT/2021/14066



Tree Clearing on Rural Road Reserves Policy

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

1. PURPOSE

The purpose of this policy is to provide Council Officers with sound guidance to ensure compliance with current legislation, where tasked with removal of trees from within the Council maintained rural road reserves.

2. APPLICATION

This policy applies to Council as the Roads Authority to ensure that vegetation management is conducted in accordance with the requirements of each of the listed pieces of legislation and regulation detailed in Section 6 below.

3. POLICY INTENT

The main objectives of this policy are to:

1. Ensure Council officers adhere to current legislative requirements and regulation for the control of vegetation within rural road reserves.
2. Reduce Councils liability in relation to management of vegetation required to facilitate Construction and Maintenance accessibility within the road reserve.
3. Allow Council to demonstrate its commitment to Biodiversity Conservation.
4. Assuring Public Safety through reduction of overhanging branches on rural roads.
5. Controlling the removal of trees and vegetation.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

E1 – The unique climate, landscape and environment of the region is protected, preserved and made accessible

E1.4 - Protect and enhance the natural environment to promote and support biodiversity.

5. POLICY

The following conditions apply:

- (i) No tree or vegetation shall be removed from road reserves under Council's control without the consent in writing of the Roads Manager or a nominee.
- (ii) Trees with trunks that encroach within one metre of the fence alignment of the road reserve may be approved for removal by the landholder subject to the following:

- Council will arrange for on-site assessment to be undertaken to determine the conservation status of the tree and/or vegetation. Trees or vegetation that are assessed as having significant environmental value shall not be approved for removal.
- (iii) Council will determine whether any trees approved for removal are to be left on site or removed. The on-site burning of trees approved for removal will not be permitted
- (iv) The Roads Manager may require the removal or trimming of trees or plants that are on private property where they restrict sight distance, drainage or overhang the road.
- (v) The Roads Manager retains the discretion to remove or plant trees or shrubs on a road reserve under Council's control subject to the requirements of Council's adopted Roadside Management Plan.

6. LEGISLATIVE REQUIREMENTS

NSW Biodiversity Conservation Act 2016

State Environmental Planning Policy - NSW

Armidale Regional Council Roadside Management Plan

Australian Government Environmental Protection and Biodiversity Conservation Act 1993

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

Nil

9. RESPONSIBLE OFFICER

Council Roads Manager or their delegate is responsible for ensuring other Council Business units are aware of this policy;

Council Roads Manager is to ensure that an on-site assessment, performed by a qualified Arborist, is to be performed to determine conservation status of the tree and/or vegetation.

10. ROLES AND RESPONSIBILITIES

The Roads Manager shall ensure this policy is implemented correctly by officers in their direct report to protect Council as the Roads Authority.

The Roads Manager is responsible also for maintaining and reviewing this policy within the notified timeframes.

11. RELATED PROCEDURES

POL 075 – Road Intersection Sight Distance Policy

Armidale Regional Council – Roadside Management Plan

APPROVAL AND REVIEW		
Responsible Business Unit	Roads and Parks	
Responsible Officer	Manager Roads and Parks	
Date/s adopted	<i>Council Executive</i> [updated by policy owner]	<i>Council</i> [DD Mmmm YYYY]
Date/s of previous adoptions	Version - October 2000 Version II – February 2006	
Date of next review	September 2023	
TRIM Reference	AINT/2021/14066	

TRIM: AINT/2021/14205



Dedication and/or Maintenance of Public Roads

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

1. PURPOSE

The purpose of this policy is to ensure Council Officers are aware of the minimum requirements to be fulfilled when Council is requested to take over a road, and that Council maintains discretion over the level of maintenance applied to roads under its authority.

2. APPLICATION

This policy applies to Council as the Roads Authority to ensure effective management and maintenance of public roads within its area of responsibility.

3. POLICY INTENT

The main objectives of this policy are to:

1. Stipulate the minimum requirements which must be met by applicants, for Council to consider taking over stewardship of a road.
2. Reinforce Council's position on road maintenance and that it may reduce Levels of Service to meet financial budgets.
3. Outline Council's commitment to cost-recovery to consolidate its fiscal position and promote business unit sustainability.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

Community Strategic Plan 2017-2027

Environment and Infrastructure: Community Outcome 3

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

5. POLICY

Where Council is requested to take over a road and have it dedicated as a public road, the subject road must first be surveyed, constructed to Council's standards for such a road, and dedicated. Council will not consider accepting responsibility for such a road until the foregoing is carried out at the expense of the applicant or applicants.

Further, where Council is requested to accept the responsibility for the on-going maintenance of a dedicated public road, which is not on Council's list of maintained roads, the public road must first be upgraded in accordance with Council's Engineering Code at the expense of the landholder(s) making the request.

In either case, the level of maintenance provided remains at Council's discretion and will be dependent upon:

- The current policy relating to local road maintenance.
- The level of available funding.

LEGISLATIVE REQUIREMENTS

Roads Act 1993

6. REVIEW

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

7. REPORTING

Council is required to report to the Office of Local Government (OLG) on the length of its sealed and unsealed road networks.

8. RESPONSIBLE OFFICER

- Council Roads Manager is responsible for ensuring that all Business Units affected by this policy are kept informed of its application and impact to their service delivery.
- Council Property Officer shall be required to provide Council Officers with advice and guidance when engaging with NSW Crown Lands Department for the transfer of Crown Roads onto Councils Road network.

9. ROLES AND RESPONSIBILITIES

The Roads Manager has the role of ensuring this policy is implemented correctly by Transport, Development and Assets Teams to protect Council as the Roads Authority.

10. RELATED PROCEDURES

POL 032 Limit of Council Road Maintenance Liability

APPROVAL AND REVIEW	
Responsible Business Unit	Roads and Parks
Responsible Officer	Manager Roads and Parks

Date/s adopted	<i>Council Executive</i> [updated by policy owner]	<i>Council</i> [DD Mmmm YYYY]
Date/s of previous adoptions	Version - October 2000 Version II – February 2006	
Date of next review	September 2023	
TRIM Reference	AINT/2021/14205	

TRIM: AINT/2021/14360

Rural Bus Stops Policy POL141

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

1. PURPOSE

To provide rural bus stops at safe locations that maximise the continued longer term use thus ensuring the best application of available funds.

2. APPLICATION

This policy applies to Council as the Roads Authority to provide safe and functional rural bus stops on its road network. Council is responsible for the identification of safe locations, construction and maintenance of many rural bus stops under the guidance of Transport for NSW (TfNSW).

3. POLICY INTENT

The main objectives of this policy are to:

1. Ensure the public has adequate access to rural bus stops, positioned in safe locations as determined by consultation with affected stakeholders.
2. Provide Council Officers with sufficient guidance and protocol to facilitate equitable siting of bus stops in rural locations.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

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

E4 – 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. POLICY

Bus stops will only be considered on routes at locations approved by the Transport for NSW.

The first priority for the location of rural bus stops is at road intersections. This will also allow for the parking of parents vehicles on the side road.

The second priority is at safe locations between road intersections where the bus stop can be utilised by several families and where space is available for the parking of cars off the road shoulder.

This policy does not prohibit the construction of bus stops at individual property entrances however, the property owner, or others, may be required to fund or contribute to the cost of construction in line with Councils Fees and Charges.

Bus stops are to be provided on new roads constructed by Council or developers.

The standard of construction shall be in accordance with the Transport for NSW - Road Design Guide.

6. LEGISLATIVE REQUIREMENTS

Roads Act 1993

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

This policy has no external reporting requirements.

9. RESPONSIBLE OFFICER

- The Roads and Parks Manager or delegate will undertake the following relating to this policy:
 - Maintaining records/ register
 - Assessing applications
 - Keeping the policy current
 - Undertaking inspections.
- Providing a point of contact about the meaning and application of the policy.

10. ROLES AND RESPONSIBILITIES

This policy requires the following section of Council to implement the process of complying with Bus Stop design and construction as stipulated by TfNSW:

- The Customer Service team assisting with applications lodgement;
- Traffic Facilities team to liaise with TfNSW, stakeholders and bus companies
- Roads team to process and monitor applications for bus stop construction;
- Roads team to keep accurate records of invoices for plant, labour, materials and consumables to substantiate request for compensation from debtors;
- Asset inspectors undertaking inspection to monitor compliance.

11. RELATED PROCEDURES

TfNSW Guidelines for Public Transport Capable Infrastructure in Greenfield Sites – July 2018

APPROVAL AND REVIEW		
Responsible Business Unit	Roads and Parks	
Responsible Officer	Manager Roads and Parks	
Date/s adopted	<i>Council Executive</i> [updated by policy owner]	<i>Council</i> [DD Mmmm YYYY]
Date/s of previous adoptions	Version - October 2000 Version II – February 2006	
Date of next review	September 2023	
TRIM Reference	AINT/2021/14360	

TRIM: AINT/2021/14415



Bus Shelters within Urban Areas Policy POL185

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

1. PURPOSE

To ensure that Bus Shelters are provided for the comfort and convenience of the public which cater for members of the community with disabilities and other mobility requirements, in locations which minimise impact on adjoining properties.

2. APPLICATION

This policy applies to Council as the Roads Authority to provide safe and functional urban bus shelters on its road network. Council is responsible for the identification of safe locations, construction and maintenance of many urban bus stops and shelters under the guidance of Transport for NSW (TfNSW).

3. POLICY INTENT

The main objectives of this policy are to:

1. Ensure the public has adequate access to bus stops within the urban environs of Armidale, Guyra, and the villages -positioned in safe locations as determined by consultation with user groups and affected stakeholders.
2. Provide Council Officers with sufficient guidance and protocol to facilitate equitable siting of bus stops in urban locations.
3. Align Council common practice with legislative requirements.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

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

E4 – 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. POLICY

General Siting Issues

- Where possible, the site chosen for a bus shelter shall be adjacent to commercial or public property.

- Where it is necessary to site a bus shelter close to private residential property, the shelter should be placed to face away from the property. This will maximise vision of the oncoming bus and allow more time for the elderly or disabled to move to the bus door and face waiting passengers away from windows on adjoining property.
- It is recognised that the siting of bus shelters away from the property may not always be possible. However, each location should be assessed on its merits.
- The facing of shelters to the west should be avoided to protect users from glare and westerly winds
- The shelter shall be located as close to the property boundary as possible when it is located facing the roadway.
- Careful consideration should be given to siting of new bus stops and shelters to maximise utility afforded by existing facilities including pedestrian crossings, refuges, kerb ramps, car parking, bicycle parking and lighting.
- Each site is to be assessed on a case by case basis to ensure adequate sight distance requirements for driveways on adjoining properties.
- Each proposed site will be brought to the attention of bus service operators to determine potential bus access problems and other issues.

Specific Siting Issues

- Minimum 1200mm wide flat, smooth path required from “allocated space” within shelter (for wheelchair, motorised wheelchair/scooter) to bus boarding point (i.e. kerb)
- Standard seat height to be 450mm. Where a high number of elderly users are expected, some seating of 520mm height desirable. Where a high number of child users are expected, 350mm desirable. Desirable to provide range of seat heights i.e. where slope is along length of bus stop, use slope to provide variance 350-520mm.
- Tactile indicators to be installed in accordance with AS1428.4 (bus shelters facing away from road will require more tactile strips to indicate change of direction).

Apart from the shelters that currently have lighting installed within, no lighting shall be provided within the bus shelter. Increased street lighting in the area of the shelter shall be utilised to reduce opportunities for vandalism.

6. LEGISLATIVE REQUIREMENTS

Roads Act 1993

Disability Discrimination Act 1992

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

This policy has no reporting requirements.

9. RESPONSIBLE OFFICER

The Roads and Parks Manager or delegate will undertake the following relating to this policy:

- Maintaining records/ register
- Assessing applications
- Keeping the policy current
- Undertaking inspections.

The Roads and Parks Manager shall provide a point of contact about the meaning and application of the policy.

10. ROLES AND RESPONSIBILITIES

This policy requires the following section of Council to implement the process of complying with Bus Stop design and construction as stipulated by TfNSW, current design guidelines and legislation:

- The Customer Service team assisting with applications lodgement;
- Traffic Facilities team to liaise with TfNSW, stakeholders and bus companies;
- Roads team to process and monitor applications for bus stop construction;
- Roads team to keep accurate records of invoices for plant, labour, materials and consumables to substantiate request for compensation from debtors;
- Asset inspectors undertaking inspection to monitor bus shelter condition and ongoing compliance.

11. RELATED PROCEDURES

TfNSW Guidelines for Public Transport Capable Infrastructure in Greenfield Sites – July 2018

POL141 – Rural Bus Stop Policy

Section 79C of the Environmental Planning and Assessment Act 1979 No 203

APPROVAL AND REVIEW		
Responsible Business Unit	Roads and Parks	
Responsible Officer	Manager Roads and Parks	
Date/s adopted	<i>Council Executive</i> [updated by policy owner]	<i>Council</i> [DD Mmmm YYYY]

Date/s of previous adoptions	Version I - February 2008 Version II - June 2009
Date of next review	September 2023
TRIM Reference	AIN/2021/14415

TRIM: AINT/2021/12499



Vehicular Driveway Construction, Maintenance and Location Policy

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

1. PURPOSE

This policy provides an overview of Council's responsibilities relating to Section 138 of the Roads Act 1993.

2. APPLICATION

This policy outlines how Council manages vehicular driveway construction, maintenance and locations of driveways.

3. POLICY INTENT

- To create a safe environment that minimises the risk of conflict between road users (pedestrians, motor vehicles and cyclists).
- To define the engineering standards and the subsequent level of advice and assistance for vehicular driveway construction within the road reserve in urban and rural areas.
- To minimise the incidence of erosion and subsequent sedimentation.
- To reduce ongoing maintenance.
- To reduce pedestrians trip hazards.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

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

E3.4 - Provide and maintain functional, appropriate, safe and desirable community facilities through appropriate resourcing. Apply for an SRV to maintain & renew Council-owned facilities to expected service levels

5. POLICY

Driveway construction and maintenance requires Council approval under the Roads Act 1993. All driveway construction and maintenance costs including any alterations to existing infrastructure such as footpaths and utility services are the responsibility of the property owner or developer.

In cases where the standard design cannot be applied for a development or redevelopment, it is the responsibility of the developer to provide a driveway design.

In the case of new development or redevelopment in urban areas where the proposed floor level is greater than 1 metre above or below the crown of the road, a full design including profiles is to be provided by the developer.

Council may provide design assistance at no cost for the construction of approved paved driveways (residential only) that replace existing non-paved driveways in urban areas. Design assistance for commercial premises will be provided at full cost recovery. Council will not provide design assistance where the driveway serves a commercial property or is a second access.

Where a driveway has been constructed without relevant Council approvals and does not comply with relevant design standards, Council can require that the driveway be removed and reconstructed at the owners cost.

Location

In all cases, new roads and vehicle access points should be designed to maximise vehicle and pedestrian safety.

(i) Roads and Maritime Services (RMS)

Applications for driveway access and construction on State and Regional roads must be approved by RMS and Council. Council will forward applications to the RMS.

(ii) Major and Minor Urban Distributor Roads

Driveways on major and minor distributor roads are to be designed to allow entry and exit in a forward direction.

A Positive Covenant (or other legally binding agreement acceptable to Council) is to be created on the title of new lots having direct vehicular access to a major or minor distributor road (long term) requiring driveways to be designed to allow entry and exit in a forward direction. Where concern with regard to sight distances exists, the location of driveways is subject to the standards in relevant *AUSTROADS* Guidelines.

Design and Construction

1. All vehicular access ways from the road formation to the property boundary in public roads are to be approved before construction work commences and approval shall not be unreasonably withheld provided such proposals comply with Council's relevant Engineering Standards.
2. Applicants will be supplied with concise guidelines to the appropriate Engineering Standards.
3. For single and dual occupancy residential driveways only:
 - Typical Situation – The Standard drawings are to be used for typical situations that meet the assumed site criteria specified on the drawings. The site criteria include crossfall of the footpath area and the roadway and levels and gradients internal to the property. Particular attention is drawn to these criteria and also potential conflict with underground services.
 - Non typical situations – where site conditions are outside the assumed site criteria specifications of the standard drawings, Council will provide design assistance to create a suitable driveway profile at no cost.
4. Gutter bridges and access pipe culverts will only be approved where considered appropriate by the Manager Roads and Parks or Nominee. Approval will normally only be given in rural situations and in some cases in urban locations where kerb and gutter does not exist.

Council reserves the right to limit its involvement in undertaking vehicular driveway construction for any reason.

Maintenance

Where Council inspectors determine that driveway maintenance is required, including gutter bridges and access pipe culverts, which remain outstanding after notification to the landholder, such maintenance may be undertaken by Council and the costs charged to the landholder (Refer Roads Act - Section 138 and Section 218).

Where it becomes necessary for Council to cut through a driveway, there is no guarantee implied or otherwise that reinstatement will match pre-existing pavement attributes. Driveway reinstatement will be completed in plain concrete.

6. LEGISLATIVE REQUIREMENTS

In all cases, the following guidelines should be consulted:

- Armidale Regional Council Engineering Code
- Councils Development Control Plan Code
- AS/NZ 2890 Parking Facilities. Austroads Guide to Traffic Management Part 5 Road Management and parking and part 11 parking
- RTA Guide to Traffic Generating Developments
- RTA Road Design Guide

7. REVIEW

This Policy will be reviewed every two years from the date of each adoption of the policy.

8. REPORTING

This policy has no reporting requirements.

9. RESPONSIBLE OFFICER

- The Roads and Parks Manager or nominee will undertake the following relating to this policy:
 - Maintaining records/ register
 - Assessing applications
 - Keeping the policy current
 - undertaking inspections.
- Providing a point of contact about the meaning and application of the policy.

10. ROLES AND RESPONSIBILITIES

This policy requires the following section of Council to implement the process of complying Section 138 of the Roads Act 1993:

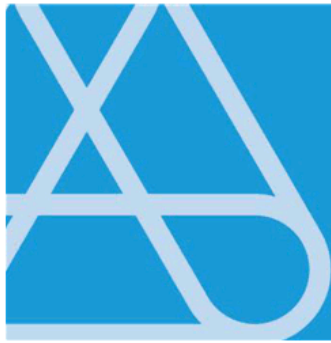
- The customer service team assisting with applications lodgement;
- Roads team to process and monitor applications;
- Asset inspectors undertaking inspection to monitor compliance.

11. RELATED PROCEDURES

Nil.

APPROVAL AND REVIEW		
Responsible Business Unit	Road and Parks	
Responsible Officer	Roads and Parks Manager	
Date/s adopted	<i>Council Executive</i>	<i>Council</i>
Date/s of previous adoptions	Version II: October 2008	
Date of next review	30 September 2023	
TRIM Reference		

TRIM: AINT/2021/12831



Road Intersection (Sight Distance) Policy

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

1. PURPOSE

The purpose of this policy is to ensure sufficient safe intersection sight distance is provided to a driver of a vehicle on a major road to observe an approaching vehicle on a minor road moving into a collision situation.

2. APPLICATION

This policy applies to Council as the Roads Authority to ensure road reserves provide for minimum intersection sight distance.

3. POLICY INTENT

The main objective of this policy is to limit Council's liability in relation to traffic matters by detailing the conditions Council, as the Roads Authority, requires on Greenfield and brownfield development to ensure Safe Intersection Sight Distance is achieved and maintained at all road intersections within the LGA.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

E4 - 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. POLICY

The following conditions apply:

- (i) No structure, fence, tree or shrub or other obstruction shall restrict 'line of sight' at intersections in order to achieve adequate visibility at the intersection for motorists.
- (ii) To satisfy the requirement in (i), the following shall apply:
 - The height of any 'obstruction' within the corner splay shall be limited to 900 mm (max) except in situations where the land on either side of the intersection is elevated, in which case the matter shall be referred to Council's Development Engineer for advice.
 - For the purposes of this policy, where no corner splay has been dedicated as part of a public road, the 'corner splay' shall be a triangle obtained by connecting two points each 5m from the corner of the allotment at the intersection of the two road reserves (in the case of an intersection involving one

distributor road or two collector roads) or 3m from the corner of the allotment at the intersection of the two road reserves (in the case of the intersection of two local access roads).

Details of the road classifications are shown in the Armidale Traffic and Transport Study 1996.

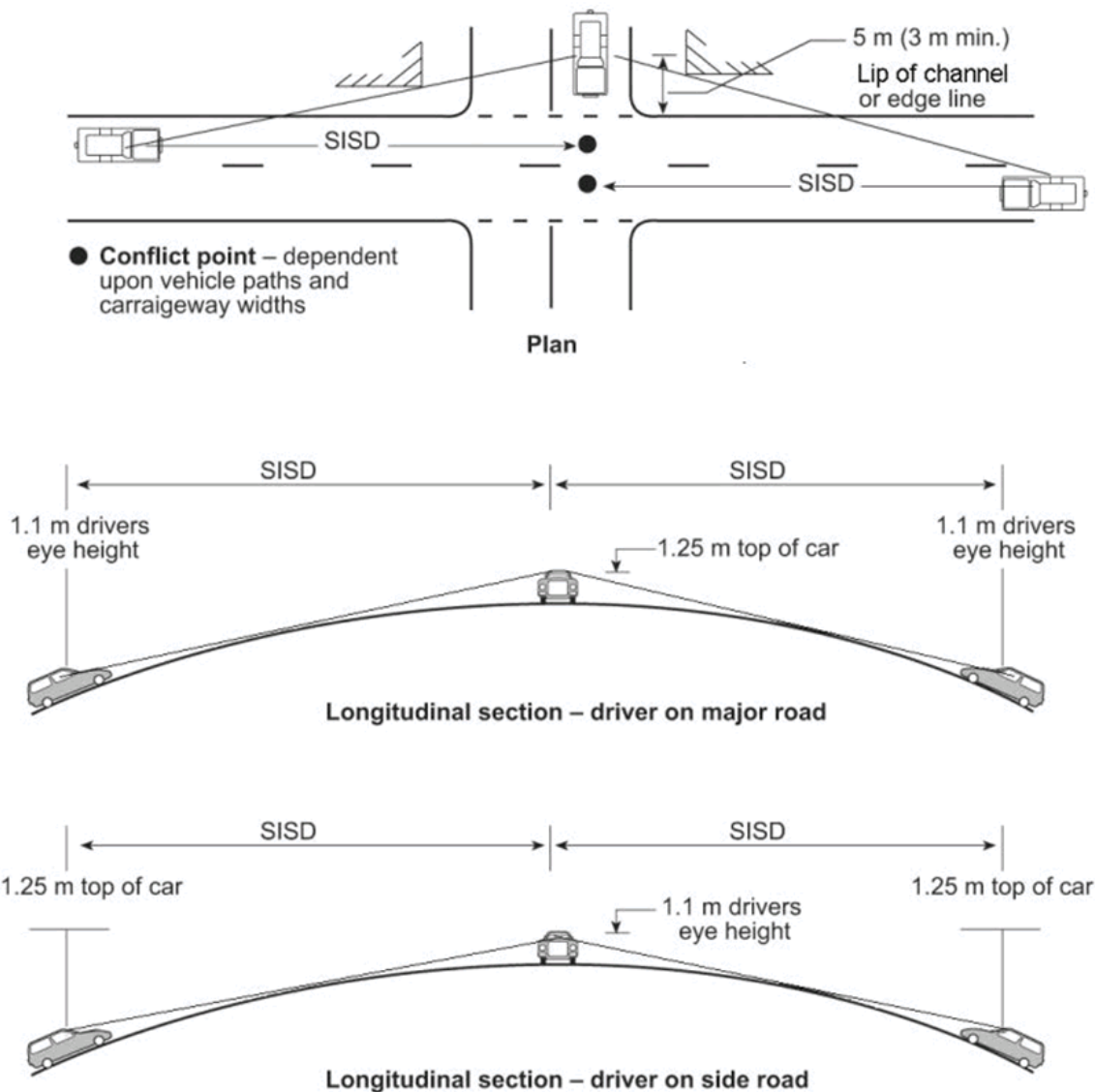


Figure 1: Safe Intersection Sight Distance (SISD)

6. LEGISLATIVE REQUIREMENTS

Roads Act 1993

Austrroads Guide to Road Design – Part 4A: Unsignalised and Signalised Intersections

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

This policy has no reporting requirements.

9. RESPONSIBLE OFFICER

- Council Roads Manager is responsible for ensuring that all Business Units affected by this policy are kept informed of its application and impact to their service delivery.

10. ROLES AND RESPONSIBILITIES

- The Roads Manager has the role of ensuring this policy is implemented correctly by Transport, Development and Assets Teams to protect Council as the Roads Authority.

11. RELATED PROCEDURES

ARC Engineering Design Code Specification D1

APPROVAL AND REVIEW		
Responsible Business Unit	Roads and Parks	
Responsible Officer	Manager Roads and Parks	
Date/s adopted	<i>Council Executive</i> [updated by policy owner]	<i>Council</i> [DD Mmmm YYYY]
Date/s of previous adoptions	Version I – September 2000 Version II – October 2008	
Date of next review	September 2023	
TRIM Reference		

TRIM: AINT/2021/12945

Kerb, Guttering and Footpath Policy

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

1. PURPOSE

This policy supports Councils position regarding cost recovery for installation of new kerb and channel (guttering), footpaths, and special crossings (as permitted under Section 217 of the Roads act 1993).

2. APPLICATION

This policy outlines the rates of contribution that the owner of a property is liable for in regard to the payment for installation of paving, kerbing and guttering and footpaths adjacent to Council roadways.

3. POLICY INTENT

The main objectives of this policy are to:

1. To stipulate proportion of total project cost Council is permitted to recover from adjacent land owners for installation of new kerb & guttering and footpaths.
2. Outline Councils commitment to cost-recovery to consolidate its fiscal position and promote business unit sustainability.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

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

E4 – 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. POLICY

The policy applies to Capital Works. Excludes periodic maintenance and replacement.

1. Paving, Kerbing and Guttering - Charges

Pursuant to Section 217 of the Roads Act 1993, Council, as Policy, levy the following rate of charges for paving, kerbing and guttering footways, in accordance with the following:

- **Works on Frontage**
50% of cost of construction to the owner of the property.
- **Works on Side Boundaries**

25% of cost to the owner of the property.

- **Works on Frontage with an Access Denial Strip**

No charge will be applicable to the owners of properties fronting roads to which Council has denied access.

2. **Reduction of Charges for Pensioners**

Pursuant to Section 575 of the Local Government Act 1993, Council apply a Pensioner reduction of a further 50% of the charges detailed in (i) above.

3. **Administration Charges**

Administration charges incurred as a consequence of carrying out concrete works for paving, kerbing and guttering footways will not be included in the charges for the subject works.

4. **Contribution towards Charges by Council**

Pursuant to Section 356 (1) of the Local Government Act 1993, any person or group who has been levied a charge for a contribution towards paving, kerbing and guttering footways may apply to Council for a contribution towards those charges. Council will consider the application on its merits.

6. LEGISLATIVE REQUIREMENTS

Roads Act 1993;

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

This Policy has no reporting requirements.

9. RESPONSIBLE OFFICER

- The Roads and Parks Manager or delegate will undertake the following relating to this policy:
 - Maintaining records/ register
 - Assessing applications
 - Keeping the policy current
 - Undertaking inspections.
- Providing a point of contact about the meaning and application of the policy.

10. ROLES AND RESPONSIBILITIES

This policy requires the following section of Council to implement the process of complying Section 138 of the Roads Act 1993:

- The Customer Service team assisting with applications lodgement;
- Roads team to process and monitor applications;
- Roads team to keep accurate records of invoices for plant, labour, materials and consumables to substantiate request for compensation from land owner;

- Asset inspectors undertaking inspection to monitor compliance.

11. RELATED PROCEDURES

POL 035 – Vehicular Driveway Construction, Maintenance and Location

Armidale Regional Council Engineering Code 2016

APPROVAL AND REVIEW		
Responsible Business Unit	Roads and Parks	
Responsible Officer	Manager Roads and Parks	
Date/s adopted	<i>Council Executive</i> [updated by policy owner]	<i>Council</i> [DD Mmmm YYYY]
Date/s of previous adoptions	Version I – Feb 2006 Version II - 2011	
Date of next review	September 2023	
TRIM Reference	AINT/2021/12945	

CM: AINT/2021/15692



Feedback and Complaints Management Policy

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

1. PURPOSE

The purpose of the Feedback and Complaints Management Policy is to ensure Armidale Regional Council handles all forms of feedback fairly, efficiently and effectively. Feedback includes compliments, suggestions and complaints. A complaint is an expression of dissatisfaction with Council services, staff or procedures.

2. APPLICATION

This Policy applies to all Councillor's and Council employees and relates to the management of compliments, suggestions and complaints made to or about the Council regarding our services, staff and complaint handling. It does not apply to the management of requests for service.

3. POLICY INTENT

Council encourages feedback from customers about processes, services and conduct of staff to:

- Enable Council to respond to feedback raised by people (suggestions, compliments and complaints) in an accessible, timely and cost-effective way.
- Boost public confidence in administrative processes.
- Use information that can assist Council to improve delivery of our services, products, training and feedback handling.
- Recognise staff who have provided exceptional services.

Customers will:

- Be treated with respect, integrity and honesty.
- Have their feedback passed onto the responsible/nominated officer(s).
- Receive no charge for providing feedback.
- Have their feedback handled in accordance with Council's Customer Charter.
- Have their personal details kept secure and in accordance with Council's Privacy Management Plan.
- Not be adversely affected because they have made a complaint.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

This policy contributes to the delivery of the Community Strategic Plan 2017-2027: Leadership for the Region Community Outcome 3, being that Council demonstrates sound organisational health and has a culture which promotes action, accountability and transparency.

5. POLICY

Council is committed to achieving a customer focused feedback management system that will ensure:

- Customer have choice and flexibility in how they wish to lodge their feedback.
- Complaints are accepted courteously and with a view to improving services and the customer experience.
- Staff are equipped with the knowledge, tools, techniques and skills to respond to feedback, suggestions and to resolve complaints in a timely manner.
- Complaints are managed in an objective, fair and transparent manner.
- Provision of clear review options for customers who may be dissatisfied with the outcome of a complaint.
- Commitment to continuous improvement in the way Council interacts with our customers.

5.1 Types of Feedback

5.1.1 Compliments

Compliments are received when Council has met or exceeded the expectations of the community.

The receipt of compliments assist us in:

- Understanding what aspects of our service customers' value.
- Understanding how our service impacts on our customers.
- The ability to share and reinforce examples of best practice.
- Building morale and provide recognition to our staff.

5.1.2 General Feedback/Suggestions

General complaints relate to a level of dissatisfaction with or about Council, related to our services, staff or procedures. General complaints are managed in accordance with Council's three-tier Complaints Handling Model.

Request for services (unless they are complaints related to Council's response times to a request for service) and requests for information or explanation of Council policies or procedures are not classified as complaints.

5.1.3 General Complaints

General complaints relate to a level of dissatisfaction with or about Council, related to our services, staff or procedures. General complaints are managed in accordance with Council's three-tier Complaints Handling Model.

Requests for service (unless they are complaints related to Council's response times to a request for service) and requests for information or explanation of Council policies or procedures are not classified as complaints.

5.1.4 General Multiple Issue Complaints

A single complaint notification may contain multiple issues and issues relating to multiple council services. In these circumstances, the Complaints Advocate will deal with the complaint from the acknowledgement phase, liaising with the relevant individual departments and facilitating the customer contact outcome response.

The Complaints Advocate will collate the individual responses from each Business Unit received into one reply to the complainant.

5.1.5 Sensitive Complaints (Staff Behaviour)

Complaints received naming particular employees relating to employee behaviour are sent securely to the appropriate department manager for investigation to ensure, as far as practical, the privacy and confidentiality of all parties involved. Under the principle of natural justice, named employees are entitled to be provided with details of any complaint against them which is investigated. Assistance and support will be provided to both the complainant and the employee (where required) during any investigation.

The Investigating Officer will contact the complainant where possible via telephone within five working days to discuss the matter. The complaint will be investigated and the complainant will be contacted with the outcome of the investigation, and any steps taken, resulting from the investigation.

Complaints received naming Councillors, or the Mayor will be sent securely to the GM for assessment, investigation and resolution.

Note: All sensitive complaints must be afforded the highest level of security/privacy and not treated as a general complaint where all staff may have access to the details about the complaint or the person who is subject to the complaint.

5.1.6 Complex Sensitive Complaints

Complex single or multi-issue sensitive complaints involving an allegation about the actions or behaviour of a Council employee should be sent directly to People & Culture. The Executive Manager People & Culture will oversee and facilitate the investigation process and ensure it is handled efficiently, confidentially and in accordance with relevant requirements.

Referred to as sensitive complaints they may also involve a complaint about the alleged actions or behaviour of volunteers, or contractors.

5.1.7 Anonymous Complaints

Council accepts anonymous complaints. Where there is enough information to be able to look into the issues raised we will investigate as per normal procedures. Council encourages complainants to provide their contact details, as we may not be able to investigate the matter thoroughly without obtaining additional information.

5.2 Making Complaints

5.2.1 How to provide feedback

You can provide Council with feedback in the following ways:

- Email Council at council@armidale.nsw.gov.au
- Visit Council at www.armidaleregional.nsw.gov.au
- By telephone on 1300 136 833 between 8.30am–4.30pm.
- In person at Council's Customer Service Centre in the Administration Building, 135 Rusden Street Armidale NSW 2350.
- Guyra Service Centre, 158 Bradley Street Guyra NSW 2365.

5.2.2 What Council needs to know

It is important to record information about your feedback. To help Council understand your feedback, you must provide:

- A description of the issue or situation, including any dates, times or locations of incidents, if applicable.
- Your contact details including a preferred contact method.

5.2.3 How Council handles your feedback

Council will:

- Record the details of your feedback.
- Acknowledge and attempt to resolve your complaint within a reasonable time. For a lengthy process, we will keep you informed along the way.
- Keep you up to date on the progress of your complaint and be available to discuss your feedback.
- Regularly monitor the feedback we receive and use this information to improve our delivery of services, procedures and our future planning processes.
- Ensure staff members are well trained and confident in their dealings with customers.
- Provide internal and external avenues of review if you are dissatisfied with how we deal with your complaint or its resolution.
- Keep your personal details in accordance with our Privacy Management Plan.

5.3 Complaints Handling

Complaints lodged with Council will be managed according to the NSW Ombudsman's Office Three Tier Approach to Complaint Handling and will acknowledge and respond to complaints within five working days.

The following describes the three-tiered approach.

5.3.1 Tier 1 – Frontline complaint handling

Where possible, complaints will be resolved at the first point of contact within 5 business days. If Council is unable to resolve a complaint in the first contact, the complaint will escalate to the appropriate senior officer, generally the business unit manager, who will nominate an investigating officer.

The frontline officer will contact the complainant, investigate, and will attempt resolution.

5.3.2 Tier 2 – Further Investigation and Internal Review

Further Investigation

If the complainant is not satisfied with the outcome of their complaint, they may seek a further investigation of the matter with a request in writing.

The purpose of a Tier 2 further investigation is not to determine a different response, but to check that all involved in determining the original decision have taken all the required steps in the procedure.

The outcome is communicate the outcome of the Tier 2 further investigation to the customer within ten working days.

Internal Review

If the complaint is still unresolved, and the complainant requests that the matter be escalated, the complaint will be referred to a Senior Council Officer for review.

Where possible, the Officer responsible for the Tier 2 escalated review should be independent to previous investigations pertaining to the same complaint.

If the complainant is dissatisfied with the outcome of our escalated internal review process, they may seek a review of our decision by an external agency.

5.3.3 Tier 3 – External Review

This may take the form of referring the complaint to external agencies such as the NSW Ombudsman, Independent Commission Against Corruption (ICAC), Division of Local Government or the Office of the Information Commissioner depending on the nature of the complaint.

5.4 Feedback Service Standards & Timeframes

Feedback type	Acknowledgement of Receipt	Response/Resolution
Positive Feedback/Suggestions		
Compliment	Within 2 business days Lodged in writing, email or online via provision of Customer Request Tracking number	5 business days
Suggestion	Within 2 business days Lodged in writing, email or online via provision of Customer Request Tracking number	10 business days
Complaints		
Early Resolution	Within 2 business days Lodged in writing, email or online via provision of Customer Request Tracking number	Immediately or maximum of 5 business days
Further Investigation	Within 2 business days Lodged in writing, email or online via provision of Customer Request Tracking number	10 business days
Internal Review	Within 2 business days Lodged in writing, email or online via provision of Customer Request Tracking number	10 business days
External Review	Subject to reviewing body response timeframes	Subject to reviewing body response timeframes

5.3 Definition of Terms

Terms	Definition
Unreasonable Customer Conduct	<p>Any behaviour by a current or former complainant which, because of its nature or frequency raises substantial health, safety, resource or equity issues for our organisation, our staff, other service users and complainants themselves.</p> <p>Unreasonable is divided into five categories of conduct:</p> <ul style="list-style-type: none"> • Unreasonable persistence • Unreasonable demands • Unreasonable lack of cooperation • Unreasonable arguments • Unreasonable behaviours <p>Council will manage Unreasonable Customer Conduct in accordance with its (<i>Unreasonable Customer Conduct Policy</i>)</p>
Complaint	<p>A complaint is a form of feedback that expresses dissatisfaction towards Council, its policies, procedures, fees and charges, Council officers, Councillors, agents or quality of service affecting an individual or group of customers.</p> <p>A complaint is not:</p> <ul style="list-style-type: none"> ▪ A Service Request ▪ A request for Council to exercise a regulatory function ▪ An appeal or objection regarding a statutory process, standard procedure or policy (unless this is recorded as a complaint about the process of Council's decision making) ▪ A request for documentation, information or explanation of policies or procedures ▪ A response provided in relation to specific requests for feedback about the standard or quality of Council service provision ▪ An appeal against fines or penalties issued by Council Officers or agents ▪ A claim for compensation, or about legal matters (<i>i.e.</i> appeals) ▪ A report about a third party (<i>e.g.</i> a neighbour dispute) <p>Note: Service Requests must not be registered as a complaint unless Council has failed to respond appropriately the first time the service request was made, or if the customer specifically complains about the process, Council Officer or quality of service provided.</p>
Feedback	Feedback may be in the form of a compliment, suggestion or complaint.
Public Interest Disclosure	The reporting of allegations of corrupt conduct, maladministration, serious and substantial waste of public money or government information contravention.

Service Request	<p>A service request is an application to have Council or its representatives take some sort of action to provide or improve a Council Service.</p> <p>Service Requests include:</p> <ul style="list-style-type: none"> ▪ Requests for approvals ▪ Requests for action ▪ Requests for investigation ▪ Routine inquiries about Council business ▪ Requests for the provision of services and assistance ▪ Requests for explanation of policies, procedures and decisions <p>Council doesn't treat service requests or initial requests for service as a complaint. For example, if a customer reports a pothole, or that their bin has not been collected, this is a service request.</p> <p>NB: However, where action of a service request has not met the expected 'quality' this is often then escalated to a complaint.</p>
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6. LEGISLATIVE REQUIREMENTS

This policy is to be read in conjunction with the following:

- *Local Government Act 1993*
- *Privacy and Personal Information Protection Act 1998*
- *Government Information (Public Access) Act 2009*

Council employees shall refrain from personal activities that would conflict with proper execution and management of Council's Feedback & Complaints Policy.

7. REVIEW

Review of this policy will incorporate relevant legislation, documentation released from relevant state agencies and best practice guidelines.

The standard review period will be within 2 years, or as required to ensure that it meets legislative requirements and meets the needs of community and Council.

The Governance & Strategy Manager is responsible for the review of this policy.

8. REPORTING

Feedback information captured will be used for the purposes of analysing, monitoring and learning to continually improve the services council provides.

Council will ensure that feedback is recorded in a systematic way so that information can be easily retrieved for reporting and analysis.

Monthly reports presented to the Management Group will be used to review areas of improvement and feedback within the organisation.

Reports will include:

- Feedback relating to compliments and suggestions.
- The number of complaints received.
- The outcome of complaints, including matters resolved at the frontline.
- Issues arising from complaints.
- Systemic issues identified.
- The number of requests we receive for internal and/or external review of our complaint handling.

9. RESPONSIBLE OFFICER

The Governance & Strategy Manager are responsible for oversight of Council's Feedback & Complaints Management Policy, which includes:

- The development and review of the Policy and Procedure and maintaining a level of professional and current knowledge as to best practice in feedback management and assisting Council to be compliant where required.

10. ROLES AND RESPONSIBILITIES

Role	Responsibilities
Governance & Strategy Manager Governance & Strategy Business Unit	<ul style="list-style-type: none"> • Prepare complaint handling report derived from information recorded in the Complaint Register to the Executive Group as required. • Report to the Office of Local Government on Council complaint handling as required. • Maintains oversight of the Complaint Register in conjunction with the Complaints Advocate. • Receiving, investigating and recording complaints that may arise in relation to the functions of the Governance Department. • Arrangement and development where necessary of complaint handling awareness through training or one on one support in conjunction with the Complaints Advocate.
	<ul style="list-style-type: none"> • Operationally oversees the framework of feedback and complaints being undertaken by Council. • Ensure recommendations arising out of feedback and complaint data analysis are canvassed with the General Manager and implemented where appropriate. • Encourage staff managing feedback and complaints to provide suggestions on ways to improve the organisation's complaint management system.

Complaints Advocate Customer Service Business Unit	<ul style="list-style-type: none"> • Responsible for overseeing Council's complaint handling process, and that it aligns to best practice. • Handles the management of the following complaints: <ul style="list-style-type: none"> ○ Multiple issue complaints. ○ Complaints received from the Mayor and Councillors. • Facilitate feedback complaint handling awareness and competencies across Council through staff training in accordance with Council's policies and procedures. • Liaises with Manager Corporate Governance providing additional insights that are further canvassed with the General Manager and implemented where appropriate. • Oversee the receipt and resolution of complaints with the view to identify trends arising. • Register complaints in Council's Record Management System Complaints Register. • Undertaking analysis and reporting of complaints received and the identification of trends via regular reports to the Executive Leadership Team.
Mayor and Councillors	<ul style="list-style-type: none"> • Promote and support a culture that values feedback including the recognition of compliments, suggestions and the effective resolution of complaints. • The Mayor and Councillors can assist individuals who approach them with feedback about Council by referring them to Council's Customer Service so that their feedback can be logged and actioned. • The Mayor and Councillors are prohibited from getting involved in the day to day operations and management of feedback in accordance with this Policy and Feedback Procedures (unless the feedback relates specifically to the General Manager). • The Complaints Officer will Liaise with the departments and customer and report back to the Councillor who lodged it.
General Manager	<ul style="list-style-type: none"> • Promote and support a culture that values feedback including the recognition of compliments, suggestions and the effective resolution of complaints. • Investigate complaints about the Mayor, Councillors and Directors as appropriate. • Encourage staff to make recommendations for system improvements. • Support recommendations for system, service and any other improvements arising from analysis of feedback/ complaint data. • Publicly report on complaints. • Consider, authorise and/or revoke declarations for Unreasonable Customer Conduct (as per the <i>Unreasonable Customer Conduct Policy</i>)
	<ul style="list-style-type: none"> • Promote and support a culture that values feedback including the recognition of compliments and the effective resolution of complaints.

Executive Team	<ul style="list-style-type: none"> • Recognise Council Officers who have received compliments for exceeding customer expectations. • Review data on feedback provided by the Governance & Strategy Manager and endorse suggested organisational improvements to avoid reoccurrence of complaints in the future. • Refer results of feedback data to appropriate Council staff as required to assist in continuous improvement, reduce risk and/or improve the quality of customer service.
Executive Assistants, Administration Officers	<ul style="list-style-type: none"> • Resolve complaints at the first point of contact or where this is not possible, refer the complaint to the Customer Advocate for review. • Explain Councils customer Feedback & Complaints Management Policy to customers who enquire about lodging customer feedback. • Register complaints in Council's Record Management System / Complaints Register.
Receiving Officer	<p>For the purpose of this Policy, the receiving officer is the council officer who assists/ directs the customer to lodge customer feedback in the first instance. This can be:</p> <ul style="list-style-type: none"> • Customer Services Officer • Records Officer • Other Council staff directing customers to the Complaints form.
Frontline Officer	<p>In many organisation a frontline officer are those persons who are considered the first direct contact with a customer.</p> <p>However, the complexity of Council functions this definition necessitates the expansion of this term to include that of the first person of a department who is called upon to speak to the customer regarding their complaint.</p> <p>Often many complaints can be resolved in the first instance by the frontline officer.</p> <ul style="list-style-type: none"> • In some instances the frontline officer may also be the initial Receiving Officer/Department Officer who may attend the counter, • Take a transferred phone call. • Receive a service request to follow-up on a complaint.
Investigating Officer	<ul style="list-style-type: none"> • The person who investigates and attempts resolution of the complaint at Tier 2 Level of Complaint Handling within a given business unit/area.

Business Unit Managers	<ul style="list-style-type: none"> Responsible for handling the more complex complaints. Ensure Business Unit staff comply with Council's feedback/ complaint handling policies and procedures and attend feedback/ complaint handling training as scheduled or required. For contentious and/or politically sensitive issues notify the Director and General Manager. Provide support to staff dealing with complaints or who are the subject of a complaint. Provide suggestions to Governance & Strategy Manager on ways to improve the organisation's complaints management system.
All Council Staff	<ul style="list-style-type: none"> Be aware of the complaint handling policy and procedures. Assist people who wish to make complaints through various methods. Assist staff handling complaints resolve matters promptly. Provide feedback to management on issues arising from complaints Implement changes arising from individual complaints and from the analysis and evaluation of complaint data. Ensure that feedback/complaints are responded to in a courteous, fair, confidential and timely manner and that complainants are advised of progress and outcomes (as per timeframe service standard requirements.)

11. RELATED PROCEDURES

Complaints Handling Kit containing process, templates, checklists and the registers.

APPROVAL AND REVIEW		
Responsible Business Unit	Governance and Strategy	
Responsible Officer	The Governance & Strategy Manager	
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]	
Content Manager Reference	AINT/2021/15692	

CM: AINT/2021/15725



Unreasonable Customer Conduct Policy

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

1. PURPOSE

The purpose of this policy is to clearly outline Council's procedures when dealing with unreasonable customer conduct.

2. APPLICATION

Armidale Regional Council is committed to being accessible and responsive to all customers who approach Council's offices for assistance and/or with a complaint, request or issue. At the same time the success of Council depends on:

- Council's ability to do our work and perform our functions in the most effective and efficient ways possible;
- The health, safety and security of Council staff; and
- Council's ability to allocate resources fairly across all the customers who approach our offices.

When customers or complainants behave unreasonably in their dealings with Council, their conduct can significantly affect our success. As a result, Armidale Regional Council will take proactive and decisive action to manage any conduct that negatively and unreasonably affects Council and will support our staff to do the same in accordance with this policy.

3. POLICY INTENT

This policy has been developed to assist all staff members to better manage unreasonable customer conduct ('UCC'). This policy has been based on the NSW Ombudsman's Managing Unreasonable

Complainant Conduct Practice Manual (2nd edition) ('practice manual'). Its aim is to ensure that all staff:

- Feel confident and supported in taking action to manage UCC.
- Act fairly, consistently, honestly and appropriately when responding to UCC.
- Are aware of their roles and responsibilities in relation to the management of UCC and how this policy will be used.
- Understand the types of circumstances when it may be appropriate to manage UCC

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

The Community Strategic Plan contains many ambitious goals that can only be achieved with the community working together and focused on strategic objectives. Unreasonable complaints divert resources away from addressing key strategic challenges to administrative tasks that add no value. This policy seeks to clearly articulate Council's leadership role in the community and specifically contributes to demonstrating sound

organisational health and a culture which promotes action, accountability and transparency (Outcome 3 – Leadership for the Region).

5. DEFINING UNREASONABLE CUSTOMER CONTACT

Most customers or complainants who come to Council's administration centre act reasonably and responsibly in their interactions with us, even when they are experiencing high levels of distress, frustration and anger about their complaint/issue. However in a very small number of cases some customers or complainants behave in ways that are inappropriate and unacceptable – despite our best efforts to help them. They are aggressive and verbally abusive towards our staff. They threaten harm and violence, inundate our offices with unnecessary and excessive phone calls and emails, make inappropriate demands on our time and our resources and refuse to accept our decisions and recommendations in relation to their complaints/issues. When customers or complainants behave in these ways we consider their conduct to be 'unreasonable'.

Unreasonable customer conduct ('UCC') is any behaviour by a current or former customer or complainant which, because of its nature or frequency raises substantial health, safety, resource or equity issues for our organisation, our staff, other service users and customers or complainants or the customer/complainant himself/herself.

UCC can be divided into five categories of conduct:

5.1 Unreasonable Persistence

Unreasonable persistence is continued, incessant and unrelenting conduct by a customer or complainant that has a disproportionate and unreasonable impact on our organisation, staff, services, time and/or resources.

5.2 Unreasonable Demands

Unreasonable demands are any demands (express or implied) that are made by a customer or complainant that have a disproportionate and unreasonable impact on our organisation, staff, services, time and/or resources.

5.3 Unreasonable Lack of Cooperation

Unreasonable lack of cooperation is an unwillingness and/or inability by a customer or complainant to cooperate with the organisation, staff, or complaints system and processes that results in a disproportionate and unreasonable use of Council services, time and/or resources.

5.4 Unreasonable Arguments

Unreasonable arguments include any arguments that are not based in reason or logic, that are incomprehensible, false or inflammatory, trivial or delirious and that disproportionately and unreasonably impact upon our organisation, staff, services, time, and/or resources.

5.5 Unreasonable Behaviour

Unreasonable behaviour is conduct that is unreasonable in all circumstances – regardless of how stressed, angry or frustrated that a customer or complainant is – because it unreasonably compromises the health, safety and security of Council staff, other service users or the customer or complainant himself/herself.

Armidale Regional Council has a zero tolerance policy towards any harm, abuse or threats directed towards them. Any conduct of this kind will be dealt with under this policy, and in accordance with our duty of care and workplace health and safety responsibilities.

It is also noted that the scope of unreasonable conduct extends to conduct directed to Council staff members outside of the work environment or standard work hours.

6. RESPONDING TO AND MANAGING UNREASONABLE CUSTOMER COMPLAINTS

6.1 Changing or restricting a complainant's access to our services

UCC incidents will generally be managed by limiting or adapting the ways that we interact with and/or deliver services to customers or complainants by restricting:

- **Who they have contact with** – e.g. limiting a customer or complainant to a sole contact person/staff member in our organisation.
- **What they can raise with Council** – e.g. restricting the subject matter of communications that will be considered and responded to.
- **When they can have contact** – e.g. limiting a customer or complainant's contact with Council to a particular time, day, or length of time, or curbing the frequency of their contact with Council.
- **Where they can make contact** – e.g. limiting the locations where Council will conduct face-to-face interviews to secured facilities or areas of the office.
- **How they can make contact** – e.g. limiting or modifying the forms of contact that the customer or complainant can have with Council. This can include modifying or limiting face-to-face interviews, telephone and written communications, prohibiting access to our premises, contact through a representative only, taking no further action or terminating our services altogether.

When using the restrictions provided in this section we recognise that discretion will need to be used to adapt them to suit a customer or complainant's personal circumstances, level of competency, literacy skills, etc. In this regard, we also recognise that more than one strategy may need to be used in individual cases to ensure their appropriateness and efficacy.

6.2 Completely terminating customer or complainant's access to our services

In rare cases, and as a last resort when all other strategies have been considered and/or attempted, the Director Organisational & Corporate Services and the General Manager may decide that it is necessary for our organisation to completely restrict a customer or complainant's contact/access to Council's services.

A decision to have no further contact with a customer or complainant will only be made if it appears that the customer or complainant is unlikely to modify their conduct and/or their conduct poses a significant risk for Council staff or other parties because it involves one or more of the following types of conduct:

- Acts of aggression, verbal and/or physical abuse, threats of harm, harassment, intimidation, stalking, assault.
- Damage to Council property while on our premises.
- Threats with a weapon or common office items that can be used to harm another person or themselves.
- Physically preventing a staff member from moving around freely either within their office or during an off-site visit – e.g. entrapping them in their home.

- Conduct that is otherwise unlawful.

In these cases the customer or complainant will be sent a letter notifying them that their access has been restricted. These types of conduct extend to Council staff outside of the work environment and standard work hours.

As previously stated, Armidale Regional Council has a zero tolerance policy towards any harm, abuse or threats directed towards its staff. Any conduct of this kind will be dealt with under this policy, and in accordance with our duty of care and workplace health and safety responsibilities. If any of the types of conduct above are experienced, Council will refer the matter to the NSW Police or any other agency as required.

7. ALTERNATIVE DISPUTE RESOLUTION

7.1 Using alternative dispute resolution strategies to manage conflicts with customers or complainants

If the Director Organisational & Corporate Services and the General Manager determine that Council cannot terminate services to a customer or complainant in a particular case or that we/our staff bear some responsibility for causing or exacerbating their conduct, they may consider using alternative dispute resolution strategies ('ADR') such as mediation and conciliation to resolve the conflict with the customer or complainant and attempt to rebuild our relationship with them. If ADR is considered to be an appropriate option in a particular case, the ADR will be conducted by an independent third party to ensure transparency and impartiality.

However, we recognise that in UCC situations, ADR may not be an appropriate or effective strategy particularly if the customer or complainant is uncooperative or resistant to compromise. Therefore, each case will be assessed on its own merits to determine the appropriateness of this approach.

8. LEGISLATIVE REQUIREMENTS

This policy was developed to align with the NSW Ombudsman NSW Complaint Conduct Model Policy 2013.

Legislative references:

- *Privacy and Personal Information Protection Act 1998*
- *Independent Commission Against Corruption Act 1988*
- *Government Information (Public Access) Act 2009*
- *Local Government Act 1993*
- *Ombudsman Act 1974*
- *Inclosed Lands Protection Act 1901*

9. REVIEW

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

10. REPORTING

Nil.

11. RESPONSIBLE OFFICER

The Director Organisational & Corporate Services will:

- Maintain all records and a register recording details of Unreasonable Customer Complaints.
- Keep the policy current.
- Implement communications, education and monitoring strategies.
- Provide a point of contact about the meaning and application of the policy.

12. ROLES AND RESPONSIBILITIES

12.1 All Staff

All staff are responsible for familiarising themselves with this policy. Staff are also encouraged to explain the contents of this document to all customers or complainants, particularly those who engage in UCC or exhibit the early warning signs for UCC.

12.2 Director Organisational & Corporate Services

The Director Organisational & Corporate Services, in consultation with relevant staff and General Manager, has the responsibility and authority to change or restrict a customer or complainant's access to Council services in the circumstances identified in this policy.

12.3 Senior Leadership Team

All members of the Senior Leadership Team are responsible for supporting staff to apply the strategies in this policy. Senior managers are also responsible for ensuring compliance with the procedures identified in this policy and ensuring that all staff members are trained to deal with UCC – including on induction

13. RELATED PROCEDURES

Supporting Armidale Regional Council Documents:

- Feedback and Complaints Management Policy

APPROVAL AND REVIEW		
Responsible Business Unit	Governance and Strategy	
Responsible Officer	Director Organisational & Corporate Services	
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	[Four years from last adoption]	
CM Reference	AINT/2021/15725	

TRIM: AINT/2021/13554

Private Works Policy

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

1. PURPOSE

The purpose of this policy is to stipulate the conditions under which Council will complete works on a commercial basis for a third party.

2. APPLICATION

This policy applies to Council as the Roads Authority, having the plant, equipment and construction expertise to complete Private Works for a third party in an open market.

3. POLICY INTENT

The main objectives of this policy are to:

1. Provide additional revenue streams.
2. Make effective use of existing resources/plant with spare capacity.
3. Increase staff potential and expertise.
4. Address service deficiencies in the market.
5. Improve inter-governmental relations with agencies such as NPWS, Forestry Corporation, neighbouring LGA's.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

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

L2.4 – Manage operations to ensure delivery of value for money services for our community and customers

5. POLICY

Council may elect to undertake private work where any or all of the objectives shown above are achieved, however, there is no obligation on Council to accept private work offered by any party. The General Manager, or an officer with delegated authority to approve private work, shall consider the following aspects in determining whether to bid for private work:

- The principles of Competitive Neutrality.
- Conflict of interest by staff involved in the bid process.

- Impact on core business, i.e. degree to which resources need to be reorganised to accommodate the private work.
- Financial return to Council.
- Community benefit derived from the work.

Where warranted these aspects are amplified below.

Impact on Core Business

The severity of the impact of private work on Council's core business is to be assessed as minimal, acceptable or significant. These terms are defined below:

Minimal: The work can be conducted out of normal hours i.e. labour to be at overtime rates and without undue impact on staff availability.

Acceptable: The work can be conducted during normal hours utilising spare capacity without significant impact on Council's programmed work.

Significant: Work would be performed during normal working hours, however, major reallocation of resources will be required and some scheduled work will be in jeopardy of being deferred.

Financial Return to Council

The degree of revenue return to Council is to be assessed as high, medium or low. These terms are defined below:

High: Profit returned to Council is significant due to Council staff possessing special expertise in the area which is not generally available from private industry.

Medium: Profit returned to Council is reasonable given Council's commitment of resources.

Low: Potential minimal profit returned to Council due to risk associated with a lack of expertise in the area or significant industry competition.

Community Benefit

The benefit to the Community, or a significant proportion of the Community, resulting from the work undertaken shall be assessed as high, medium or low. These terms are defined below:

High: Wide Community benefit, an asset will be made available that would not be available without Council's assistance

Medium: Significant Community benefit requiring Council's involvement as a catalyst for the project to proceed.

Low: The benefit is restricted to an individual, family or small group.

Community/Cost Benefit Analysis

Community versus cost benefit decision matrices are contained in Council's Standard Practice Note SPN088* - Works Private Work. The Standard Practice Note also details the internal procedures associated with private work bids, quotations, acceptance, quality control, financial control and release.

6. LEGISLATIVE REQUIREMENTS

Roads Act 1993

Public Interest Disclosures Act 1994

ICAC Act 1998

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

Council Roads Manager is required to provide Councils Financial Manager with an estimate of expenditure and revenue for each quarter of the Financial Year.

9. RESPONSIBLE OFFICER

- Council Roads Manager or their delegate shall be responsible for the following:
 - Maintaining record of Private Works completed.
 - Reporting to the Executive Leadership Team.
 - Ensuring the currency of this Policy.
 - Investigating breaches and enforcing compliance.
 - Implementing communications, public awareness and monitoring strategies.

10. ROLES AND RESPONSIBILITIES

The Roads Manager has the role of ensuring this policy is implemented correctly by the Transport Business Unit to protect Council as the Roads Authority.

The Roads Manager is responsible also for maintaining and reviewing this policy.

11. RELATED PROCEDURES

Standard Practice Note – SPN088 Works: Private Works

APPROVAL AND REVIEW		
Responsible Business Unit	Roads and Parks	
Responsible Officer	Manager Roads and Parks	
Date/s adopted	<i>Council Executive</i> [updated by policy owner]	<i>Council</i> [DD Mmmm YYYY]
Date/s of previous adoptions	Version I –October 2000 2010 – No review needed Version II – January 2013 INT/23013/00978	
Date of next review	September 2023	
TRIM Reference	AINT/2021/13554	

TRIM: AINT/2021/14267



Management of Road Reserves Policy

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

1. PURPOSE

This policy shall ensure effective management of all attributes, environmental services and functions of road reserves.

2. APPLICATION

This policy applies to Council as the roads authority, responsible for the management and maintenance of its public road reserves.

3. POLICY INTENT

The main objectives of this policy are to:

1. Ensure Council officers adhere to current legislative requirements and regulation for the control of vegetation within rural road reserves.
2. Reduce Councils liability in relation to management of vegetation required to facilitate Construction and Maintenance accessibility within the road reserve.
3. Allow Council to demonstrate its commitment to Biodiversity Conservation.
4. Assuring Public Safety through reduction of overhanging branches on rural roads.
5. Controlling the removal of trees and vegetation.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

E1 – The unique climate, landscape and environment of the region is protected, preserved and made accessible

E1.4 - Protect and enhance the natural environment to promote and support biodiversity.

5. POLICY

The management of road reserves under Council's control is determined by a set of Roadside Management Guidelines. These guidelines will be reviewed and amended as necessary to ensure effective management of all the attributes and functions of road reserves.

The existing guidelines for road development and revegetation works are:

- Carry out a survey to identify vegetation composition and significance for input into road design.

- Consider re-routing or redesigning road works to minimise the impact on native vegetation particularly high conservation value sites and those supporting threatened plants or significant plant communities.
- If significant vegetation areas cannot be avoided, consider alternative techniques to minimise impact (see below).
- Prior to work, commence the collection of endemic vegetation seed or cuttings for revegetation.
- Consistent with safety and constructional stability requirements, re-establish diverse vegetation communities that are genetically similar to local plant communities displaced by the development.
- Generally, revegetation of local plant communities will occur on the basis of at least two replacement plants of the same species for each specimen lost to roadworks.
- If the site of the works is inappropriate for revegetation then revegetation should be carried out to improve a more degraded area of road reserve nearby.

Periodically review listings nominated by the NSW Scientific Committee for the Department of Conservation and Heritage regarding threatened plants, threatened ecological communities and key threatening processes and record occurrences within the local government area.

6. LEGISLATIVE REQUIREMENTS

NSW Biodiversity Conservation Act 2016

State Environmental Planning Policy - NSW

Armidale Regional Council Roadside Management Plan

Australian Government Environmental Protection and Biodiversity Conservation Act 1993

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

Nil

9. RESPONSIBLE OFFICER

Council Roads and Parks Manager or their delegate is responsible for ensuring other Council Business units are aware of this policy;

Council Roads and Parks Manager is to ensure that an on-site assessment, performed by a qualified Arborist, is to be performed to determine conservation status of the tree and/or vegetation community.

10. ROLES AND RESPONSIBILITIES

The Roads and Parks Manager shall ensure this policy is implemented correctly by officers in their direct report to protect Council as the Roads Authority.

The Roads and Parks Manager or their delegate is responsible also for maintaining and reviewing this policy within the notified timeframes.

11. RELATED PROCEDURES

Environmental Guidelines for Road Construction & Maintenance Workers (1996) NSW Roadside Environment Committee

POL089 – Tree Clearing on Rural Road Reserves

POL094 – Grazing Permits on road reserves

APPROVAL AND REVIEW		
Responsible Business Unit	Roads and Parks	
Responsible Officer	Manager Roads and Parks	
Date/s adopted	<i>Council Executive</i> [updated by policy owner]	<i>Council</i> [DD Mmmm YYYY]
Date/s of previous adoptions	Version - October 2000 Version II – February 2006	
Date of next review	September 2023	
TRIM Reference	AINT/2021/14267	

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

1. PURPOSE

To ensure:

- the allocation, production, publication and usage of address data is timely and supports public and operational safety for emergency response, and for transport, communication and mail services; and
- the selection and application of road names and place names complies with current legislation, policies and guidelines.

2. APPLICATION

This policy applies to Council representatives, residents, businesses, applicants or developers involved in site addressing, road and place naming within Armidale Regional local government area.

3. POLICY INTENT

This Policy will replace Armidale Dumaresq Council's POLO71 - Regulatory - Local Road and Place Naming Policy.

We recognise accurate addressing is important to emergency services, commercial activities and to assist in identifying management.

We will comply with the Geographical Names Board's addressing, naming policies and guidelines to ensure logical, unique, authoritative, geocoded site addressing.

We will ensure future site addressing is relevant by providing a range of pre-determined options and by consulting with affected and interested parties.

Definitions:

AUM	<i>NSW Addressing User Manual</i>
Address	Either: <ul style="list-style-type: none"> a string of data which contains minimum components defined in the <i>NSW Addressing User Manual</i> (AUM) Chapter 4 - Section 4.5 - Core Address Components a location referencing tool that describes a geographical point accessed via the road network of NSW (including pathways and waterways).
Address Locality	A Locality is a named geographical area with defined boundaries which represents a community or area of interest and may be rural or urban in character (where urban it is usually known as a Suburb) (see Appendix 2).
Council Representative	Councillors, contractors, consultants, employees, volunteers, delegates of Council and members of Council committees who represent or act on behalf of Armidale Regional Council.
GNB	Geographical Names Board of NSW
Place	Any geographical or topographical feature or any area, district, division, locality, region, city, town, village, settlement or railway station or any other place within the territories and waters of NSW, but does not include any road, any area or area of operations of a county council, any electoral district under the <i>Parliamentary Electorates and Elections Act 1912</i> , any school or place or place within a class of places.

Site Addressing	Includes the naming of suburbs, public and private roads and places (including parks, reserves and facilities) as well as the assignment of numbering for dwellings or other site structures.
Road	Any type of thoroughfare eg roads, lanes, pathways the responsibility of Armidale Regional Council.
We, us, our	Armidale Regional Council

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

- **Operational Plan - L3 Organisational Health**
 - L3.3 Council utilises appropriate data management systems to support service delivery and effective decision making; and maintenance of region-wide property, postal address and valuation data.
- **Community Strategic Plan 2017-2027**
 - Environment and Infrastructure - Community Outcome 1
 - Leadership for the Region - Community Outcomes 1 & 2
 - Growth, prosperity and economic development - Community Outcome 1
- **Delivery Program 2018-2022**
 - Growth, Prosperity & Economic Development - G1.1 - G1.4
 - Environment & Infrastructure - E1.3, E3.1, E4.1
 - Leadership for the Region - L3.3, L4.2

5. POLICY

Local Government is the authority to name local roads, places and allocate street addressing. A valid Council supplied address is important because it allows for a range of services to be provided to a property (NBN, phone, internet, postal services, gas, electricity, emergency services). The GNB expects Local Government to pursue conformant numbering and ensure property owners/residents/businesses display allocated road addressing.

The NSW Government is rolling out a Whole of Government Addressing Management System - this means any time you want to use a Government service you will be required to use a Council supplied address as part of the identification process.

The main objectives of this Policy are:

- that property addressing complies with relevant Australian Standards and guidelines;
- to ensure that local place naming complies with relevant legislation, policy and guidelines;
- to ensure road names and property addressing does not risk public and operational safety, or cause confusion for emergency response, transport access, communication and mail services;
- to provide a consistent approach to property addressing, local road and place naming;
- to promote the selection of road and place names that have local indigenous, historical, community, botanical or zoological associations;
- to provide the local community and developers with information on Council's requirements for road and place naming.

Geographical Names Board guidelines

The Geographical Names Board's *NSW Addressing User Manual* outlines the Geographical Names Board (GNB) and NSW Spatial Services policy, principles, processes and procedures for addressing in NSW. It covers:

- road names (private and public)

- re-naming of roads
- assignment of address numbers
- development and subdivision address processes
- complex site addressing (educational facilities, caravan parks, retirement villages)
- creation of new or amended locality boundaries

The GNB Place naming policy covers:

- universal naming principles for the language, form and character of names
- clear and unambiguous naming
- the use of commemorative names
- duplication of names
- the place naming process
- recognition and use of Aboriginal names
- recognition of multicultural names
- naming of infrastructure

Ensuring Names are Unique and Relevant

We will maintain a Register of Pre-Endorsed Names (Register) (See Attachment 2) of unique and relevant names for use in future naming proposals.

Applications for additions to the Register should provide detailed information on the derivation of the proposed name and reasons for its inclusion. Requests will be reviewed, placed on public exhibition and a report to Council for endorsement once per Council term (currently four years).

5.1 Localities (Suburbs)

Existing names of Localities must be used in all new subdivisions (see Locality Maps on the last two pages of this Policy).

The association to 'estate' names will not be recognised.

On receipt of a request for a replacement of a Locality name we will ensure the name is relevant and provide nearby and affected residents the opportunity to comment on options. We will place the replacement Locality proposal on public exhibition and report to Council before the proposal is submitted to the GNB for consideration.

5.2 Roads

5.2.1 New Roads

Developers can use a name/s from the Register of Pre-endorsed Road/Place Names. Alternatively, a Developer can submit a road name suggestion for consideration, which requires a separate report to Council and public exhibition period prior to submission to the GNB for approval.

Any costs associated with a road naming proposal (administration, advertising, signage and installation) will be borne by the applicant/developer.

5.2 Roads cont

5.2.2 Renaming Existing Roads

From time to time we may need to rename roads or parts of a road due to construction, development or to ensure clear and unambiguous addressing (AUM Chapters 6.7.4 and 6.7.9). We will write to and consult with the property owners/residents where their address is affected, offer a road name from the Register of Pre-endorsed Road/Place Names (Appendix 1) and provide advice on naming options from the guidelines.

A report will be sent to Council and the preferred road name proposal placed on public exhibition before it is sent to the GNB for approval.

Any costs associated with a road naming proposal (administration, advertising, signage and installation) will be borne by the applicant/developer.

5.2.3 Private Roads

The naming of private roads will follow the same process as public roads. Private roads will be identified by an additional slide-on 'private road' sign underneath the blade of the standard street sign.

Any costs associated with a road naming proposal (administration, advertising, signage and installation) will be borne by the applicant/developer.

5.3 Places

The scope for the use of place names is broad but generally applies to the naming of parks, reserves or facilities.

The Register of Pre-endorsed Road/Place Names (Attachment 2) will be maintained as a list of proposed and relevant place names for use in place naming proposals. Suggested place names, not on the Register, must meet the criteria of the GNB Place Naming Policy.

The preferred option will be placed on public exhibition before being sent to the GNB for consideration.

Any costs associated with a naming proposal (administration, advertising, signage and installation) will be borne by the applicant/developer.

6. LEGISLATIVE REQUIREMENTS

In determining the *NSW Address Policy and User Manual*, the GNB has used the following Acts, Regulation, Legislation and Policies when referencing the components of addressing:

• *Surveying and Spatial Information Act*; • *Roads Regulation*; *Geographical Names Act*; • *Geographical Names Board Guidelines*; • *Environmental Planning & Assessment Act*; • *Residential Parks Act*; • *Registrar General and Surveyor General directions*; • *State Environmental Planning Policy*; • *Australian Standards (AS4590 & AS4819)*; • *SEPP (Affordable Rental Housing)*; • *Conveyancing Act*; *Roads Act*; • *Housing Act*; • *NSW Standard for Spatially Enabling Information*; and • *National Address Management Framework*.

In addition to the *NSW Address Policy and User Manual* Council also uses:

• *Local Government Act 1993*; • *Local Government (General) Regulation 2005*; • *GNB Place Naming Policy*.

7. REVIEW

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

The GNB reviews the *NSW Address Policy and User Manual* yearly in October.

8. REPORTING

There are no annual reporting requirements for this Policy.

9. RESPONSIBLE OFFICERS

- Maintaining Pathway Property - Property Addressing & NAR Officer
- Road and Place Name Register - Administrative Assistant Development & Regulatory Services / Property Addressing & NAR Officer
- Keeping the Policy current - Property Addressing & NAR Officer
- Investigating breaches and enforcing compliance - Development, Regulatory and Property Addressing Officers
- Implementing - Development, Regulatory and Property Addressing Officers

10. ROLES AND RESPONSIBILITIES

Responsibilities of:

- Staff, Managers, Directors and Organisation - to inform applicants, developers and community of its relevance and adherence to the Policy; to direct enquiries to the responsible officers for clarification and advice.
- Councillors - to adhere to the Policy and inform the community of its relevance; to direct enquiries to the responsible officers for clarification and advice.

11. RELATED PROCEDURES

- GNB - Addressing Processes - Chapter 8 *NSW Address Policy and User Manual*
- ARC - *Acceptance and Assessment of Applications Policy*
- ARC - Pathway Name & Address (NAR) - Amendments to Name, Postal Address, Communication & Information Details Policy
- *ARC Community Engagement Policy*

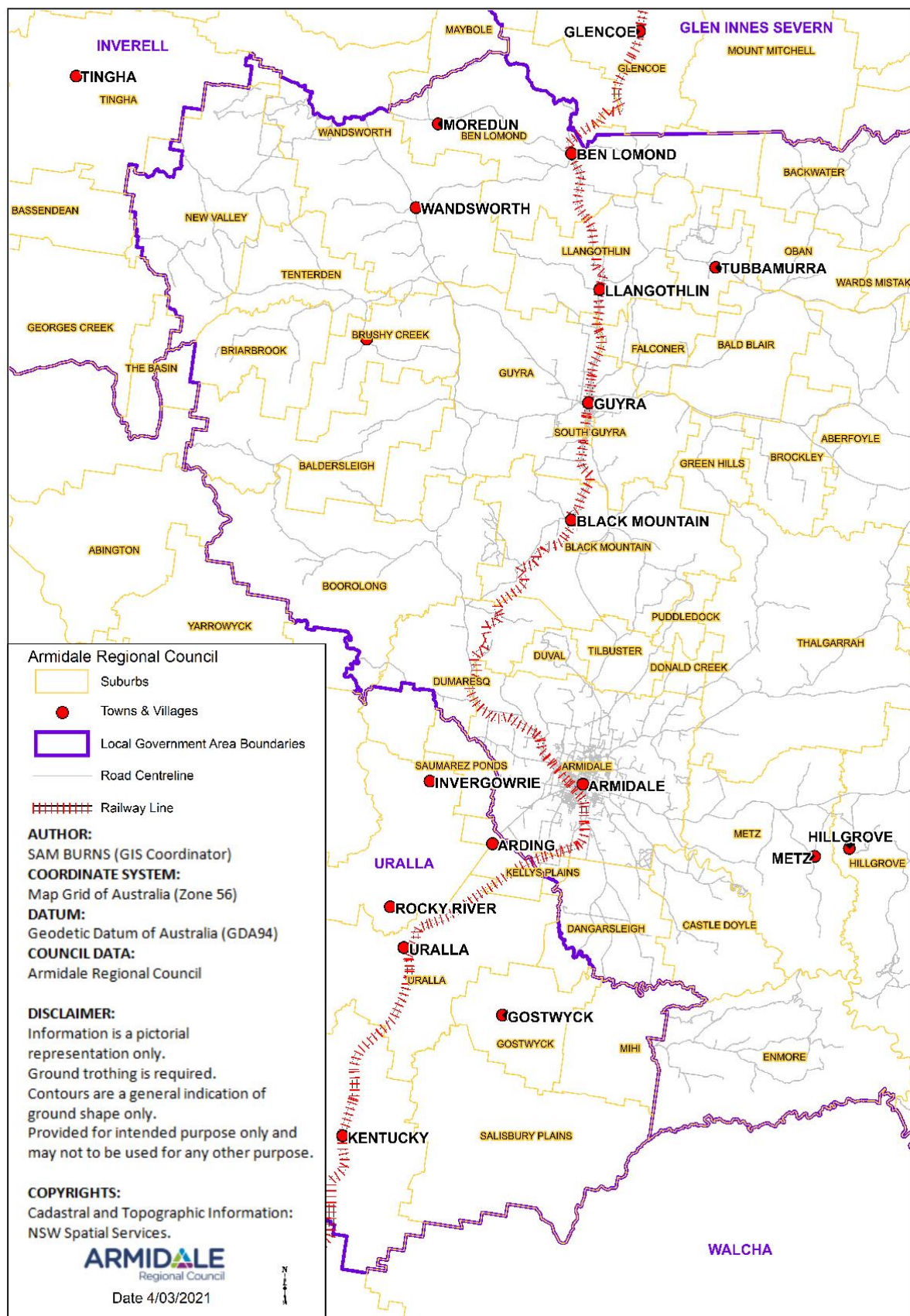
APPROVAL AND REVIEW		
Responsible Business Units	<ul style="list-style-type: none"> • Development & Regulatory Services (Road & Place Naming) • Governance, People & Systems 	
Responsible Officers	<ul style="list-style-type: none"> • John Goodall (Coordinator Development) • Donna Doughan (Administration Assistant, Development & Regulatory Services) • Kylie Steel (Property Addressing & NAR Officer, Knowledge) • Sam Burns (GIS Officer, Knowledge) 	
Date/s adopted	<i>Council Executive</i> [updated by policy owner]	<i>Council</i> [DD Mmmm YYYY]
Date/s of previous adoptions	Interim Policy - 24 January 1995 Armidale City Council Policy - 24 June 1996 Armidale Dumaresq Council - November 2008 Armidale Dumaresq Council - June 2009 (review) Armidale Dumaresq Council - May 2013 (updated formatting) Armidale Dumaresq Council - September 2015 (Revised GNB Policy) Armidale Regional Council - February 2021 (inclusion of GNB AUM & Policies)	
Date of next review	[Two years from last adoption]	
TRIM Reference	AINT/2021/04528	

APPENDIX 1 - Locality Boundaries within Armidale Regional Local Government Area

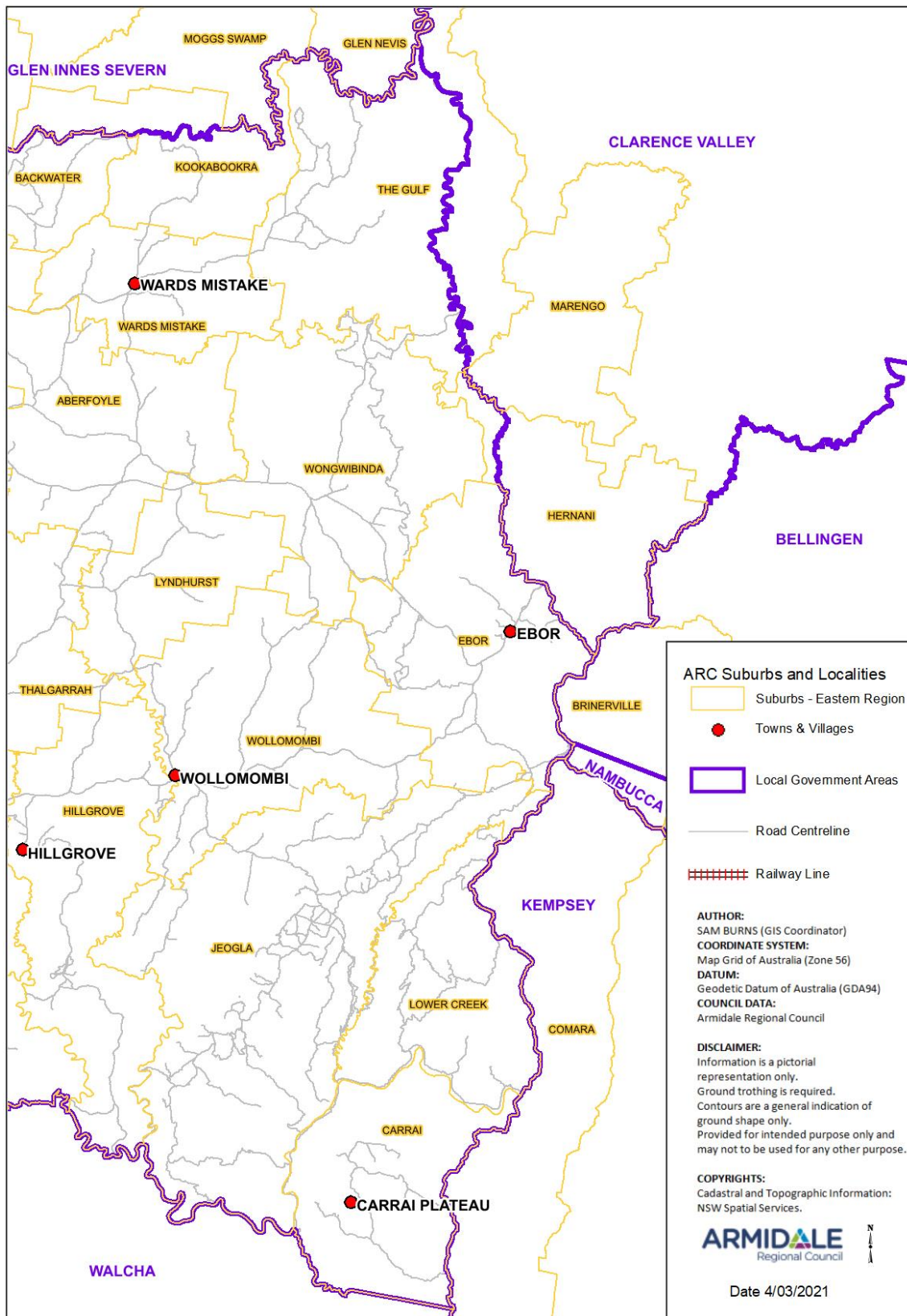
Next two pages contain:

- Western side of Armidale Regional Council Local Government area; and
- Eastern side of Armidale Regional Council Local Government area.

Western side of Armidale Regional Council Local Government area



Eastern side of Armidale Regional Council Local Government area



APPROVED BY: [MANAGER/DIRECTOR] DATE: [DATE ADOPTED]

1. CONTEXT

List of Council pre-endorsed road and places names.

2. PARENT POLICY

To be read in conjunction with *POL071 - Property Addressing and Naming our Roads and Places Policy (Adopted TBC 2021)*.

Aboriginal Names		
NAME	MEANING	PRONUNCIATION
Argunna	Boomerang	ar- gunn -a
Arribunna	hail	ah-ri- bun -na
Bilunnya	bird (gen)	bi- lunn -ya
Doonba	apple tree	doon-ba
Doonboora	grass tree	doon- boo -ra
Girunba	ironbark	gi- run -ba
Igana	snow	ee- gah -na
Indabaiyee	uphill	in-da- bai -yee
Indaralla	totem of medicine man	in-da- rahl -la
Jaringa	plover	jah- ring -ga
Jumbunna	crab	jum-bunna
Jundja	moon	jun -dja
Juwoola	swan	dju- woo -la
Lamala	wallaroo	la- ma -la
Lawunnya	koala	la- wunn -ya
Lumburra	eaglehawk	lum-burra
Oowinba	mountain ash	oo- win -ba
Ramana	flying fox	re- mahn -na
Rilwinoo	curlew	ril- win -oo
Riwilla	forest oak	re-willa
Aboriginal Names (cont)		
NAME	MEANING	PRONUNCIATION
Rujala	goanna (black)	roo- jah -la
Wirra	turtle (stinking)	wi -ra

Wooyara	pelican	woo-ya-ra
Yimbunnga	parakeet	yim- bung -ga
Yirrbadja	white cockatoo	yirr- bah -dja

Architects, Surveyors and Builders Names		
NAME	DERIVATION	NOTES
Barnet	James BARNET	Architect. Supervising architect for Armidale Court House portico and Post Office, Lands Office.
Blackett	Cyril BLACKETT	Architect and designer of The Armidale School Chapel.
Gorman	John Valentine GORMAN	Early district surveyor. Gorman was appointed an assistant surveyor in the Department of the Surveyor General on 26 March 1839. He surveyed the town of Armidale in 1849.
Hennesy	John HENNESSY, Architect	Designer of Cathedral of St. Mary and St. Joseph.
Lee	William Henderson LEE	Architect and designer of many notable Armidale buildings, including "Akaroa" (NEGS), the St. Mary's Anglican church, Bandstand Rotunda in Central Park.
Magoffin	Reg MAGOFFIN	Architect. Practised in Armidale 1957-1984. The Armidale School architect.
Sulman	Sir John SULMAN,	Architect and designer of Main Building at The Armidale School. The Sulman Prize was established as a bequest in honour of Sir John Sulman and is run concurrently with the Archibald and Wynn Prizes at the Art Gallery of NSW. The Sulman Prize is awarded for the best subject painting, genre painting or mural project by an Australian artist.

Educational/Cultural Association Names		
Booth	Edgar Harold BOOTH	Former Warden of New England University College, 1938-45.
Belshaw	James Pilkington BELSHAW	Former Deputy Warden of New England University College, 1945-54.
Howie	Duncan HOWIE	Chairman of Board of Studies of New England University College, for three terms of office between 1944 and 1952.
Kitto	Rt. Hon. Sir Frank Walters KITTO	Chancellor of University of New England, 1970-81.
Educational/Cultural Association Names (cont)		
McIntyre	William McINTYRE	Inspector of schools for Northern District in 1860's and 70's.
Musgrove	S MUSGROVE	Lecturer in faculty of Arts and Economics, New England University College, 1940.
O'Farrell	Anthony Frederick Lewis O'FARRELL	Chairman of Board of Studies of New England

	University College, 1952-54.
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Miscellaneous Historical Names		
Arran	ARRAN Cottage, local heritage item; local property name with Scottish origins, like Armidale.	
Belfield	Vere E	Dumaresq Shire President 1919, 1921-1922
Caledonian	Name of former Armidale Hotel	
Craigie	Walter and Elizabeth	Farmers and newspaper proprietors. Walter Craigie founded the Armidale Express in 1856.
Croft	Hugh M	Dumaresq Shire President 1908-1909
Crough		Family were hotel keepers in Hillgrove and Metz. Conducted Royal Mail Service from Hillgrove to Armidale, later graziers.
Fooks	William B	Dumaresq Shire President 1951-1956
Hipgrave	William	William Hipgrave co- founded the Armidale Express in 1856
Hiscox	William	Dumaresq Shire President 1907
Lane	Herbert W	Dumaresq Shire President 1914-1915.
McMahon	Hugh McMAHON	Bandmaster of Champion Brass band, a resident of the former Dumaresq Shire.
Mallam	Henry Guy MALLAM	Chemist and local businessman who came to Armidale in 1864. Built property now known as "Mallam House" at 94 Rusden Street.
Moses	Barnett Aaron MOSES	Arrived in Armidale in 1866 and established a successful boot making and tanning business.
Scarf	Reuben F SCARF	Draper, Hillgrove, 1890's -1920.
Smythe		Smythe Brothers were butchers and also conducted moving films in the district.
Sullings	Samuel SULLINGS	Hotel keeper at Hillgrove, died 1919.
Tonkin	Henry TONKIN	Principal of Hillgrove Public School, 1888-1910.
Wellington	Name of former Armidale Hotel	

Medical Association Names		
Austin	Robert AUSTIN	Armidale G.P. Austin College at UNE named in his honour. Served as a Captain in World War I.
Brydon	Adam Gordon BRYDON	Armidale G.P. Served in World War I.
Sheldon	William SHELDON	Highly respected G.P. in Armidale, 1874-1906.
Spashatt	Samuel Peone SPASHATT	Armidale G.P. 1831 - 1874. Original owner of "Arran Cottage", 133 Dangar Street.
Religious Association Names		
Gatti	Brother Francis GATTI	Capuchin monk involved in the design and Planning of Central Park from 1882. Also involved in the design of West End (now Lambert) Park and the Armidale Cemetery.
Hungerford	Rev. Septimus HUNGERFORD,	Clergyman, Vicar of Parish (later diocese) of

		Armidale 1854-1875.
Mayne	Rev. Thomas MAYNE	Armidale's first Wesleyan Minister, 1860-1863.
O'Mahony	Bishop Timothy O'MAHONY	First Roman Catholic Bishop of Armidale.

Vietnam Veteran Names		
All Vietnam Veteran names have been used.		
World War I - Ex-Servicemen Names		
Blomfield	Cecil Valentine BLOMFIELD	Local grazier, killed in action at the Somme, 31-8-1918
Cheney	Albert Leslie CHENEY	Local engineer, killed in action at Passchendaele, 18-10-1917
Geldard	William Henry GELDARD	Born in Armidale Worked in his father's retail business, killed in action near Fromelles, 20-7-1916
Goswell	Victor Herbert GOSWELL	Local Draper, killed in action at Flers, 15-11-1916
Hay	Charles Norman Edward HAY	Local farm labourer, died of wounds in France, 29-4-1917
McRae	Roderick Donald McRAE	Local farmer and grazier, killed in action near Armentieres, 13-12-1916
Maunsell	Allan Richard Livingstone MAUNSELL	Local Clerk and Elocutionist, died of wounds at Pozieres, 28-7-1916
Morgan	William Marshall MORGAN	Local Accountant, killed in action at Gallipoli, 20-5-1915. Also family of shopkeepers and graziers in Dumaresq Shire area.

World War I - Ex-Servicemen Names (cont)		
Mullen	Dennis MULLEN	Local grazier, died at Beersheba, Palestine, 3-11-1917
Price	John Thomas Reinsford PRICE	Local farmer, killed in action at Hangard Wood, France, 30-3-1918
Sweeney	John Terence SWEENEY	Local saddler, died of wounds, France, 3-9-1918
Wharton	Harry Hopetoun WHARTON	Railway Employee and Public School Teacher, died of wounds at sea after taking part in landing at Gallipoli, 30-4-1915

World War II- Ex-Servicemen Names		
Allardyce	R ALLARDYCE	Shot in Singapore, 15-2-1942
Andrews	Jack Clifford ANDREWS	Ground accident at Trang, 5-4-1941
Beatty	I S BEATTY	
Behrend	Ronald Frederick BEHREND	Executed as Prisoner of War, 19-2-1942
Carter	Leo Gabriel CARTER	Air accident in Egypt, 4-5-1943
Chant	J H CHANT	
Cherry	L CHERRY	
Cleary	Leo Stanley Thomas CLEARY	Illness as Prisoner of War, Noetsu, Japan, 5-11-1943
Clutterbuck	A CLUTTERBUCK	
Collins	Albert Thomas COLLINS	
Coomber	S R COOMBER	
Cooper	Arthur Lindon COOPER	Killed at sea as Prisoner of War, 12-9-1944
Cope	G COPE	Illness in Borneo, 27-3-1945
Crossman	Alan Byron CROSSMAN	Cholera on the Burma Railway, 16-10-1943
Curry	T CURRY	
Day	John C DAY	
Fenton	Ronald Franklin FENTON	Killed in Action, Bournemouth, 23-5-1943
Flynn	Austin FLYNN	Missing in Action over Duisberg, 21-2-1945
Gallagher	Francis Alexander K GALLAGHER	Presumed dead in flying battle, Germany, 21-1-1943
Gelvick	C W GELVICK	
Hockey	Gordon John Robert HOCKEY	Killed in aircraft accident, Townsville, 7-9-1943
Hollis	L J HOLLIS	
Hooker	Allen HOOKER	Presumed dead in raid over Europe (Date unknown)
Kay	C KAY	
Kicher	G, S & W H KICHER	
Lauder	John Alexander (Jack) LAUDER	
Lennon	W J LENNON	
Lewis	Eric Raymond LEWIS	Killed in Action in Egypt, 22-5-1941
Lovegrove	D LOVEGROVE	
McGlade	Mary Eleanor McGLADE	Killed on Banka Island, 16-2-1942
McGlynn	Leonard Wallace McGLYNN	Died in Australia, 1-2-1947
McLachlan	A McLACHLAN	
Maguire	James MAGUIRE	Flying Battle over Germany, 2-2-1945
Mortimer	R MORTIMER	
Moxon	M C MOXON	
O'Halloran	Wallace James O'HALLORAN	Accidentally drowned in New Guinea, 30-9-1943
Patston	Vincent John (Jack) PATSTON	Flying Battle off England, 20-5-1943
Reid	Raymond Thomas REID	Middle East, 2-6-1941

World War II- Ex-Servicemen Names (cont)		
Rooke	Clifford Aubrey ROOKE	Killed in action in the Middle East, 27-6-1941
Sauer	Gladys M SAUER	Fell from a swing, Rodd Island, Sydney, 24-12-1944
Scotton	William Burnett SCOTTON	Accidentally at Meredith, Victoria, 21-3-1942
Smother	C SMOOTHY	
Tibbs	William Bramwell TIBBS	Air crash in Queensland, 19-12-1943
Varley	W G VARLEY	
Veale	Neville James Nannes VEALE	Flying Battle over Italy, 24-9-1943
Walker	Alan WALKER	Killed in action in New Guinea, 7-5-1942
Wallace	J W WALLACE	Presumed dead in Malaya, 15-2-1942
Webster	R W WEBSTER	

APPROVAL AND REVIEW		
Responsible Business Unit	Development and Regulatory Services	
Responsible Officer	Donna Doughan	
Date/s adopted	<i>Executive Management Committee</i> [updated by policy owner]	<i>Council</i> [DD Mmmm YYYY]
Date/s of previous adoptions	28 September 2015	
Date of next review	[Two years from last adoption]	
TRIM Reference	ARC16/0043-2 - AINT/2021/06527	



Quarterly Budget Review Statement

For the period: 1-Jan-21 to: 31-Mar-21

1. Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

It is my opinion that the Quarterly Budget Review Statement for Armidale Regional Council for the quarter ended 1 January 2021 indicates that Council's projected financial position at 30 June 2021 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

A handwritten signature in black ink, appearing to read "K Stidworthy", is positioned above a horizontal line.

Signed:

Kelly Stidworthy
Responsible Accounting Officer

Date: 18/05/2021



Quarterly Budget Review Statement

2. Income & Expenses

GENERAL FUND

	Original Budget 2020-21 \$'000	Carry Forwards \$'000	QBR1 Jul-Sep \$'000	QBR2 Oct-Dec \$'000	QBR3 Jan-Mar \$'000	Revised Budget 2020-21 \$'000	Actual End of Qtr \$'000	Projected Year End Result \$'000	Projected vs Revised Budget Variance	Variance Comment if > 10%
Income Statement										
Recurrent Revenue										
Rates and Annual Charges	26,733	0	0	0	0	26,733	26,661	26,733	0%	
User Charges and Fees	12,355	0	(372)	819	23	12,824	9,549	12,824	0%	
Interest and Investment Revenue	342	0	0	0	(53)	289	504	289	0%	
Other Revenues	2,185	0	(144)	26	14	2,082	1,905	2,082	0%	
Operating Grants and Contributions	13,155	296	1,673	1,003	(222)	15,904	10,809	15,904	0%	
RECURRENT REVENUE	54,770	296	1,156	1,848	(237)	57,832	49,428	57,832	0%	
Recurrent Expenditure										
Employee Costs	22,187	42	(53)	(95)	41	22,121	18,232	22,121	0%	
Materials and Contracts	10,336	394	(1,069)	(91)	(491)	9,079	10,667	9,079	0%	
Borrowing Costs	989	0	0	0	0	989	819	989	0%	
Other Expenses	10,310	0	(73)	(19)	(6)	10,212	8,178	10,212	0%	
Depreciation and Amortisation	12,405	0	0	0	0	12,405	0	12,405	0%	
RECURRENT EXPENDITURE	56,226	436	(1,195)	(205)	(455)	54,806	37,896	54,806	0%	
NET OPERATING SURPLUS/(DEFICIT)	(1,456)	(140)	2,351	2,053	218	3,026	11,532	3,026	0%	
Capital Grants and Contributions	16,068	(1,943)	208	(3,494)	279	11,118	5,630	11,118	0%	
NET SURPLUS/(DEFICIT)	14,612	(2,083)	2,560	(1,442)	497	14,144	17,162	14,144	0%	
Cashflow & Reserve Movements										
Receipts										
Recurrent Revenue	54,770	296	1,156	1,848	(237)	57,832	49,428	57,832	0%	
Proceeds from Property, Plant & Equipment	1,268	0	1,070	0	(380)	1,958	1,574	1,958	0%	
Capital Grants and Contributions	16,068	(1,943)	208	(3,494)	279	11,118	5,630	11,118	0%	
Transfer from Cash Reserve	7,063	1,187	1,408	232	114	10,004	0	10,004	0%	
Payments										
Recurrent Expenditure excluding Depreciation	(43,822)	(436)	1,195	205	455	(42,401)	(37,896)	(42,401)	0%	
Purchase of Property, Plant & Equipment	(30,488)	896	(2,200)	1,338	4,945	(25,508)	(14,366)	(25,508)	0%	
Repayments of Borrowing & Advances	(2,567)	0	0	0	0	(2,567)	(2,125)	(2,567)	0%	
Transfer to Cash Reserve	(1,340)	0	(2,531)	(199)	(5,131)	(9,201)	0	(9,201)	0%	
NET BUDGET POSITION	952	(0)	306	(70)	46	1,234	2,245	1,234	0%	



Quarterly Budget Review Statement

2. Income & Expenses

WATER FUND

	Original Budget 2020-21 \$'000	Carry Forwards \$'000	QBR1 Jul-Sep \$'000	QBR2 Oct-Dec \$'000	QBR3 Jan-Mar \$'000	Revised Budget 2020-21 \$'000	Actual End of Qtr \$'000	Projected Year End Result \$'000	Projected vs Revised Budget Variance	Variance Comment if > 10%
Income Statement										
Recurrent Revenue										
Rates and Annual Charges	2,435	0	0	0	0	2,435	2,436	2,435	0%	
User Charges and Fees	8,250	0	0	0	0	8,250	5,595	8,250	0%	
Interest and Investment Revenue	409	0	0	0	(200)	209	(1)	209	0%	
Other Revenues	39	0	0	0	0	39	36	39	0%	
Operating Grants and Contributions	88	0	0	0	0	88	67	88	0%	
RECURRENT REVENUE	11,221	0	0	0	(200)	11,021	8,134	11,021	0%	
Recurrent Expenditure										
Employee Costs	1,880	0	0	18	11	1,909	1,640	1,909	0%	
Materials and Contracts	5,552	0	0	29	(357)	5,225	1,642	5,225	0%	
Borrowing Costs	313	0	0	0	0	313	267	313	0%	
Other Expenses	671	0	0	(68)	(55)	548	416	548	0%	
Depreciation and Amortisation	3,426	0	0	0	0	3,426	0	3,426	0%	
RECURRENT EXPENDITURE	11,842	0	0	(21)	(401)	11,420	3,965	11,420	0%	
NET OPERATING SURPLUS/(DEFICIT)	(621)	0	0	21	201	(399)	4,169	(399)	0%	
Capital Grants and Contributions	2,593	0	136	(1,385)	1,385	2,729	599	2,729	0%	
NET SURPLUS/(DEFICIT)	1,971	0	136	(1,364)	1,586	2,329	4,767	2,329	0%	
Cashflow & Reserve Movements										
Receipts										
Recurrent Revenue	11,221	0	0	0	(200)	11,021	8,134	11,021	0%	
Proceeds from Property, Plant & Equipment	0	0	0	0	0	0	0	0	0%	
Capital Grants and Contributions	2,593	0	136	(1,385)	1,385	2,729	599	2,729	0%	
Transfer from Cash Reserve	0	0	0	0	0	0	0	0	0%	
Payments										
Recurrent Expenditure excluding Depreciation	(8,416)	0	0	21	401	(7,994)	(3,965)	(7,994)	0%	
Purchase of Property, Plant & Equipment	(8,360)	(100)	(450)	1,655	(1,109)	(8,364)	(3,581)	(8,364)	0%	
Repayments of Borrowing & Advances	(263)	0	0	0	0	(263)	(183)	(263)	0%	
Transfer to Cash Reserve	0	0	0	0	0	0	0	0	0%	
NET BUDGET POSITION	(3,226)	(100)	(314)	291	477	(2,872)	1,004	(2,872)	0%	



Quarterly Budget Review Statement

2. Income & Expenses

SEWER FUND

	Original Budget 2020-21 \$'000	Carry Forwards \$'000	QBR1 Jul-Sep \$'000	QBR2 Oct-Dec \$'000	QBR3 Jan-Mar \$'000	Revised Budget 2020-21 \$'000	Actual End of Qtr \$'000	Projected Year End Result \$'000	Projected vs Revised Budget Variance	Variance Comment if > 10%
Income Statement										
Recurrent Revenue										
Rates and Annual Charges	5,691	0	0	0	4	5,696	5,697	5,696	0%	
User Charges and Fees	251	0	0	(45)	15	221	174	221	0%	
Interest and Investment Revenue	208	0	0	0	(60)	148	(4)	148	0%	
Other Revenues	990	0	0	0	410	1,400	634	1,400	0%	
Operating Grants and Contributions	84	0	0	0	0	84	63	84	0%	
RECURRENT REVENUE	7,224	0	0	(45)	369	7,548	6,564	7,548	0%	
Recurrent Expenditure										
Employee Costs	1,414	0	0	7	0	1,421	1,010	1,421	0%	
Materials and Contracts	2,815	0	0	(82)	(7)	2,726	656	2,726	0%	
Borrowing Costs	0	0	0	0	0	0	0	0	0%	
Other Expenses	952	0	0	30	185	1,168	874	1,168	0%	
Depreciation and Amortisation	2,248	0	0	0	0	2,248	0	2,248	0%	
RECURRENT EXPENDITURE	7,429	0	0	(45)	178	7,563	2,540	7,563	0%	
NET OPERATING SURPLUS/(DEFICIT)	(205)	0	0	0	191	(14)	4,024	(14)	0%	
Capital Grants and Contributions	0	0	0	0	0	0	458	0		
NET SURPLUS/(DEFICIT)	(205)	0	0	0	191	(14)	4,483	(14)	0%	
Cashflow & Reserve Movements										
Receipts										
Recurrent Revenue	7,224	0	0	(45)	369	7,548	6,564	7,548	0%	
Proceeds from Property, Plant & Equipment	0	0	0	0	0	0	0	0		
Capital Grants and Contributions	0	0	0	0	0	0	458	0		
Transfer from Cash Reserve	0	0	0	0	0	0	0	0		
Payments										
Recurrent Expenditure excluding Depreciation	(5,181)	0	0	45	(178)	(5,315)	(2,540)	(5,315)	0%	
Purchase of Property, Plant & Equipment	(1,200)	0	(300)	(123)	0	(1,623)	(1,351)	(1,623)	0%	
Repayments of Borrowing & Advances	0	0	0	0	0	0	0	0		
Transfer to Cash Reserve	0	0	0	0	0	0	0	0		
NET BUDGET POSITION	843	0	(300)	(123)	191	610	3,131	610	0%	



Quarterly Budget Review Statement

2. Income & Expenses

CONSOLIDATED

	Original Budget 2020-21 \$'000	Carry Forwards \$'000	QBR1 Jul-Sep \$'000	QBR2 Oct-Dec \$'000	QBR3 Jan-Mar \$'000	Revised Budget 2020-21 \$'000	Actual End of Qtr \$'000	Projected Year End Result \$'000	Projected vs Revised Budget Variance	Variance Comment if > 10%
Income Statement										
Recurrent Revenue										
Rates and Annual Charges	34,859	0	0	0	4	34,863	34,794	34,863	0%	
User Charges and Fees	20,856	0	(372)	774	38	21,295	15,318	21,295	0%	
Interest and Investment Revenue	959	0	0	0	(313)	646	499	646	0%	
Other Revenues	3,214	0	(144)	26	425	3,521	2,575	3,521	0%	
Operating Grants and Contributions	13,326	296	1,673	1,003	(222)	16,076	10,939	16,076	0%	
RECURRENT REVENUE	73,214	296	1,156	1,803	(68)	76,401	64,126	76,401	0%	
Recurrent Expenditure										
Employee Costs	25,480	42	(53)	(70)	52	25,450	20,882	25,450	0%	
Materials and Contracts	18,703	394	(1,069)	(144)	(854)	17,030	12,965	17,030	0%	
Borrowing Costs	1,303	0	0	0	0	1,303	1,086	1,303	0%	
Other Expenses	11,933	0	(73)	(57)	124	11,928	9,468	11,928	0%	
Depreciation and Amortisation	18,079	0	0	0	0	18,079	0	18,079	0%	
RECURRENT EXPENDITURE	75,497	436	(1,195)	(271)	(678)	73,789	44,401	73,789	0%	
NET OPERATING SURPLUS/(DEFICIT)	(2,283)	(140)	2,351	2,073	610	2,612	19,725	2,612	0%	
Capital Grants and Contributions	18,661	(1,943)	344	(4,879)	1,664	13,847	6,687	13,847	0%	
NET SURPLUS/(DEFICIT)	16,378	(2,083)	2,696	(2,806)	2,274	16,459	26,412	16,459	0%	
Cashflow & Reserve Movements										
Receipts										
Recurrent Revenue	73,214	296	1,156	1,803	(68)	76,401	64,126	76,401	0%	
Proceeds from Property, Plant & Equipment	1,268	0	1,070	0	(380)	1,958	1,574	1,958	0%	
Capital Grants and Contributions	18,661	(1,943)	344	(4,879)	1,664	13,847	6,687	13,847	0%	
Transfer from Cash Reserve	7,063	1,187	1,408	232	114	10,004	0	10,004	0%	
Payments										
Recurrent Expenditure excluding Depreciation	(57,419)	(436)	1,195	271	678	(55,710)	(44,401)	(55,710)	0%	
Purchase of Property, Plant & Equipment	(40,048)	796	(2,950)	2,870	3,836	(35,496)	(19,298)	(35,496)	0%	
Repayments of Borrowing & Advances	(2,830)	0	0	0	0	(2,830)	(2,308)	(2,830)	0%	
Transfer to Cash Reserve	(1,340)	0	(2,531)	(199)	(5,131)	(9,201)	0	(9,201)	0%	
NET BUDGET POSITION	(1,431)	(100)	(307)	98	714	(1,027)	6,380	(1,027)	0%	



Quarterly Budget Review Statement

2. Operating Budget Adjustments

GENERAL FUND

Description	Category	Current Budget	New Budget	Revision Amount	Comment
Roads & Drainage Construction Management	Other Expenses	4,000	0	(4,000)	Recognised savings
Operating Internal Plant Hire Adjustments	Materials and Contracts	(2,739,113)	(2,762,715)	(23,602)	Realign internal plant hire budgets to forecast actuals
Roads & Drainage Construction Management	Materials and Contracts	20,000	2,500	(17,500)	Trf budget to cover "Midcoast Council Contribution" Other Council Shared services
Roads & Drainage Construction Management	Other Expenses	0	17,500	17,500	Trf budget from Above (Consultants and Materials/Consumables)
Traffic Signs used on Jobs	Employee Costs	0	800	800	Trf budget from Materials to re-align with actual expenditure
Traffic Signs used on Jobs	Materials and Contracts	25,000	15,000	(10,000)	Trf budget from Materials and consumables to cover expenditure. Reduce budget to \$15k, remainder to be moved to Kerb and Gutter Capital project
Works Depot	Employee Costs	7,000	15,000	8,000	Budget does not meet required operational spending trend Increased budget to match actuals - budget moved from 'Repairs and maint.'
Works Depot	Other Expenses	1,500	200	(1,300)	Confirm saving \$1300 available. Trf to Urb & Rur Drainage Contracts Minor to fund Kia Ora Drainage Works
Works Depot	Other Expenses	750	3,203	2,453	Budget re-aligned to match actual expenditure
Works Depot	Other Expenses	3,000	2,500	(500)	Recognised savings
Works Depot	Materials and Contracts	52,000	43,347	(8,653)	Recognised savings
Private Works	Materials and Contracts	80,000	60,000	(20,000)	Trf budget to Kerb & Gutter Capex
Plant and Fleet Income and Expenses	Other Revenues	(300,000)	(357,500)	(57,500)	Revenue revised to match actuals
Plant and Fleet Income and Expenses	Employee Costs	5,000	1,000	(4,000)	Recognised savings
Plant and Fleet Income and Expenses	Materials and Contracts	525,004	554,810	29,806	Budget re-aligned to match actual expenditure
Plant and Fleet Income and Expenses	Other Expenses	920,000	759,683	(160,317)	Budget re-aligned to match actual expenditure. Recognised saving overall \$81k
Urban & Rural Drainage	Materials and Contracts	42,683	436,977	394,294	R2R funding allocation - budget trf from 270315 and Budget re-aligned to match proposed work schedule within Construction and Maintenance Internal
Armidale Aquatic Centre	User Charges and Fees	(200,000)	(123,467)	76,533	Revenue down, pool now closed. Revenue adjusted to align with actuals
Armidale Aquatic Centre	Other Revenues	(115,000)	(99,915)	15,085	Revenue down, pool now closed. Revenue adjusted to align with actuals
Armidale Aquatic Centre	Employee Costs	0	149	149	Budget re-aligned to match actual expenditure
Armidale Aquatic Centre	Employee Costs	500	387	(113)	Budget re-aligned to match actual expenditure
Armidale Aquatic Centre	Other Expenses	200	0	(200)	Budget re-aligned to match actual expenditure
Armidale Aquatic Centre	Other Expenses	300	1,380	1,080	Budget re-aligned to match actual expenditure
Armidale Aquatic Centre	Other Expenses	5,000	10,800	5,800	Water rate adjustment to align with forecasted charges
Armidale Aquatic Centre	Materials and Contracts	200	706	506	Budget re-aligned to match actual expenditure - Additional cleaning due to COVID requirements
Armidale Aquatic Centre	Other Expenses	30,000	41,282	11,282	Budget re-aligned with actual expenditure, offset by sale of goods
Armidale Aquatic Centre	Materials and Contracts	49,000	44,000	(5,000)	Recognised savings
Armidale Aquatic Centre	Materials and Contracts	41,600	29,593	(12,007)	Budget re-aligned to match actual expenditure
Cemeteries	Other Expenses	2,430	2,300	(130)	Budget re-aligned to match actual expenditure
Cemeteries	Materials and Contracts	229	310	81	Budget re-aligned to match actual expenditure
Cemeteries	Materials and Contracts	19,232	14,232	(5,000)	Budget re-aligned to match actual expenditure. Recognised saving after movement is \$4,865

Description	Category	Current Budget	New Budget	Revision Amount	Comment
Cemeteries	Materials and Contracts	1,243	727	(516)	Recognised Savings
Sports fields	Employee Costs	0	37	37	Increase budget to align with YTD actuals MD 19/4/21
Sports fields	Other Expenses	800	0	(800)	Budget re-aligned to match actual expenditure
Sports fields	Other Expenses	200	1,000	800	Budget re-aligned to match actual expenditure
Sports fields	Other Expenses	2,000	0	(2,000)	Recognised savings
Sports fields	Other Expenses	0	27	27	Budget re-aligned to match actual expenditure
Sports fields	Other Expenses	110,000	139,600	29,600	Adjustment to Council Rates Water to align with forecasted actuals
Sports fields	Materials and Contracts	68,502	69,907	1,405	Budget re-aligned to match actual expenditure
Parks and Reserves	Employee Costs	0	100	100	Budget re-aligned to match actual expenditure
Parks and Reserves	Other Expenses	40,000	45,100	5,100	Adjustment to Council Rates Water to align with forecasted actuals
Parks and Reserves	Materials and Contracts	101,306	101,306	0	Budget re-aligned to match actual expenditure
Parks Management & Administration	Employee Costs	7,000	8,190	1,190	Budget re-aligned to match actual expenditure
Parks Management & Administration	Materials and Contracts	500	1,585	1,085	Budget re-aligned to match actual expenditure
City Services	Other Expenses	0	17	17	Budget re-aligned to match actual expenditure
City Services	Other Expenses	40,000	38,600	(1,400)	Adjustment to Council Rates Water to align with forecasted actuals
City Services	Materials and Contracts	34,350	35,052	702	Budget re-aligned to match actual expenditure
City Services	Other Expenses	0	281	281	Budget re-aligned to match actual expenditure
Kerb & Gutter Maintenance	Materials and Contracts	10,000	20,000	10,000	Budget trf from Traffic Signs on Jobs
Footpaths Maintenance	Other Expenses	0	150	150	Budget re-aligned to match actual expenditure
Footpaths Maintenance	Materials and Contracts	12,000	11,748	(252)	Budget re-aligned to match actual expenditure
Footpaths Maintenance	Other Expenses	0	18	18	Budget re-aligned to match actual expenditure
Footpaths Maintenance	Other Expenses	0	84	84	Budget re-aligned to match actual expenditure
Facility Management	User Charges and Fees	(2,000)	(6,223)	(4,223)	Budget increased to match actual revenue
Facility Management	Other Revenues	(19,000)	(10,000)	9,000	Revenue revised down due to limited facility hire impacted by COVID
Facility Management	Other Expenses	12,000	150	(11,850)	Recognised Savings
Facility Management	Other Expenses	220,000	209,900	(10,100)	Adjustment to Council Rates Water to align with forecasted actuals
Facility Management	Other Expenses	50,000	25,000	(25,000)	Recognised Savings
Facility Management	Materials and Contracts	169,500	166,517	(2,983)	Trf to capex project 240021 Building Electrical Safety overspend
Facility Management	Materials and Contracts	62,000	71,065	9,065	Budget re-aligned to match actual expenditure
Facility Management	Other Expenses	22,100	16,000	(6,100)	Budget re-aligned to match actual expenditure
Applications and Approvals	User Charges and Fees	(60,000)	(61,883)	(1,883)	Budget re-aligned to match actual revenue
Applications and Approvals	User Charges and Fees	(10,000)	(30,000)	(20,000)	Budget re-aligned to match actual revenue
Applications and Approvals	User Charges and Fees	(20,000)	(40,000)	(20,000)	Budget re-aligned to match actual revenue
Applications and Approvals	User Charges and Fees	(20,000)	(10,000)	10,000	Budget re-aligned to match actual revenue
Applications and Approvals	User Charges and Fees	(5,000)	(16,023)	(11,023)	Budget re-aligned to match actual revenue
Applications and Approvals	Other Expenses	1,000	500	(500)	Recognised savings
Applications and Approvals	Materials and Contracts	40,000	26,600	(13,400)	Recognised savings
Applications and Approvals	Other Expenses	0	350	350	Budget re-aligned to match actual expenditure
Certification and Inspections	User Charges and Fees	(1,000)	(7,430)	(6,430)	Budget re-aligned to match actual revenue
Certification and Inspections	Employee Costs	0	1,000	1,000	Increased budget to align with actual expenditure. Reduced HR training budget by the same
Certification and Inspections	Materials and Contracts	3,000	1,600	(1,400)	Recognised Savings
Certification and Inspections	Other Expenses	0	430	430	Budget re-aligned to match actual expenditure
Environmental Health	User Charges and Fees	(15,000)	(17,500)	(2,500)	Revenue increased to match actual revenue received
Environmental Health	User Charges and Fees	(20,000)	(55,000)	(35,000)	Revenue increased to match actual revenue received
Environmental Health	Other Revenues	0	(500)	(500)	Revenue increased to match actual revenue received
Environmental Health	Other Expenses	0	500	500	Budget re-aligned to match actual expenditure
Environmental Health	Materials and Contracts	0	324	324	Budget re-aligned to match actual expenditure
Companion Animals	User Charges and Fees	(55,000)	(45,000)	10,000	Animal registrations down. Revise revenue to forecasted actuals
Companion Animals	Other Revenues	(15,000)	(22,067)	(7,067)	Increase revenue to match actuals
Companion Animals	Employee Costs	5,000	4,748	(252)	Budget re-aligned to match actual expenditure

Description	Category	Current Budget	New Budget	Revision Amount	Comment
Companion Animals	Materials and Contracts	0	615	615	Budget re-aligned to match actual expenditure
Companion Animals	Other Expenses	4,000	525	(3,475)	Budget re-aligned to match actual expenditure
Car Parking and General Enforcement	Other Revenues	(1,500)	0	1,500	Remove revenue, duplicated in the budget
Car Parking and General Enforcement	Other Revenues	(200,000)	(130,000)	70,000	Budget decrease to 130K due to staffing shortages
Car Parking and General Enforcement	Materials and Contracts	45,628	60,055	14,427	Licence fee for parking sensors, budget increased to offset the parking sensors and prepayment reversal from last FY 19/4/21
Car Parking and General Enforcement	Other Expenses	500	0	(500)	Recognised Savings
Roads Maintenance Management	Employee Costs	0	17,741	17,741	Budget re-aligned to match actual expenditure
Roads Maintenance Management	Materials and Contracts	55,000	37,741	(17,259)	Budget re-aligned to match actual expenditure
Urban Roads Repairs and Maintenance	Materials and Contracts	140,000	54,000	(86,000)	Budget re-aligned to match proposed work schedule within Construction and Maintenance Internal
Urban Roads Repairs and Maintenance	Materials and Contracts	2,000	0	(2,000)	Budget re-aligned to match proposed work schedule within Construction and Maintenance Internal
Urban Roads Repairs and Maintenance	Materials and Contracts	17,000	26,853	9,853	Budget re-aligned to match proposed work schedule within Construction and Maintenance Internal
Traffic Facilities Engineering Support - M & R	Materials and Contracts	16000	6000	(10,000)	Internal transfer to Kerb and Gutter
Rural Sealed Roads Repairs and Maintenance	Other Expenses	17000	0	(17,000)	Recognised savings
Rural Sealed Roads Repairs and Maintenance	Materials and Contracts	205000	95000	(110,000)	Budget re-aligned to match proposed work schedule within Construction and Maintenance Internal
Rural Unsealed Roads Planned Maintenance	Materials and Contracts	200,000	116,374	(83,626)	Budget re-aligned to match proposed work schedule within Construction and Maintenance Internal
Urban Bridge Repairs and Maintenance	Materials and Contracts	6,000	0	(6,000)	Budget not required and approved to be trf to cover 'Culvert asset stickers' in Strategic planning and Infrastructure budget
Rural Bridges Repairs and Maintenance	Materials and Contracts	18,500	19,518	1,018	R2R funding discretionary budget split - budget trf from 270315
Gravel Pit Operations	Other Expenses	0	60	60	Budget re-aligned to match actual expenditure
Gravel Pit Operations	Materials and Contracts	353,000	352,660	(340)	Budget re-aligned to match actual expenditure
Gravel Pit Operations	Other Expenses	0	280	280	Budget re-aligned to match actual expenditure
Grazing and Leases	Materials and Contracts	4,000	4,935	935	Budget re-aligned to match actual expenditure
Regional Airport	User Charges and Fees	(160,000)	(213,404)	(53,404)	Revenue revised to match forecasted actuals
Regional Airport	User Charges and Fees	(25,000)	(12,000)	13,000	AP Weight Charges revised down
Regional Airport	User Charges and Fees	(67,500)	(77,500)	(10,000)	Revenue revised to match forecasted actuals
Regional Airport	User Charges and Fees	(8,155)	(1,800)	6,355	ASIC Card Agent processing Fee and Café Waste Removal revised
Regional Airport	User Charges and Fees	(19,875)	(35,893)	(16,018)	Revenue revised to match forecasted actuals
Regional Airport	Other Revenues	(80,000)	(106,393)	(26,393)	Revenue revised to match forecasted actuals
Regional Airport	Other Revenues	0	(21,818)	(21,818)	Sale of Old Airport Generator
Regional Airport	Materials and Contracts	4,000	4,661	661	Budget re-aligned to match actual expenditure
Regional Airport	Other Expenses	2000	774	(1,226)	Budget re-aligned to match actual expenditure
Regional Airport	Other Expenses	34450	14700	(19,750)	Adjustment to Council Rates Water to align with forecasted actuals
Regional Airport	Materials and Contracts	85000	43000	(42,000)	Recognised saving
Regional Airport	Materials and Contracts	7,000	22,000	15,000	Lighting inspection and new aerodrome compliance manual. Offset by savings
Regional Airport	Materials and Contracts	40,535	30,535	(10,000)	Recognised savings
Waste Management	Other Expenses	900	0	(900)	Budget re-aligned, overall recognised saving. Budget transferred to waste reserve
Waste Management	Materials and Contracts	2,401,160	1,722,670	(678,490)	Budget re-aligned, overall recognised saving. Budget transferred to waste reserve
Long Swamp Road Waste Transfer Facility	Other Expenses	25,648	20,548	(5,100)	Budget re-aligned, overall recognised saving. Budget transferred to waste reserve
Long Swamp Road Waste Transfer Facility	Materials and Contracts	2,610,585	2,174,599	(435,986)	Budget re-aligned, overall recognised saving. Budget transferred to waste reserve

Description	Category	Current Budget	New Budget	Revision Amount	Comment
Transfer Station	Other Expenses	28,000	24,000	(4,000)	Budget re-aligned, overall recognised saving. Budget transferred to waste reserve
Transfer Station	Materials and Contracts	226,384	906,379	679,995	Budget trf from Long swamp road major contracts
Guyra Aquatic Centre	User Charges and Fees	(65,000)	(33,249)	31,751	Revenue revised down to match actuals
Guyra Aquatic Centre	Other Revenues	0	(360)	(360)	Recognise revenue to match actuals
Guyra Aquatic Centre	Other Revenues	(17,000)	(14,149)	2,851	Reduce revenue to match actuals - Revenue down due to COVID and weather conditions
Guyra Aquatic Centre	Employee Costs	2,000	1,193	(807)	Pool closed, training budget not required
Guyra Aquatic Centre	Employee Costs	500	0	(500)	Pool closed, uniforms not required
Guyra Aquatic Centre	Other Expenses	32,250	31,567	(683)	Budget re-aligned to match actual expenditure
Guyra Aquatic Centre	Materials and Contracts	18,000	19,902	1,902	Budget re-aligned to match actual expenditure
Guyra Preschool & Long Day Care Centre	User Charges and Fees	(642,700)	(596,500)	46,200	Revenue forecast revised down
Guyra Preschool & Long Day Care Centre	Operating Grants and Contributions	(150,106)	(171,980)	(21,874)	Community Building Partnership Grant and ECEC Funding. Reduction in Inclusion Support Funding.
Guyra Preschool & Long Day Care Centre	Employee Costs	0	726	726	Additional safety clothing
Guyra Preschool & Long Day Care Centre	Other Expenses	6,000	6,715	715	Recognised saving to offset other expenditure
Guyra Preschool & Long Day Care Centre	Materials and Contracts	30,703	80,894	50,191	Budget increased to match expenditure associated with grant revenue and budget added for outsourced cleaning
Preschool Fundraising	Operating Grants and Contributions	0	(1,722)	(1,722)	Recognised revenue associated with fundraising
Aboriginal Community Development	Other Expenses	20,000	5,240	(14,760)	Return \$14,760 to ARC as a result of Aboriginal Advisory Committee suspension and reinstatement in April. It will leave opportunity to assist people for the next 2 months before Caretaker mode begins.
Aboriginal Community Development	Materials and Contracts	8,000	250	(7,750)	Recognised savings due to events that did not take place due to COVID19, those that did (NAIDOC weeks have been costed to Donations and Contributions).
Asset Management and Planning	Employee Costs	0	613	613	Budget re-aligned to match actual expenditure, offset by savings
Asset Management and Planning	Other Expenses	1,500	560	(940)	Budget re-aligned to match actual expenditure, offset by savings
Asset Management and Planning	Materials and Contracts	3,000	9,327	6,327	Budget re-aligned to match actual expenditure, offset by savings
Communications & Engagement	Other Expenses	48,000	40,950	(7,050)	Recognised savings
Communications & Engagement	Materials and Contracts	16,000	0	(16,000)	Recognised savings
Community Connectivity	Other Expenses	0	60,000	60,000	Transferred from Unspent Grant reserves
Community Health Related Transport	User Charges and Fees	(13,000)	(15,793)	(2,793)	Increased revenue to align with actuals
Community Health Related Transport	Materials and Contracts	3,000	3,322	322	Expenses offset by increase in revenue
Community Initiatives	Materials and Contracts	1,000	720	(280)	Recognised savings
Corporate Planning	Materials and Contracts	2,000	500	(1,500)	Recognised savings
Councillors Expenses	Employee Costs	3,000	5,800	2,800	Additional Councillor training - Water Governance
Councillors Expenses	Other Expenses	0	2,000	2,000	Trf to Honour Board - local Order of Australia Recipients and Affiliates – Armidale War Memorial Library
Councillors Expenses	Materials and Contracts	3,000	1,000	(2,000)	Honour Board - local Order of Australia Recipients and Affiliates – Armidale War Memorial Library - Trf from Materials
Councillors Expenses	Materials and Contracts	4,000	500	(3,500)	Budget allowance for returning Councillor expenses
Customer Service	Materials and Contracts	0	85	85	Budget re-aligned to match actual expenditure
Customer Service	Materials and Contracts	4,500	8,000	3,500	Estimate in Q1 review for the Welldone subscription inaccurate. Revised for the remainder of the Financial Year.
Customer Service	Materials and Contracts	150	0	(150)	Recognised savings
Economic Development	Employee Costs	600	935	335	Budget re-aligned to match actual expenditure, offset by savings
Economic Development	Other Expenses	0	108	108	Budget re-aligned to match actual expenditure, offset by savings
Economic Development	Materials and Contracts	500	0	(500)	Recognised savings
Events & Promotions	Operating Grants and Contributions	(99,750)	(92,500)	7,250	Adjusted to align with grant income received. GST applied reduced budget accordingly.
Events & Promotions	Other Expenses	55,000	142,420	87,420	Small Business relief grants (State drought Stimulus Package)

Description	Category	Current Budget	New Budget	Revision Amount	Comment
Events & Promotions	Other Expenses	34,000	60,234	26,234	Budget revised to match forecasted expenditure for upcoming events
Events & Promotions	Materials and Contracts	76,000	68,813	(7,187)	Budget re-aligned to match actual expenditure
Executive Office	Employee Costs	31,000	53,463	22,463	Accommodation costs associated with contractual emploemnt arrangements
Executive Office	Other Expenses	6,000	10,872	4,872	Budget re-aligned to match actual expenditure
Executive Office	Materials and Contracts	0	15	15	Budget re-aligned to match actual expenditure
Executive Office	Materials and Contracts	76,000	69,046	(6,954)	Recognised saving due to duplication in PO processes with Transport Museum.
Financial Services	User Charges and Fees	(82,451)	(116,208)	(33,757)	Increased in line with forecast actuals
Financial Services	Interest and Investment Revenue	(309,000)	(255,960)	53,040	Investment revenues revised down due to low interest rates
Financial Services	Operating Grants and Contributions	(900,000)	(800,326)	99,674	Budget Reduced inline with LAC Contributions
Financial Services	Other Expenses	311,210	312,302	1,092	Updated for actual cost paid March
Financial Services	Materials and Contracts	5,000	50	(4,950)	Recognised savings
Fire Brigade Service Armidale	Other Expenses	160,000	174,806	14,806	Realigned with forecast actual expense
Gasworks Site Environmental Monitoring	Materials and Contracts	110,000	160,000	50,000	Budget increased for environmental remediation at the gasworks site
Governance	Materials and Contracts	125,000	105,000	(20,000)	Recognised savings
Governance	Other Expenses	15,000	14,385	(615)	Budget re-aligned to match actual expenditure
Governance	Materials and Contracts	375	990	615	Budget re-aligned to match actual expenditure
Guyra - State Emergency Service	Other Expenses	0	7,800	7,800	Adjustment to Council Rates Water to align with forecasted actuals
Home Support Services (HSS) Guyra	Employee Costs	5,000	3,400	(1,600)	Budget re-aligned to match actual expenditure
Home Support Services (HSS) Guyra	Other Expenses	0	159	159	Budget re-aligned to match actual expenditure
Home Support Services (HSS) Guyra	Materials and Contracts	8,500	0	(8,500)	Recognised saving, credit is there from accruals
Human Resources	Employee Costs	219,630	219,118	(512)	Budget reduced by \$3500 - Training for councillors code of conduct in councillor budget
Human Resources	Other Expenses	34,500	23,618	(10,882)	Budget re-aligned to match actual expenditure
Human Resources	Materials and Contracts	0	6,894	6,894	Budget re-aligned to match actual expenditure
Industrial and Residential Land Disposal	Materials and Contracts	15,000	7,654	(7,346)	Legal fees for disposed land will be journal against proceeds. Remaining relates to pending sale of service centre sit in airport subdivision. Recognise funding of these costs from the property land sales reserve in Q3
Industrial and Residential Land Disposal	Other Expenses	5,000	10,000	5,000	Increased in line with forecast actuals
Industrial and Residential Land Disposal	Other Expenses	0	18,800	18,800	Will recognise funding of these costs from the property land sales reserve
Industrial and Residential Land Disposal	Materials and Contracts	0	15,000	15,000	Adjustment to Council Rates Water to align with forecasted actuals
Information Technology	Employee Costs	0	3,746	3,746	Allowance for valuation fees funded from property land sale proceeds reserve
Information Technology	Other Expenses	458,515	421,214	(37,301)	Increase budget to cover CBT Online training
Information Technology	Materials and Contracts	266,000	263,124	(2,876)	Cannon Order cancelled as we now use Inland technology. Identified savings
Insurances	Other Revenues	(120,000)	(148,823)	(28,823)	Pathway Clean-up, GIS integration to Pathway UX GUI
Insurances	Other Expenses	899,000	904,154	5,154	Budget re-aligned with actual expenditure line items. Recognised savings.
Insurances	Materials and Contracts	0	3,723	3,723	Budget moved from 'Risk and Safety. Income journal to match.
Internal Audit Committee	Employee Costs	10,000	(6,600)	(16,600)	5,154 Budget re-aligned to match actual expenditure associated with insurance
Internal Audit Committee	Materials and Contracts	12,000	25,987	13,987	3,723 Relates to expenses for a car hire- covered by insurance claim - Income c
Internal Audit Committee	Other Expenses	0	190	190	Reduced, training not taking place this FY
Internal Audit Committee	Other Expenses	0	65	65	13,987 External Audit team associated costs
					190 Budget re-aligned to match actual expenditure
					65 Budget re-aligned to match actual expenditure

Description	Category	Current Budget	New Budget	Revision Amount	Comment
Investigations and Design	Employee Costs	0	6,414	6,414	Budget re-aligned to match actual expenditure, offset by savings
Investigations and Design	Other Expenses	28,000	26,976	(1,024)	Budget re-aligned to match actual expenditure, offset by savings
Investigations and Design	Materials and Contracts	81,977	83,740	1,763	Budget re-aligned to match actual expenditure, offset by savings
Libraries	Other Expenses	4,000	3,700	(300)	Budget re-aligned to match actual expenditure
Libraries	Materials and Contracts	116,868	102,868	(14,000)	Recognised savings
Libraries	Other Expenses	8,500	11,481	2,981	Budget re-aligned to match actual expenditure
Local Roads & Community Infrastructure Program	Operating Grants and Contributions	(2,123,310)	(1,884,737)	238,573	Project 240612 Mall Vibrancy budget reduced and Phase 2 Increase
Opex: New England Movement Centre (NEMAC)	Materials and Contracts	196,746	198,231	1,485	Adjustment to recognise in kind contributions
Purchasing & Supply	Other Revenues	(1,000)	0	1,000	No income expected here
Purchasing & Supply	Employee Costs	1,000	250	(750)	Decreased in line with nil expenditure (left 1/4 budget for remainder of year)
Purchasing & Supply	Materials and Contracts	18,302	17,293	(1,009)	Recognised savings
Risk & Safety	Other Revenues	(28,823)	0	28,823	Budget moved from 'Risk and Safety. Income journal to match.
Risk & Safety	Other Expenses	3,000	2,730	(270)	Budget moved from 'Risk and Safety. Income journal to match.
Risk & Safety	Materials and Contracts	0	270	270	Budget moved from 'Risk and Safety. Income journal to match.
Rural Fire Service	Other Expenses	13,000	6,200	(6,800)	Adjustment to Council Rates Water to align with forecasted actuals
Sustainability and Strategic Planning	Other Expenses	4,000	0	(4,000)	Recognised savings
Sustainability and Strategic Planning	Materials and Contracts	500	370	(130)	Budget re-aligned to match actual expenditure
Tourism Development	Other Expenses	1,500	357	(1,143)	Budget re-aligned to match actual expenditure
Tourism Development	Materials and Contracts	40,000	40,000	0	Budget re-aligned to match actual expenditure, budget trf from Consultant
Tourism Development	Other Expenses	0	629	629	Budget re-aligned to match actual expenditure
Visitor Information Centre	Employee Costs	400	445	45	Recognised savings
Visitor Information Centre	Other Expenses	9,200	8,324	(876)	Budget re-aligned to match actual expenditure, offset by savings
Visitor Information Centre	Materials and Contracts	600	796	196	Budget re-aligned to match actual expenditure, offset by savings
Volunteer Centre	Materials and Contracts	250	150	(100)	Recognised savings
Wildlife and Habitat Community Grants Program	Operating Grants and Contributions	0	(90,000)	(90,000)	Grant Income
Wildlife and Habitat Community Grants Program	Other Expenses	0	40,000	40,000	Expenditure associated with the grant income
Youth Services - Youth Week	Operating Grants and Contributions	(1,800)	(1,859)	(59)	Recognised Grant funding
Youth Services - Youth Week	Other Expenses	3,600	6,777	3,177	Expenses relating to grant funding and unspent 2020 Youth Funding due to Covid
Waterfall Way Tourism Campaign	Materials and Contracts	120,000	0	(120,000)	Expenditure deferred to 21/22
Waste Management	Materials and Contracts	0	10,000	10,000	Expense relating to Bushfire funding Grant from EPA
Waste Management	Operating Grants and Contributions	0	(10,000)	(10,000)	Grant Income from EPA
				(217,963)	



Quarterly Budget Review Statement
2. Operating Budget Adjustments

WATER FUND

Description	Category	Current Budget	New Budget	Revision Amount	Comment
Water - Business Administration	Interest and Investment Revenue	(400,000)	(200,000)	200,000	Revised interest revenues
Water - Business Administration	Employee Costs	23,000	26,000	3,000	Budget re-aligned to match actual expenditure
Water - Business Administration	Employee Costs	11,148	17,500	6,352	Budget re-aligned to match actual expenditure
Water - Business Administration	Materials and Contracts	383,660	384,677	1,017	Budget re-aligned to match actual expenditure
Water - Business Administration	Other Expenses	99,530	38,050	(61,480)	Budget re-aligned to match actual expenditure
Raw Water Dams	Materials and Contracts	89,783	18,015	(71,768)	Revised Internal plant hire charges
Raw Water Dams	Other Expenses	93,100	123,357	30,257	Budget re-aligned to match actual expenditure
Raw Water Mains	Employee Costs	0	150	150	Budget re-aligned to match actual expenditure
Raw Water Mains	Materials and Contracts	22,587	2,171	(20,416)	Revised Internal plant hire charges
Raw Water Mains	Other Expenses	600	0	(600)	Remove budget.
Water Network Management	Other Expenses	6,500	12,600	6,100	Budget re-aligned to match actual expenditure
Water Network Management	Materials and Contracts	292,459	206,846	(85,613)	Budget re-aligned to match actual expenditure
Water Network Management	Other Expenses	15,000	5,000	(10,000)	Budget re-aligned to match actual expenditure
Water Drought Relief	Materials and Contracts	488,000	497,377	9,377	Budget re-aligned to match actual expenditure
Water Drought Relief	Other Expenses	0	4,473	4,473	Budget re-aligned to match actual expenditure
Water Private Works	Materials and Contracts	4,344	22,935	18,591	Revised Internal plant hire charges
Water Service Reservoirs	Other Revenues	(35,000)	(34,618)	382	Budget re-aligned to match actual expenditure
Water Service Reservoirs	Other Expenses	0	1,300	1,300	Budget re-aligned to match actual expenditure
Water Service Reservoirs	Materials and Contracts	12,516	9,761	(2,755)	Budget re-aligned to match actual expenditure
Water - Pumping Stations	Other Expenses	135,114	100,100	(35,014)	Budget re-aligned to match actual expenditure
Water - Pumping Stations	Materials and Contracts	27,859	26,500	(1,359)	Budget re-aligned to match actual expenditure
WTP - Management	Employee Costs	200	1,800	1,600	Budget re-aligned to match actual expenditure
WTP - Management	Other Expenses	8,890	18,500	9,610	Budget re-aligned to match actual expenditure
WTP - Management	Materials and Contracts	894,464	690,804	(203,660)	Budget re-aligned to match actual expenditure
				<u>(200,456)</u>	



Quarterly Budget Review Statement
2. Operating Budget Adjustments

SEWER FUND

Description	Category	Current Budget	New Budget	Revision Amount	Comment
Sewer Management	Rates and Annual Charges	(5,843,410)	(5,847,586)	(4,176)	17/5 - aligns with Revenue Policy
Sewer Management	Interest and Investment Revenue	(200,000)	(140,000)	60,000	Investment revenues revised
Sewer Management	Other Expenses	97,000	102,200	5,200	Adjustment to Council Rates Water to align with forecasted actuals
Sewer Management	Materials and Contracts	170,156	170,431	275	Budget re-aligned to match actual expenditure
Sewerage - New Connections	User Charges and Fees	(40,000)	(40,232)	(232)	Budget re-aligned to match actual expenditure
Sewerage - New Connections	Materials and Contracts	0	6,404	6,404	Revised Internal plant hire charges
Sewerage - Network Management	Other Expenses	0	1,500	1,500	Budget re-aligned to match actual expenditure
Sewerage - Network Management	Materials and Contracts	317,884	214,480	(103,404)	Budget re-aligned to match actual expenditure
Sewerage - Pump Stations	Other Expenses	0	1,000	1,000	Budget re-aligned to match actual expenditure
Sewerage - Pump Stations	Other Expenses	3,850	0	(3,850)	Adjustment to Council Rates Water to align with forecasted actuals
Sewerage - Pump Stations	Materials and Contracts	5,430	1,192	(4,238)	Revised Internal plant hire charges
Sewerage - Pump Stations	Materials and Contracts	8,000	6,500	(1,500)	Budget re-aligned to match actual expenditure
STP - Management	Other Expenses	77,500	800	(76,700)	Adjustment to Council Rates Water to align with forecasted actuals
STP - Management	Materials and Contracts	63,397	105,650	42,253	Revised Internal plant hire charges
STP - Management	Materials and Contracts	49,500	51,200	1,700	Budget re-aligned to match actual expenditure
STP - Management	Materials and Contracts	62,351	68,604	6,253	Budget increased to match actual expenses, \$0 budget movement. Trf from Other expenses
STP - Management	Other Expenses	123,000	138,750	15,750	Budget re-aligned to match actual expenditure
Sewer - Trade Waste	User Charges and Fees	0	(14,331)	(14,331)	Recognise revenue
Sewer - Trade Waste	Other Expenses	0	8,550	8,550	Budget re-aligned to match actual expenditure
Sewer - Trade Waste	Materials and Contracts	32,578	12,392	(20,186)	Revised Internal plant hire charges
Effluent Management	Other Revenues	0	(377)	(377)	Recognised revenue
Effluent Management	Other Revenues	(800,000)	(1,210,000)	(410,000)	Revenue increased. Stocktake completed Jan 2021, value of cattle increased
Effluent Management	Materials and Contracts	56,406	121,809	65,403	The overrun in this budget line will be covered by income from cattle sales in the coming months.
Effluent Management	Other Expenses	594,449	828,407	233,958	Budget re-aligned to match actual expenditure. Offset by cattle revenue
				(190,748)	



Quarterly Budget Review Statement

3. Capital Budget

GENERAL FUND

	Original Budget 2020-21 \$'000	Carry Forwards \$'000	QBR1 Jul-Sep \$'000	QBR2 Oct-Dec \$'000	QBR3 Jan-Mar \$'000	Revised Budget 2020-21 \$'000	Projected Year End Result \$'000	Projected vs Revised Budget Variance	Variance Comment if > 10%
Capital Budget									
Capital Funding									
Unrestricted Revenue	9,997	(90)	2,045	2,122	122	14,246	14,246	0%	
Capital Grants and Contributions	16,068	(1,943)	208	(3,494)	279	11,118	11,118	0%	
Proceeds from Property, Plant & Equipment	1,268	0	1,070	0	(380)	1,958	1,958	0%	
Transfer from Cash Reserve	7,063	1,187	1,408	232	114	10,004	10,004	0%	
CAPITAL FUNDING	34,396	(846)	4,731	(1,140)	136	37,326	37,326	0%	
Capital Expenditure									
Purchase of Property, Plant & Equipment	30,488	(846)	2,200	(1,338)	(4,945)	25,558	25,558	0%	
Loan Repayments	2,567	0	0	0	0	2,567	2,567	0%	
Transfer to Cash Reserve	1,340	0	2,531	199	5,131	9,201	9,201	0%	
CAPITAL EXPENDITURE	34,396	(846)	4,731	(1,140)	186	37,326	37,326	0%	
NET CAPITAL BUDGET POSITION	0	0	0	0	0	0	0		



Quarterly Budget Review Statement

3. Capital Budget

WATER FUND

	Original Budget 2020-21 \$'000	Carry Forwards \$'000	QBR1 Jul-Sep \$'000	QBR2 Oct-Dec \$'000	QBR3 Jan-Mar \$'000	Revised Budget 2020-21 \$'000	Projected Year End Result \$'000	Projected vs Revised Budget Variance	Variance Comment if > 10%
Capital Budget									
Capital Funding									
Unrestricted Revenue	6,030	100	314	(270)	(276)	5,898	5,898	0%	
Capital Grants and Contributions	2,593	0	136	(1,385)	1,385	2,729	2,729	0%	
Proceeds from Property, Plant & Equipment	0	0	0	0	0	0	0		
Transfer from Cash Reserve	0	0	0	0	0	0	0		
CAPITAL FUNDING	8,623	100	450	(1,655)	1,109	8,627	8,627	0%	
Capital Expenditure									
Purchase of Property, Plant & Equipment	8,360	100	450	(1,655)	1,109	8,364	8,364	0%	
Loan Repayments	263	0	0	0	0	263	263	0%	
Transfer to Cash Reserve	0	0	0	0	0	0	0		
CAPITAL EXPENDITURE	8,623	100	450	(1,655)	1,109	8,627	8,627	0%	
NET CAPITAL BUDGET POSITION	0	0	0	0	0	0	0		



Quarterly Budget Review Statement

3. Capital Budget

SEWER FUND

	Original Budget 2020-21 \$'000	Carry Forwards \$'000	QBR1 Jul-Sep \$'000	QBR2 Oct-Dec \$'000	QBR3 Jan-Mar \$'000	Revised Budget 2020-21 \$'000	Projected Year End Result \$'000	Projected vs Revised Budget Variance	Variance Comment if > 10%
Capital Budget									
Capital Funding									
Unrestricted Revenue	1,200	0	300	123	0	1,623	1,623	0%	
Capital Grants and Contributions	0	0	0	0	0	0	0		
Proceeds from Property, Plant & Equipment	0	0	0	0	0	0	0		
Transfer from Cash Reserve	0	0	0	0	0	0	0		
CAPITAL FUNDING	1,200	0	300	123	0	1,623	1,623	0%	
Capital Expenditure									
Purchase of Property, Plant & Equipment	1,200	0	300	123	0	1,623	1,623	0%	
Loan Repayments	0	0	0	0	0	0	0		
Transfer to Cash Reserve	0	0	0	0	0	0	0		
CAPITAL EXPENDITURE	1,200	0	300	123	0	1,623	1,623	0%	
NET CAPITAL BUDGET POSITION	0	0	0	0	0	0	0		



Quarterly Budget Review Statement

3. Capital Budget

CONSOLIDATED

	Original Budget 2020-21 \$'000	Carry Forwards \$'000	QBR1 Jul-Sep \$'000	QBR2 Oct-Dec \$'000	QBR3 Jan-Mar \$'000	Revised Budget 2020-21 \$'000	Projected Year End Result \$'000	Projected vs Revised Budget Variance	Variance Comment if > 10%
Capital Budget									
Capital Funding									
Unrestricted Revenue	17,227	10	2,659	1,976	(154)	21,767	21,767	0%	
Capital Grants and Contributions	18,661	(1,943)	344	(4,879)	1,664	13,847	13,847	0%	
Proceeds from Property, Plant & Equipment	1,268	0	1,070	0	(380)	1,958	1,958	0%	
Transfer from Cash Reserve	7,063	1,187	1,408	232	114	10,004	10,004	0%	
CAPITAL FUNDING	44,218	(746)	5,481	(2,671)	1,245	47,577	47,577	0%	
Capital Expenditure									
Purchase of Property, Plant & Equipment	40,048	(746)	2,950	(2,870)	(3,836)	35,546	35,546	0%	
Loan Repayments	2,830	0	0	0	0	2,830	2,830	0%	
Transfer to Cash Reserve	1,340	0	2,531	199	5,131	9,201	9,201	0%	
CAPITAL EXPENDITURE	44,218	(746)	5,481	(2,671)	1,295	47,577	47,577	0%	
NET CAPITAL BUDGET POSITION	0	0	0	0	0	0	0		



Quarterly Budget Review Statement

3. Capital Budget Adjustments

GENERAL FUND

Description	Category	Current Budget	New Budget	Revision Amount	Comment
Airport Business Park	Purchase of Property, Plant & Equipment	1,819,678	1,829,678	10,000	Increase budget to align with actuals - funded from Airport Reserve
Airside works Stage 1	Purchase of Property, Plant & Equipment	1,800,000	1,000,000	(800,000)	Project delayed, commencing in April. Transferred to Airport Reserve
Airside works Stage 1	Capital Grants and Contributions	(900,000)	(500,000)	400,000	Project delayed, commencing in April. Transferred to Airport Reserve
Aquatic Centre Asset Renewals	Purchase of Property, Plant & Equipment	125,128	124,241	(887)	Increase budget to align with actuals - Council funded
Armidale Old Library "Hub" fitout	Purchase of Property, Plant & Equipment	255,000	166,437	(88,563)	Project completed
Armidale Organics Processing Expansion Project	Purchase of Property, Plant & Equipment	5,262	5,767	505	Increase budget to align with actuals. Funded from Internal Waste Reserve. Project Completed
Ben Lomond Transfer Station	Purchase of Property, Plant & Equipment	34,445	35,445	1,000	Increase budget to align with forecasted expenditure. Funded from Waste Internal Reserves
Bridge Safety Program	Purchase of Property, Plant & Equipment	0	13,786	13,786	Roads to Recovery (R2R) Funding
Building Electrical Safety	Purchase of Property, Plant & Equipment	20,000	22,983	2,983	Increased capital budget to align with actuals, decreased operational budget
Dumaresq Creek Bridge	Purchase of Property, Plant & Equipment	662,938	837,132	174,194	Merger Funds, transferred from unspent Grant reserves
Emergency Communications satellite phone equipment	Purchase of Property, Plant & Equipment	25,000	15,907	(9,093)	Savings transferred to 'Unallocated Grant Funding' pending variation approval
Gravel Resheeting Roads Local Rural Unsealed	Purchase of Property, Plant & Equipment	1,000,000	1,080,245	80,245	Internal budget to align with actuals. LRCI Phase two and R2R funded
Guyra Landfill Leachate Monitoring	Purchase of Property, Plant & Equipment	285,360	80,000	(205,360)	Project delayed, trf to Internal Waste Reserve
Guyra Main Street Upgrade (Merger Funds)	Purchase of Property, Plant & Equipment	2,004,437	1,103,590	(900,847)	Project deferred, refer to unspent grants reserve for offsetting adjustment
Harris Park Lighting	Purchase of Property, Plant & Equipment	261,936	262,654	718	Project completed. Budget increase transferred from Developer Contribution Reserve
Kempsey Road AGRN 943 Disaster	Capital Grants and Contributions	3,700,000	500,000	(3,200,000)	Budget moved against correct project for disaster works
Kempsey Road Natural Disaster Restoration	Capital Grants and Contributions	800,000	4,000,000	3,200,000	Budget moved against correct project for disaster works
Kerb & Gutter Renewal	Purchase of Property, Plant & Equipment	47,000	67,000	20,000	Budget increased from identified savings in Operational Budgets
Lambs Valley Bridge	Purchase of Property, Plant & Equipment	0	50,000	50,000	Increase budget to align with grant funding advice
Lambs Valley Bridge	Capital Grants and Contributions	0	(50,000)	(50,000)	Fixing Country Roads funding
Laura Creek Bridge	Purchase of Property, Plant & Equipment	0	30,000	30,000	Increase budget to align with grant funding advice
Laura Creek Bridge	Capital Grants and Contributions	0	(30,000)	(30,000)	Fixing Country Roads funding
Local Area Committee Infrastructure Contributions	Purchase of Property, Plant & Equipment	825,000	695,000	(130,000)	Budget transferred from Lower Creek LAC
Mall Vibrancy LCRI Funding	Purchase of Property, Plant & Equipment	423,100	138,559	(284,541)	Project extension requested, refer to unspent grants reserve for offsetting adjustment

Description	Category	Current Budget	New Budget	Revision Amount	Comment
Martins Gully Bridge	Purchase of Property, Plant & Equipment	50,000	100,000	50,000	Budget increased to align with grant funding advice
Martins Gully Bridge	Capital Grants and Contributions	0	(50,000)	(50,000)	Bridges Renewal R5 Funding
Monckton Aquatic Centre Solar Panels	Purchase of Property, Plant & Equipment	41,573	2,507	(39,066)	Deferral of project to 2021/22 offset by transfer to carry forwards reserve
Natural Disaster Work Other than Kempsey Rd	Purchase of Property, Plant & Equipment	0	128,601	128,601	Increase budget to align with grant funding advice
Natural Disaster Work Other than Kempsey Rd	Capital Grants and Contributions	0	(128,601)	(128,601)	Increase budget to align with grant funding advice
Plant Purchases	Purchase of Property, Plant & Equipment	4,109,574	2,246,730	(1,862,844)	Adjusted as per Fleet carry forward review. Refer to Fleet and Plant Reserves
Plant Purchases	Proceeds from Property, Plant & Equipment	(1,267,700)	(798,018)	469,682	Adjusted as per Fleet carry forward review. Refer to Fleet and Plant Reserves
Preschool Upgrade	Purchase of Property, Plant & Equipment	2,078,197	1,324,435	(753,762)	Project onhold transfer to Preschool Reserve
Preschool Upgrade	Capital Grants and Contributions	(290,000)	0	290,000	Project onhold transfer to Preschool Reserve
Regional Airport Apron	Purchase of Property, Plant & Equipment	725,000	600,000	(125,000)	Project adjusted to align with actuals - transfer to Airport Reserve
Rockvale Road Upgrade 1.5km Guyra-Ebor Turn off	Purchase of Property, Plant & Equipment	1,179,536	1,279,536	100,000	Increase budget to align with project advice - Funded from Unspent Grants
Rural reseals	Purchase of Property, Plant & Equipment	0	269,088	269,088	Funding from LCRI Funding Phase 2
Shingle Hut Creek Bridge Replacement	Purchase of Property, Plant & Equipment	939,856	695,905	(243,951)	Adjust budget to align with actuals. Project completed. Transfer funds to 'Unallocated Projects' pending variation approval
Showground Stimulus Funding P2B	Purchase of Property, Plant & Equipment	0	15,000	15,000	Funding from Phase two Bushfire funding
Showground Stimulus Funding P2B	Capital Grants and Contributions	0	(710,608)	(710,608)	Increase budget to align with grant funding advice
Stock Grid Kempsey Road	Purchase of Property, Plant & Equipment	0	20,000	20,000	Increase budget to align with actuals
Unallocated Grant Funding	Purchase of Property, Plant & Equipment	0	348,914	348,914	Funding allocation onhold pending variation approval
Urban Road Reseals	Purchase of Property, Plant & Equipment	418,609	84,952	(333,657)	Increase budget to align with forecasted capital works
Land Divestment Strategy	Proceeds from Property, Plant & Equipment	(1,070,000)	(1,160,000)	(90,000)	Proceeds: 106 Sandon St and 36 Claret Ash Dr Guyra, transferred to Property Sales reserve
Capex: Armidale Hydrotherapy Pool	Purchase of Property, Plant & Equipment	460,755	0	(460,755)	Project onhold
Capex: Fleet Utilisation Monitoring Units	Purchase of Property, Plant & Equipment	22,000	0	(22,000)	Budget transferred to Operational. Under capitalisation threshold

Description	Category	Current Budget	New Budget	Revision Amount	Comment
Reserve Adjustments					
Specific Purpose Unexpended Grants	Transfer to Cash Reserve			2,066,704	Net transfer for capital works program and operating budget adjustments
Fleet and Plant Reserves	Transfer to Cash Reserve			739,806	Value of Fleet Deferrals from 2020/21 Carry Forwards Review
Proceeds from Property Sales Reserve	Transfer to Cash Reserve			68,778	Net reserve movements (Land Acquisition 8908, Land Divestment, Proceeds: 106 Sandon St and 36 Claret Ash Dr Guyra)
Developer Contributions Reserve	Transfer from Cash Reserve			(718)	Funding for Harris Park Lightening
Carry Forward Works Reserves	Transfer to Cash Reserve			747,423	Net movements from capital program adjustments
Other Waste Mgt	Transfer to Cash Reserve			639,236	Transfer savings from operational budget
Preschool Upgrade	Transfer to Cash Reserve			140,565	Net movements from capital program adjustments
Airport Capital Works	Transfer to Cash Reserve			515,000	Net movements from capital program adjustments
Design and Planning Capital Works	Transfer to Cash Reserve			100,000	Additional Project Planning
				171,975	



WATER FUND

Quarterly Budget Review Statement

3. Capital Budget Adjustments

Description	Category	Current Budget	New Budget	Revision Amount	Comment
Water Main Replacement - small size service lines	Purchase of Property, Plant & Equipment	100,000	75,000	(25,000)	Decrease budget to align with forecasted expenditure for this financial year
Water Meter Replacement	Purchase of Property, Plant & Equipment	100,000	70,000	(30,000)	Decrease budget to align with forecasted expenditure for this financial year
Armidale & Guyra WTPs - Fluoridation Upgrade Stage 2	Purchase of Property, Plant & Equipment	100,000	136,291	36,291	Increase budget to align with forecast actuals
Dumaresq Dam Upgrade Stability Investigation	Purchase of Property, Plant & Equipment	2,300,000	4,644,033	2,344,033	Decrease budget to align with forecasted expenditure for this financial year
Dumaresq Dam Upgrade Stability Investigation	Capital Grants and Contributions	(1,150,000)	(2,322,017)	(1,172,017)	Budget increased to align with grant funding advice
Guyra Dam - Raw Water Pump Station and Switchboard	Purchase of Property, Plant & Equipment	75,000	78,000	3,000	Increase budget to align with forecast actuals
Malpas Dam Pipeline Renewal – Stage 1	Purchase of Property, Plant & Equipment	600,000	340,000	(260,000)	Decrease budget to align with forecasted expenditure for this financial year
Puddle dock Pipeline Replacement	Proceeds from Property, Plant & Equipment	1,500,000	541,000	(959,000)	Decrease budget to align with forecasted expenditure for this financial year
Puddledock Pipeline Replacement	Capital Grants and Contributions	(57,500)	(270,500)	(213,000)	Increase budget to align with grant funding advice
TOTAL				(275,693)	



Quarterly Budget Review Statement

4. Cash & Investments

GENERAL FUND

	Opening Balance 2020-21 \$'000	Original Budget 2020-21 \$'000	Carry Forwards \$'000	QBR1 Jul-Sep \$'000	QBR2 Oct-Dec \$'000	QBR3 Jan-Mar \$'000	Revised Budget 2020-21 \$'000	Projected Year End Result \$'000	Projected vs Revised Budget Variance	Variance Comment if > 10%
Cash & Investments										
UNRESTRICTED CASH	2,141	952	(0)	306	(70)	46	3,375	3,375	0%	
Externally Restricted Cash										
Specific Purpose Unexpended Loans	2,700	(339)		(257)			2,104	2,104	0%	
NIRW Grant from EPA	1,087						1,087	1,087	0%	
Developer Contributions	2,749	160				(1)	2,908	2,908	0%	
RMS Contributions	76						76	76	0%	
Specific Purpose Unexpended Grants	7,970	(4,841)	(96)	160	(1,356)	2,067	3,904	3,904	0%	
Domestic Waste Management	1,362	300					1,662	1,662	0%	
Other External Restrictions	63						63	63	0%	
TOTAL EXTERNAL RESTRICTIONS	16,007	(4,720)	(96)	(97)	(1,356)	2,066	11,804	11,804	0%	
Internally Restricted Cash										
Employee Leave Entitlement	4,053						4,053	4,053	0%	
Kolora Sinking Fund	398	(270)					128	128	0%	
Kolora M&R	327	205					532	532	0%	
Airport Capital Works	2,099	(903)		(50)	(202)	515	1,459	1,459	0%	
Fleet & Plant	885					740	1,625	1,625	0%	
PreSchool Upgrade	493	(480)				141	154	154	0%	
Natural Disaster Provision	500			200			700	700	0%	
Property Land Sale Proceeds	0			1,070	(30)	69	1,109	1,109	0%	
2019/20 Carry Forward Works	1,135	(45)	(1,090)				0	0	0%	
2020/21 Carry Forward Works						747	747	747	0%	
Other Waste Management					1,459	639	2,098	2,098	0%	
Other Internal Restrictions	129	490			95	100	814	814	0%	
TOTAL INTERNAL RESTRICTIONS	10,019	(1,003)	(1,090)	1,220	1,322	2,951	13,419	13,419	0%	
TOTAL INVESTMENTS & CASH	28,167	(4,771)	(1,186)	1,429	(104)	5,063	28,598	28,598	0%	



Quarterly Budget Review Statement

4. Cash & Investments

WATER FUND

	Opening Balance 2020-21 \$'000	Original Budget 2020-21 \$'000	Carry Forwards \$'000	QBR1 Jul-Sep \$'000	QBR2 Oct-Dec \$'000	QBR3 Jan-Mar \$'000	Revised Budget 2020-21 \$'000	Projected Year End Result \$'000	Projected vs Revised Budget Variance	Variance Comment if > 10%
Cash & Investments										
WATER FUND	22,317	(3,226)	(100)	(314)	291	477	19,445	19,445	0%	
Externally Restricted Cash										
Developer Contributions	2,277						2,277	2,277	0%	
Specific Purpose Unexpended Grants	0						0	0		
TOTAL EXTERNAL RESTRICTIONS	2,277	0	0	0	0	0	2,277	2,277	0%	
TOTAL INVESTMENTS & CASH	24,594	(3,226)	(100)	(314)	291	477	21,722	21,722	0%	

SEWER FUND

	Opening Balance 2020-21 \$'000	Original Budget 2020-21 \$'000	Carry Forwards \$'000	QBR1 Jul-Sep \$'000	QBR2 Oct-Dec \$'000	QBR3 Jan-Mar \$'000	Revised Budget 2020-21 \$'000	Projected Year End Result \$'000	Projected vs Revised Budget Variance	Variance Comment if > 10%
Cash & Investments										
SEWER FUND	16,182	843	0	(300)	(123)	191	16,792	16,792	0%	
Externally Restricted Cash										
Developer Contributions	1,740						1,740	1,740	0%	
Specific Purpose Unexpended Grants	0						0	0		
TOTAL EXTERNAL RESTRICTIONS	1,740	0	0	0	0	0	1,740	1,740	0%	
TOTAL INVESTMENTS & CASH	17,922	843	0	(300)	(123)	191	18,532	18,532	0%	



Quarterly Budget Review Statement

4. Cash & Investments

CONSOLIDATED

	Opening Balance 2020-21 \$'000	Original Budget 2020-21 \$'000	Carry Forwards \$'000	QBR1 Jul-Sep \$'000	QBR2 Oct-Dec \$'000	QBR3 Jan-Mar \$'000	Revised Budget 2020-21 \$'000	Projected Year End Result \$'000	Projected vs Revised Budget Variance	Variance Comment if > 10%
Cash & Investments										
UNRESTRICTED CASH	2,141	952	(0)	306	(70)	46	3,375	3,375	0%	
Externally Restricted Cash										
Specific Purpose Unexpended Loans	2,700	(339)	0	(257)	0	0	2,104	2,104	0%	
NIRW Grant from EPA	1,087	0	0	0	0	0	1,087	1,087	0%	
Developer Contributions	6,766	160	0	0	0	(1)	6,925	6,925	0%	
RMS Contributions	76	0	0	0	0	0	76	76	0%	
Specific Purpose Unexpended Grants	7,970	(4,841)	(96)	160	(1,356)	2,067	3,904	3,904	0%	
Domestic Waste Management	1,362	300	0	0	0	0	1,662	1,662	0%	
Other External Restrictions	63	0	0	0	0	0	63	63	0%	
Water Fund	22,317	(3,226)	(100)	(314)	291	477	19,445	19,445	0%	
Sewer Fund	16,182	843	0	(300)	(123)	191	16,792	16,792	0%	
TOTAL EXTERNAL RESTRICTIONS	58,523	(7,103)	(196)	(711)	(1,189)	2,734	52,059	52,059	0%	
Internally Restricted Cash										
Employee Leave Entitlement	4,053	0	0	0	0	0	4,053	4,053	0%	
Kolora Sinking Fund	398	(270)	0	0	0	0	128	128	0%	
Kolora M&R	327	205	0	0	0	0	532	532	0%	
Airport Capital Works	2,099	(903)	0	(50)	(202)	515	1,459	1,459	0%	
Fleet & Plant	885	0	0	0	0	740	1,625	1,625	0%	
PreSchool Upgrade	493	(480)	0	0	0	141	154	154	0%	
Natural Disaster Provision	500	0	0	200	0	0	700	700	0%	
Property Land Sale Proceeds	0	0	0	1,070	(30)	69	1,109	1,109	0%	
2019/20 Carry Forward Works	1,135	(45)	(1,090)	0	0	0	0	0		
2020/21 Carry Forward Works	0	0	0	0	0	747	747	747		
Other Waste Management	0	0	0	0	1,459	639	2,098	2,098	0%	
Other Internal Restrictions	129	490	0	0	95	100	814	814	0%	
TOTAL INTERNAL RESTRICTIONS	10,019	(1,003)	(1,090)	1,220	1,322	2,951	13,419	13,419	0%	
TOTAL INVESTMENTS & CASH	70,683	(7,154)	(1,286)	816	64	5,731	68,853	68,853	0%	



Quarterly Budget Review Statement

4. Cash & Investments

Cash & Investments Position

Statements

Investments

Investments have been invested in accordance with Council's Investment Policy.

Cash

The Cash at Bank figure included in the Cash & Investment Statement totals:
This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this bank reconciliation is:

79,693,325

31/03/2021



Quarterly Budget Review Statement

5. Key Performance Indicators

GENERAL FUND

Key Performance Indicators

1. Operating Performance Ratio

	Actual 2019-20	Original Budget 2020-21	Carry Forwards	QBR1 Jul-Sep	QBR2 Oct-Dec	QBR3 Jan-Mar	Revised Budget 2020-21	Comment
Net Operating Result from Income Statement	1,243	(1,456)	(1,597)	805	2,858	3,026	3,026	The improvement in this KPI relates to the net improvement in operating revenues and expenses of \$0.2m
Operating Revenue (excl. Capital Grants & Contributions)	54,060	54,770	55,066	56,222	58,069	57,832	57,832	

Benchmark: > 0%

Indicates Council's capacity to meet ongoing operating expenditure requirements.

2. Own Source Operating Revenue Ratio

	Actual 2019-20	Original Budget 2020-21	Carry Forwards	QBR1 Jul-Sep	QBR2 Oct-Dec	QBR3 Jan-Mar	Revised Budget 2020-21	Comment
Operating Revenue (excl. ALL Grants & Contributions)	41,051	41,615	41,615	41,098	41,943	41,928	41,928	The KPI has decreased slightly due to a change in revenue totals
Total Revenue (incl. Capital Grants & Cont)	61,831	70,838	69,191	70,555	68,908	68,950	68,950	

Benchmark: > 60%

Indicates the degree of reliance on external funding sources such as operating and capital grants and contributions received by Council.
Council has improved financial flexibility with a higher level of own source revenue.

3. Unrestricted Cash Expense Cover Ratio (Months)

	Actual 2019-20	Original Budget 2020-21	Carry Forwards	QBR1 Jul-Sep	QBR2 Oct-Dec	QBR3 Jan-Mar	Revised Budget 2020-21	Comment
Unrestricted Cash	2,141	3,093	3,093	3,399	3,329	3,329	3,375	There has been a small improvement in this KPI due to removal of expenditure from the capital program
Operating Expenditure (excl. Depreciation + non-cash adj's)	40,616	43,822	44,258	43,012	42,807	42,401	42,401	

Benchmark: > 3 Months

Indicates the number of months Council can continue paying for immediate expenses without additional cash inflow excluding restricted funds.

4. Debt Service Cover Ratio (Times x)

	Actual 2019-20	Original Budget 2020-21	Carry Forwards	QBR1 Jul-Sep	QBR2 Oct-Dec	QBR3 Jan-Mar	Revised Budget 2020-21	Comment
Operating Result before Interest & Dep. exp (EBITDA)	15,251	11,937	11,797	14,199	16,252	16,420	16,420	The improvement in this KPI relates to the improved operating result
Loan Repayments (Principal + Interest)	4,345	3,557	3,557	3,557	3,557	3,557	3,557	

Benchmark: > 2x

Measures the availability of operating cash to service debt including interest and principal payments.



WATER FUND

Quarterly Budget Review Statement

5. Key Performance Indicators

Key Performance Indicators

1. Operating Performance Ratio

Net Operating Result from Income Statement

Operating Revenue (excl. Capital Grants & Contributions)

	Actual 2019-20	Original Budget 2020-21	Carry Forwards	QBR1 Jul-Sep	QBR2 Oct-Dec	QBR3 Jan-Mar	Revised Budget 2020-21	Comment
	-41.78%	-5.54%	-5.54%	-5.63%	-5.35%	-3.62%	-3.62%	There is an improvement in this KPI due to the improvement in the operating result
	(4,083)	(621)	(621)	(621)	(601)	(399)	(399)	
	9,772	11,221	11,221	11,021	11,221	11,021	11,021	

Benchmark: > 0%

Indicates Council's capacity to meet ongoing operating expenditure requirements.

2. Own Source Operating Revenue Ratio

Operating Revenue (excl. ALL Grants & Contributions)

Total Revenue (incl. Capital Grants & Cont)

	66.59%	80.59%	80.59%	78.38%	88.60%	79.51%	79.51%	The KPI has deteriorated due to an increase in capital grant revenue
	8,288	11,133	11,133	10,933	11,133	10,933	10,933	
	12,447	13,813	13,813	13,949	12,564	13,750	13,750	

Benchmark: > 60%

Indicates the degree of reliance on external funding sources such as operating and capital grants and contributions received by Council.

Council has improved financial flexibility with a higher level of own source revenue.

3. Unrestricted Cash Expense Cover Ratio (Months)

Unrestricted Cash

Operating Expenditure (excl. Depreciation + non-cash adj's)

	25.2	27.2	27.1	26.6	27.1	28.5	29.2	The increase in this KPI relates to the increase in cash
	22,317	19,091	18,991	18,678	18,968	18,968	19,445	
	10,622	8,416	8,416	8,416	8,395	7,994	7,994	

Benchmark: > 3 Months

Indicates the number of months Council can continue paying for immediate expenses without additional cash inflow excluding restricted funds.

4. Debt Service Cover Ratio (Times x)

Operating Result before Interest & Dep. exp (EBITDA)

Loan Repayments (Principal + Interest)

	(1.10)	5.41	5.41	5.41	5.45	5.80	5.80	There is a small improvement in this KPI due to the improvement in the operating result
	(657)	3,118	3,118	3,118	3,139	3,340	3,340	
	595	576	576	576	576	576	576	

Benchmark: > 2x

Measures the availability of operating cash to service debt including interest and principal payments.



SEWER FUND

Quarterly Budget Review Statement

5. Key Performance Indicators

Key Performance Indicators

1. Operating Performance Ratio

Net Operating Result from Income Statement

Operating Revenue (excl. Capital Grants & Contributions)

	Actual 2019-20	Original Budget 2020-21	Carry Forwards	QBR1 Jul-Sep	QBR2 Oct-Dec	QBR3 Jan-Mar	Revised Budget 2020-21	Comment
	14.15%	-2.84%	-2.84%	-0.20%	-2.86%	-0.19%	-0.19%	There is an improvement in this KPI due to the improvement in the operating result
	1,018	(205)	(205)	(14)	(205)	(14)	(14)	
	7,195	7,224	7,224	7,224	7,179	7,548	7,548	

*Benchmark: > 0%**Indicates Council's capacity to meet ongoing operating expenditure requirements.*

2. Own Source Operating Revenue Ratio

Operating Revenue (excl. ALL Grants & Contributions)

Total Revenue (incl. Capital Grants & Cont)

	93.32%	98.84%	98.84%	98.84%	98.84%	98.89%	98.89%	The KPI has improved due to an increase in operating revenue
	7,195	7,140	7,140	7,140	7,095	7,465	7,465	
	7,710	7,224	7,224	7,224	7,179	7,548	7,548	

*Benchmark: > 60%**Indicates the degree of reliance on external funding sources such as operating and capital grants and contributions received by Council.**Council has improved financial flexibility with a higher level of own source revenue.*

3. Unrestricted Cash Expense Cover Ratio (Months)

Unrestricted Cash

Operating Expenditure (excl. Depreciation + non-cash adj's)

	48.3	39.4	39.4	38.7	38.8	37.5	37.9	There is minimal change to this KPI as a result of the budget review
	16,182	17,025	17,025	16,725	16,602	16,602	16,792	
	4,017	5,181	5,181	5,181	5,136	5,315	5,315	

*Benchmark: > 3 Months**Indicates the number of months Council can continue paying for immediate expenses without additional cash inflow excluding restricted funds.*

4. Debt Service Cover Ratio (Times x)

Operating Result before Interest & Dep. exp (EBITDA)

Loan Repayments (Principal + Interest)

	159	20,428	20,428	20,428	20,428	22,336	22,336	There is an improvement in this KPI due to the improvement in the operating result
	3,178	2,043	2,043	2,043	2,043	2,234	2,234	
	20	0	0	0	0	0	0	

*Benchmark: > 2x**Measures the availability of operating cash to service debt including interest and principal payments.*



CONSOLIDATED

Quarterly Budget Review Statement

5. Key Performance Indicators

Key Performance Indicators

1. Operating Performance Ratio

Net Operating Result from Income Statement

Operating Revenue (excl. Capital Grants & Contributions)

	Actual 2019-20	Original Budget 2020-21	Carry Forwards	QBR1 Jul-Sep	QBR2 Oct-Dec	QBR3 Jan-Mar	Revised Budget 2020-21	Comment
	-2.57%	-3.12%	-3.30%	0.23%	2.68%	3.42%	3.42%	There is an improvement in this KPI due to the improvement in the operating result
Net Operating Result from Income Statement	(1,822)	(2,283)	(2,423)	170	2,052	2,612	2,612	
Operating Revenue (excl. Capital Grants & Contributions)	71,027	73,214	73,510	74,467	76,469	76,401	76,401	

Benchmark: > 0%

Indicates Council's capacity to meet ongoing operating expenditure requirements.

2. Own Source Operating Revenue Ratio

Operating Revenue (excl. ALL Grants & Contributions)

Total Revenue (incl. Capital Grants & Cont)

	68.95%	65.18%	66.37%	64.51%	67.87%	66.84%	66.84%	The KPI has deteriorated due to an increase in capital grant revenue
Operating Revenue (excl. ALL Grants & Contributions)	56,534	59,888	59,888	59,171	60,171	60,325	60,325	
Total Revenue (incl. Capital Grants & Cont)	81,988	91,875	90,228	91,728	88,652	90,248	90,248	

Benchmark: > 60%

Indicates the degree of reliance on external funding sources such as operating and capital grants and contributions received by Council.

Council has improved financial flexibility with a higher level of own source revenue.

3. Unrestricted Cash Expense Cover Ratio (Months)

Unrestricted Cash

Operating Expenditure (excl. Depreciation + non-cash adj's)

	0.5	0.6	0.6	0.7	0.7	0.7	0.7	There has been a small improvement in this KPI due to removal of expenditure from the capital program
Unrestricted Cash	2,141	3,093	3,093	3,399	3,329	3,375	3,375	
Operating Expenditure (excl. Depreciation + non-cash adj's)	55,255	57,419	57,855	56,609	56,338	55,710	55,710	

Benchmark: > 3 Months

Indicates the number of months Council can continue paying for immediate expenses without additional cash inflow excluding restricted funds.

4. Debt Service Cover Ratio (Times x)

Operating Result before Interest & Dep. exp (EBITDA)

Loan Repayments (Principal + Interest)

	3.58	4.14	4.10	4.68	5.19	5.32	5.32	The improvement in this KPI relates to the improved operating result
Operating Result before Interest & Dep. exp (EBITDA)	17,772	17,098	16,958	19,360	21,433	21,993	21,993	
Loan Repayments (Principal + Interest)	4,960	4,133	4,133	4,133	4,133	4,133	4,133	

Benchmark: > 2x

Measures the availability of operating cash to service debt including interest and principal payments.



Quarterly Budget Review Statement

6. Contracts & Other Expenses

Contracts Listing

Contracts entered into since last quarterly review to end of quarter

Contract No	Contractor	Contract Detail & Purpose	Contract Value	Commencement Date	Duration of Contract	Budgeted (Y/N)
A2021/01	Reg Latter Electrical	Armidale Regional Landfill - Electrical Power Supply - 28.04.21 wait on decision	\$ 118,255.50	3/05/2021	31/12/2021	Y
A2021/02	Tobco (Bedrule)	Design & Construct Martins Gully Bridge Replacement 2020	\$ 680,500.00	1/07/2021	31/12/2021	Y
A2021/03	GHD	Kempsey Road Slope Analysis - TfNSW	\$ 220,900.00	1/05/2021		Y
A2021/04	Various	Panel for Kempsey Road Reconstruction Works - 2 yrs + 1yr option (NSW Bushfires AGRN 871, NSW Storms & Floods AGRN 898,936,843)	Schedule of Rates	1/05/2021	1/5/2023 with one year option to 1/5/2024	Y
A2021/06	Bell Environmental	Deliver of one Truck mounted Combination vacuum & jetting machine	\$ 385,000.00	1/05/2021	30/06/2021	Y
A2021/07	Dattner Group	Consultancy Review of Organisation	\$ 52,800.00	1/04/2021	31/10/2021	Y
A2021/09	Stabilcorp	Ebor Falls Segment 4055 Shoulder Widening Works	\$ 165,880.54	22/04/2021	7/05/2021	Y
A2021/11	Wixdeland Truck and Machinery (AACPK Investments)	Replacement of PN 2001.03 through Local Government Procurement –NPN413.		2/03/2012	30/06/2021	Y
A2021/12	First National	Appointment of Panel of Real Estate Agents to Sell Airside Business Park Lots	\$2,200.00 & 3.3% comm per lot	15/05/2021	30/6/2022 with one year option to	Y
A2021/13	Ground Stabilisation	Kempsey Road Restoration 'Big Hill' Slip	\$ 725,041.37	1/05/2021	30/6/2023	Y
A2021/15	BDO Services Pty Ltd	Internal Audit Consultancy for Armidale Council	\$ 102,960.00	1/05/2021	31/12/2021	Y
A2021/16	McArthur (NSW) P/L	Recruitment of Management Position to Armidale Council	\$ 44,000.00	15/04/2021	31/10/2021	Y
A2021/17	Local Government NSW	Recruitment Services for Executive Leadership Team – Armidale Council	\$ 42,000.00	15/04/2021	31/10/2021	Y
A2021/19	Gammer Group	SAN Replacement - 5 years check	\$ 166,911.54	15/04/2021	15/05/2021	Y

Consultancy & Legal Expenses

Expense	Expenditure YTD	Budgeted (Y/N)
Consultancies	\$ 1,505,972	Y
Legal Fees	\$ 224,212	Y

Definition of a consultant

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Local Government Remuneration Tribunal

Annual Report and
Determination

*Annual report and determination under sections
239 and 241 of the Local Government Act 1993*

23 April
2021

[NSW Remuneration Tribunals website](#)

Local Government Remuneration Tribunal

Contents

Executive Summary	2
Section 1 Introduction	3
Section 2 2020 Determination	3
Section 3 2021 Review	4
2021 Process	4
Categorisation	4
Conclusion	6
Section 4 2021 Determinations	7
Determination No. 1 - Allocation of councils into each of the categories as per section 239 of the LG Act effective from 1 July 2021	7
Table 1: General Purpose Councils - Metropolitan	7
Table 2: General Purpose Councils - Non-Metropolitan	8
Table 3: County Councils	9
Determination No. 2 - Fees for Councillors and Mayors as per section 241 of the LG Act effective from 1 July 2021	10
Table 4: Fees for General Purpose and County Councils	10
Appendices	11
Appendix 1 Criteria that apply to categories	11

Local Government Remuneration Tribunal

Executive Summary

The *Local Government Act 1993* (the LG Act) requires the Local Government Remuneration Tribunal (the Tribunal) to report to the Minister for Local Government by 1 May each year on its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

Categories

The Tribunal found the allocation of councils into the current categories appropriate. Criteria for each category is published in Appendix 1. These categories have not changed further to the extensive review undertaken as part of the 2020 review.

Fees

The Tribunal determined a 2 per cent increase in the minimum and maximum fees applicable to each category.

Local Government Remuneration Tribunal

Section 1 Introduction

1. Section 239 of the LG Act provides that the Tribunal determine the categories of councils and mayoral offices and to place each council and mayoral office into one of those categories.
2. Section 241 of the LG Act provides that the Tribunal determine the maximum and minimum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils for each of the categories determined under section 239.
3. Section 242A (1) of the LG Act, requires the Tribunal to give effect to the same policies on increases in remuneration as those of the Industrial Relations Commission.
4. However, the Tribunal can determine that a council be placed in another existing or a new category with a higher range of fees without breaching the Government's wage policy as per section 242A (3) of the LG Act.
5. The Tribunal's determinations take effect from 1 July in each year.

Section 2 2020 Determination

6. Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years.
7. The Tribunal undertook an extensive review of the categories and allocation of councils into each of those categories as part of the 2020 review.
8. Like the review undertaken in 2017, the Tribunal examined a range of statistical and demographic data and considered the submissions of councils, Local Government NSW (LGNSW) and Regional Cities NSW.
9. The Tribunal determined to retain a categorisation model which differentiates councils primarily based on their geographic location and the other factors including population, the sphere of the council's economic influence and the degree of regional servicing.
10. The categories of general purpose councils were determined as follows:

Metropolitan	Non-Metropolitan
<ul style="list-style-type: none"> • Principal CBD • Major CBD • Metropolitan Large • Metropolitan Medium • Metropolitan Small 	<ul style="list-style-type: none"> • Major Regional City • Major Strategic Area • Regional Strategic Area • Regional Centre • Regional Rural • Rural

11. Given the impact of the bushfires and the COVID-19 pandemic on the state and federal economies and wellbeing of communities, the Tribunal determined no increase in the minimum and maximum fees applicable to each existing category.
12. The Determination was made on 10 June 2020 in accordance with the Local Government (General) Amendment (COVID-19) Regulation 2020 which extended the

Local Government Remuneration Tribunal

time for making of the determination to no later than 1 July 2020.

13. On 10 August 2020 the Tribunal received a direction from the Minister for Local Government, the Hon Shelley Hancock MP, to review the categorisation of Bayside Council. The Tribunal found that Bayside met the criteria to be classified as Metropolitan Large – having both a resident and non-resident working population (minimum 50,000) exceeding 200,000.
14. The Tribunal's 2020 determination was amended by the special determination on 17 August 2020 for Bayside Council be re-categorised as Metropolitan Large for remuneration purposes with effect from 1 July 2020.

Section 3 2021 Review

2021 Process

15. The Tribunal wrote to all mayors or general managers and LGNSW in February 2021 to advise of the commencement of the 2021 review and invite submissions. This correspondence advised that the Tribunal completed an extensive review of categories in 2020 and as this is only required every three years, consideration would be next be given in 2023. Submissions received requesting to be moved into a different category as part of the 2021 review would only be considered were there was a strong, evidence-based case.
16. Eighteen submissions were received – seventeen from individual councils and a submission from LGNSW. It was not possible from some submissions to ascertain if they had been council endorsed. The Tribunal also met with the President and Chief Executive of LGNSW.
17. The Tribunal discussed the submissions at length with the assessors.
18. The Tribunal acknowledged difficulties imposed by COVID19 and, on some councils the bushfires and floods.
19. Submissions from councils in regional and remote locations that raised the unique challenges experienced by mayors and councillors which included difficulties with connectivity and the travel required in sometimes very difficult circumstances were also acknowledged.
20. A summary of the matters raised in the received submissions and the Tribunal's consideration of those matters is outlined below.

Categorisation

21. Nine council submissions requested recategorisation. Four of these requests sought the creation new categories.
22. The Tribunal found that the current categories and allocation of councils to these categories remained appropriate. The Tribunal's finding had regard to the 2020 review, the current category model and criteria and the evidence put forward in the received submissions.
23. A summary of the individual council submissions that sought recategorisation is below.

Metropolitan Large Councils

24. Blacktown City Council requested the creation of a new category of Metropolitan Large – Growth Area.
25. Penrith City Council requested the creation of a new category Metropolitan Large –

Local Government Remuneration Tribunal

Growth Centre.

26. Liverpool City Council requested recategorisation to Major CBD.
27. The Tribunal noted that an extensive review of the current category model was completed in 2020 and would be next considered in 2023. The Tribunal noted that the criteria required for recategorisation was not yet met and that current council allocations remained appropriate.

Metropolitan Small Councils

28. The City of Canada Bay sought recategorisation to Metropolitan Medium. The Tribunal noted that the criteria required for recategorisation was not yet met.

Major Regional City Councils

29. The City of Newcastle requested review and creation of a new category of "Gateway City" with comparable characteristics to the Major CBD category and a similar fee structure. The Tribunal noted that an extensive review of the current category model was completed in 2020 and would be next considered in 2023.

Regional Centre

30. Tweed Shire Council requested recategorisation to Regional Strategic Area. The Tribunal noted that the criteria required for recategorisation was not yet met.

Rural Councils

31. Federation Council requested recategorisation into a new category of Regional.
32. Narromine Shire Council sought recategorisation but did not specify a category for consideration.
33. Yass Valley Council sought recategorisation to Regional Rural.
34. The Tribunal noted that an extensive review of the current category model was completed in 2020 and would be next considered in 2023. The Tribunal noted that the criteria required for recategorisation was not yet met and that current council allocations remained appropriate.

Fees

35. The Tribunal determined a 2.0 per cent increase in the minimum and maximum fees applicable to each category. A summary of the matters the Tribunal considered when making this determination is outlined below.
36. Submissions that addressed fees sought an increase of 2.5 per cent or greater. These submissions raised similar issues to warrant an increase which included the significant workload, responsibilities, capabilities, duties and expanding nature of mayor and councillor roles. Some submissions also suggested that an increase in remuneration may assist in improving the diversity of potential candidates.
37. The 2021-22 rate peg for NSW Councils was set at 2.0 per cent by the Independent Pricing and Regulatory Tribunal (IPART). The rate peg is the maximum percentage amount by which a council may increase its general income for the year.
38. Employees under the *Local Government (State) Award 2020* will receive a 2.0 per cent increase in rates of pay from the first full pay period to commence on or after 1 July 2021.
39. Section 242A of the LG Act provides that when determining the fees payable in each of the categories, the Tribunal is required to give effect to the same policies on increases in remuneration as the Industrial Relations Commission is required to give effect to under section 146C of the *Industrial Relations Act 1996* (IR Act), when making or

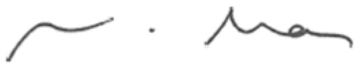
Local Government Remuneration Tribunal

varying awards or orders relating to the conditions of employment of public sector employees.

40. The current government policy on wages pursuant to section 146C(1)(a) of the IR Act is articulated in the *Industrial Relations (Public Sector Conditions of Employment) Regulation 2014* (IR Regulation 2014). The IR Regulation provides that public sector wages cannot increase by more than 2.5 per cent. As such, the Tribunal has discretion to determine an increase of up to 2.5 per cent.
41. On 31 March 2021, Premiers Memorandum M2021-09 issued the *NSW Public Sector Wages Policy 2021* reflecting the Government's decision to provide annual wage increases of up to 1.5 per cent. The IR Regulation has not been amended to reflect this position.

Conclusion

42. The Tribunal's determinations have been made with the assistance of Assessors Ms Kylie Yates and Mr Tim Hurst.
43. It is the expectation of the Tribunal that in the future all submissions have council endorsement.
44. Determination 1 outlines the allocation of councils into each of the categories as per section 239 of the LG Act.
45. Determination 2 outlines the maximum and minimum fees paid to councillors and mayors and members and chairpersons of county councils as per section 241 of the LG Act.



Viv May PSM

Local Government Remuneration Tribunal

Dated: 23 April 2021

Local Government Remuneration Tribunal

Section 4 2021 Determinations

Determination No. 1 - Allocation of councils into each of the categories as per section 239 of the LG Act effective from 1 July 2021

Table 1: General Purpose Councils - Metropolitan

Principal CBD (1)	Major CBD (1)
Sydney	Parramatta
Metropolitan Large (12)	Metropolitan Medium (8)
Bayside	Campbelltown
Blacktown	Camden
Canterbury-Bankstown	Georges River
Cumberland	Hornsby
Fairfield	Ku-ring-gai
Inner West	North Sydney
Liverpool	Randwick
Northern Beaches	Willoughby
Penrith	
Ryde	
Sutherland	
The Hills	
Metropolitan Small (8)	
Burwood	
Canada Bay	
Hunters Hill	
Lane Cove	
Mosman	
Strathfield	
Waverley	
Woollahra	

Local Government Remuneration Tribunal

Table 2: General Purpose Councils - Non-Metropolitan

Major Regional City (2)	Major Strategic Area (1)	Regional Strategic Area (1)
Newcastle	Central Coast	Lake Macquarie
Wollongong		

Regional Centre (24)		Regional Rural (13)	
Albury	Mid-Coast	Bega	
Armidale	Orange	Broken Hill	
Ballina	Port Macquarie-Hastings	Byron	
Bathurst	Port Stephens	Eurobodalla	
Blue Mountains	Queanbeyan-Palerang	Goulburn Mulwaree	
Cessnock	Shellharbour	Griffith	
Clarence Valley	Shoalhaven	Kempsey	
Coffs Harbour	Tamworth	Kiama	
Dubbo	Tweed	Lithgow	
Hawkesbury	Wagga Wagga	Mid-Western	
Lismore	Wingecarribee	Richmond Valley Council	
Maitland	Wollondilly	Singleton	
		Snowy Monaro	

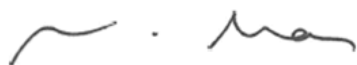
Rural (57)			
Balranald	Cootamundra-Gundagai	Junee	Oberon
Bellingen	Cowra	Kyogle	Parkes
Berrigan	Dungog	Lachlan	Snowy Valleys
Bland	Edward River	Leeton	Temora
Blayney	Federation	Liverpool Plains	Tenterfield
Bogan	Forbes	Lockhart	Upper Hunter
Bourke	Gilgandra	Moree Plains	Upper Lachlan
Brewarrina	Glen Innes Severn	Murray River	Uralla
Cabonne	Greater Hume	Murrumbidgee	Walcha
Carrathool	Gunnedah	Muswellbrook	Walgett
Central Darling	Gwydir	Nambucca	Warren
Cobar	Hay	Narrabri	Warrumbungle
Coolamon	Hilltops	Narrandera	Weddin
Coonamble	Inverell	Narromine	Wentworth

Local Government Remuneration Tribunal

Rural (57)	
	Yass

Table 3: County Councils

Water (4)	Other (6)
Central Tablelands	Castlereagh-Macquarie
Goldenfields Water	Central Murray
Riverina Water	Hawkesbury River
Rous	New England Tablelands
	Upper Hunter
	Upper Macquarie



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Local Government Remuneration Tribunal

Dated: 23 April 2021

Local Government Remuneration Tribunal

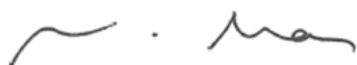
Determination No. 2 - Fees for Councillors and Mayors as per section 241 of the LG Act effective from 1 July 2021

The annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2021 as per section 241 of the *Local Government Act 1993* are determined as follows:

Table 4: Fees for General Purpose and County Councils

Category		Councillor/Member Annual Fee (\$) effective 1 July 2021		Mayor/Chairperson Additional Fee* (\$) effective 1 July 2021	
		Minimum	Maximum	Minimum	Maximum
General Purpose Councils - Metropolitan	Principal CBD	28,190	41,340	172,480	226,960
	Major CBD	18,800	34,820	39,940	112,520
	Metropolitan Large	18,800	31,020	39,940	90,370
	Metropolitan Medium	14,100	26,310	29,950	69,900
	Metropolitan Small	9,370	20,690	19,970	45,110
General Purpose Councils - Non-Metropolitan	Major Regional City	18,800	32,680	39,940	101,800
	Major Strategic Area	18,800	32,680	39,940	101,800
	Regional Strategic Area	18,800	31,020	39,940	90,370
	Regional Centre	14,100	24,810	29,330	61,280
	Regional Rural	9,370	20,690	19,970	45,140
	Rural	9,370	12,400	9,980	27,060
County Councils	Water	1,860	10,340	4,000	16,990
	Other	1,860	6,180	4,000	11,280

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



Viv May PSM

Local Government Remuneration Tribunal

Dated: 23 April 2021

Local Government Remuneration Tribunal

Appendices

Appendix 1 Criteria that apply to categories

Principal CBD

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

Major CBD

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety have been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.

Local Government Remuneration Tribunal

Metropolitan Large

Councils categorised as Metropolitan Large will typically have a minimum residential population of 200,000.

Councils may also be categorised as Metropolitan Large if their residential population combined with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- total operating revenue exceeding \$200M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

Metropolitan Medium

Councils categorised as Metropolitan Medium will typically have a minimum residential population of 100,000.

Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000

Other features may include:

- total operating revenue exceeding \$100M per annum
- services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- industrial, commercial and residential centres and development corridors
- high population growth.

The sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Large councils.

Local Government Remuneration Tribunal

Metropolitan Small

Councils categorised as Metropolitan Small will typically have a residential population less than 100,000.

Other features which distinguish them from other metropolitan councils include:

- total operating revenue less than \$150M per annum.

While these councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium councils the overall sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Medium councils.

Major Regional City

Newcastle City Council and Wollongong City Councils are categorised as Major Regional City. These councils:

- are metropolitan in nature with major residential, commercial and industrial areas
- typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development
- provide a full range of higher order services and activities along with arts, culture, recreation, sporting and entertainment facilities to service the wider community and broader region
- have significant transport and freight infrastructure servicing international markets, the capital city and regional areas
- have significant natural and man-made assets to support diverse economic activity, trade and future investment
- typically contain ventures which have a broader State and national focus which impact upon the operations of the council.

Major Strategic Area

Councils categorised as Major Strategic Area will have a minimum population of 300,000.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Currently, only Central Coast Council meets the criteria to be categorised as a Major Strategic Area. Its population, predicted population growth, and scale of the Council's operations warrant that it be differentiated from other non-metropolitan councils. Central Coast Council is also a

Local Government Remuneration Tribunal

significant contributor to the regional economy associated with proximity to and connections with Sydney and the Hunter Region.

Regional Strategic Area

Councils categorised as Regional Strategic Area are differentiated from councils in the Regional Centre category on the basis of their significant population and will typically have a residential population above 200,000.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Currently, only Lake Macquarie Council meets the criteria to be categorised as a Regional Strategic Area. Its population and overall scale of council operations will be greater than Regional Centre councils.

Regional Centre

Councils categorised as Regional Centre will typically have a minimum residential population of 40,000.

Other features may include:

- a large city or town providing a significant proportion of the region's housing and employment
- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$100M per annum
- the highest rates of population growth in regional NSW
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

Local Government Remuneration Tribunal

Regional Rural

Councils categorised as Regional Rural will typically have a minimum residential population of 20,000.

Other features may include:

- a large urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages
- health services, tertiary education services and regional airports which service a regional community
- a broad range of industries including agricultural, educational, health, professional, government and retail services
- large visitor numbers to established tourism ventures and events.

Councils in the category of Regional Rural provide a degree of regional servicing below that of a Regional Centre.

Rural

Councils categorised as Rural will typically have a residential population less than 20,000.

Other features may include:

- one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- a limited range of services, facilities and employment opportunities compared to Regional Rural councils
- local economies based on agricultural/resource industries.

County Councils - Water

County councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems.

County Councils - Other

County councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the *Biosecurity Act 2015*.



Armidale City Gymnastics Club
124 Kentucky St
Armidale NSW 2350
Ph 67712376
armidalecitygym@bigpond.com

19th April 2021

Dear Armidale Regional Council,

Armidale City Gymnastics Club is in the final stages of completing the new extension to our current facility, and is seeking the support of Council.

The new facility will enable the Gymnastics Centre to run State and Regional Competitions, drawing a large number of competitors and their families into Armidale for the duration of these competitions. It will also enable us to expand our current offerings to the local community, and add additional programs such as Ninja Gym.

We require a Bank Guarantee from the Council to enable us to proceed with a loan from the Regional Australia Bank, which has been conditionally approved pending the Council Guarantee.

The loan details are as follows:

- Loan Amount \$150000
- Interest Rate 6.02%
- Term 5 Years
- Principle and Interest Depreciating

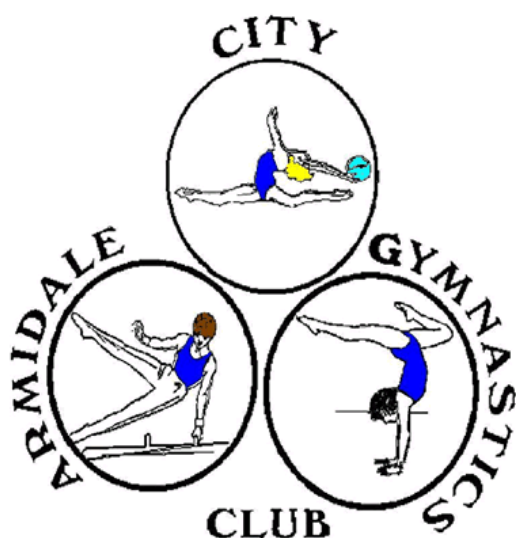
The loan is being used to fund the required equipment to complete setting up the gymnastics centre in preparation for major competitions.

The Club is in a strong financial position, and Council's valuable support with this matter will ensure we are able to grow even further, and provide more opportunities to the local community.

If you require any further information, please don't hesitate to contact me on 0413347761.

Kind Regards,

Jocelyn Reynolds
Bookkeeper
Armidale City Gymnastics Club



Armidale City Gymnastics Club
124 Kentucky St
Armidale NSW 2350
Ph 02 67712376
ABN: 63 327 677 448

Armidale City Gymnastics Club

Business Plan

Prepared: 22nd April 2021

Contents

Business Plan Summary	2
The Business	3
The Market	3
The Future	3
The Finances	4
The Business	4
Business details	4
Registration details	4
Business premises	5
Management	5
Key personnel	5
Products/services	6
Innovation	7
Insurance	7
Risk management	7
The Market	8
Market research	8
COVID-19 Impact	8
Your customers	8
S.W.O.T. analysis	9
Your competitors	9
Advertising & sales	9
The Future	10
Goals/objectives	10
Country Championships Information	10
The Finances	11
Key objectives & financial review	12
Assumptions	12
Profit and loss forecast	13

Business Plan Summary

The Armidale City Gymnastics Club is a not-for-profit sporting club that provides gymnastics and associated activities to improve the health and well-being of the community. The priority is on participation and personal growth so the club is committed to maintaining a strong volunteer base and affordable access to a wide variety of activities.

Construction of the current facility was completed in 2009 and the 24m x 36m building allowed the club to relocate from small premises with Armidale High School and significantly expand the range of activities and availability to the community. In 2015 the club recognised there was increasing demand for gymnastics related activities including team gym, rock climbing, trampolining and occupational therapy. These activities have been introduced over the past few years, and have all proved very popular. However the limited size of the building created timetabling issues, exhausted all storage options and created increased coaching setup time and effort.

Construction of the New England Movement & Adventure Centre will create a facility unique to regional Australia and enable the club to significantly expand regular activities and to host large competitions and events. The nearest similar centre comprising this large range of activities with suitable facilities is in Sydney, over 500km away.

The stadium is costed at approximately \$1.5 Million and will create permanent infrastructure for the following activities:

- Mens & Womens Artistic Gymnastics
- Rhythmic Gymnastics
- Trampolining
- Parkour (Free-G)/Ninja Gym
- KinderGym
- Rock Climbing / Bouldering
- Recreation Gymnastics

The Centre will meet current International Federation of Gymnastics (FIG) requirements for Rhythmic gymnastics and trampolining competitions. This will enable the club to host State sanctioned competitions and international teams. This includes the NSW Country Championships for three consecutive years 2021 - 2024 which Gymnastics NSW has scheduled into their competition timetable.

Despite the challenges that have had to be overcome due to the COVID-19 pandemic, gymnastics in Armidale is continuing to thrive and gain increasing interest from the local community.

The Business

Business name: Armidale City Gymnastics Club

Business structure: Incorporated Association

ABN: 63 327 677 448

Business location: 124 Kentucky St Armidale NSW 2350

Date established: 1995

The Market

Target market:

The programs conducted at Armidale City Gymnastics Club appeal to a wide and varied number of participants, from young pre-school children for our Kindergym program, through to high schoolers and adults for our Adult Recreational Classes. With the extensive range of programs already on offer, and the introduction of new programs in the near future, the demand for our services is increasing year on year.

Marketing strategy:

The club's focus on affordability and accessibility of gymnastics activities to the community has resulted in a high level of satisfaction with community members and subsequently very good word-of-mouth promotion of the centre.

More than half our new members were referred to us by current or past users of the centre. The school programs that most of the local primary schools participate in with us have also assisted with many new school age students eagerly wanting to be more involved with gymnastics.

Membership growth has averaged 8% per year for 2014-2016 with zero expenditure on general advertising.

The Future

Goals/objectives:

- To complete the current facility extension, including the required equipment, to enable us to host sanctioned state wide competitions
- Increase tourism dollars being spent in Armidale by hosting the NSW Country Championships for the next three years.
- Be able to provide a state of the art facility and a wide range of programs that appeal to the local community.

- Promote gymnastics as an inclusive sport that will teach resilience, discipline, co-ordination, develop confidence, improve health and wellbeing, and have fun in the process.

The Finances

Due to our dedicated volunteers Armidale City Gymnastics Club is in a strong financial position which will allow us to expand the current options on offer to the community.

Despite the impact of COVID-19 in 2020, where the Club was forced to shut down for several months, our end of year profit increased by 25% on the previous year.

The Community Grant the Club received has paid for the construction of the new extension to the current facility, with the club so far contributing approximately \$250,000 of our own funds towards the completion and fit out of the building.

Currently the club requires a loan of \$150,000 to complete the equipment purchases required for the hosting of state-wide competitions. Due to the growth of the Club, and the additional income expected over the competition period's, we anticipate having this loan paid in full within three years.

The Business

Business details

Products/services: The club provides gymnastics and related activities to the Northern Tablelands area with most of the users being from the Armidale district but includes Walcha, Tamworth, Uralla, Guyra and Wollomombi communities. The club works directly with the community but also partners with most schools in the region to provide movements curriculum to students. Most schools within the Armidale district are currently using our facility and coaching staff.

A partnership with Hunter New England Health has also resulted in us providing coaches to improve motor skills with Occupational Therapy services and demand for these services has greatly increased since the introduction of the National Disability Insurance Scheme (NDIS).

Registration details

Business name: Armidale City Gymnastics Club

Date registered: 1999

Location(s) registered: NSW

Business structure: Incorporated Association

ABN: 63 327 677 448

GST: The club was registered for GST in 2005, and submits monthly BAS statements

Business premises

Business location: The Armidale City Gymnastics Club is located at 4 / 124-132 Kentucky Street Armidale and is part of the Moran Fields sporting precinct. The land is owned by NSW Department of Lands and is under the stewardship of Armidale Regional Council. The lease was signed in 2009 and is currently valid until 2025.

Management

Details of management: The Armidale City Gymnastics Club is an incorporated not-for-profit sporting club and was formed in November 1995. The club has a voluntary management executive committee and most of the senior coaches volunteer their time.

The members of the Club Executive Committee bring with them a wealth of experience in the field of gymnastics, and are passionate in moving gymnastics forward within the region and the greater community.

Key personnel

Current staff

There is currently one casual book-keeper employed by the club, and several paid coaches to assist with the running of various groups.

Most staff of the club are volunteers with senior coaches, office and kiosk personnel volunteering their time. All coaching and judging staff have their professional registration fees reimbursed by the club as recognition of their contribution and support. All staff over 18 years of age undergo Working With Children Checks and these are reviewed annually.

The club encourages the growth of competitive gymnasts with a junior coach development program. Junior gymnasts are engaged as demonstrators with recreation groups. Each junior coach is given training and once sufficient hours are attained they are accredited and given small coaching responsibilities under the supervision of a senior coach. Junior coaches are paid a small nominal allowance to encourage them to develop within the sport. Many of our junior coaches continue to contribute to the sport and there are several ex-club gymnasts who now hold key coaching positions in other clubs throughout the state.

Construction of the extended facility will expand the junior coach development program to include parkour (free-g), Ninja gym, climbing and trampolining disciplines.

Products/services

The following table shows the current sessions that are offered on a weekly basis:

Product/Service	Description	Price
Kindergym	Specifically designed program to develop confidence and co-ordination for preschoolers	\$10 per child per session
Recreational Gymnastics	Several sessions run throughout the week, from primary school through to adults	\$8 per child per session
WAG, MAG and Rythmic Levels	Competition programs for Womens Artistic, Mens Artistic and Rythmic Gymnastics	\$5 per hour
Strength & Conditioning	Developed to specifically worth on strengthening for competition or recreational gymnasts	\$5 per hour
Team Gym	Focuses on Team based competition gymnastics	\$5 per hour
Trampolining	Recreational Trampoline session	\$6 per hour
OT	Occupational Therapy Sessions offered in partnership with Hunter New England Health	\$10 per session
School Groups	School group sessions	Varies on group size - \$5-\$10 per student per session

Other income:

- Running competitions, which will include the NSW Country Championships for the next 3 years.
- Sales of food and drinks through the Club Canteen

Anticipated demand: All Recreational sessions are currently at full capacity (100 participants per session). With the facility expansion and gradual relaxation of COVID-19 maximum numbers, it is likely all sessions will attract further participation.

Value to customer: Armidale City Gymnastics aims to offer accessibility and affordability to all families in the local community. Any families with more than two children attending sessions at the facility are only required to pay for the first two participants, with sessions provided to the third and subsequent children free of charge. This is one way we attempt to eliminate cost barriers to families with multiple children, so they all have the opportunity to be involved in the sport.

Growth potential: Due to the expanded facilities and additional programs we can offer, the Club is in an ideal position to embrace the current growth potential. We are expecting an increase in the number of registered gymnasts, and also the number of participants in numerous sessions.

The income of the club will be significantly increased with the running of the Country Championships in June.

Innovation

Research & development (R&D)/innovation activities

- Our wide range of programs already on offer has lead to the Club being asked by Gymnastics NSW to run a new pilot program, aimed at building the relationship between fathers and daughters by attending gymnastics sessions together.
- Part of the fit out of the new building will include a Ninja Gym circuit, the only one of it's kind in Northern NSW. With the increased interest in Ninja activities right across Australia, this is a huge opportunity to reach a broader range of potential participants of all ages.

Insurance/Legal & Risk Management Plan

The club has a model set of rules which governs club operation and all executive meetings have an agenda, are open to any club member to attend, and all minutes are distributed to members and displayed within the centre.

Workers compensation: Workers Compensation Insurance is held with iCare, policy number 122281701

Public liability insurance: Public Liability Insurance of \$20,000,000 is held with Marsh Advantage Insurance, along with Professional Indemnity Insurance of \$10,000,000. Policy number PMEL99/011560

Product liability: Product Liability Insurance of \$20,000,000 is held with Marsh Advantage Insurance, Policy MECAS17431383

Gymnasts are personally insured through Gymnastics Australia (underwritten by Jardine) upon completion of registration. Gymnasts and coaches are instructed in reducing the risk of injury. First aid kits are available on site and all senior coaches have first aid qualifications. Equipment is inspected regularly for integrity and safety before use. A comprehensive inspection is conducted annually and submitted to Gymnastics NSW as a prerequisite to club registration.

Business assets: The assets of the club are insured at replacement cost with local insurance company Northern Tablelands Insurance Brokers: Policy 123A585848BPK. A club sub-committee ensures that equipment and assets are maintained in good condition and replaced when appropriate.

Technology (Software): Vend Software is used to process Point of Sale transactions, including gymnast sessions and canteen sales. This is linked to Xero Accounting Software, where all business records are maintained. BAS statements are submitted electronically on a monthly basis using Xero.

Memberships & affiliations: The Armidale City Gymnastics Club is affiliated with Gymnastics NSW and Gymnastics Australia.

The Armidale City Gymnastics Club is registered as a not for profit organisation with Incorporation No: Y2294712. Reports are submitted annually to the NSW Department of Fair Trading and comprise a copy of Annual General Meeting minutes and details of the club executive. Growth in the organisation means the club will meet Department of Fair Trading reporting thresholds for income and asset value this year and so will have a requirement to have accounts audited annually.

The Market

Market research

Armidale City Gymnastics offers a wide range of services to the region. A list of activities and the location of the nearest equivalent facility is detailed in the following table

List of current services and nearest equivalent facility

Activity	Location of nearest equivalent facility (distance)
Men's Gymnastics	Woolgoolga (230km)
Women's Gymnastics	Tamworth (105km)
Rhythmic Gymnastics	Brisbane (500km)
KinderGym	Coffs Harbour (200km)
Trampolining	Inverell (130km)
Rock Climbing / Bouldering	Armidale (5km)
Sensory Gym	Newcastle (400km)
Rebound Therapy	Newcastle (400km)

Your customers

Customer demographics

The club currently has 450 gymnasts registered with Gymnastics Australia with around 85 of those participating in formal competitive gymnastics. The balance of 365 are recreational users who attend to have fun, and develop strength, flexibility and balance.

The club has already achieved the NSW Gymnastics 2030 targets for sport per capita participation rates.

Gymnastics activities are very locality sensitive so we have no competitors with these activities with the nearest club being in Tamworth and they only offer the Women's Gymnastics discipline.

S.W.O.T. analysis

Strengths	Weaknesses
<ul style="list-style-type: none"> - High level of Interest from the local community in programs offered - Good volunteer base to support club activities and keep costs down - Excellent coach training program 	<ul style="list-style-type: none"> - High level of dependency on a small number of key volunteers. The Club is planning to address this issue by systemising and documenting processes, to enable the recruitment of suitably qualified personnel when required.
Opportunities	Threats
<ul style="list-style-type: none"> - With the completion of the new facility, the opportunity to host sanctioned State and Regional competitions - The addition of further programs that have not been offered previously, such as Ninja Gym 	<ul style="list-style-type: none"> - A considered risk is if the club was to become unviable through a shortage of volunteers or catastrophic circumstances. In this scenario, the club would sell off all equipment assets to other gymnastics clubs and then gift the building to the Armidale Regional Council for community use. This strategy is documented in auditors reports and club documentation.

Competitors

Gymnastics activities are very locality sensitive so we have no competitors with these activities, with the nearest club being in Tamworth - however they only offer the Women's Gymnastics discipline.

While it is recognised that we have no competitors for most of our services and could charge a premium rate to users, the club has a strong focus on access and affordability to all so most users of the facility only pay \$8.00 per 1.5 hour session. This allows the most disadvantaged members of the community to access high quality coaching and well maintained and safe facilities.

Advertising & sales

Advertising & promotional strategy

The club's focus on affordability and accessibility of gymnastics activities to the communities has resulted in a high level of satisfaction with community members and

subsequently very good word-of-mouth promotion of the centre. More than half our new members were referred to us by current or past users of the centre. Membership growth has averaged 8% per year for 2014-2016 with zero expenditure on general advertising.

The second method of promoting the club and activities is partnering with schools. The club partners with most schools across the region and many are regular users of the centre. Students attending the centre with schools for general sporting or gymnastics specific activities are exposed to a wide range of activities. Students are encouraged to attend general recreational sessions to develop further skills. There has been a noticeable uptake of children into After School Sport.

As part of the club's strategy of access and affordability to all there is a policy that only the first two members of a family unit pay for a session with the third and subsequent family members being free to encourage participation. This encourages whole families to use the centre as there are sufficient varied activities to appeal to everyone and attendance by the several family members is affordable.

A problem of the existing facility is that space is limited and generally only two activities can occur simultaneously and timetabling is complicated. This requires families using the centre to make multiple visits to centre to attend different sessions - an inconvenience that results in results in lost opportunities for the club. Construction of the stadium will enable concurrent activities to occur as each activity will have a dedicated space and so it is anticipated that family usage will increase as multiple activities will be available at any one time.

The Future

Goals/objectives

- Completion of the New England Movement and Adventure Centre, including equipment fit out required for the successful running of Country Championships
- Inclusion of additional programs such as Ninja Gym
- Hosting of the Country Championships from the 26th - 30th June 2021. Further information regarding the event and the economic benefits to the Armidale Community of hosting this event are outlined below.

***Based on 2018-2019 event information**

NSW Country Championships	
6 disciplines/sports	Acrobatic Gymnastics, Men's Gymnastics, Rhythmic Gymnastics, TeamGym, Trampoline Gymnastics, Women's Gymnastics
Total Participants (approx..)	
Sport	Athlete Participants

Acrobatic Gymnastics	60
Men's Artistic Gymnastics	100
Rhythmic Gymnastics	100
Trampoline Gymnastics	80
Women's Artistic Gymnastics	850
Team Gym	200
Total Athlete Participants	1390
Officials (Coach, Judge, Other)	350-400
Total Event Participants	1700-1800
Total Spectators (approx..)	
Spectators	Unique Individuals
Adults	2000-2800
Children (5 - 12 years)	500-600
Total	2500-3400
Clubs	
Participating Clubs	55
Clubs within Armidale local government area	Armidale City Gymnastics Club

Additional clubs across NSW are eligible.

The latest economic impact figures for year ending December 2019 that have come through from Tourism Research Australia:

The national average spend of a domestic overnight tourist whose purpose of travel is to either compete in or spectate at a **Sporting Event** is now **\$269 per person per night**. This is compared with other forms of tourism including 'Other Holiday' (\$216 per person per night) and 'Business' (\$237 per person per night).

In terms of total average spend per trip, a domestic overnight tourist whose purpose of travel is to either compete in or spectate at a **Sporting Event** will spend **\$766 per person per trip**.

In very general terms as a rough guide only, the calculation for economic impact used by many councils is:

If the event has:

- 1000 competitors/officials and 90% from outside the host local Government Area
- 3 days of competition/3 night average stay
- Average Accompanying Partner ratio of **1.3:1** (1.3 accompanying partners for every competitor/official is a standard avg used for reporting but this can be very different depending on the type of sport and age of participants)

Based on the Country Championships the rough estimate is:

1700 competitors/officials x 90% from outside host LGA x (1 competitor + 1.3 accompanying partners) x 3 days/nights x \$269 = **\$2,839,833 direct spend.**

Additional club fundraising activities can be coordinated around the event.

The Finances

Key objectives & financial review

Financial objectives

Our current financial objectives are to obtain the required funds to complete the new facility. Upon completion we are expecting to generate a substantial increase in revenue, which will enable us to pay the loan back in a short timeframe.

Moving forward the Club will continue to offer a varied range of activities for the local community, with all profit made being injected back into the running of the club and associated activities.

Finance required

The Community Grant the Club received has paid for the construction of the new extension to the current facility, with the club so far contributing approximately \$250,000 of our own funds towards the completion and fit out of the building.

Currently the club requires a loan of \$150,000 to complete the equipment purchases required for the hosting of state-wide competitions. Due to the growth of the Club, and the additional income expected over the competition period's, we anticipate having this loan paid in full within three years.

Assumptions

The financial tables on the subsequent pages are based on the assumptions listed below:

- Anticipated additional income from the hosting of Country Championships in the vicinity of \$50,000
- Increase of 20% in the number of session participants
- Re-opening of the Canteen Facilities and the sale of food and drinks

Profit and loss forecast

Profit and Loss			
Armidale City Gymnastics Club			
1 January 2021 to 31 December 2021			
	31 Dec 21	31 Dec 20	31 Dec 19
Income			
Interest Income	\$1,000.00	\$2,438.23	\$4,513.03
Other Revenue	\$2,800.70	\$27,451.66	\$9,361.61
Sales	\$260,000.00	\$129,736.96	\$186,951.68
Sales - Canteen	\$20,000.00	\$2,668.58	\$12,588.11
Total Income	\$283,800.70	\$162,295.43	\$213,414.43
Gross Profit	\$283,800.70	\$162,295.43	\$213,414.43
Less Operating Expenses			
Advertising	\$0.00	\$0.00	\$7.64
Bank Fees	\$10.01	\$1.39	\$4.44
Building Expenses	\$0.00	\$296.45	\$3,887.45
Canteen Expenses	\$10,000.00	\$1,437.01	\$6,691.12
Catering	\$0.00	\$0.00	\$122.44
Cleaning	\$3,500.00	\$3,693.41	\$2,585.13
Coaches	\$25,000.00	\$19,620.00	\$39,085.00
Competition Entries	\$18,000.00	\$0.00	\$16,483.63
Competition Expenses	\$20,000.00	\$234.29	\$4,874.32
Discounts	\$14.54	\$54.57	\$56.82
Freight & Courier	\$200.00	\$20.00	\$391.99
General Expenses	\$650.00	\$378.11	\$1,119.16
Insurance	\$7,500.00	\$4,834.56	\$6,250.89
Licence and Affiliation Fees	\$1,850.00	\$1,821.26	\$1,344.83
Light, Power, Heating	\$8,000.00	\$4,041.56	\$5,778.70
Memberships and Training	\$5,500.00	\$1,824.66	\$5,049.31
Office Expenses	\$150.00	\$0.00	\$63.35
Printing & Stationery	\$2,500.00	\$1,477.19	\$1,901.81
Registration Fees for Gymnasts	\$22,758.78	\$10,343.98	\$19,285.44
Rent	\$255.75	\$0.00	\$0.00
Repairs and Maintenance	\$1,699.60	\$254.70	\$756.18
Rounding	\$0.00	\$0.01	\$0.12
Security	\$2,000.00	\$1,983.64	\$1,035.82
Software	\$2,500.00	\$2,292.44	\$2,191.15
Store Credit Redemption	\$2,573.80	\$5,588.54	-\$1,081.12
Superannuation	\$3,500.00	\$2,093.51	\$598.49
Telephone & Internet	\$1,300.00	\$1,222.79	\$1,251.50
Till Payment Discrepancies	\$0.00	-\$138.50	-\$171.60

Traineeship	\$0.00	-\$1,444.96	\$18,125.70
Travel - National	\$4,000.00	\$367.36	\$4,066.82
Uniforms	\$0.00	\$133.64	\$523.36
Uniforms for Gymnasts	\$5,709.90	\$1,537.28	\$9,839.80
Wages and Salaries	\$37,000.00	\$30,760.08	\$7,410.00
Total Operating Expenses	\$186,172.38	\$94,728.97	\$159,529.69
Net Profit	\$97,628.32	\$67,566.46	\$53,884.74

TRIM: AINT/2018/21408

Procurement Policy

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

CONTENTS

1. PURPOSE	3
2. APPLICATION	3
3. POLICY INTENT	3
4. COMMUNITY STRATEGIC PLAN OBJECTIVES	3
5. POLICY	4
5.1. PROCUREMENT PRINCIPLES	4
5.1.1. Value for Money	4
5.1.2. Open and Fair Competition	4
5.1.3. Development of Competitive Local Business and Industry	5
5.1.4. Accountability	5
5.1.5. Risk Management	5
5.1.6. Responsible Financial Management	5
5.1.7. Ethical Behaviour, Probity and Transparency	6
5.1.8. Environmental Protection	6
5.2. PROCUREMENT CONTROLS	7
5.2.1. Procurement Standards	7
5.2.2. Procurement Methods	7
5.2.3. Purchase Orders	8
5.2.4. Supplier Payments	8
5.3. PROCUREMENT THRESHOLDS AND AUTHORISATION	8
5.3.1. Centralised Procurement	8
5.3.2. Purchasing and Quotation Requirements	9
5.3.3. Procurement Exemptions	10
5.4. LOCAL AND COMMUNITY COMMITMENT	12
5.4.1. Local and Community Preference	12
5.4.2. Indigenous Procurement	13

5.5.	EVALUATION CRITERIA	13
5.6.	CONTRACT MANAGEMENT	14
5.6.1.	Management of Risk	14
5.6.2.	Supply by Contract	14
5.6.3.	Contract Terms	15
5.6.4.	Dispute Resolution	15
5.6.5.	Contractor Management	15
5.6.6.	Contract Variations	15
5.7.	ASSET DISPOSAL	15
5.8.	POLICY BREACHES	16
6.	LEGISLATIVE REQUIREMENTS	16
7.	REVIEW	17
8.	REPORTING	17
9.	RESPONSIBLE OFFICER	17
10.	ROLES AND RESPONSIBILITIES	17
11.	RELATED PROCEDURES	18
	APPENDIX A – DEFINITIONS	19

1. PURPOSE

Council aims to achieve value for money and quality outcomes in the acquisition of goods and services including consideration of whole-of-life costs, long-term planning and efficiency.

The purpose of this policy is to define procurement principles and set out the standard by which Council will conduct its procurement activities to ensure value for money, efficiency, ethics and fair dealing are maintained in the procurement of goods and services.

2. APPLICATION

This policy applies to all procurement activities including purchasing, purchase cards, tendering, contract management, payments and asset disposal.

The policy is applicable to Councillors, Council employees and temporary staff, contractors and consultants while engaged by the Council.

It is the responsibility of all staff involved in the procurement of goods and services for and on behalf of Council to ensure they comply with this policy and related policies and procedures, including the Code of Conduct and Statement of Business Ethics.

3. POLICY INTENT

The main objectives of this policy are to set out principles that will:

- a) Outline standard procurement practices to be used within Council and the obligations of Council officers with delegated authority to purchase or dispose of goods and services of any value or type on behalf of Council;
- b) Provide guidance to allow consistency and control over procurement activities and effective management of outgoing expenditure with contracted third parties;
- c) Provide guidance to the application of best practice, compliance and continuous improvement in Council procurement and increase probity and transparency when purchasing goods and services;
- d) Ensure Council complies with legislative requirements under Section 55 of the *Local Government Act 1993* (the Act) and Part 7 of the *Local Government (General) Regulation 2005* (the Regulation); and
- e) Ensure that all contracts are established following a process that complies with the *Tendering Guidelines for NSW Local Government 2009*.

This policy and supporting procedures comply with the requirements contained in the Act and Regulation. Furthermore, the Procurement Policy is based on the underlying principles outlined in Council's Code of Conduct and Statement of Business Ethics.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

The Community Strategic Plan 2017-2027 reflects the community's input and aspirations for how the Armidale Region can best continue to grow and prosper. It also presents strategies on how Council can effectively balance its economic, environmental, and social aspirations to improve overall community well-being, foster creativity and innovation, build communities, and create opportunities.

The Delivery Program and Operational Plan align with the Community Strategic Plan to ensure consistency in strategic planning and delivery of services and infrastructure.

The main supporting strategies related to procurement in the Delivery Program are:

Growth, Prosperity & Economic Development

Economic Development: Economic development is supported through new initiatives, innovation and additional resources to assist growth of business and industry

Leadership for the Region

Fiscal Responsibility: Council exceeds community expectations when managing its budget and operations

Organisational Health: Council demonstrates sound organisational health and has a culture which promotes action, accountability and transparency

5. POLICY

5.1. PROCUREMENT PRINCIPLES

The fundamental best practice principles that should be applied to every procurement, irrespective of the value and complexity of that procurement, are:

- value for money;
- open and fair competition;
- development of competitive local business and industry;
- accountability;
- risk management;
- responsible financial management;
- ethical behaviour, probity and transparency; and
- environmental protection.

5.1.1. Value for Money

Council must utilise its purchasing power to achieve the best value for money. The concept of value is not restricted to price alone and may not necessarily favour the lowest price.

Value for money is defined as the optimum combination of quality, quantity, risk, timeliness and cost on a whole-of-contract and whole-of-asset-life basis.

The concept of value for money involves taking into account both costs and non-cost factors including:

- fitness for purpose, quality, service and support;
- whole of life costs including transaction costs associated with acquisition, use, maintenance and disposal, and administration costs;
- the contribution to the advancement of Council's priorities;
- limiting the risk exposure via effective risk management practices; and
- considering the value of any associated environmental benefits.

5.1.2. Open and Fair Competition

Council will treat all prospective suppliers in an open and transparent manner with the same access to information about the procurement to enable them to submit prices/quotations/tenders on the same

basis. Councils will adequately test the market in a consistent manner without any bias, or perception of bias, so that potential suppliers and the public have confidence in the outcome.

Council will design its procurement processes to allow suppliers to have a real opportunity to do business with Council and encourage competition among suppliers by inviting suppliers to quote or tender in order to provide value for money offerings.

5.1.3. Development of Competitive Local Business and Industry

Council encourages the development of competitive local businesses within the region. Council will enhance the capabilities of local business and industries through:

- Application of Local and Community Preference in procurement evaluation processes as outlined in section 5.4 of this policy;
- Actively seeking out potential local suppliers;
- Encouraging prime contractors to give local suppliers every opportunity, as partners or subcontractors, to participate in major projects;
- Ensuring that the principles of open and effective competition are applied and equal treatment is given to local offers, when being compared with other offers, on the basis of fair and equitable behaviour; and
- Ensuring that payments are prompt and in accordance with the agreed terms of contract.

5.1.4. Accountability

Council officers are responsible for the actions and decisions they take in relation to procurement and for the resulting outcomes. Staff are answerable for such activities through established lines of accountability and delegation, and ultimately to the General Manager. Council officers must also ensure they provide adequate and reliable advice to the elected council to allow it to make sound decisions on procurement matters.

Council officers must operate within their financial delegations in all procurement activities. To manage risks of unauthorised spending, financial delegations may be limited by maximum purchase value and type of goods or services.

5.1.5. Risk Management

All procurement carries some level of risk. Risk management is to be appropriately applied at all stages of procurement activities. Procurement at all levels will be properly planned and carried out in a manner that will protect and enhance Council's capability to prevent, withstand and recover from interruption to the supply of goods, services and works as defined in Council's Risk Management Policy and associated procedures.

5.1.6. Responsible Financial Management

Council officers must have consideration of the approved budget when undertaking procurement and must ensure that adequate funds are available to meet the liability created by procurement decisions.

Council will also consider its statutory obligation to manage financial risks and not undertake procurement where availability of existing funds within an approved budget, or a source of funds, has not been established.

Section 211 of the Regulation "Authorisation of Expenditure" requires that:

A Council must not incur a liability for expenditure of money unless the Council has, at the annual meeting or at a later ordinary meeting:

- (a) approved the expenditure, and*
- (b) voted the money necessary to meet the expenditure.*

5.1.7. Ethical Behaviour, Probity and Transparency

In all commercial dealings, the highest standards of honesty must be observed. Council will conduct business in a fair, honest and open manner, demonstrating the highest levels of integrity consistent with the public interest.

Councillors and Council officers (and all persons engaged in procurement on Council's behalf) have a responsibility to:

- act impartially and with integrity;
- treat existing and potential suppliers with equality and fairness;
- avoid conflicts of interest and declare conflicts where they may exist, or be perceived to exist, as soon as a potential conflict becomes evident; and seek advice as to whether it is appropriate to remain involved in the procurement process;
- avoid improper use of position;
- act in accordance with Council's Code of Conduct;
- maintain confidentiality of commercial in confidence, sensitive or any other information that could influence the procurement process; and
- not accept hospitality, gifts or benefits from existing or potential suppliers.

Conflict of Interest

Where a Council officer is involved in procurement activity they must declare any actual or perceived conflict of interest. This does not just apply to the process for determining and engaging suppliers but also applies to ancillary activities including, but not limited to, day to day administration processes (e.g. raising purchase requisitions and approving purchase orders), payment of suppliers and giving suppliers work instructions. Council will then make an assessment of the declared interest to determine if any alternative processes should be introduced to avoid the perception of bias.

Supplier Behaviour

High standards of behaviour are also expected of suppliers. Tender processes will have mandatory requirements in relation to prohibited tenderer behaviour, which includes any attempt to influence the tender process, collusive tendering practices or any other anti-competitive practices.

5.1.8. Environmental Protection

Council promotes environmental protection through its procurement procedures, which are consistent with Council's commitment to environmental management. Council will endeavour to promote

purchasing practices that conserve resources, save energy, minimise waste, protect human health and maintain environmental quality and safety.

In undertaking procurement activities Council will:

- Encourage the purchase of environmentally responsible goods where all other evaluation factors are adequately weighted (such as value for money);
- Where appropriate, ensure that specifications require suppliers to conform to necessary standards, codes or legislation for the identification of hazardous materials and that suppliers carry out proper certification and registration procedures;
- Enforce legislative compliance with and/or phase-out timetables on the use of products prohibited under NSW and applicable Commonwealth laws; and
- Avoid, where possible, the purchase of known hazardous and environmentally damaging products, especially where alternatives are available within reasonable bounds of price, performance and suitability.

5.2. PROCUREMENT CONTROLS

5.2.1. Procurement Standards

Council's procurement activities shall be carried out to the professional standards required by best practice and in compliance with:

- The Act and Regulations;
- Council's policies and procedures;
- Council's delegations and authorisations;
- Risk assessment and appetite in relation to procurement and possible consequences to Council;
- Other relevant legislative requirements such as, but not limited to, the NSW Procurement Policy Framework, Work Health and Safety Act, National Competition Policy, and the Environmental Protection Act; and
- Industry benchmarks such as Australian Standards or GC/MW (NSW Government) Conditions of Contract, and fit for purpose tender documentation for construction, maintenance, services or consultancy.

5.2.2. Procurement Methods

Council's standard methods for purchasing goods, services and works shall be by the following methods:

- Corporate Credit card - as a preferred and efficient way of purchasing low risk and low cost items;
- Purchase order - incorporating terms and conditions of Council following a quotation process;
- Under award of contract following a tender or quotation process;
- Aggregated purchasing arrangements with other councils, LG Procurement, Procurement Australia and other NSW Government Contracts in compliance to Section 55(3) of the Act;
- Contractor panels, supply contracts, pre-qualified and preferred suppliers appointed through a public tender process; or

- Public tender and expression of interest – where the estimated expenditure exceeds \$250,000 (GST inclusive), Council may conduct a one stage public tender process or multi-stage tenders known as Expression of Interest Process (EOI).

5.2.3. Purchase Orders

Purchase Requisitions/Orders to be raised in advance

Purchase orders are required to be raised in advance of planned purchases and provided to the supplier. Procurement of items without raising a purchase order in advance is a potential breach of this policy. This does not apply to purchases made using credit card or purchases relating to items such as utilities, bank charges, loan payments, employee expense claims, etc which are legitimately processed without purchase orders.

An exception may be authorised by the General Manager on a needs basis as required by abnormal circumstances such as responding to emergencies.

Purchase Requisition/Order Approvals

Purchase requisitions must be approved by an officer independent of the officer raising the purchase requisition (i.e. at least two people must be involved in the process). Raising and authorisation of purchase requisitions should ideally occur within the same organisational reporting structure.

Purchase Requisition/Order Splitting

It is a breach of this policy to split orders for the purposes of acquiring goods or services above financial delegation limits or to avoid the quotation or tender process.

5.2.4. Supplier Payments

Where a contract exists, payments to suppliers will be made in accordance with the provisions of the contract if payment terms have been stated. In all other cases, payments will be made in accordance with Council's internal supplier payment timeframes.

Suppliers will be required to:

- Submit invoices for payment that comply with the *Goods and Services Tax Act 1999*;
- Quote Council issued purchase order numbers on invoices;
- Provide additional information to support payment claims upon request;
- Submit invoices electronically wherever possible; and
- Email invoices to Council's centralised accounts email address.

5.3. PROCUREMENT THRESHOLDS AND AUTHORISATION

5.3.1. Centralised Procurement

Prior to undertaking procurement, the procurement officer should ensure that the goods or services required are not available from stores or under existing contractual arrangements (for example, panel of pre-qualified suppliers).

5.3.2. Purchasing and Quotation Requirements

The procurement process requirements are outlined in the following table:

MINIMUM REQUIREMENTS				
Risk/ Cost	Financial Thresholds (GST Inclusive)	Market Engagement	Agreement Type	Documentation
LOW	Less than \$500	1 verbal or written quote	Purchase Order	<ul style="list-style-type: none"> Quotes to be attached to requisition in TechOne Use of purchase card permitted for purchases up to \$2,000 in value or where no other payment method available (e.g. regulatory payments such as registrations and licensing)
	\$501 - \$2,000	1 written quote		
	\$2,001 - \$25,000	2 written quotes		
HIGH	\$25,001 - \$150,000	3 written quotes or Request for Quotation (RFQ)	Contract	<ul style="list-style-type: none"> Evaluation Report Existing Local Government Procurement (LPG), Procurement Australia or State Government Arrangements (s55(3))
	\$150,001 - \$220,000	RFQ or Request for Tender (RFT)		<ul style="list-style-type: none"> Evaluation Report Contract Register (GIPA) reporting requirements Most advantageous procurement strategy including but not limited to: <ul style="list-style-type: none"> Additional quotes up to \$250,000 Public Tender or EOI Existing LPG, Procurement Australia or State Government Arrangements (s55(3))
	\$220,001 - \$250,000	RFQ or RFT Senior Management Approval Required <ul style="list-style-type: none"> General Manager Chief Officer Manager Finance 		
	Above \$250,000	RFT		<ul style="list-style-type: none"> Evaluation report to Council for approval Contract register (GIPA) reporting requirements Most advantageous procurement strategy including: <ul style="list-style-type: none"> Public Tender or EOI Existing LPG, Procurement Australia or State Government Arrangements (s55(3))

Application of Financial Thresholds

The appropriate procurement process is determined by the application of financial thresholds as per the above table. To determine what financial threshold will apply the following considerations should be made:

- The calculation of estimated expenditure should be a critical element of planning and contract scoping;
- Consideration should be given to the aggregated or cumulative cost of a contract conducted over more than one accounting period; and
- Consideration should be given to the cumulative value of work awarded to individual suppliers.

Total Cumulative Spend

In order to comply with the requirements of the Act where significant sums are spent in aggregate with one supplier or on one service, it is necessary to structure procurement proposals in order to achieve greatest value and supplier performance by leveraging this cumulative spend, rather than treating each discrete arrangement as a separate procurement exercise. Council has determined that the cumulative expenditure to a supplier or for a specific product/service for a period of up to one year is to be taken into account unless an exemption is approved by the General Manager.

5.3.3. Procurement Exemptions

The Act does not specify procurement exemptions under the tendering threshold. As such, exemptions under the tendering threshold are determined by the General Manager or their financial delegate in accordance with this policy.

Exemptions to the procurement requirements outlined under 5.3.2 can only be authorised as follows:

Financial Thresholds (GST Inclusive)	Authorisation Required
Less than \$2,001	No exemption available
\$2,001 - \$25,000	Chief Officer approval
Above \$25,000	General Manager approval

Section 55(3) of the Act provides a number of exemptions from the need for councils to invite tenders. These include:

S55(3)	Exemption Description
A	Contracts with a person/entity prescribed by the Regulation
B	Contracts with the Crown
C	Contracts with another Council
D	Contracts to purchase or sell land
E	Contracts for leasing or licensing of land (with restrictions)

S55(3)	Exemption Description
F	Contracts for purchase or sale at public auction
G	Contracts for the purchase of goods or services specified by the NSW Procurement Board or the Department of Administrative Services of the Commonwealth
H	Employee contracts
I	Contracts where, because of extenuating circumstances, remoteness of locality or the unavailability of competitive or reliable tenderers, Council decides by resolution that a satisfactory result would not be achieved by inviting tenders
J	Contracts that are exempt under another Act
K	Contracts made in a case of emergency
L	Contracts to enter into public-private partnerships
M	Contracts for the purposes of carrying out a project under a public-private partnership (with restrictions)
N	Contracts less than \$250,000 (or \$150,000 if the contract relates to the provision of services currently provided by employees)
O	Contracts for environmental upgrade agreements
P	Contracts with the Electoral Commission
Q	Contracts with disability employment organisations approved under the <i>Public Works and Procurement Act 1912</i>

In applying the above provisions for exemptions from the tender process, Council will have regard to the procurement principles and conduct an evaluation to ensure that utilisation of an exemption is the most appropriate course of action.

Council will have systems in place to ensure that procurement exemption processes are based on appropriate considerations and are authorised in accordance with policy.

Selective Tendering

Selective tendering provisions exist under section 55(4) of the Act and section 168 of the Regulation. Selective tendering may only occur after Council has first conducted a public Expression of Interest process in accordance with the provisions of the Act and Regulation.

S55(3)K - Emergency Situation

This process aims to accommodate urgent procurement needs, while ensuring that the procurement process adopted is reasonable and conducted with appropriate consideration when:

- A state of disaster declared under the Emergency Management Act 1986 or any other emergency declaration made by the Premier;
- An incident that requires activation of Council's Business Continuity Plan;
- An incident declared by an accountable officer where the safety or security of any person or property associated with the Council is threatened; or
- An external incident to which an accountable officer has authorised the provision of urgent support.

This exemption applies only to the purchases as part of Council's immediate and required response to a critical incident, and only where adherence to existing policies would hinder the ability to effectively and appropriately respond to that incident.

The General Manager shall determine any required approvals in relation to this exemption.

Other Exemptions

Examples include:

- Sole or specialist supply under \$250,000 (GST inclusive) based on detailed business case and most advantageous procurement strategy approved by the General Manager or financial delegate;
- Items of a unique character where standard purchasing processes do not apply. An example of a "unique" item is the purchase of artworks, specialist software or performance of an artist or performer in a promotion of a Council financed event; or
- Intellectual property or unique support from an original supplier to meet compatibility.

5.4. LOCAL AND COMMUNITY COMMITMENT

Council is committed to contributing to local and community economic development, social and sustainability outcomes through its procurement processes. Council will consider selection of products or services that maximise these outcomes provided other evaluation criteria are met.

Council recognises the positive impact on local communities, encouraging local firms to grow and innovate, and where possible to generate employment and social inclusion opportunities.

Council will, where practical, prepare specifications and/or select purchases that reduce or avoid human rights breaches, and seek the benefits and social procurement including but not limited to inclusion of indigenous, multicultural, disability and not for profit organisations.

5.4.1. Local and Community Preference

Wherever possible, Council will fully examine the benefits available through purchasing goods, services or works from suppliers from the Armidale Regional Council local government area. This is because Council recognises that its expenditure through local suppliers contributes to the creation of local employment and creates a multiplier effect in the economy.

Council will support local suppliers through its Local Preference Tier System and Local and Community Evaluation Weighting Criteria as per the table below.

Financial Thresholds (GST Inclusive)	Local and Community Preference
Less than \$2,001	Local Preference Tier System <ul style="list-style-type: none"> Local suppliers will be considered where possible and where value for money can be demonstrated
\$2,001 - \$25,000	Local Preference Tier System <ul style="list-style-type: none"> Local suppliers will be given a 5% price concession

Above \$25,000	Local and Community Evaluation Weighting Criteria <ul style="list-style-type: none"> • Local and community criteria a mandatory part of the assessment • Recommended 10% to be allowed for the local and community weighting in the evaluation criteria
----------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Whilst local preference is strongly encouraged by Council, purchases will also be evaluated based on risk considerations to Council which includes non-pricing, evaluation and mandatory compliance criteria. This includes insurance, qualifications, past experience, financial capability, risk of variation, and expertise in the specialist field.

Council will seek from prospective suppliers what economic contribution they will make to the Armidale Regional Council local government area.

All 'Request for Tender' documents must include a Local Content Schedule in the tender documentation. This allows tenderers to accurately calculate the local content of their tender. The Tender Evaluation Criteria Matrix must include a mandatory weighting of 10% for local and community content.

5.4.2. Indigenous Procurement

Council aims to support strong Aboriginal communities in which Aboriginal people actively influence and fully participate in economic, social and cultural life.

It recognises that the government and the business community have a key role to play in broadening opportunities for Aboriginal people to deliver positive socio-economic outcomes. Council's procurement capacity can be leveraged to support Aboriginal employment opportunities and the participation and growth of Aboriginal owned businesses.

Armidale Regional Council will continue to work meaningfully in partnership with businesses to build a sector that is viable, competitive and achieves outcomes for the benefit of the Aboriginal and broader community.

Council will support this wherever possible by:

- Council staff will be encouraged to work with suppliers, local Aboriginal owned businesses and local Aboriginal representative bodies early in the planning stages of procurement activities to identify effective ways of increasing Aboriginal participation in contracts;
- Staff will give consideration to local Aboriginal owned businesses on prequalification schemes or government procurement bodies and agencies in any procurement strategy where appropriate;
- Direct negotiation with suitably qualified Aboriginal owned businesses that can demonstrate value for money and delivery of quality goods and services; and
- Apply an Aboriginal participation non-price evaluation criteria in relevant tenders where opportunities exist.

5.5. EVALUATION CRITERIA

Evaluation criteria and weightings will vary according to the procurement under consideration. These will be provided in the documents or requirements on a case-by-case basis.

Evaluation criteria will consider but not be limited to:

- Price and value for money;

- Schedule of rates, lump sum and other variable costs;
- Risk management;
- Work Health and Safety;
- Quality;
- Technical ability, capability and capacity;
- Financial and legal viability;
- Past performance in projects of a similar nature;
- Knowledge and experience dealing with local government;
- Methodology and project planning expertise; and
- Local and community factors.

Tender Evaluation Criteria

To ensure the best value for money outcome is achieved; the following mandatory evaluation criteria must be included in all tender evaluations and clearly identified in the Request for Tender documents:

Mandatory Criteria	Weight
Price	Minimum 30%
Level of Local Content provided or likely to be provided in the event the applicant is successful	10%
Financial viability of the applicant (financial assessment is to be undertaken by an independent organisation appointed by Council)	Pass/Fail
Workplace Health and Safety (WHS) management including verified documentation of safety performance	Pass/Fail

Variations to the above minimum criteria can only occur with approval of Manager Financial Services or General Manager.

5.6. CONTRACT MANAGEMENT

5.6.1. Management of Risk

Where applicable, suppliers must comply with current environmental, work health and safety and workers' compensation legislative requirements and maintain appropriate insurance policies.

5.6.2. Supply by Contract

Council will minimise risk by:

- Standardising contracts to include current and relevant clauses;
- Requiring bank guarantees or security deposits where appropriate;
- Referring specifications to relevant experts;

- Requiring contractual agreement before allowing the commencement of work;
- Use of or reference to relevant Australian Standards (or equivalent); and
- Effectively managing the contract including monitoring and enforcing performance.

5.6.3. Contract Terms

Contractual relationships must be documented in writing based on standard or detailed terms and conditions consistent with the risk and fit for purpose of the goods or services being procured.

To protect the best interests of Council terms and conditions must be settled in advance of any commitment being made with a supplier.

5.6.4. Dispute Resolution

All contracts shall incorporate dispute management and alternative dispute resolution provisions to minimise the risk of disputes escalating to legal action.

5.6.5. Contractor Management

The purpose of contractor management is to ensure that Council receives the goods, services or works provided to the required standards of quality and quantity as intended by the contract by:

- Establishing a system reinforcing the performance of both parties' responsibilities and obligations under the contract; and
- Providing a means for the early recognition of issues and performance problems and the identification of solutions.

Contracts are to include reference to the above contractor management requirements. Furthermore, contracts are to be proactively managed by the Council officer responsible for the delivery of the contracted goods or services to ensure Council receives value for money.

5.6.6. Contract Variations

During the course of a contract there may be valid reasons when the contract needs to be varied. Contract variations normally come at a cost. Claims for variations must be in writing and approved by an officer with delegated authority. For contracts approved by Council, variations must be approved by the General Manager.

Any variation to the original contract value must be reported to the following, dependent on amount:

- Chief Officer
- General Manager
- Council

5.7. ASSET DISPOSAL

Legislative procurement requirements also apply to asset disposal processes. The Act requires Council to call tenders where disposal of goods exceeds \$250,000 (GST inclusive) subject to exemptions. Section 55(3)(f) of the Act provides for tendering exemptions for disposal of goods at public auction and section 55(3)(d) provides for exemption for sale of land.

Subject to the exemptions contained in the Act, all disposals will be undertaken by public tender or auction unless an alternative disposal process is approved by the General Manager.

Scrap Items

Certain Council officers will be given delegated authority to dispose of any assets under their control which are obsolete or redundant (referred to as "Scrap Items"). Items which are considered unlikely to provide a positive return at auction or to be of interest to a local not-for-profit organisation may be disposed of as:

- selling the scrap items through a Council-controlled recycling outlet domiciled at any of the waste facilities;
- sold or offered to an entity that deals in scrap items; or
- waste.

Donation to local not for-profit organisations

Expressions of interest will be invited from local not-for-profit organisations for the donation of assets (e.g. computers) which may be of use to those organisations but are unlikely to provide significant revenue from sale. Details of items currently available for donation will be advertised on Council's website.

Library Stock

Library material considered to be of no further use will be disposed of through sustainable disposal processes as determined by the Manager.

5.8. POLICY BREACHES

Breaches of this policy will be managed in accordance with the Council's staff and councillor Code of Conduct and applicable legislation.

6. LEGISLATIVE REQUIREMENTS

There are a number of legislative requirements that will apply and need to be followed under this policy:

- NSW Local Government Act 1993
- NSW Local Government (General) Regulation 2005
- NSW Procurement Policy Framework – July 2015
- Tendering Guidelines for Local Government – The Division of Local Government – NSW Department of Premier and Cabinet – 2009
- Capital Expenditure Guidelines – Division of Local Government Department of Premier and Cabinet – December 2010
- NSW Government Information Public Access Act 2009
- Work Health and Safety Act 2011
- Chain of Responsibility (HVNL legislation)
- NSW Privacy and Personal Information Act 1998
- NSW State Records Act 1998
- Armidale Regional Council Code of Conduct
- Armidale Regional Council Statement of Business Ethics

7. REVIEW

This policy shall be reviewed every two years to ensure that it meets the requirements of legislation and the needs of Council.

8. REPORTING

Record Keeping Procedures

Procurement activities will be carried out in a manner that supports Council officers in meeting their obligations to ensure information of a commercially sensitive or confidential nature is obtained, recorded and published (where applicable) in an appropriate manner in accordance with the relevant Council privacy and commercial in confidence procedures.

Contracts Register

Council will maintain a contracts register on its website for procurement activity over \$150,000 (GST inclusive) in accordance with the Government Information (Public Access) Act 2009 for public information.

Financial Delegations Register

Council will maintain a documented scheme of financial delegations that apply to procurement identifying the Council officers authorised to approve purchases on behalf of Council. To manage risks of unauthorised spending, financial delegations may be limited by maximum purchase value and type of goods or services.

Website

Council will provide a range of information on its website to inform suppliers about its procurement processes and tendering opportunities.

9. RESPONSIBLE OFFICER

It is the responsibility of all staff involved in the procurement of goods and services to ensure they comply with this policy.

The responsible officer for this policy is the Manager Financial Services.

10. ROLES AND RESPONSIBILITIES

Council

Council will resolve this policy upon review and commit to any other local government governance requirements.

General Manager

The General Manager has ultimate responsibility for procurement, delegated authority of expenditure of funds across Council and is responsible for the delegation of functions to Council officers.

Chief Officers and Managers

Chief Officers and Managers are accountable for ensuring procurement within their areas of responsibility comply with this policy and related procedures. They must also address and manage any breach of the policy within their areas of responsibility in accordance with Council's policies, including Code of Conduct.

Council Officers

All Council officers that have responsibility for purchasing on behalf of Council must ensure they comply with Council Policy and procedures. Officers involved in preparing purchase requisitions will ensure documentation is

recorded appropriately and confirm the authorising officer is delegated to approve request by referring to the financial delegations register.

11. RELATED PROCEDURES

The following related procedures can be found on Council Web (INTRANET):

- SPN172 Contracts Register
- SPN012 Purchasing, Tenders & Quotations
- Purchase order terms and conditions
- Authorised procedures, templates and guidelines that are current or in development relevant to this policy

APPROVAL AND REVIEW		
Responsible Business Unit	Financial Services	
Responsible Officer	Manager Financial Services	
Date/s adopted	<i>Council Executive</i> [updated by policy owner]	<i>Council</i> [DD Mmmm YYYY]
Date/s of previous adoptions	26 September 2018	
Date of next review	Two years from last adoption	
TRIM Reference	AINT/2021/14409	

APPENDIX A – DEFINITIONS

Term	Definition
Commercial in Confidence	Information that, if released, may prejudice the business dealings of a party e.g. prices, discounts, rebates, profits, and process information.
Contract	An agreement between two or more authorised persons on behalf of their organisations to perform or not perform a specific act/s that is enforceable by law. A contract may be verbal or inferred by conduct.
Contract Management	The process that ensures both parties to a contract fully meet their respective obligations under the contract.
Conflict of Interest	Personal or professional relationships where financial gain or other interests of another party or outcome of a decision may be unfairly influenced or affected.
Delegation	Approval from the General Manager to Council officers for an appropriate level of authority to incur and approve expenditure of Council funds.
Evaluation Weighting Criteria	A system of weighting selection criteria used to compare quotations or tenders and used to identify the suppliers with the best performance record in terms of time, cost, value for money and other relevant criteria. Armidale Regional Council requires a minimum 10% to be allowed for local and community weighting in the evaluation criteria for purchases above \$25,000 (GST inclusive).
Expression of Interest (EOI)	A response to an open approach to the market requesting submissions from bidders interested in participating in procurement. To identify potential suppliers capable of delivering the required goods or services. Usually the first stage of a multi stage tender process e.g. selected RFQ.
Local Supplier	A business, contractor or industry based in a permanent premise situated within the Armidale Regional Council local government area.
Local Content	Goods, services or works procured from a local supplier identified permanently trading in the Armidale Regional Council local government area.
Panels Supply Contracts Pre-Qualified Suppliers	A panel arrangement is a tool for the procurement of goods or services of typically low value and risk regularly acquired. Suppliers are able to supply goods or services and have mandatory requirements that manage the level of risk, capability and value for money according to the rates supplied.
Prescribed Person or Entity	In the context of the Act and section 163 of the Regulation, a prescribed person is an entity appointed under legislation that can administer panel contracts that Council may use to obtain access to a range of pre-qualified suppliers. Current prescribed entities are Local Government Procurement Partnership and Procurement Australia.
Price Concession	The application of a percentage-based 'reduction' of the pricing of any submissions deemed to comply with the above 'local supplier' definition for comparison purposes only. Armidale Regional Council requires a 5% price concession to be allowed for local suppliers for purchases between \$5,001 and \$25,000 (GST inclusive).
Probity	A process able to withstand scrutiny achieving both accountability and transparency, providing tenderers with fair, consistent and equal treatment.

Term	Definition
Procurement	The process of acquisition of goods, services and works and spans the whole of life cycle from initial concept to the end of the useful life of an asset or the end of a service contract. This includes the organisational and governance frameworks that underpin the procurement function.
Public Tender	The process inviting parties to submit a quotation by tender using public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer. Section 55(3)(n)(i) of the Act requires a public tender process for procurement over \$250,000 (GST inclusive).
Request for Quotation (RFQ)	A written process of inviting offers to supply goods and or services involving simple documentation, a limited number of potential suppliers and generally of relatively lower value.
Request for Tender (RFT)	A request for offer against a set of clearly defined and specified requirements. Tenderers are advised of all requirements involved, including the conditions of tendering, contract conditions and evaluation criteria.
Strategic Procurement	The essence of strategic procurement is that it should be aligned with or contributes to Council's long term strategy. Strategic procurement places an emphasis on: <ul style="list-style-type: none"> • Detailed analysis of Council's spending patterns; • Ensuring procurement effort corresponds with risk and expected return; • Optimising the procurement process to reflect market conditions; • Including continuous improvement and value for money in arrangements with suppliers.
Suppliers	A supplier is a person or entity that provides goods, services or works under arrangement to Council. Suppliers may also be called vendors or contractors.

TRIM:

Debt Recovery Policy

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

1. PURPOSE

The purpose of this policy is to outline Council's debt recovery framework and considerations to be used in recovering monies owed to Council.

2. APPLICATION

This policy applies to any person or entity owing rates, water charges, fees or other debts to Council.

3. POLICY INTENT

The objectives of this Policy are:

- To provide a framework for the efficient and effective collection of outstanding debts balanced with a respectful and sensitive approach to ratepayers and other debtors suffering genuine financial hardship;
- To recover monies owing to Council in a timely and effective manner and ensure sound cash flow management that contributes to low levels of outstanding rates and charges; and
- To provide a process that is ethical, transparent and compliant with legal obligations and legislation

Council will treat all customers fairly and consistently in considering their circumstances. All matters will be treated confidentially under this policy.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

The Community Strategic Plan 2017-2027 reflects the community's input and aspirations for how the Armidale Region can best continue to grow and prosper. It also presents strategies on how Council can effectively balance its economic, environmental, and social aspirations to improve overall community well-being, foster creativity and innovation, build communities, and create opportunities.

The Delivery Program and Operational Plan align with the Community Strategic Plan to ensure consistency in strategic planning and delivery of services and infrastructure.

The main supporting strategies related to this policy in the Delivery Program are:

Leadership for the Region

Fiscal Responsibility: Council exceeds community expectations when managing its budget and operations

Organisational Health: Council demonstrates sound organisational health and has a culture which promotes action, accountability and transparency

5. POLICY

Background

At any point in time, Council has outstanding debts as a result of:

- Legislative mechanisms that prescribe the way Council must levy rates and annual charges;
- The provision of water services that result in billing for water usage;
- The carrying out of regulatory functions that result in fees and charges levied as a debt;
- The provision of access to community buildings and facilities by way of lease and licence arrangements; and
- A range of services and operations that result in charges levied as debts, including waste and private works.

These various mechanisms that result in the recognition of debts mean that Council is managing approximately 25,000 individual debtor accounts at all times.

As a result, Council is cognisant that debt recovery processes need to remain efficient in order to maintain the costs of debt recovery at low levels.

Responsibility on Ratepayers and Debtors

Council is reluctant to commence debt recovery actions but does so if there is no communication from the ratepayer or debtor. The onus is on the ratepayer or debtor to contact Council to discuss options such as a payment arrangement. Council will fulfil the statutory requirements of the *Local Government Act 1993* with respect to the recovery of rates and other debts.

Ratepayers and other debtors are responsible for ensuring their contact details for the service of notices and other communications remain up to date.

Rates, Annual Charges and Water Usage Charges

Council issues rates and instalment notices and water billing notices thirty days prior to due dates. If an amount is overdue, a reminder notice is sent approximately 14 days after the due date. If a ratepayer cannot meet the extended due date as stated on the reminder notice, they are encouraged to contact Council to apply for a suitable payment arrangement.

Those that have not paid the full outstanding amount by the extended due date, or haven't contacted Council to apply for a payment arrangement, risk this amount being escalated to external debt recovery. Acceptable payment arrangement timeframes are outlined in Council's *Hardship Policy*.

Other Debtors

Invoices are raised as debtor information comes to hand. The due date for payment of all invoices is 30 days after the invoice date. Recovery action will commence when amounts are outstanding 60 days and over. Arrangements to pay off outstanding amounts by regular payments may be made where appropriate at Council staff discretion.

Where amounts remain outstanding, if the account is an ongoing account, e.g. waste tipping fees, further credit to that debtor will be withdrawn until the account is paid. Council reserves the right to permanently withdraw and to refuse future account applications from debtors.

External Debt Recovery

Whilst Council encourages ratepayers and other debtors to enter into payment arrangements, it may be necessary to take legal action to recover debts in some circumstances. Customers experiencing genuine financial hardship are encouraged to apply in writing for relief under Council's **Hardship Policy**.

Where payment is overdue, a reminder notice has been sent and an appropriate payment arrangement has not been agreed, the following recovery actions will occur:

- Letter of Demand from Council's Debt Recovery agent
- Where available and appropriate, Council's Debt Recovery agent may use additional channels of communication (such as telephone calls and email) to inform ratepayers and debtors of outstanding debts

These actions will be limited by the contact information Council holds. In many instances Council only holds the address nominated for the service of notices and may not have phone or email contact details.

If those processes are not successful, legal recovery action will commence. The legal recovery process may include the following:

- Statement of Claim
- Field Calls/Skip Tracing
- Judgement
- Garnishee
- Rent for Rates
- Examination Notices/Orders
- Writ of property
- Bankruptcy
- Sale of Land

Legal Costs

Should it be deemed necessary for Council to take legal action to recover rates and charges, any costs awarded to Council by a court in these proceedings are a charge on the land, in accordance with section 550 of the *Local Government Act 1993* and are payable by the debtor.

Water Restrictions

In accordance with the *Local Government (Water Services) Regulation 1999*, Council may restrict the supply of water to a premises where any rates or charges in respect of the water supplied to the premises are unpaid.

Sale of Land for Overdue Rates and Charges

Council retains the discretion to apply the provision of *Local Government Act 1993* relating to sale of land for unpaid rates, charges and interest as stated in sections 713-726. Section 713 provides that Council, where rates and charges have been unpaid for more than five years, may sell the land to recover those outstanding amounts (excluding vacant land which can be sold with only one year's rates and charges).

Council will only sell a ratepayer's principal place of living after consideration and resolution of Council and only after all other reasonable recovery options have been exhausted.

Debt Write Offs

Debts considered not to be cost-effective to recover shall be written off provided that a reasonable debt recovery effort can be substantiated and the debt meets the requirements of section 213(5) of the *Local Government Regulation 2005*, which states:

A debt can be written off under this clause only:

- a) if the debt is not lawfully recoverable, or*
- b) as a result of a decision of a court, or*
- c) if the council or the general manager believes on reasonable grounds that an attempt to recover the debt would not be cost effective.*

In accordance with Council's resolution 219/19 the General Manager has approval to authorise the write off of debts less than \$10,000 including GST.

Debts that can remain as a charge against the property, such as rates, annual charges and water, shall not be written off.

6. LEGISLATIVE REQUIREMENTS

There are a number of legislative requirements that will apply and need to be followed under this policy:

- NSW Local Government Act 1993
- NSW Local Government (General) Regulation 2005
- NSW Local Government (Water Services) Regulation 1999
- NSW Privacy and Personal Information Act 1998
- NSW State Records Act 1998

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**Record Keeping Procedures**

Debt recovery activities will be carried out in a manner that supports Council officers in meeting their obligations to ensure information of a confidential nature is obtained and recorded in an appropriate manner in accordance with the relevant Council privacy procedures.

Website

Council will provide a range of information on its website to inform ratepayers and other debtors about its debt recovery processes, payment arrangement options and known available financial counselling services.

9. RESPONSIBLE OFFICER

The responsible officer for this policy is the Manager Financial Services.

10. ROLES AND RESPONSIBILITIES

Debt Recovery Officer

Responsible contact for initial confidential requests and maintaining records and registry of payment arrangements and debt recovery status.

Revenue Coordinator

Responsible for implementation, application and review of policy as well as escalations and dispute resolution.

Manager Financial Services

Escalated and unresolved dispute resolution and oversight of debt recovery provisions.

General Manager

Authority to write off debts within allowable limits. All other debt write-offs are by Council resolution.

11. RELATED PROCEDURES

This policy should be read in conjunction with Council's *Hardship Policy*.

Other related policies include:

- *Revenue Policy*
- *Fees & Charges Policy*
- *Reduction of Water Consumption Charges due to Undetectable Leaks Policy*

APPROVAL AND REVIEW		
Responsible Business Unit	Financial Services	
Responsible Officer	Manager – Financial Services	
Date/s adopted	<i>Council Executive</i> [updated by policy owner]	<i>Council</i> [DD Mmmm YYYY]
Date/s of previous adoptions	N/A	
Date of next review	Two years from last adoption	
TRIM Reference	AINT/2021/	

TRIM:

Hardship Policy

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

1. PURPOSE

Council recognises there are cases of genuine financial hardship requiring respect and compassion in special circumstances. This policy establishes guidelines for the assessment of hardship applications applying the principles of fairness, integrity, appropriate confidentiality and compliance with relevant statutory requirements.

2. APPLICATION

This policy applies to all applications for waiving, deferment and alternative payment arrangements, or the writing off of rates, fees, charges and interest accrued on such debts.

3. POLICY INTENT

The objective of this Policy is to establish an effective, accountable and transparent framework for managing the circumstances under which Council will assess requests for relief due to financial hardship.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

The Community Strategic Plan 2017-2027 reflects the community's input and aspirations for how the Armidale Region can best continue to grow and prosper. It also presents strategies on how Council can effectively balance its economic, environmental, and social aspirations to improve overall community well-being, foster creativity and innovation, build communities, and create opportunities.

The Delivery Program and Operational Plan align with the Community Strategic Plan to ensure consistency in strategic planning and delivery of services and infrastructure.

The main supporting strategies related to this policy in the Delivery Program are:

Leadership for the Region

Fiscal Responsibility: Council exceeds community expectations when managing its budget and operations

Organisational Health: Council demonstrates sound organisational health and has a culture which promotes action, accountability and transparency

5. POLICY

Background

This policy recognises that ratepayers and other debtors may at times encounter difficulty in the payment of rates, water and other charges. Council's intention is to offer ratepayers in these situations a suitable payment arrangement. Hardship can result from a number of factors including:

- Loss of employment
- Illness, incapacity, hospitalisation
- Family breakdown
- A death in the family
- Natural disaster

When applications will be considered

Council will only consider an application for rates and charges hardship relief where:

- The property is in the name of a person/s;
- The property is the owner's principal place of residence;
- The property is rated as residential or farmland; and
- There is overdue debt.

The above criteria excludes applications for hardship relief from being considered from companies or other entities, including trusts.

For non-property related debt applications, hardship relief will not be considered where debts are not in the name of individuals and will be assessed on a case by case basis.

Types of concession available

The *Local Government Act 1993* allows Council to provide hardship assistance to ratepayers under the following sections of the Act:

Section 564 provides that Council may enter into an agreement for the payment of rates and charges. Ratepayers and other debtors can apply for a payment arrangement if they:

- a) have overdue amounts outstanding; and
- b) can substantiate their hardship (evidence may be requested).

Section 567 provides that Council may write off accrued interest on rates and charges if, in its opinion, the person was unable to pay the rates or charges when they became due for reasons beyond the person's control, or that the payment of interest would cause the person financial hardship. Applications need to be made in writing and evidence would need to be provided.

Section 601 relates to hardship resulting from certain valuation changes and provides that Council has the discretion to waive, reduce or defer the payment of the whole or part of the increase in the amount of rates payable if hardship is proven. Applications under this section are generally only for exceptional circumstances, are limited to residential properties, need to be made in writing and evidence would need to be provided.

Payment arrangements

Council recognises that providing options for debtors to keep debt at manageable and affordable levels will assist in minimising financial stress and avoiding costs associated with escalated debt recovery. In cases of genuine hardship, Council will work with customers to put suitable payment arrangements in place.

Payment arrangements should be finalised where possible prior to the next rates being levied so the problem is not compounded, and will be negotiated so that all outstanding arrears as well as any current rates and charges are cleared within a 12 month period.

Any requests for extensions outside this timeframe will be assessed by the Revenue Coordinator.

All ratepayers who enter into a payment arrangement will continue to have interest charged on the outstanding amount in accordance with section 566 of the *Local Government Act 1993* unless otherwise resolved by Council.

Where a ratepayer or debtor has not honoured a previous payment arrangement Council staff have the discretion as to whether to accept a new arrangement or continue with further debt recovery action without notice.

Lodging a request for relief

Requests for hardship relief in the form of payment arrangements that result in all outstanding debt cleared within a 12 month period can be made by phone or in writing. A 'Payment Arrangement' form will then be prepared and sent to the ratepayer or debtor for agreement and signature.

All other requests for hardship relief must be made in writing. Council may then request further information from the ratepayer or debtor in order to undertake an assessment of the application.

Continuing hardship

Ratepayers and debtors that continue to experience hardship may apply for additional hardship consideration and this will be considered on a case by case basis.

6. LEGISLATIVE REQUIREMENTS

There are a number of legislative requirements that will apply and need to be followed under this policy:

- NSW Local Government Act 1993
- NSW Local Government (General) Regulation 2005
- NSW Privacy and Personal Information Act 1998
- NSW State Records Act 1998

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

Record Keeping Procedures

Debt recovery activities will be carried out in a manner that supports Council officers in meeting their obligations to ensure information of a confidential nature is obtained, recorded in an appropriate manner in accordance with the relevant Council privacy procedures.

Website

Council will provide a range of information on its website to inform ratepayers and other debtors about its debt recovery processes, payment arrangement options and known available financial counselling services.

9. RESPONSIBLE OFFICER

The responsible officer for this policy is the Manager Financial Services.

10. ROLES AND RESPONSIBILITIES

Debt Recovery Officer

Responsible contact for initial confidential requests, maintaining records and registry of payment arrangements, debt recovery status and processing of hardship applications that are in accordance with standard policy provisions.

Revenue Coordinator

Responsible for implementation, application and review of policy, escalations, dispute resolution and assessment of applications for hardship outside standard policy provisions.

Manager Financial Services

Escalated and unresolved dispute resolution and oversight of hardship provisions.

Council

Consider hardship relief requests that seek the write off of debt or waiver of interest.

11. RELATED PROCEDURES

This policy should be read in conjunction with Council's **Debt Recovery Policy**.

Other related policies include:

- **Revenue Policy**
- **Fees & Charges Policy**

APPROVAL AND REVIEW		
Responsible Business Unit	Financial Services	
Responsible Officer	Manager – Financial Services	
Date/s adopted	Council Executive [updated by policy owner]	Council [DD Mmmm YYYY]
Date/s of previous adoptions	28 October 2020	
Date of next review	Two years from last adoption	
TRIM Reference	AINT/2021/	

TRIM:

POL152 Investment Policy

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

1. PURPOSE

The purpose of this Policy is to establish the framework within which Council's cash and investment portfolio will be managed, monitored and reported on.

2. APPLICATION

All investments are to be made in accordance with:

- Local Government Act 1993 – Section 625 (Appendix I)
- Local Government Act 1993 – Investment Order of the Minister dated 12 January 2011
- Local Government (General) Regulation 2005
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards
- Office of Local Government Circulars
- Trustee Act 1925 (NSW) - Section 14

3. POLICY INTENT

The main objective of this policy is to provide a framework for investment of Council's funds having regard to the preservation of both capital/principal and accrued interest, ongoing liquidity requirements and investment return objectives and risk appetite in a manner that addresses the following considerations:

- Compliance with legislation and regulations, as well as the "Prudent Person" Test (Refer Clause 5.1 below);
- The types of institutions with which Council can invest (Refer to Clauses 5.1, 5.3, 5.5 below);
- The types of investments entered into (Refer to Clauses 5.1, 5.3, 5.5 below);
- Ensuring the security and safeguarding of the capital invested including the management of credit risk and interest rate risk within identified thresholds and parameters (Refer to Clauses 5.1, 5.5, 5.6);
- Identify appropriate time frames for invested funds to allow the management of cashflows, ensuring Council can meet its financial obligations (Refer to Clause 5.4 below);
- Investments are expected to achieve a market average rate of return in line with the Council's risk tolerance (Refer to Clauses 5.5 and 5.6 below); and
- Independence and transparency of advice and costs (Refer to Clauses 5.1, 5.7, 5.8, 5.9 below).

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

Council's Community Strategic Plan – Leadership for the Region – Community Outcome 2 – Council exceeds community expectations when managing its budget and operations.

5. POLICY

5.1 POLICY STATEMENT

Council's Investment Policy is underpinned by the following principles:

Prudent Person Standard

The investment of funds will be managed with the care, diligence and skill that a prudent person would exercise in the investment of public monies. As Trustees of public monies, officers are to manage Council's investment portfolios to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes. Borrowing to invest (leverage) is considered speculative and is prohibited under this Policy.

Ethics and Conflicts of Interest

A conflict of interest exists when a reasonable person might perceive that an officer's personal interest(s) could be favoured over their public duties. This policy requires officers to disclose any activities that would conflict with the proper execution and management of Council's investment portfolio to the General Manager. Advisors are to certify their compliance with the Office of Local Government's guidelines, as well as certifying that they do not take any conflicted remuneration from sources other than Council.

Approved Investments

Investments are limited to those allowed by the current Ministerial Investment Order as issued by the New South Wales Minister for Local Government (copy attached). Council may invest in the full range of securities allowed under the Order.

Investment Security

Council will need to invest in securities with a range of credit ratings. Council shall only invest in financial organisations that are authorised deposit taking organisations in Australia. These are regulated by the Australian Prudential Regulation Authority and subject to Australian banking legislation. This provides a high level of security for Council's capital. Council will take further steps to ensure a level of capital security that is also commensurate with an acceptable rate of return. Council will invest in a range of securities that comply with the Investment Order and in accordance with a range of credit ratings (as assessed by Standard and Poor's/other comparable credit rating agencies) as outlined below. The overall investment portfolio is reviewed monthly by Council officers as part of the required monthly reporting to Council. The monthly review includes a review of upcoming investment maturities, available investable funds, investment performance for the month and year-to-date, movements in institutional credit ratings, percentage holdings, benchmarks and credit limits. This policy does not prescribe specific operational steps in how the investment portfolio is managed or risk profiles are arrived at.

Risk Management Related Strategy

Investments obtained are to have the following key criteria considered:

- **Counterparty:** The risk that a party to a transaction will fail to fulfil its obligations. In the context of this document it relates to Council's Policy of limiting its exposure to any one ADI based on its credit rating as well as transactional counterparties (e.g. brokers and custodians);
- **Rollover Risk:** the risk that income will not meet expectations or budgeted requirement because interest rates are lower than expected in future;

- **Diversification:** the requirement to place investments in a broad range of products so as not to be over exposed to a particular sector of the investment market; and setting limits to the amounts invested with a particular financial institution or government authority to reduce credit risk. Refer to Clause 5.5 below for further guidance;
- **Liquidity Risk:** the risk an investor is unable to redeem the investment at a fair price within a timely period and thereby incurs additional costs (or in the worst case is unable to execute its spending plans);
- **Market Risk:** the risk that fair value or future cash flows of an investment will fluctuate due to changes in market prices or benchmark returns will unexpectedly overtake the investment's return;
- **Maturity Risk:** the risk relating to the length of term to maturity of the investment. The longer the term, the greater the length of exposure and risk to market volatilities;
- **Preservation of Capital:** the requirement for preventing losses in an investment portfolio's total value; and
- **Legal Risk:** the risk that contractual obligations are overturned or cannot be enforced.

Prohibited Investments

In accordance with the Ministerial Investment Order, this Investment Policy prohibits any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow;
- Stand alone securities issued that have underlying futures, options, forward contracts or swaps of any kind; and
- The use of leveraging (borrowing to invest) for an investment.

5.2 DELEGATION OF AUTHORITY

The General Manager or delegated representative(s) (Section 378 *Local Government Act 1993 NSW*) has the authority to invest surplus funds in accordance with this policy.

5.3 AUTHORISED INVESTMENTS

As noted in the Ministerial Investment Order as at 12 January 2011, Council may only invest in:

- Any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory;
- Any debentures or securities issued by a council (within the meaning of the *Local Government Act 1993 NSW*);
- Interest bearing deposits with, or any debentures or bonds issued by, an authorized deposit-taking institution (as defined in the *Banking Act 1959 (Cwth)*), but excluding subordinated debt obligations;
- Any bill of exchange which has a maturity date of not more 200 days; and
- A deposit with the New South Wales Treasury Corporation or investment in a TCorp Investment Management (TCorplM) Fund.

All investments must be denominated in Australian Dollars.

As specified in the Ministerial Investment Order, the overarching key considerations include:

- An investment is not in a form of investment notified by this order unless it also complies with an investment policy of council adopted by a resolution of council;

- All councils should by resolution adopt an investment policy that is consistent with this Order and any guidelines issued by the Chief Executive, Office of Local Government of the Department of Premier and Cabinet, from time to time;
- The General Manager, or any other staff member, with delegated authority by a council to invest funds on behalf of a council must do so in accordance with the council's adopted investment policy;
- Councils have fiduciary responsibility when investing. Councils should exercise the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons; and
- When exercising the power of investment, councils should consider, but not be limited by, the risk of capital or income loss or depreciation, the likely income return and the timing of income return, the length of the term of the proposed investment, the liquidity and marketability of the proposed investment, the likelihood of inflation affecting the value of the proposed investment and the costs (including commissions, fees, charges and duties payable) of making the proposed investment.

5.4 INVESTMENT TIME HORIZONS AND EXPOSURE LIMITS

Investment Type	Investment Time Horizon Limits	Maximum Exposure of Total Portfolio
Cash Funds (at call)/Cash deposits with Major Australian Banks	0-365 days +	0% - 100%
Interest Bearing Deposits, debentures, bonds, securities or managed funds	30 – 365 days	0% - 100%
Interest Bearing Deposits, debentures, bonds, securities or managed funds	365 days +	0% - 80%

The investment time horizon is to recognise the time horizon and liquidity requirements of Council, along with consideration of matching investment funds with the maturity profile of the underlying reserves and/or liabilities (e.g. long term reserve liabilities in the Water and Sewer Funds can be matched with long term investment funds, pending liquidity requirements of Council).

For managed funds, the asset structure features of the fund are to be consistent with the time horizon, risk parameters and liquidity requirements of Council.

5.5 DIVERSIFICATION/CREDIT RISK

Council will invest in securities with a range of credit ratings regulated by the Australian Prudential Regulation Authority to provide a high level of security for Council's capital. Council will take further steps to ensure a level of capital security that is also commensurate with an acceptable rate of return. As such, Council will invest in a range of securities that comply with the Investment Order and in accordance with a range of credit ratings (as assessed by Standard and Poor's Credit Agency or other accepted reputable credit rating agency). In the acquisition of each security, Council will limit its exposure to counter parties to minimise the risk of the failure of a counter party to pay, causing a major capital loss.

Standard & Poor's Long Term Credit Ratings	Standard & Poor's Short Term credit Ratings	Maximum (per Institution)	Maximum (Total Portfolio Limit)
AA Category or higher; and/or Australian Major banks *	A-1+/AA- A-1/A	50%	100%
A Category	A-2/BBB	30%	80%
BBB Category	Unrated	30%	60%
Unrated **	Unrated	5%	5%
NSW TCorp IM Cash Fund ***	NSW TCorp IM Fund	10%	10%
NSW TCorp IM Short Term Income Fund***	NSW TCorp IM Fund	20%	20%
NSW TCorp IM Medium Term Growth Fund ***	NSW TCorp IM Fund	15%	15%
NSW TCorp IM Long Term Growth Fund***	NSW TCorp IM Fund	15%	15%

* Regardless of any future downgrades, during the term of this Policy, major banks will be eligible for inclusion in the highest category. Major banks are defined as ANZ Banking Corporation, Commonwealth Bank, National Australia Bank and Westpac Bank, as well as any associated subsidiaries or brands (such as St George, BankWest).

** Unrated securities must still comply with all the other requirements outlined in the Investment Order.

***NSW Treasury Corporation is a NSW Government owned body and offers four (4) managed funds (TCorpIM Funds) – Cash Fund, Short Term Income Fund, Medium Term Growth Fund, Long Term Growth Fund.

If any of Council's investments are downgraded by Standard & Poor's (S&P) such that the investment no longer sits within Council's investment policy guidelines, Council will review the ratings by other agencies, Moody's and Fitch Ratings. Where ratings downgrades are consistent across the Rating Agencies, Council will divest the investment as soon as practicable, however if the downgrades are not consistent (i.e. split ratings), it will be sufficient for Council to be advised of the affected holdings. Council can continue to invest in the affected institutions on the basis of the other agencies' ratings.

Council is supportive of investing with local community banks where those banks may be unrated and:

- The investment is compliant with legislation and this Investment Policy objectives and parameters;
- The rate of return is comparable relative to comparable investments on offer to Council at the time of the investment; and
- Due consideration is required to be given to managing the credit risk associated with local unrated institutions.

5.6 PERFORMANCE BENCHMARKS

Since Council's investment horizon has historically been 12 months (dependent upon interest rates for <12 months) and Council's investments have primarily represented term deposits in Australia, all investments will be reported against the Australian Securities Exchange (ASX) administered 12 month Bank Bill Swap Rate (BBSW). This is considered to be the most relevant benchmark by which to measure performance. As longer term investments are made, a relevant benchmark will be added for measurement purposes. It is Council's expectation that the performance of each investment will be greater than or equal to the applicable benchmark.

5.7 COMMISSIONS/BENEFITS

Some institutions pay commissions and/or benefits to certain investment entities and service providers involved in Council's investments. For transparency purposes, Council requires all investment institutions to disclose all commissions and/or benefits paid to third parties, where Council has placed or holds investments with the institution.

5.8 INVESTMENT PORTFOLIO REPORTING PLATFORM SERVICE

Council may engage an Investment Portfolio Reporting Platform Service provider to supply investment research services, monthly investment performance and compliance reporting and other investment administration functions. This type of service is distinct from Independent Advisory Services, outlined below.

Council retains all responsibility associated with complying with the requirements of this Investment Policy under any Investment Portfolio Reporting Platform Service.

The service provider is to also confirm they will not receive any commissions or benefits in any form as a result of providing any investment administration or reporting services to Council, or if they do receive commissions or benefits, such commissions and benefits are to be remitted to Council since Council owns the underlying investments.

5.9 INDEPENDENT ADVICE

Pursuant to Section 14C of the *Trustee Amendment (Discretionary Investments) Act 1997 No 102*, should Council deem it necessary to consult an investment advisor, Council may appoint a licensed Investment Advisor. The investment advisor must be approved by Council and licensed by the Australian Securities and Investment Commission (ASIC). The advisor must be an independent person who has no actual or potential conflict of interest in relation to the investment products being recommended and is free to choose the most appropriate product within the terms and conditions of the investment policy. Any commissions paid to the advisor by banks/product providers will be rebated, or otherwise onforwarded, to Council as per ASIC requirements for an independent investment advisor. Confirmation will be required from this advisor disclosing any conflict or potential conflict of interest in relation to their recommendations of investment products for use by Council.

5.10 DIRECT INVESTMENTS PLACED BY COUNCIL

As noted above, should Council deem it necessary to consult an investment advisor, Council may appoint a licensed Investment Advisor. In all other instances, Council shall place investments directly with financial institutions in accordance with this policy. Council officers will exercise due care in accordance with the principles outlined in Section 5.1 above, conducting appropriate research, while the receipt of formal quotations are not required.

5.11 VARIATIONS TO POLICY

The General Manager or delegated representative is authorised to approve variations to this policy if the investment is to Council's advantage and/or due to revised legislation. Any investments made outside of this Policy are to be reported to Council. Changes to this policy beyond those noted above require a Council resolution.

5.12 DEFINITIONS

Term	Definition
Authorised Deposit-taking Institutions (ADIs)	Corporations authorised under the <i>Bank Act 1959 (Cwth)</i> to take deposits from customers. ADI's include banks, building societies and credit unions all of which are regulated by the Australian Prudential Regulation Authority (APRA).
Bank Bill Swap Rate	The compilation and average rate of market rates supplied by domestic banks relating to multiple maturities of bank bills.
Term Deposits	Non-tradable investments offered by ADIs with varying maturity dates and a rate set at the outset. Interest is normally payable upon maturity or if the term is longer than 12 months, annually from the investment date. Penalties apply if the funds are withdrawn before maturity and a notice period of 31 days is usually required.
AAA	<u>Highest credit quality</u> This rating indicates the lowest expectation of credit risk. They are assigned only in the case of exceptionally strong capacity for payment of financial commitments. This capacity is highly unlikely to be adversely affected by foreseeable events.
AA	<u>Very high credit quality</u> This rating indicates expectations of very low credit risk. They indicate very strong capacity for payment of financial commitments. This capacity is not significantly vulnerable to foreseeable events.
A	<u>High credit quality</u> This rating indicates expectations of low credit risk. The capacity for payment of financial commitments is considered strong. The capacity may, nevertheless, be more vulnerable to changes in circumstances or in economic conditions than is the case for higher ratings.
BBB	<u>Good credit rating</u> This rating indicates that there is currently an expectation of low credit risk. The capacity for payment of financial commitments is considered adequate, but adverse changes in circumstances and in economic conditions is more likely to impair its capacity.
Unrated (or Not Rated)	This indicates that no rating has been requested, or that there is insufficient information on which to base a rating.

The ratings from "AA" to "BBB" may be modified by the addition of a plus (+) or minus (-) sign to show relative standings within the major credit rating categories.

6. LEGISLATIVE REQUIREMENTS

There are a number of legislative requirements that will apply and need to be followed under this policy:

- Local Government Act 1993 – Section 625 (Appendix I)
- Local Government Act 1993 – Order of the Minister dated 12 January 2011 (copy attached)
- Local Government (General) Regulation 2005
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards

- Office of Local Government Circulars
- Trustee Act 1925 (NSW) - Section 14

7. REVIEW

In accordance with the Office of Local Government Investment Policy Guidelines Council will review this policy on an annual basis with amendments to be approved by a resolution of the council.

8. REPORTING

A monthly report is to be provided to Council, detailing the investment in terms of performance and percentage of total investment. The report should also detail investment income earned versus budget year to date.

For external audit purposes certificates must be obtained from all investment institutions that Council has funds invested confirming the amounts held on Councils' behalf as at 30 June of each year.

9. RESPONSIBLE OFFICER

The Manager Financial Services is Council's Responsible Accounting Officer and the Responsible Officer for this Policy.

10. ROLES AND RESPONSIBILITIES

The Manager Financial Services is responsible for making determinations in accordance with this policy and delegating responsibilities to persons whose role it will be to carry out most of the functions under this policy.

Some of the functions the Responsible Officer will perform in relation to the policy include:

- Maintaining records/register
- Reporting
- Keeping the policy current
- Investigating breaches and enforcing compliance
- Implementing communications, education and monitoring strategies

All council officers are responsible for ensuring compliance with this policy, related legislation and procedures.

The investment of funds will be managed with the care, diligence and skill that a prudent person would exercise in the investment of public monies. Officers are to manage Council's investment portfolio with the principle of preservation of capital, taking precedence over the generation of return, and not investment for speculative purposes.

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. The policy requires officers to disclose any conflict of interest to the General Manager.

11. RELATED PROCEDURES

A related procedure is Council's banking procedures require a minimum of two authorised signatories with appropriate delegations to approve the payment of funds from Council's bank accounts.

APPROVAL AND REVIEW		
Responsible Business Unit	Finance	
Responsible Officer	Manager Financial Services	
Date/s adopted	<i>Council Executive</i> [updated by policy owner]	<i>Council</i> [DD Mmmm YYYY]
Date/s of previous adoptions	28 February 2019	
Date of next review	February 2022	
TRIM Reference		

LOCAL GOVERNMENT ACT 1993 – INVESTMENT ORDER

(Relating to investments by councils)

I, the Hon. Barbara Perry MP, Minister for Local Government, in pursuance of section 625(2) of the *Local Government Act 1993* and with the approval of the Treasurer, do, by this my Order, notify for the purposes of section 625 of that Act that a council or county council may only invest money (on the basis that all investments must be denominated in Australian Dollars) in the following forms of investment:

- (a) any public funds or securities issued by or guaranteed by, the Commonwealth, any State of the Commonwealth or a Territory;
- (b) any debentures or securities issued by a council (within the meaning of the *Local Government Act 1993* (NSW));
- (c) interest bearing deposits with, or any debentures or bonds issued by, an authorised deposit-taking institution (as defined in the *Banking Act 1959* (Cwth)), but excluding subordinated debt obligations;
- (d) any bill of exchange which has a maturity date of not more than 200 days; and if purchased for value confers on the holder in due course a right of recourse against a bank which has been designated as an authorised deposit-taking institution by the Australian Prudential Regulation Authority;
- (e) a deposit with the New South Wales Treasury Corporation or investments in an Hour-Glass investment facility of the New South Wales Treasury Corporation;

All investment instruments (excluding short term discount instruments) referred to above include both principal and investment income.

Transitional Arrangements

- (i) Subject to paragraph (ii) nothing in this Order affects any investment made before the date of this Order which was made in compliance with the previous Ministerial Orders, and such investments are taken to be in compliance with this Order.
- (ii) Paragraph (i) only applies to those investments made before the date of this Order and does not apply to any restructuring or switching of investments or any re-investment of proceeds received on disposal or maturity of such investments, which for the avoidance of doubt must comply with this Order.

Key Considerations

An investment is not in a form of investment notified by this order unless it also complies with an investment policy of council adopted by a resolution of council.

All councils should by resolution adopt an investment policy that is consistent with this Order and any guidelines issued by the Chief Executive (Local Government), Department of Premier and Cabinet, from time to time.

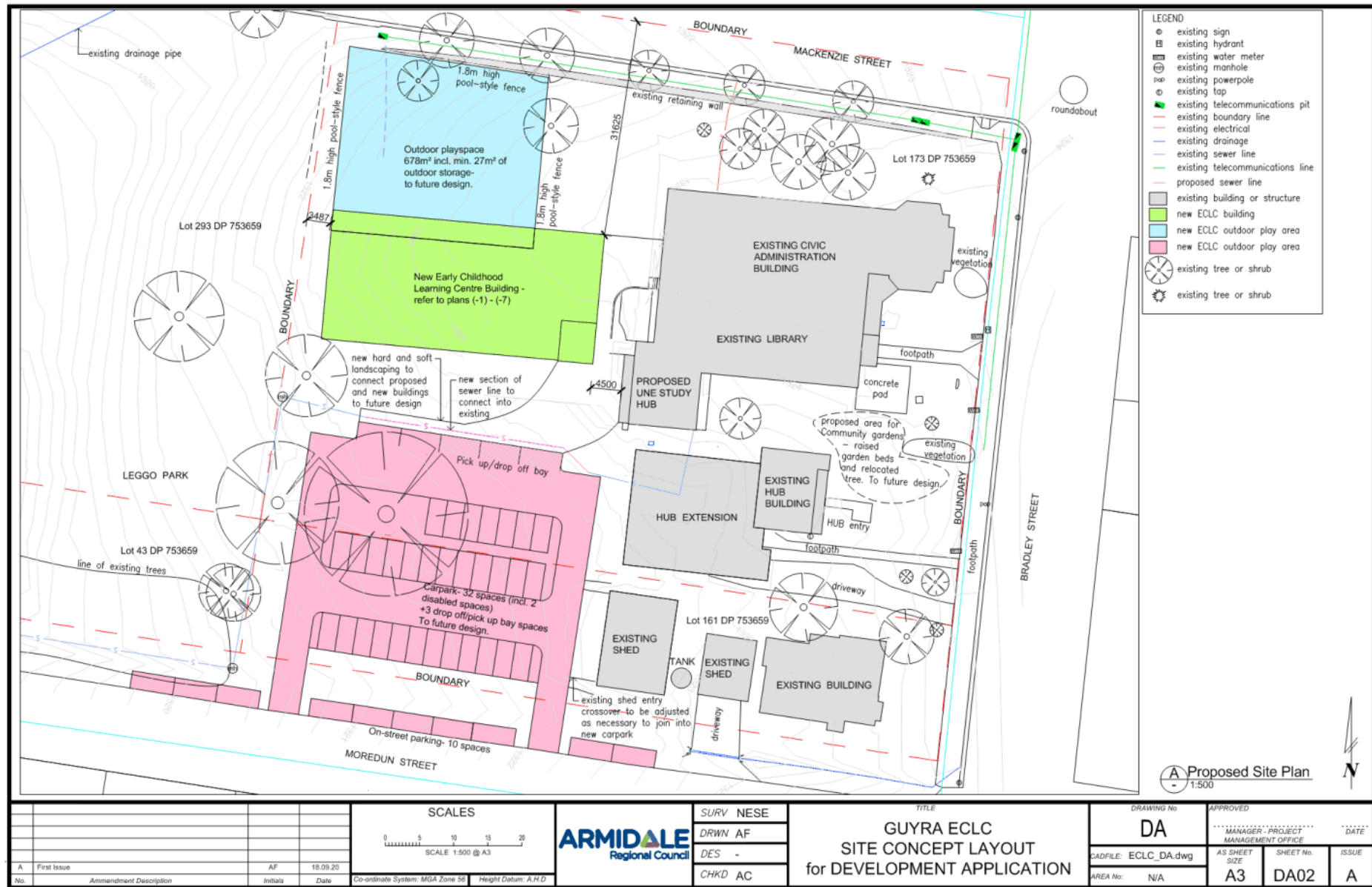
The General Manager, or any other staff member, with delegated authority by a council to invest funds on behalf of a council must do so in accordance with the council's adopted investment policy.

Councils have a fiduciary responsibility when investing. Councils should exercise the care, diligence and skill that a prudent person would exercise in managing the affairs of other persons.

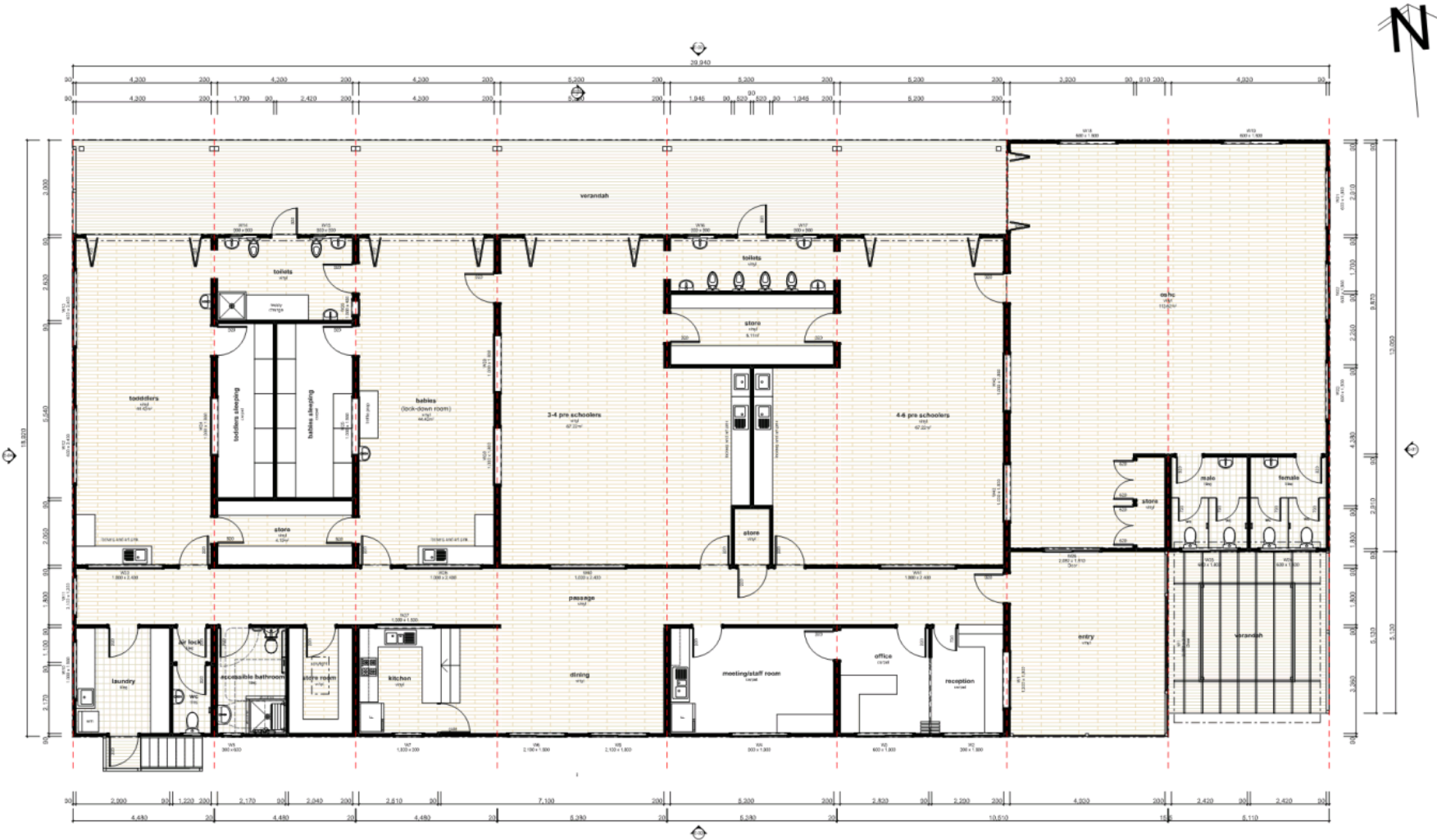
When exercising the power of investment councils should consider, but not be limited by, the risk of capital or income loss or depreciation, the likely income return and the timing of income return, the length of the term of the proposed investment, the liquidity and marketability of the proposed investment, the likelihood of inflation affecting the value of the proposed investment and the costs (including commissions, fees, charges and duties payable) of making the proposed investment.

Dated this 12th day of January 2011


Hon BARBARA PERRY MP
Minister for Local Government



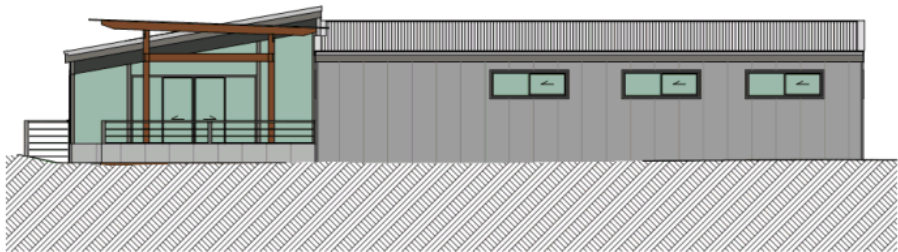




<div>client: Armidale Regional Council</div> <div>project: proposed Learning Center</div> <div>address: 156-158 Bradley Street#Site Full Address</div> <div>Guyra NSW 2365</div>	design by: #Contact Full Name	floor plan	
	drawn by: TGT	job no:	sheet no:
	scale: 1:1.30, 1:120 on A3	3132_1G	-2
	date: 7/09/2020		





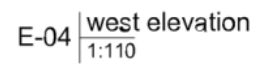
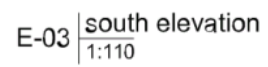


E-01 | east elevation
1:110



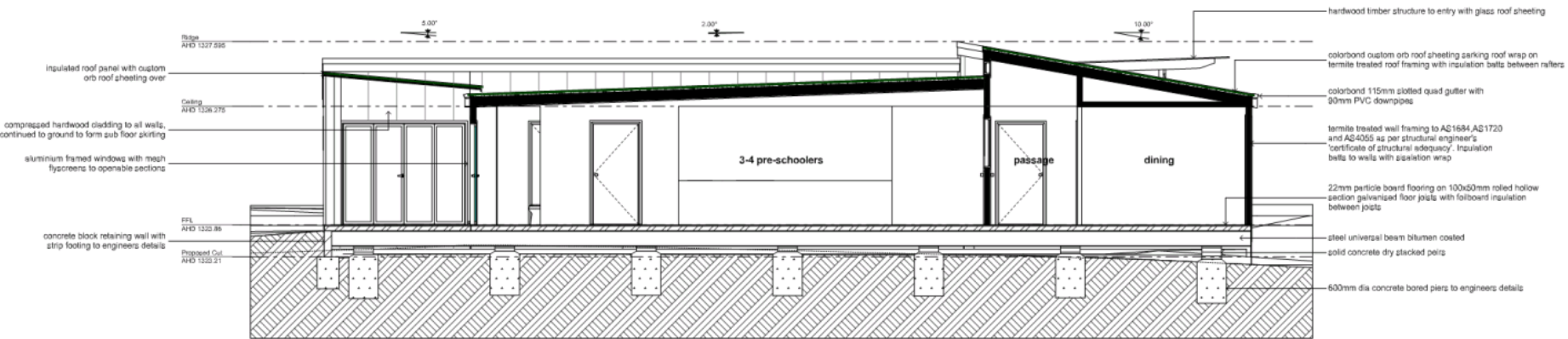
E-02 | north elevation
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<div>client: Armidale Regional Council</div> <div>project: proposed Learning Center</div> <div>address: 156-158 Bradley Street#Site Full Address Guyra NSW 2365</div>	design by: #Contact Full Name	elevations 1	
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-6



S-02 Cross Section (1)
1:80

<div>client: Armidale Regional Council</div> <div>project: proposed Learning Center</div> <div>address: 156-158 Bradley Street#Site Full Address Guyra NSW 2365</div>	design by: #Contact Full Name	section	
	drawn by: TGT	job no:	sheet no:
	scale: 1:80 on A3	3132_1G	-7
	date: 7/09/2020		

SUBMISSION - Guyra Early Childhood Learning Centre Development Application

From: Guyra Neighbourhood Centre Inc. t/a The Hub at Guyra

HISTORY:

Ten minutes before the announcement of funding by Hon Barnaby Joyce MP that a pre-school was to be built on the site to the rear of our building we were shown the 'CONCEPT' plans by Mr Scot MacDonald of ARC. This was during the building of Stage 1 of our redevelopment, (a build that was never intended to be anything other than a one stage project). As a tenant of Armidale Regional Council, I was genuinely concerned because it appeared that the development encroached on the DA Approved development to extend the community facilities at our local neighbourhood centre. The plans certainly 'wiped out' our leased space containing the Guyra Community Garden which is owned and operated by The Hub at Guyra. The plans do enable us to construct Stage 2 but without the original plan of a rear-of-building flow to the outside at the rear of the building and directly into the garden.

The Guyra Community Garden was a concept of Guyra Youth and was developed by the Youth over a couple of years commencing with a Youth and Community Grant in 2014. It was a project of The Hub at Guyra and Guyra Youth at the Hub in partnership with Healthy Highlanders, Guyra Shire Council, New England Medicare Local, Guyra Men's Shed and Guyra Adult Learning Association. It was officially opened by Local Member Adam Marshall on 23 March 2015. As we understand it none of this history has been considered during the process of the redevelopment of the precinct.

At no time has anyone at Council involved with the GECLC project formally approached our Organisation regarding the lease we have, the space it encompasses or plans to renegotiate the leased space. I was told by Scot MacDonald that Council owns our space and has the right to adjust anything to do with it. I do not believe that is quite what the tenancy laws would say! I have spoken informally with a couple of staff and stated that we need ARC to be aware of the importance to the Guyra community of the neighbourhood centre and the community garden. The only thing formal is our renewed and current Lease 1 July 2020 – 30 June 2023 which includes a new clause stating, among other things:

1. c. The site boundary may vary at the discretion of Armidale Regional Council

As a tenant of Armidale Regional Council our Organisation has responsibilities to which we diligently adhere; and rights which need to be respected. We will need to have a new boundary plan drawn up and attached to the lease. I imagine this has been delayed until the plans are finalised. We are aware that the DA of the redevelopment of 160 Bradley Street allows us to relocate the Guyra Community Garden, and this has commenced in anticipation of the development. We were not involved in any community discussions until I requested to know what was happening. We were then invited to participate in the community consultation conducted by Sefton's Consulting.

My major concerns are with the **positioning and safety aspects** of buildings, car park, adjacent roads, businesses, etc. as displayed on the two Site Concept Layout diagrams DA01 and DA02. These concerns are shared by the staff but not by all the members or executive.

[REDACTED]

SUBMISSION - Guyra Early Childhood Learning Centre Development Application

On 22 June 2020 I emailed Mr MacDonald with some suggestions which I asked him to consider. I included my concerns for the positioning of the centre and the car park.

REMOVE THE RFS SHED:

- IF the development layout is approved 'as is' I believe the safety of RFS crews, vehicles, and equipment, along with children and families will be greatly compromised and not meet WHS standards. Having huge fire engines and other vehicles having to negotiate car park space is dangerous.
- I gather that there is not currently funding to cover any movement of the RFS facility right now. May I, respectfully, suggest that there be contact made with the NSW RFS to discuss the possibility of them funding the relocation of their facility.
- The Celeste Barber Bushfire Fundraiser realised some \$53M. I gather over \$20M of that has been spent and I believe that the legal outcomes prevent the RFS from spending on anything other than RFS personnel, facilities, and equipment.
- With some many millions of dollars in the kitty from that fundraising effort alone, I wonder if we could approach the RFS Commissioner Rob Rogers AFSM and his management to put a proposal to fund the relocation of the facility?
- This would, I believe, be very well received by our community. AND it would relocate the RFS to the Council Depot where the long-term plan is for them to reside.
- I would also suggest we contact the new Commissioner of Resilience NSW, Shane Fitzsimmons AFSM, to garner his support.
- If we add Minster Marshall to our support request I believe we would have a strong case for support of this concept.
- Resilience and care of community is, I know, particularly important to Council as well as to our organisation, and particularly so to NSW Government.

FLIP THE PLAN:

- Site the facility across the space currently occupied by the RFS Shed and the rear driveway on the southern side of the site
- The pre-school would get the best aspects into the grounds, with the back of the buildings sited on the dirty-south-side of the block.
- This would then open up the space to the northern aspect
- It would allow easy foot access to the (re-sited) community garden where there has always been a plan for the pre-schoolers to have their own garden beds.
- The pathways would lead to the Library and easy walking distance to Rotary Park and its playground.

MOREDUN STREET:

- I understand it is mooted that Moredun Street be made one-way traffic.
- This would negatively impact RFS (if they are not relocated); GRAZAG, Simpsons Earthmoving, RV travellers to Mother of Ducks Lagoon, residents, and townspeople.
- The many deliveries that are made to the legitimate and longstanding business premises located in that precinct underpin the need for that street to remain two way.
- From our location we observe the traffic, and many semitrailers deliver to the businesses. They often turn into Moredun Street to then back into the laneway between GRAZAG and the Soldiers Memorial Hall.

[REDACTED]

SUBMISSION - Guyra Early Childhood Learning Centre Development Application

- Moredun Street is a designated brake testing road; it would seem unsafe to have up to 200 extra traffic movements per day in that street when the current council parking lot could remain where it is and be extended to take the additional traffic.
- Mackenzie Street is a commercial load road and a main thoroughfare.
- Mackenzie Street also has only commercial premises located on either side of the road.
- There is a roundabout on the Mackenzie/Bradley Street corner which can easily help control traffic.
- Two simple 10kph traffic chicanes on the road either side of the entrances/exits to the Nutrien business's building would slow traffic. (Mackenzie Street/Boorolong Street corner)

STREET PARKING:

- I note the plans include 10 car spaces on Moredun Street, three to the west of the car park entrance/exit; two to the east of the other entrance/exit and five between the entrances/exits.
- Please reassure me that everyone will be able to traverse the access points to the car park as designed.
- No one will be able to see the road traffic if there are ten cars parked blocking their view. You WILL have parents parking in those spaces too; trying to get their kids in and out of cars alongside the narrower street; I know these drivers – it is a disaster waiting to happen.
- Parking from the Mackenzie Street entrance to the current space is viable and safe. There is also plenty of street parking that has unimpaired vision east and west.

I have made it clear to Sefton's Consulting what I think the site layout should be (flipped); not everyone agrees with me. However, I do think that the site design (as opposed to the building designs) appears to have been created by someone who has no idea of the weather in Guyra – it is not all sunshine and blue skies! I cannot seem to find out who put the design/plans together. ANYONE who would design a greenfield site, in the highest town (other than Kosciuszko) where parents have to traverse through a car park sited in the path of the cold, windy, dirty winter weather roaring up Moredun Street, to get to the south side of a building has no idea of this climate. If the whole site design is 'FLIPPED' it would solve so many problems about this project.

I know that one argument is going to be that the trees need to be saved. It is my understanding from a number of Guyra born-and-bred accredited gardeners that the oaks have a limited life, and they are almost at that limit. There is a wealth of local gardening knowledge in Guyra. Council can easily access that resource to ensure that the planting is compatible with the climate, the town, and the children.

[REDACTED]

SUBMISSION - Guyra Early Childhood Learning Centre Development Application**SUGGESTED ACTIONS:**

Remove the couple of trees
Relocate the Rural Fire Service
Flip the design
Locate the rear of the pre-school building on Moredun Street
Keep the car park on Mackenzie Street
Allow two-way traffic on Moredun Street

POSITIVE OUTCOMES:

No compromise of Stage 2 The Hub at Guyra
Relocation and rebuild of Guyra Community Garden
No disruption to the longstanding and legitimate businesses in Moredun and Bradley Streets.
No disruption to the residents and their visitors in Moredun Street
Maximised use of the commercially used Mackenzie Street
No disruption to visitors to Mother of Ducks Lagoon
Minimised car parking safety concerns
Open, direct, and safe access to the precinct for the pre-schoolers, their families, and staff

Thank you for accepting this Submission. I look forward to your response.

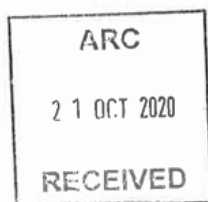
Sincerely,

— [Redacted Signature]

[Redacted Name]
[Redacted Title]
[Redacted Address]

10 November 2020

[Redacted Footer Line 1]
[Redacted Footer Line 2]

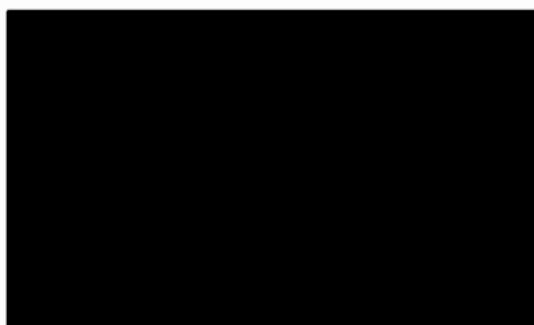


A-125-2020

SUBMISSION FOR CHILDCARE CENTRE

Armida Regional Council ref: Moredun Street Development Pre-School

- Simpsons Earth Moving and Repairs run a repair business at 2 Moredun Street, Guyra, and have the following concerns.
- Car parking on Moredun Street will be hazardous to children due to the heavy machinery that is present and that flows through the street
- The street will have to remain 2 directional as you can only back trailers in going from West to East
- It would be advantageous to bury the power lines as it will give more room in Moredun street
- Moredun street was gazetted to Simpsons Earth Moving and Repairs by R.M.S as well as the Police to do registration checks on registered and unregistered vehicles.
- We are not against the Child Care Centre, but we would like to see it work for both parties and not be a disadvantage to one, or a potential risk of life to the attendees of the centre and any persons in the vicinity of this area
- The driveways into the centre would be better to the west of 2 Moredun Street driveway
- The old original trees on the site must be preserved at all costs especially the old English Oak etc.



16/10/2020

File No.	977
Date Received	21/10/20
TRIM File No.	DA-125-2020
TRIM Doc No.	A1/2020/25448
Referred to:	S Vivers
and V/N	N

20 January 2021

The Mayor
Armidale Regional Council
PO Box 75A
ARMIDALE NSW 2350



Dear Mayor Cr Ian Tiley

Motel Development, 141 Dumaresq Street Armidale, Water and Sewer Charge waiver request

On behalf of the Armidale Ex Servies Memorial Club (the Club), it is requested that Armidale Regional Council (ARC) waive the water and sewer development charges as required by the Development Consent for the Motel Development at 141 Dumaresq Street (DA-116-2018).

A condition of the development consent involved a substantial redirection of the sewer main. The Club entered into an agreement with ARC which engaged ARC to undertake the sewer redirection works. The cost agreement for the redirection works totalled \$708,000. The Club entered into this agreement based on the ARC costing being an accurate and true reflection of the actual sewer redirection costs. Of this, approximately \$200,000 related to excavation, boring, laying and connection of the redirected pipeline. The balance, being approximately \$500,000 related to contaminated management costs (i.e. management and disposal of contaminated soils).

During the ongoing monitoring of the sewer redirection works, Club personnel were made aware that the anticipated high contamination management requirements and costs were not required due to lower than anticipated levels of contamination and the minimal need for removal and treatment of contaminated waste. On this basis, only a small fraction of the contamination management costs would have been utilised to cover the actual costs of contamination management. The Club therefore requests that the water and sewer charges for this development, totalling \$133,520, be waived. This is considered to be a fair and reasonable approach, which would result in the Clubs overall contribution to sewer network improvements being more reflective of the actual sewer redirection costs incurred by ARC.

It is further noted that the sewer redirection resulted in the decommissioning of a section of sewer main nearing its end of design life. This removes the need for Council to undertake costly upgrades to the decommissioned section of sewer main and also removes the significant risks associated with the failure of the sewer main under the bowling green's and any associated rectification works to the bowling greens. This has provided a substantial public benefit and reduced financial burden to ARC.

As you are aware, the Club is a not-for-profit community-based organisation that is a significant employer in Armidale, that contributes to a wide range of community groups and organisations through financial contributions and sponsorships. As part of the Club's strategic planning, it is diversifying its income streams to achieve long term sustainability of the Club. This will generate economic benefits to the regional economy, increase employment opportunities, and provides much needed development activity within the Armidale CBD.

The significant investment in the Motel Development presents many financial challenges for the Club. For this project to be successful, the Club requests that ARC approves this waiver request to ensure the developments costs are fair and reasonable and reflective of the actual development costs.

Please contact me should you require any information.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Scott Sullivan'.

Scott Sullivan - CEO

www.armidaleservies.com.au

ADDRESS ALL CORRESPONDENCE TO:
The Chief Executive Officer
PO Box 559, 137 Dumaresq Street ARMIDALE NSW 2350
Phone: 02 6776 0800 | Fax: 02 6772 5880 | ABN: 61 000 979 377

135 Rusden Street
PO Box 75A Armidale NSW 2350
P: 02. 6770 3600 • F: 02. 6772 9275
council@armidale.nsw.gov.au
ABN 39 642 954 203



DEVELOPMENT APPLICATION FORM

www.armidaleregional.nsw.gov.au

Application Information

Please attach all scaled plans (Site Analysis Plan, Site Plan, Floor Plans and Elevations), your Statement of Environmental Effects and all other supporting information to this application.

All applications and plans must be submitted in HARD COPY AND ELECTRONIC FORMAT (Microsoft Word or PDF docs). Save each part of the application in a separate document, and name it relating to its content eg. DA Form and SEE-Address/LOT DP, Threatened Species Assessment/SEPP44-Address/LOT DP, Traffic Assessment-Address/LOT DP, Site Plan-Address/LOT DP, Floor Plans-Address/LOT DP etc.

Type of Application

- ☐ Development Consent (Sections A, B & G)
- ☒ Modification of Development Consent (Sections A, B & D)
- ☐ Construction Certificate - Building (Sections A & C)
- ☐ Construction Certificate - Subdivision (Sections A & C)
- ☐ Modification of Construction Certificate - (Sections A, C & D)
- ☐ Subdivision Certificate (Sections A & E)
- ☐ Activity Approval under Section 68 of the Local Government Act (See Section G for activities that require approval) (Sections A & G)
- ☐ Tree Removal (related to development) (Sections A & H)
- ☐ Roads Act Approvals (Sections A & F)
- ☐ Occupation Certificate (Sections A & J)
- ☐ Review of Determination (Sections A and I)

Section A – General Information

APPLICANT DETAILS

Title (Mr/Mrs, Ms, Dr etc): Mr

Contact Name:
Nicholas Rice

Company Name:
Rice Construction Group

Postal Address:
Po Box 1404
Armidale NSW 2350

Contact Details:

Phone: 02 6772 2820

Mobile: 0408668861

Email: nrice@ricegroup.com.au

Signature:

APPLICATION PROPERTY DETAILS

Address:
141 Dumaresq St
Armidale NSW 2350

Lot and DP/SP Number:
Lot 103 DP1237922

DEVELOPMENT DESCRIPTION

Briefly describe everything you want Council to approve:

Deletion of the requirement to pay contribution as per condition 25A of DA-116-2018/C as per supporting letter to council.

Section A – General Information

The genuine estimated cost of work shall be calculated in accordance with Appendix A – Estimated Cost of Works.

Estimated cost of works (including materials and labour) are to be calculated at a minimum of \$1200 per m² of the new floor area for a standard dwelling.

Floor Area of new works in m² 3370.5

Cost of floor area per m² _____

Floor Area of ancillary works in m² _____

Cost of floor area of ancillary works in m² _____

Demolishing costs _____

TOTAL COST OF WORKS:

\$ 6,000,000.00

PROPERTY OWNER'S CONSENT

NOTE: All owners/Director's of companies must sign this consent. If property ownership has recently been transferred, provide evidence of the transfer.

As the owner/s of the above property, I/we consent to the lodgement of this Application, and permit officers of Council to enter the land to carry out inspections as required for the assessment of this application.

Name: _____

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____

Company Name: Armidale Ex Services Memorial Club I

Authorised Officer Signature: [Signature]

Date: 27/1/2021

DISCLOSURE OF POLITICAL DONATIONS & GIFTS

State legislation requires us to ask whether you, or any person with a financial interest in this application, made a reportable political donation or have given a gift to any local Councillor or Council employee within the last 2 years.

☐ Yes ☐ No

NOTE: If you have ticked 'Yes' above you must complete a 'Political donations and gifts disclosure statement'.

For the meaning of 'reportable political donation', 'gift' and 'person with a financial interest', see the information on our website in relation to political donations and gifts.

Section B – Development Information**DEVELOPMENT TYPE**

- ☒ Erecting, altering or adding to a building or structure (including a temporary structure)
- ☐ Demolition of a building or structure
- ☐ Subdivision of land/building
- ☐ Change of use of land/building
- ☐ Other work (specify) _____

Do you intend to use the premises as an entertainment venue (cinema, theatre, concert hall or indoor sports stadium) or a function centre, pub, registered club or restaurant?

☐ Yes ☒ No

If yes, what is the maximum number of persons proposed to occupy, at any one time, any part of the building to which that use applies?

DEVELOPMENT CONSENT

If you are unsure, please consult the Explanatory Notes attached to this form

- ☒ Local development
- ☐ Crown development
- ☐ Staged development (please attach information that describes the stages of your development)
- ☐ Designated development
- ☐ Integrated Development (please indicate under which Act relevant license/permits are required:

Fisheries Management Act 1994

[] s. 144 [] s. 201

[] s. 201 [] s. 205

[] s. 219

Heritage Act 1977

[] s. 58

Mining Act 1961

[] s. 63 & 64

National Parks and Wildlife Act 1974

[] s. 90

Protection of the Environment Operations Act 1997

[] ss. 43 (a), 47 & 55

[] ss. 43 (b), 48 & 55

[] ss. 43 (d), 55 & 122

Rural Fires Act 1997

[] s. 100 B

Roads Act 1993

[] s. 138

Mine Subsidence Compensation Act 1961

[] s. 15

Water Management Act 2000

[] ss. 89, 90, 91

Section B – Development Information**STATEMENT OF ENVIRONMENTAL EFFECTS**

Please attach a Statement of Environmental Effects or Environmental Impact Statement as relevant to your application. All applications require one or the other.

Indicate the type of statement attached:

- ☒ Statement of Environmental Effects
☐ Environmental Impact Statement

THREATENED SPECIES CONSERVATION

Is the land, or part of the land you propose to develop, identified as critical habitat under the Threatened Species Conservation Act 1995?

☐ Yes ☒ No

NOTE: At the date of publication of this form (March 2015) there was no declared critical habitat in Armidale Dumaresq.

Is your proposal likely to significantly impact on threatened species, populations, ecological communities or their habitats?

☐ Yes ☒ No

NOTE: If you have answered 'yes' to either of the above, a 7-Part Test under Section 5A of the Environmental Planning and Assessment Act will be required and a Species Impact Statement may be necessary. This will need to be undertaken by a suitably qualified person.

Does the land you propose to develop have an area greater than 1 hectare?

☐ Yes ☒ No

NOTE: If you have answered 'yes', you will be required to make an assessment under the State Environmental Planning Policy No. 44, as to whether the land is potential koala habitat. This will need to be undertaken by a suitably qualified person.

Current use of site/building:

Vacant/ Bowling Green

Are you aware of any activities on the site which may have led to soil contamination?

Yes

For subdivision - number of new lots to be created:

N/A

For subdivision – provide names of any new roads on site plans and in SEE – see POL071 Local Roads and Place Naming Policy.

N/A

Proposed hours of operation - commercial and industrial development:

Monday – Friday: Motel Operation Hours
 Saturday: Motel Operation Hours
 Sunday: Motel Operation Hours

Section B – Development Information**HERITAGE AND CONSERVATION**

Is the building an item of environmental heritage, or in a conservation area in Council's Local Environmental Plan (LEP)?

☒ Yes ☐ No

(This information is available at Council Offices or Council's website: www.armidale.nsw.gov.au)

Are you proposing to demolish all or part of the heritage building, or remove a heritage listed tree?

☐ Yes ☒ No

Are you proposing to alter or add to any part of a heritage building?

☐ Yes ☒ No

NOTE: If you have answered 'yes' to any of the above, you may be required to submit a Heritage Impact Statement.

Section C – Construction Details**BUILDER'S DETAILS**

☐ Owner Builder

Following lodgement of your application, you will be required to obtain an Owner Builder Permit and provide a copy to Council.

☐ Licensed Builder

Name: _____

License Number: _____

CONSTRUCTION CERTIFICATE

☐ Building work

Building Code of Australia Class of the proposed building: _____

☐ Subdivision Work

DEVELOPMENT CONSENT

DA Number (if issued): _____

Date of Consent: _____

Section C – Construction Details**CONSTRUCTION STATISTICS (areas in m²)**

Area of site:

Floor area of new work:

Number of dwellings to be constructed:

Number of dwellings to be demolished:

Floor area of existing buildings:

Number of pre-existing dwellings:

Number of storeys:

Will the new dwelling be attached to any new building?

☒

Yes

☐

No

Will the new dwelling be attached to any existing buildings?

☐

Yes

☐

No

Is your proposal for a dual occupancy residence?

☐

Yes

☐

No

Tick below the construction materials to be used.

*NOTE: The numbers after the construction materials are codes for office use only.***FLOOR:**☐

Concrete/Slate 20

☐

Timber 40

☐

Other 80

☐

Not specified 90

FRAME:☐

Timber 40

☐

Steel 60

☐

Aluminium 70

☐

Other 80

☐

Not specified 90

ROOF:☐

Tiles 10

☐

Concrete/Slate 20

☐

Fibre Cement 30

☐

Steel 60

☐

Aluminium 70

☐

Other 80

☐

Not specified 90

WALLS☐

Brick (double) 11

☐

Brick (veneer) 12

☐

Concrete/Stone 20

☐

Fibre Cement 30

☐

Timber 40

☐

Curtain Glass 50

☐

Steel 60

☐

Aluminium 70

☐

Other 80

☐

Not specified 90

Section C – Construction Details

Do you wish to appoint Council as the Principal Certifying Authority for the purposes of issuing:

Complying Development Certificates;

Construction Certificates;

Occupation Certificates;

Subdivision Certificates;

and carrying out inspections in relation to the above.

☐

Yes

☐

No

*NOTE: Council has estimated the cost of undertaking mandatory/compliance inspection based on typical construction processes. Where additional inspections or re-inspections are required to be undertaken by Council Officers, inspection fees in accordance with Council's Management Plan will be required to be paid prior to the inspection occurring.***Section D – Modification of Consent****ORIGINAL DEVELOPMENT CONSENT**

DA/CDC/CC Number:

DA-116-2018/C

Date of consent:

5/10/18

What did the original consent allow?

Cost of original proposal: \$

6,000,000.00

Cost of original DA fee: \$

Not Known

DETAILS OF MODIFICATION SOUGHT☐

Correction of a minor error/misdescription in original application or consent

☒

Modification that will have minimal environmental impact

☐

Other modification

Explanation of the modification sought:

Refer attached covering letter

Does the development involve any building work?

☒

Yes

☐

No

NOTE: If you have answered 'yes' and a Construction Certificate has previously been issued for the development, a new Construction Certificate will be required.

Section E – Subdivision Certificate**DETAILS OF THE SUBDIVISION**

Is Development Consent required for the subdivision?

☐ Yes ☐ No

(Exempt Development – if No, attach evidence that you meet the requirements for exempt subdivision)

Has Development Consent been granted for the subdivision?

☐ Yes ☐ No

DA number: _____

CONDITIONS OF CONSENT

Does the Development Consent have conditions that you must meet before a Subdivision Certificate can be issued?

☐ Yes ☐ No

NOTE: If you answered 'yes' to the above, attach a statement detailing how each of the conditions have been addressed including photos and documentary evidence where necessary.

If a Deferred Commencement Consent has been issued, have all matters been satisfied that are required before the consent can operate?

☐ Yes ☐ No

Is the land you wish to develop within Council's Water Supply area of operations?

☐ Yes ☐ No

NOTE: If you answered 'yes' above you will need to obtain a Certificate of Compliance

Has the Land and Environment Court decided that a drainage easement is necessary over other land so your land can be drained or your drainage can be disposed of?

☐ Yes ☐ No

NOTE: If you have answered 'yes' above you need to provide evidence that the necessary easements have been purchased by Council.

CONSTRUCTION CERTIFICATE

Has a Construction Certificate (subdivision) been issued for the subdivision work?

☐ Yes ☐ No

Where works are required for the subdivision, has:

- ☐ The work been completed?
- ☐ The Principal Certifying Authority been paid to undertake the work?
- ☐ A security been lodged in relation to the work?

Please provide detailed evidence where applicable.

Section F – Approvals under the Roads Act 1993**USE OF THE ROAD/ROAD RESERVE**

What do you propose to do?

- ☐ Construct road works including drainage
- ☐ Construct a footpath
- ☐ Construct a driveway
- ☐ Connect to Council services (water or sewer)
- ☐ Control traffic
- ☐ Pumping of water into a road
- ☐ Connect to another road
- ☐ Creation of work zones for buildings
- ☐ Erect hoardings
- ☐ Operate a footway restaurant
- ☐ Hold a road event

NOTE: If you have ticked one of the above activities that involves work being carried out in the road/road reserve, you will be required to submit an Application to Conduct Work on Land to Which Council is the Regulatory Authority Form.

SECTION G - Approval under s. 68 of the Local Government Act 1993**TYPE OF APPROVAL SOUGHT**

- ☐ Nil
- ☐ Stormwater drainage work
- ☐ Water supply work, and/or sewerage work *
- ☐ Install and operate an on-site sewage management system *
- ☐ Install a solid fuel heater *
- ☐ Discharge trade waste into Council's sewer *

* **Note: requires separate application form**

- ☐ Theatrical, musical or other entertainment for the public on community land
- ☐ Construct a temporary enclosure on community land for the purpose of entertainment
- ☐ Install a manufactured home, moveable dwelling or associated structure
- ☐ Other (specify below):

Section H – Tree Removal**TREE REMOVAL DETAILS**

Application to:

☐
☐

Remove

Prune

NOTE: If your proposal involves any of the above action on a tree identified in the Local Environmental Plan, please address the following in a separate document.

Provide details regarding:

- Whether you intend to trim or remove the tree, and for what reason/s
- A description of the tree including species or variety (if known)
- Whether the tree is dead or potentially dangerous

Provide a plan of the location of the tree/s and distances from buildings and nearby property boundaries. Include the location of, and distances to any underground services such as water, storm water, sewer, telephone and overhead power lines. You may wish to include photographs of the subject tree/s with your application. A landscape plan/replacement plantings may be required.

For heritage listed trees in heritage listed grounds or gardens, a landscape plan detailing proposed replacement of trees is required (refer to the Local Environmental Plan). The plan should address the heritage significance of the tree/s, and propose measures to conserve the heritage significance of the setting. New or replacement plantings must be compatible with the period, genre or style of the original garden and/or heritage listed property.

Please submit the landscape plan as part of your development application. A report from a qualified arborist supporting your proposed tree removal may be required.

Section J – Occupation Certificate**TYPE OF OCCUPATION CERTIFICATE REQUIRED:**☐

Interim Occupation Certificate

☐

Final Occupation Certificate

BCA Classification: _____

Attach the following documents to your application for an Occupation Certificate:

☐

Development Consent or Complying Development Certificate

☐

Construction Certificate

☐

BASIX Certificate

☐

Fire Safety Certificate (where required)

☐

Compliance Certificate (where required)

Section I – Review of Determination

Details of the development consent you would like reviewed:

DA number: _____

Date of issue: _____

Property the determination relates to:

Please attach a detailed statement indicating the part of the determination you would like reviewed and the reasons that the original determination is not considered reasonable.

Additional Information**PRIVACY AND PERSONAL INFORMATION PROTECTION ACT 1998 (Section 10)**

The information you have provided with this application is considered 'personal information' for the purposes of the Privacy and Personal Information Protection Act (PPIA) 1998, and is being collected as to enable an efficient and accurate assessment of your application. The intended recipients of the information are officers within Council assessing the application, and any other agent of Council. The information required by this application is required by law, and failure to provide the information requested will result in Council being unable to process your application. You may make application to access and correct the information you have provided by contacting Armidale Dumaresq Council.

EXPLANATORY NOTES – YOU MUST USE THIS SECTION TO ENSURE ALL RELEVANT PARTS OF YOUR APPLICATION ARE COMPLETED TO AN ADEQUATE STANDARD FOR SUBMISSION

Plans required for Development Applications

The following plans are required to be submitted to standard scales (1:50; 1:100, 1:200 or 1:500) on A3 - 80 gsm paper. Larger sized plans (A1 or A2) are only acceptable for large scale development:

- three copies for Development Applications;
- three copies for Construction Certificate applications;
- three copies for Subdivision Certificate applications.

This allows different members of the assessment team to view plans concurrently. More copies may be required for major development activity and will assist with referrals to other organisations such as the Roads and Traffic Authority, the Rural Fire Services or the Heritage Office.

Plans should be drafted in the form shown in **Australian Standard 1100.301 Technical/Architectural Drawing** and should include the following details:

- (a) **A Site Analysis Plan** (minimum 1:200 scale – A3) showing the opportunities and constraints of the property and relationship to surrounding land (including features of adjoining sites). Refer to Figure 1. These items should include:
 - i) contours;
 - ii) existing vegetation;
 - iii) buildings (including any to be retained and neighbouring buildings, including window locations);
 - iv) buildings to be demolished (please mark – to be demolished)
 - v) views to and from the site;
 - vi) access and connection points (including vehicular, pedestrian and cycle);
 - vii) drainage and services;
 - viii) orientation, micro-climate and noise sources;
 - ix) fences, boundaries and easements;
 - x) any other significant features.
- (b) **A Detailed Site Plan** (minimum 1:200 scale – A3) containing the following information. Plans must be **coloured or hatched** where alterations or additions are proposed to existing site. Refer to Figure 2. These items should include:
 - i) north point;
 - ii) boundaries and boundary measurements;
 - iii) existing buildings and natural features such as trees, watercourses;
 - iv) reduced levels at each corner of the site or contours over the site;
 - v) reduced levels at the corner of any building;
 - vi) location of any easements (water, sewer, right-of-way, Transgrid etc);
 - vii) location of any Council sewer/water on the site;
 - viii) proposed stormwater disposal from the site;
 - ix) Australian Height Datum (AHD) levels are required for floor or slab levels of buildings in flood affected areas and in the Armidale CBD;
 - x) BASIX commitments;
 - xi) any other significant features.
- (c) **Legible Floor Plans** (minimum 1:100 scale). Plans must be **coloured or hatched** where alterations or additions are proposed to existing development. These should include AHD levels of the lowest floor and any yard gully belonging to that floor. Refer to Figure 2.2.
- (d) **Detailed Elevations and Sections** (minimum 1:100 scale). Plans must be **coloured or hatched** where alterations or additions are proposed to existing development. These should include AHD levels of the lowest floor and any yard gully belonging to that floor. Refer to Figure 2.3.
- (e) **One additional set of neighbour notification plans – A4 or A3** – do not show internal floor plan configuration on these plans. Indicate by colour or hatching to distinguish any proposed alteration, rebuilding or modification.
- (f) For higher density developments or developments of multiple storeys, a shadow diagram may be requested. The plan should show:
 - i) the location of neighbouring buildings
 - ii) shadows cast by the existing structures and trees on the site between 9am and 3pm on 22 June (ie. midwinter);
 - iii) shadows cast by the proposed development at 9am and 3pm on 22 June (ie. midwinter).

Plans required for Subdivision Application

Detailed subdivision plans are to be submitted with a Development Application to subdivide land, showing:

- i) the proposed subdivision with both existing and proposed site plan details (including number of lots, area and dimensions);
- ii) all existing and proposed land uses;
- iii) the location and width of nearby roads;
- iv) the location of water, sewer, electricity and telecommunications services;
- v) proposed points of entry and exit for each proposed lot;
- vi) proposed method of stormwater disposal;
- vii) proposed new roads (if any), (including long section and cross section drawings); and,
- viii) relative levels for both the subject land and the adjacent streets/footpaths.

Plans required for a Construction Certificate Applications

Applications for a Construction Certificate will require:

- i) at least one detailed cross section showing construction details such as roof trusses. Refer to Figure 2.3;
- ii) details of provisions for fire safety and resistance (if any);
- iii) window size schedule;
- iv) structural engineer's details of any footing, concrete slab or proposed retaining walls requiring approval;
- v) details of proposed insulation (including 'R' rating); and,
- vi) specification details.

Statement of Environmental Effects

A Statement of Environmental Effects is a statement that demonstrates that the applicant has considered the impact of the proposal development on the natural and built environments both during and after construction and the proposed methods of mitigating any adverse effects. This statement does not have to be in any special form, but should address the following matters:

- i) the objectives you are hoping to achieve. This will assist Council in understanding the applications intent;
- ii) outline any alternatives you considered, and why you preferred the one which you are submitting;
- iii) assessment of the likely 'external' effects of your proposal, including any possible adverse effects on your neighbours or the locality;
- iv) if the impact could be potentially significant, outline any measures you propose to neutralise or offset that impact. Alternatively explain why you think the likely effect is acceptable;
- v) relevant standards and policies applicable to the development as contained in our LEP and this DCP.

Please be as objective as possible. We may ask you to produce evidence in support of any claims you make. The statement, in appraising the suitability of land for development, should address issues (where applicable) such as:

- i) flooding, drainage, land slip, soil erosion, mine subsidence;
- ii) effect on the landscape, streetscape, national park or scenic quality of the locality;
- iii) impact on existing and future amenity of the locality;
- iv) how the privacy, daylight and view of other dwellings will be affected, ie. do they overlook or overshadow each other;
- v) amount of traffic generated, particularly in relation to the adequacy of existing roads and present volumes of traffic carried;
- vi) car access, parking and availability of public transport;
- vii) waste disposal arrangements. Location of garbage and storage areas;
- viii) methods of sewerage effluent and stormwater disposal;
- ix) availability of utility services, power, telephone, water/sewer;
- x) social effects and economic effects;
- xi) anticipated impact of noise levels to the site locality;
- xii) effect on historical and archaeological aspects;
- xiii) effect on flora and fauna;

- xiv) design and external appearance in relation to the site and locality indicating how the design is appropriate to the site, including a specification of the external materials to be used;
- xv) access for people with disabilities (if required);
- xvi) potential contamination of the development site and proposals for remediation/clean up of land;
- xvii) any special circumstances.

Note: Other matters may be relevant depending upon the nature of the development proposal. In the case of a 'designated' development, an environmental impact statement is required to be submitted in the manner outlined in the Environmental Planning and Assessment Act 1979 and the Environmental Planning and Assessment Regulation 2000.

Heritage Issues

A Heritage Impact Statement is required for all demolition, and may be required for alterations and additions to a heritage listed building/garden. This statement should address the following:

- i) why the item is of heritage significance;
- ii) what impact the proposed works will have on that significance;
- iii) what measures are proposed to mitigate negative impacts;
- iv) why more sympathetic solutions are not viable.

For further information on the preparation of such a statement visit: <http://www.heritage.nsw.gov.au/>

Forms and Other Documents

All applications for development can be made on the one standard form which can be provided by our Customer Service staff or online. These enable us to gather information which is used to routinely in the assessment of your application, such as the name and contact details for the applicant, property address and basic details of the development activity for which approval is sought.

In addition to these forms, it may be necessary to provide additional information and where this is the case, the form will prompt you to do so. Examples of such information include:

- two copies of specifications for building works, including details of materials to be used and the method proposed for drainage, sewerage and water supply. We may dispense with this requirement for minor works and that we hold a standard specification for projects such as dwelling construction.
- drainage plan application with Construction Certificate (if new sewer drainage is proposed) – may be waived if applicant's Plumbing Contractor agrees to submit 'works as executed' drawings to Council's standards.

Department of Fair Trading insurance receipt for residential building applications for projects to be undertaken by licensed builders over \$20,000 in value; for owner-builders, a receipt and Owner Builders Permit is required for projects over \$5,000 in value;

BASIX Certificate – the Building Sustainability Index (BASIX) is a web-based planning tool administered by the NSW State Government, designed to assess the potential performance of residential buildings against a range of sustainability indices. A BASIX Certificate identifies the sustainability features required to be incorporated in the building design. These features may include sustainable design elements such as recycled water, rainwater tanks, AAA-rated showerheads and taps, native landscaping, heat pump or solar water heaters, gas space heaters, roof eaves/awnings and wall/ceiling insulation.

You may be required to submit a BASIX Certificate depending on the type of development approval required. This must be submitted with your Development Application. In addition, the BASIX commitments must be included on your plans. The BASIX specifications are to be identified on your plans, and will be checked by a building certifier during construction. Where submitted plans and specifications are inconsistent with the relevant BASIX Certificate, Council will require applicants to submit consistent applications before progressing the assessment process, either by amending the plans and specifications or by submitting a revised BASIX Certificate. Applicants can generate the BASIX Certificate on the Department of Planning's BASIX website: www.basix.nsw.gov.au.

Integrated Development

Integrated Development (at the date of printing this document) comprised development requiring any of the following approvals:

Rural Fires Act

Section 100B – if your proposal requires authorisation in respect to bushfire safety of subdivision of land that could lawfully be used for residential or rural residential purposes, or development of land for special fire protection purposes.

Special Fire Protection Purposes include: schools, child care centres, hospitals, hotels, motels, other tourist accommodation, homes for mentally incapacitated persons, housing for older people or people with disabilities (within the meaning of SEPP 5), group homes, (within the meaning of SEPP 9) and retirement villages.

Protection of the Environment Act 1997

- (a) Sections 43(a), 47 & 55 – if your proposal requires an Environmental Protection License to authorise carrying out of scheduled development work;
- (b) Sections 43(b), 48 & 55 – if your proposal requires an Environmental Protection License to authorise carrying out of scheduled development work (excluding any activity described as a 'waste activity' but including any activity described as a 'waste facility';
- (c) Sections 43(d), 55 & 122 – if your proposal requires an Environmental Protection License to control carrying out of non-scheduled activities for the purposes of regulating water pollution resulting from the activity.

Roads Act 1993

Section 138 – if your proposal requires consent to carry out any of the following activities on a classified road.

- (a) erect a structure or carry out work in, on or over a public road;
- (b) dig up or disturb the surface of a public road;
- (c) remove or interfere with a structure, work or tree on a public road;
- (d) pump water into a public road from any land adjoining the road;
- (e) connect to a road (whether public or private).

Fisheries Management Act 1994

- (a) Section 144 – if your proposal involves the cultivation of fish, shellfish, crustaceans, seaweeds or other aquatic organisms for commercial purposes;
- (b) Section 201 – if your proposal involves the excavation of filling the bed of a natural or semi-natural waterway, whether permanently or intermittently flowing;
- (c) Section 205 – if your proposal involves an disturbance, damage or harm to marine vegetation;
- (d) Section 201 – if your proposal involves across a natural waterway.

Heritage Act 1977

Section 58 – if your proposal involves work on land affected by a permanent or interim conservation order or a place listed on the State Heritage Register.

National Parks and Wildlife Act 1974

Sections 90 – if your proposal requires approval to knowingly destroy of damage an Aboriginal Object or Aboriginal Place. 'Aboriginal Place' – any place gazetted by the Minister as being of special significance to Aboriginal culture. 'Aboriginal Object' means any deposit, object or material evidence (not being a handicraft made for sale) relating to the Aboriginal habitation of the area that comprises New South Wales, being habitation before or concurrent with (or both) the occupation of that area by persons of non-Aboriginal extraction, and includes Aboriginal remains.

Water Management Act 2000

Section 89, 90 & 91 – if your proposal requires approval to pump water from a waterway or change the water quality of a natural waterway

Mining 1992

Sections 63 & 64 – if your proposal requires the granting of a mining lease.

Mining Subsidence Compensation Act 1961

Section 15 – if your proposal involves altering or erecting improvements or subdividing land in a mine subsidence district.

Designated Development

Designated Development is a type of development that requires a more significant assessment process including the preparation of an Environmental Impact Statement (EIS). If your development involves any of the activities listed below it may be designated development. Please consult Schedule 2 and Schedule 3 of the *Environmental Planning and Assessment Regulation 2000* for more information on Designated Development and the preparation of Environmental Impact Statements.

Agricultural produce industries

Electricity generating stations

Limestone mines and works

Livestock processing industries

Breweries and distilleries

Bitumen pre-mix and hot-mix industries

Pulp and pulp products industries

Contaminated soil treatment works

Crushing, grinding or separating works

Drum or container reconditioning works

Chemical storage facilities

Artificial waterbodies

Cement works

Ceramic and glass industries

Mineral processing or metallurgical works

Railway freight terminals

Non-domestic composting facilities

Non-domestic sewerage facilities

Waste management facilities or works

Wood or timber milling or processing works

Wood preservation works

Aquaculture

Aircraft facilities

Shipping facilities

Extractive industries

Chemical industries

Petroleum works

Concrete works

Coal works

Coal mines

Mines

Turf farms

Other Relevant Information

The activities that may lead to contamination are listed below. If any of these activities have been, or are being, carried out on the subject site, it may be contaminated. You should include the land use in the relevant section of the Application Form.

Table 1. Some Activities that may Cause Contamination

Acid/Alkali plant and formulation

Agricultural/horticultural activities

Paint formulation and manufacture

Chemical formulation and manufacture

Pesticide formulation and manufacture

Electro plating and heat treatment premises

Spray painting substations (electrical)

Electrical manufacturing (transformers)

Waste and storage and treatment

Power stations

Railway yards

Scrap yards

Mining and extractive industries

Asbestos production and disposal

Oil production and storage

Drum re-conditioning works

Dry cleaning establishments

Smelting and refining

Tanning and associated trades

Water board plant or depot

Funeral parlours

Gas works

Wood preservation

Defence works

Landfill sites

Airports

Panel beating

Council works depot

Service stations

Sheep and cattle dips

Engine works

Explosives industry

Iron and steel works

Metal treatment

Boatyards

Managing Land Contamination Planning Guidelines, SEPP 55—Remediation of Land, p12

Plans required for an s.68 Application to Install an On-site Wastewater Management System

The Onsite Wastewater Management System Application must be accompanied by a Site Plan, showing the location of:

- i) the sewage management facility proposed to be installed or constructed on the site;
- ii) any related effluent application areas; and,
- iii) any buildings or facilities existing on and any environmentally sensitive areas of, any land located within 100 metres of the sewage management facility or effluent application areas;
- iv) applications for the systems incorporating surface/subsurface irrigation must include a plan of the irrigation layout within the designated disposal area.

Specifications:

The application must be accompanied by a copy of the specification of the sewage management facility proposed to be installed or constructed on the premises including a copy of the Department of Health Accreditation.

Site Assessment and Geotechnical Reports

Applications involving land applications of effluent must be accompanied by a report detailing the topography, soil composition and vegetation of any effluent disposal areas.

Operation and Maintenance

The application must be accompanied by details of the operation and maintenance requirements for the proposed sewage management facilities including details of any action to be taken in the event of breakdown or some other interference in the facilities operation.

Submitted Applications

Fees

Most of the fees applicable for our assessment of applications are set by State legislation. In some cases, fees are set in our Management Plan. Additional fees are payable for inspections carried out by our staff following the issue of a Construction Certificate. Our customer service staff are able to provide a full schedule of fees on request.

Will Council provide pre-application advice?

Yes. We encourage intending applicants to discuss their applications with our staff before lodgement. This is especially important where intending developers are likely to incur significant capital outlay in preparing applications or acquiring land. Advice can be sought from staff on the basis for assessment of a proposal, although this cannot extend to consideration of the commercial viability of a project, which is properly a matter for applicants and their own professional advisors.

Often such enquiries can be resolved by reference to Council's relevant statutory and policy controls. In other cases, proposals may not meet the criteria or standards that would normally apply to a particular site. This will require consideration of any special or offsetting merits of a proposal.

Is any payment required for Council's advice?

Cost recovery for extensive research, especially to respond to enquiries for commercial projects, is becoming increasingly important where we are asked to provide such a service. Pre-lodgement meetings are charged as follows:

- Pre-lodgement meeting - discuss proposal, plan checking, seeking clarification of planning requirements/matters for consideration - per hour after 1st hour (no charge for one pre-lodgement meeting up to 1 hour and maximum of 2 staff attending).
- Development Advisory Panel Meeting - per hour (If proposal has previously been the subject of a property enquiry and/or pre-lodgement meeting, or large and/or complex proposal which requires consideration by more than 2 staff).
- Development Advisory Panel Site Inspection (where required) - per hour.

Any payment must be made at the time of the meeting.

These fees will apply particularly to repeated enquiries about the same matter or property, to detailed enquiries of a 'speculative' nature, or where the advice would normally be available for a fee from consultancy services. The enquirer will always be notified when we intend to commence charging and given the option not to proceed.

How binding is pre-application advice?

Council staff will respond to specific pre-application enquiries in good faith. However, any pre-application consultation cannot 'pre-empt' detailed consideration and determination of a specific application, which could include consultation with third parties such as your neighbours.

Official advice is only given in writing. If some uncertainty remains, a common practice to make the purchase or lease of land conditional upon the outcome of an application. This is often the best way to protect your interests. This option should be discussed with your legal adviser where appropriate.

Disclosure of Political Donations and Gifts

Under State legislation, any person making a Development Application must also disclose whether they or any person with a 'financial interest' in the application have made a 'reportable political donation' or 'gift' to a local Councillor or Council employee within the period commencing two years before the Application is made and ending when the Application is determined. Any such donation or gift, if applicable, must be disclosed on the form provided with the Council's DA form and lodged with Council.

The form includes further explanatory information on disclosures and the terms in italics.

Failure to make a required disclosure is an offence under state legislation, which may lead to a fine or imprisonment. Should you have any questions about the legislation please contact the NSW Department of Planning – www.planning.nsw.gov.au

Annexure A – Estimated Cost of Works

The genuine cost of the development proposed in a development application or certification application should include costs based on industry recognised prices, including cost for materials and labour for construction and/or demolition and GST. If the estimate is understated, the figure will need to be adjusted. Additional application fees may then be incurred.

Council has developed an 'Estimating Cost of Works for Development Guide' which may provide guidance on what Council considers to be genuine estimated costs of works for development. The figures in the guide have been prepared from Rawlinsons Construction Cost Guide 2012.

1. GENERAL PROJECT INFORMATION

DESCRIPTION OF WORKS		
TOTAL SITE AREA	Gross floor area (commercial)	m ²
	Gross floor area (residential)	m ²
	Gross floor area (retail)	m ²
	Gross floor area (industrial)	m ²
	Gross floor area (other)	m ²
PARKING	Gross floor area (parking)	m ²
	Number of parking spaces	
DEMOLITION WORKS		m ²
OTHER WORKS		

2. ESTIMATED COST OF WORKS

For developments up to \$100,000 Council will accept a per m² cost in accordance with Council's 'Estimating Cost of Works for Development Guide'. For developments between \$100,001 and \$3,000,000 a cost estimate must be provided by a licensed builder, a registered architect, a qualified and accredited building designer, or a registered quantity surveyor. The methodology must be detailed in either Table 1 or Table 2 below. If the development is over \$3,000,000, a detailed cost report prepared by the registered quantity surveyor should be attached verifying the cost of the development.

Table 1: ESTIMATED COST OF WORKS - BASED ON WORKS COMPONENTS

Cost (applicant's genuine estimate)	
Demolition works (including cost of removal from site and disposal)	\$
Site preparation (e.g. clearing vegetation, decontamination or remediation)	\$
Excavation or dredging including shoring, tanking, filling and waterproofing	\$
Preliminaries (e.g. scaffolding, hoarding, fencing, site sheds, delivery of materials, waste management)	\$
Building construction and engineering costs	\$
• concrete, brickwork, plastering	
• steelwork/metal works	
• carpentry/joinery	
• windows and doors	
• roofing	
Internal services (e.g. plumbing, electrics, air conditioning, mechanical, fire protection, plant, lifts)	\$
Internal fit out (e.g. flooring, wall finishing, fittings, fixtures, bathrooms, and equipment)	\$
Other structures (e.g. landscaping, retaining walls, driveways, parking, boating facilities, loading area, pools)	\$
External services (e.g. gas, telecommunications, water, sewerage, drains, electricity to mains)	\$
Professional fees (e.g. architects and consultant fees, excluding fees associated with non-construction components)	\$
Other (specify)	\$
Parking / garaging area	\$
GST	\$
TOTAL	\$

Annexure A – Estimated Cost of Works

OR

Table 2: ESTIMATED COST OF WORKS - BASED ON FLOOR SPACE ESTIMATES

		Costs
PROFESSIONAL FEES	% of construction cost	%
	% of development cost	%
	total cost	\$
DEMOLITION & SITE PREPARATION	x/m ² of site area	\$
	total construction cost	\$
EXCAVATION	x/m ² of site area	\$
	volume of material removed	
	total construction cost	\$
CONSTRUCTION Commercial	x/m ² of commercial area	\$
	total construction cost	\$
CONSTRUCTION Residential	x/m ² of residential area	\$
	total construction cost	\$
CONSTRUCTION Retail	x/m ² of retail area	\$
	total construction cost	\$
CONSTRUCTION Industrial	x/m ² of commercial area	\$
	total construction cost	\$
CONSTRUCTION other	x/m ² of commercial area	\$
	total construction cost	\$
FITOUT Commercial	x/m ² of commercial area	\$
	total construction cost	\$
FITOUT Residential	x/m ² of residential area	\$
	total construction cost	\$
FITOUT Retail	x/m ² of retail area	\$
	total construction cost	\$
FITOUT Industrial	x/m ² of industrial area	\$
	total construction cost	\$
FITOUT Other	x/m ² of retail area	\$
	total construction cost	\$
CARPARK	x per space	\$
	x/m ² of parking area	\$
	total construction cost	\$
TOTAL CONSTRUCTION COST		\$
TOTAL GST		\$
TOTAL DEVELOPMENT COST		\$

3. CERTIFICATION OF THE ESTIMATED COST OF WORKS

I certify that:

1. I have provided the estimated costs of the proposed development and that those costs are based on industry recognised prices; and
2. the estimated costs have been prepared having regard to the matters set out in clause 255 of the *Environmental Planning and Assessment Regulation 2000*

Signed:	
Name:	
Position:	
Date:	
Contact Number:	
Contact Address:	

Malpas Dam Upgrade Assessment

Executive Summary

A detailed analysis by NSW Public Works Advisory has determined that the most economic and technically feasible option for increasing of the full storage level of Malpas Reservoir from 12.2GL to 27.6GL¹ by raising the spillway overflow weir by 6.49 metres. Whilst this will not provide the full secure yield required over the full 30 year time frame it will significantly increase the available stored volume, meet current and future demand under historic climate, meet current demand under climate change condition and add sufficient capacity to accept pumped inputs from as yet to be determined catchments.

The preliminary cost estimate for this work is \$25.8 million including all ongoing investigation and design costs. However, it should be emphasised that this cost is an initial estimate which includes a 40% contingency as normally recommended at this stage. A more accurate figure will be presented on conclusion of the preliminary design, currently estimated to be available at the beginning of 2022. The cost does not include the cost of transfer system (pipe and pumps) to supplement Malpas source.

Description



Malpas Dam is a 31 metre high earth and rockfill embankment dam located on the Gara River. It was constructed in 1968 for water supply to Armidale and has a storage capacity of 12,500ML.

The dam's full storage level (FSL) is at 1175.85m AHD and the embankment crest level is at 1184.5m AHD, a freeboard of 8.65 metres. This is considerably more than would normally be expected of a dam of this size, indicating that it was initially constructed to allow for future raising of the FSL at minimum cost.

The embankment comprises a central sandy clay core of low permeability, a semi permeable transition zone, rockfill shoulders and a 1.0 metre thick layer of riprap on the upstream face. The dam does not have internal filters for drainage or piping protection, as would normally be required by current best design practice.

¹ Malpas Hydrographic Survey 1999 by Michel Survey Group

The overflow spillway is a 40 metre wide unlined open channel cut into the right abutment rock with a concrete sill forming the overflow weir.

Water is extracted from the dam reservoir through a 4.5 metre diameter 27 metre high concrete wet well intake tower accessed via a 40m long steel truss bridge from the right bank.

Malpas Dam is a 'declared' dam under Dams Safety NSW (formerly NSW Dams Safety Committee) guidelines and has been assessed as having both a Flood Consequence Category and a Sunny Day Consequence Category of High C.

Assessments

General

The Armidale LGA was impacted by severe drought condition in 2019 resulting in the lowest level of water supply dams and level 5 water restriction (the highest level) for a year. In response, Council is working with the DPIE Water to upgrade and expand its water infrastructure to enhance water security in the region as a part of the Integrated Water Cycle Management (IWCM) Strategy which Council is developing in accordance with NSW Government's guidelines. Resolution of the water security issue is the most significant issue of the IWCM strategy and the following are the current undertakings.

- Feasibility options to increase the water storage capacity of Malpas Dam;
- Investigating different alternative dam sites and pump station sites to supplement Malpas source
- Undertaking Secure Yield studies of Malpas dam (raising supply levels at different levels) and other sources; and
- Securing water access licences for the water bores recently developed in Guyra
- Developing options to increase water security of the region

Increasing the Storage Capacity of Malpas Reservoir

In March 2020 Public Works Advisory were appointed to assist Council in identifying options to upgrade the storage capacity of the dam, taking into account the requirements of ANCOLD and Dams Safety New South Wales.

Public Works were asked to provide options and cost estimates to upgrade the dam by raising the water level in Malpas Reservoir by 3.0 and 6.49 metres respectively and identify:

- the preferred options to achieve the required increase in reservoir water levels from an engineering perspective and
- any environmental and/or social issues that will need to be addressed.

In addition they were asked to develop a new hydrological computer model and calibrate it both to previous events outlined in the URS 2006 risk assessment study and to the 2011 large flood event. This would provide an estimate of the current probability and magnitude of the dam crest flood and the probable maximum precipitation flood for those dam augmentation options.

Secure Yield Analysis/Alternative Sources

At the same time the planning (water utilities) section of Public Works Advisory were working on a secure yield analysis of the Malpas Reservoir in order to determine the amount of increased capacity needed to meet the Armidale region's water demands for the next 30 years. As an integral part of this process they are also investigating alternative dam sites

and sources that could be used to provide the additional water that might not be available from the Malpas Reservoir catchment at the higher levels of future water demand. At least three short listed options will be assessed as a part of IWCM options assessment on the triple bottom line basis of social, environmental and economic considerations.

Bores

Council has applied for a water access licence to allow it to extract ground water from four bores recently developed in Guyra and is waiting on a decision by the Natural Resources Access Regulator.

Outcomes

Hydrological Report

A preliminary memorandum on the hydrological investigations was provided to Council in October 2020. The report 'Malpas Dam Acceptable Flood Capacity Hydrology Investigations' from WRM Consultants (attached) was submitted in March 2021.

The consultants developed an XP-RAFTS hydrologic model for the Gara River catchment upstream of Malpas Dam. The model was calibrated to recorded rainfall and stream flow data for the March 2001, November 2010 and November 2011 events. The consultants determined that a good calibration had been achieved, especially at Malpas Dam, and that the XP-RAFTS model produces reasonable estimates of design discharges at the dam. This is despite the required 1 in 100,000 AEP design flood volume of 953 cu. metres per second being considerably less than the one from the 2006 URS study.

The report has been reviewed by Council's peer reviewer, Richard Rodd, who endorsed the consultant's conclusions.

Raising the Full Supply Level

The Malpas Dam Upgrade Options Report dated March 2021 (attached) from Public Works provided an updated analysis of the three options from their interim 2020 report, these were:

- upgrade with existing FSL;
- upgrade with FSL raised by 3.00 metres and
- upgrade with FSL raised by 6.49 metres.

Following discussions with Public Works and in line with the recommendation of the secure yield analysis, it was decided that Council should focus on the third option, raising the FSL by 6.49 metres.

In this option the raised FSL will be at 1182.34m AHD with the embankment being retained at its existing level of 1184.50m AHD. The existing spillway crest width of 40 metres will be increased to 50 metres.

Routing the updated 1 in 100,000 AEP design flood would lead to an estimated peak water level behind the dam of 1186.60m AHD. To accommodate this increase will require the construction of a 6.49 metre high concrete ogee spillway structure within the existing overflow channel with a crest length of 50 metres. A duck bill (3 sided) spillway arrangement that avoids channel widening is considered to be the most economical arrangement. See Figure 06 below. To provide the required 400mm freeboard, the embankment crest level

needs to be at 1186.74m AHD, i.e. raised by 2.50 metres. This can be best achieved by providing a concrete parapet wall as shown in Figure 07 below.

With this option the intake tower and access bridge would have to be reconstructed at a higher level to allow for operation and access.

Secure Yield Analysis

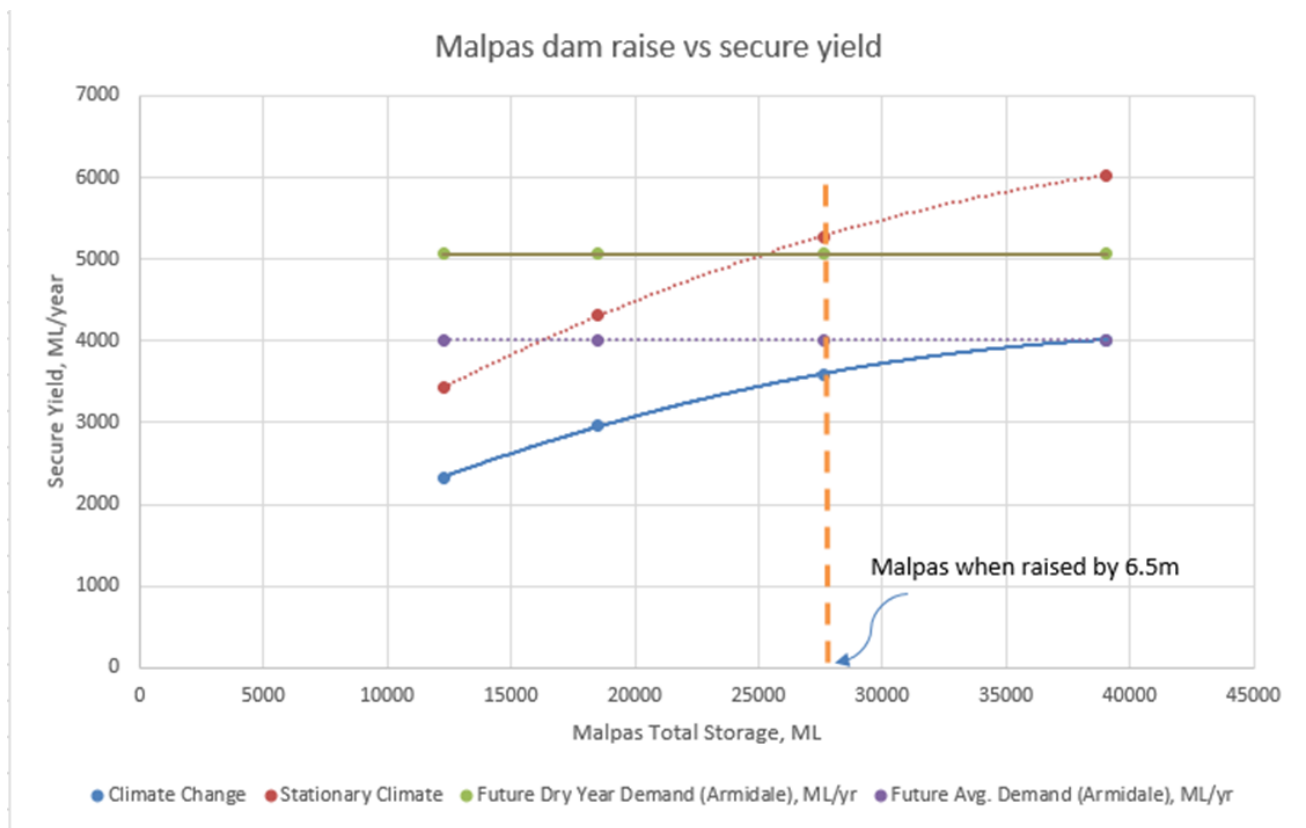
In response to the recent drought and in consultation with the Department of Planning Industry and Environment, Council engaged a consultant to update the secure yield of its water supply dams by extending the climate data used in previous studies to include the recent drought.

The consultant has now completed the secure yield assessment of Council's water supply dams using the following supply levels in Malpas Reservoir as the basis of the options provided:

- existing;
- raised by 3 metres;
- raised by 6.5 metres and
- raised by 10 metres.

The finding of the secure yield assessment (attached) is that increasing the Malpas Reservoir water supply level by 6.5 metres would provide water security under historical climate conditions for the planning period of 30 years from 2018. However, it is not enough to meet the future unrestricted demand under mandated climate change conditions. These results are shown graphically below.

However, despite the proviso above, the preliminary advice from Public Works is that a rise of 6.5 metres is the maximum storage that should reasonably be provided. The secure yield levels out after that, an indication that providing higher water supply levels is not cost effective.



Tabulation of the results from the secure yield analysis are shown in the table in Appendix C.

Project Costs

The table below lists the estimated cost of all of the activities required for the design and construction of the upgrade work. It includes the cost of construction provided by Public Works in Appendix B.

Activity	Estimated Cost	Cost of Each Phase
Concept design		
Concept design costs	\$ 250,000	
Geotechnical investigation	\$ 200,000	
Dam filters investigation	\$30,000	
Dambreak study	\$ 150,000	
Environmental impact analysis	\$ 210,000	
Surveying	\$ 20,000	
Cost estimate (external)	\$ 20,000	
Peer review	\$ 10,000	
Subtotal Concept Design		\$ 910,000

Detail Design		
Design Costs	\$ 150,000	
Hydraulic Modelling	\$ 80,000	
Tendering	\$ 20,000	
Peer review	\$ 120,000	
Subtotal Detail Design		\$ 370,000
Construction Phase		
Purchase additional land	\$ 1,000,000	
Construct dam	\$ 15,328,800	
Move sailing club premises	\$ 400,000	
Construction supervision (7%)	\$ 1,073,016	
Subtotal Construction		\$ 17,801,816
Project management (3%)		\$ 572,454
Total Costs		\$ 18,374,270
Contingency (40%)		\$ 7,349,708
Total Project Costs		\$ 25,723,979

It should be noted that this estimate is dependent on the dambreak analysis, to be undertaken during the concept design phase, resulting in the dam's consequence category remaining as 'High C'. Should it increase to 'High B' the spillway's capacity would have to be substantially increased at considerable cost.

Mike Brooks (Senior Engineer) and Arun Gautam (Project Engineer)
29 April 2021

Enclosed

Appendix A: Extract of PWA report showing concept plan to raise dam supply level by 6.49m

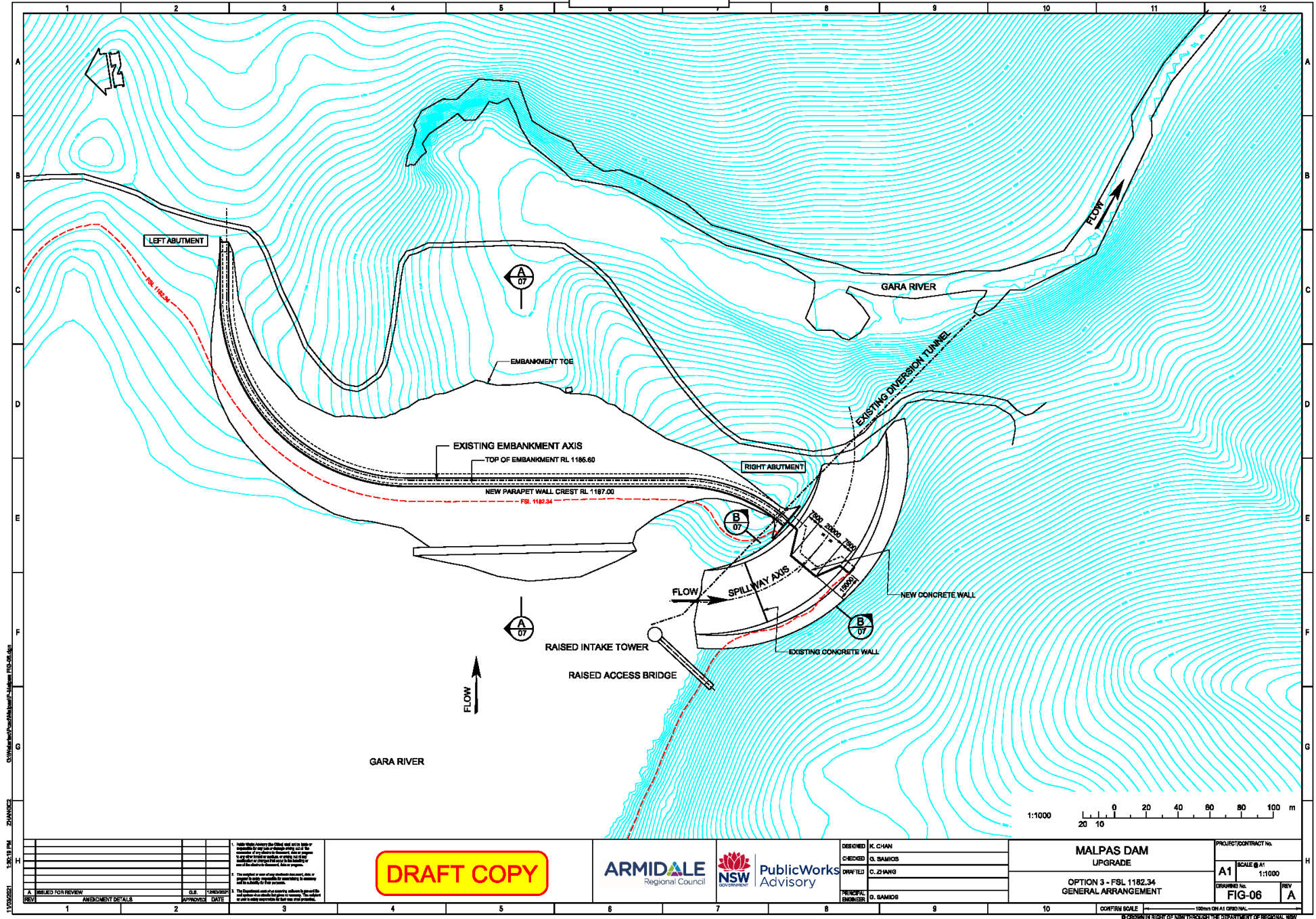
Appendix B: Extract of PWA report showing breakdown of dam construction cost

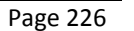
Appendix C: Extract of NUWS report showing secure yield results of water supply dams

PWA Malpas Dam Upgrade Options Assessment report also includes WRM Hydrology report

NUWS Secure Yield Studies – Progress Reports 3 and 4

Appendix A





Appendix B

OPTION 3 - RAISE FSL BY 6.49 metres, 50 metres WIDE SPILLWAY DAM CREST RL1187.00 metres (raise 2.50 metres)

Item	Description	Quantity	Unit	Rate	Amount	Sub Total
1	SITE ESTABLISHMENT					
1.1	Site establishment/ disestablishment		each		\$300,000	
1.2	Flood protection/dewatering		each		\$100,000	
	Total Site Establishment					\$400,000
2	SPILLWAY					
2.1	Foundation clean up	600	sq m	\$10	\$6,000	
2.2	Excavation	90	cu m	\$20	\$1,800	
2.3	Reinforced concrete crest structure	1,030	cu m	\$2,000	\$2,060,000	
2.4	Reinforced concrete retaining wall	300	cu m	\$2,000	\$600,000	
2.5	Reinforced concrete apron	240	cu m	\$1,500	\$360,000	
2.6	Anchor bars	500	lin m	\$100	\$50,000	
2.7	Spillway channel batter protection		each		\$400,000	
2.8	Channel downstream protection works		each		\$1,500,000	
	Total Spillway					\$4,977,800
3	EMBANKMENT					
3.1	Embankment excavation	3,000	cu m	\$15	\$45,000	
3.2	Downstream filter upgrade		each		\$5,400,000	
3.3	Foundation preparation	1,800	sq m	\$10	\$18,000	
3.4	Reinforced concrete parapet wall	1,200	cu m	\$2,000	\$2,400,000	
3.5	Backfill	2,800	cu m	\$40	\$112,000	
3.6	Crest pavement	1,500	sq m	\$100	\$150,000	
3.7	Downstream face topsoil and grass	600	sq m	\$25	\$15,000	

3.8	Guardrail	460	lin m	\$100	\$46,000	
	Total Embankment					\$8,186,000
4	INTAKE TOWER					
4.1	Demolition of existing tower deck		each		\$100,000	
4.2	Removal of existing access bridge		each		\$100,000	
4.3	Reinforced concrete in raised tower stem	60	cu m	\$2,000	\$120,000	
4.4	Reinforced concrete in raised tower deck	50	cu m	\$2,500	\$125,000	
4.5	Tower house construction		each		\$100,000	
4.6	Mechanical & electrical		each		\$60,000	
4.7	Raised access bridge piers	30	cu m	\$2,000	\$60,000	
4.8	Raised access bridge steel deck		each		\$300,000	
	Total Intake Tower					\$965,000
5	ANCILLIARY					
5.1	Installation of monitoring systems		each		\$500,000	
5.2	Access road reconstruction		each		\$300,000	
	Total Ancillary					\$800,000
	TOTAL DIRECT COST					\$15,328,800
	Contingencies (40%)					\$6,131,520
	TOTAL COST					\$21,460,320

Appendix C

Armidale Water Security 2016 to 2048

Armidale Water Security	2016	2018	2023	2028	2033	2038	2043	2048
Average Year Demand , ML/yr.	2,734	2,904	3,092	3,286	3,480	3,698	3,918	4,017
Unrestricted Climate Corrected Future Demand, ML/yr.	3,309	3,400	3,643	3,904	4,170	4,448	4,748	5,066
Scenario 1: Secure Yield Existing Dams Historic Climate, ML/yr.	3,428	3,428	3,428	3,428	3,428	3,428	3,428	3,428
Scenario 2: Secure Yield Existing Dams Climate Change, ML/yr.	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333
Scenario 3: Secure Yield Malpas Dam raised by 3m Historic Climate, ML/yr.	4,308	4,308	4,308	4,308	4,308	4,308	4,308	4,308
Scenario 4: Secure Yield Malpas Dam raised by 3m Climate Change, ML/yr.	2,958	2,958	2,958	2,958	2,958	2,958	2,958	2,958
Scenario 5: Secure Yield Malpas Dam raised by 6.5m Historic Climate, ML/yr.	5,279	5,279	5,279	5,279	5,279	5,279	5,279	5,279
Scenario 6: Secure Yield Malpas Dam raised by 6.5m Climate Change, ML/yr.	3,595	3,595	3,595	3,595	3,595	3,595	3,595	3,595
Scenario 7: Secure Yield Malpas Dam raised by 10m Historic Climate, ML/yr.	6029	6029	6029	6029	6029	6029	6029	6029
Scenario 8: Secure Yield Malpas Dam raised by 10m Climate Change, ML/yr.	4018	4018	4018	4018	4018	4018	4018	4018
Scenario 1: Existing Dams Guyra, Malpas and Puddledock, Historic Climate Data and existing Environment Release in accordance with current water sharing plans , ML/year								
Scenario 2: Existing Dams Guyra, Malpas and Puddledock, Climate Change Data and existing Environment Release in accordance with current water sharing plans , ML/year								
Scenario 3: Existing Dams Guyra and Puddledock and Malpas raised by 3m under Historical Climate Data and proposed Environment Release being stopped at when Malpas gest to 6746ML (equivalent of 55% of existing), ML/year								
Scenario 4: Existing Dams Guyra and Puddledock and Malpas raised by 3m under Climate Change Data and proposed Environment Release being stopped at when Malpas gest to 6746ML (equivalent of 55% of existing), ML/year								
Scenario 5: Existing Dams Guyra and Puddledock and Malpas raised by 6.5m under Historical Climate Data and proposed Environment Release being stopped at when Malpas gest to 6746ML (

equivalent of 55% of existing), ML/year
Scenario 6: Existing Dams Guyra and Puddledock and Malpas raised by 6.5m under Climate Change Data and proposed Environment Release being stopped at when Malpas gest to 6746ML (equivalent of 55% of existing), ML/year
Scenario 7: Existing Dams Guyra and Puddledock and Malpas raised by 10m under Historical Climate Data and proposed Environment Release being stopped at when Malpas gest to 6746ML (equivalent of 55% of existing), ML/year
Scenario 8: Existing Dams Guyra and Puddledock and Malpas raised by 10m under Climate Change Data and proposed Environment Release being stopped at when Malpas gest to 6746ML (equivalent of 55% of existing), ML/year



Public Works
Advisory



Malpas Dam Upgrade

Options Assessment Report

Report Number: ISR21027
April 2021

ARMIDALE
Regional Council

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Contents

1. Introduction	A-1
2. Existing Dam	A-2
3. Flood Hydrology and Hydraulics	A-4
4. Geotechnical Considerations	A-6
5. Dam Upgrade Options	A-8
5.1 Option 1 - Dam Upgrade with Existing FSL	A-8
5.2 Option 2 - Dam Upgrade and Raising the Existing FSL by 3 metres	A-8
5.3 Option 3 - Dam Upgrade and Raising the Existing FSL by 6.49 metres	A-9
6. Constructability of Dam Upgrade Options	A-10
7. Discussion and Conclusion	A-12
1. Dam upgrade with current FSL;	A-12
2. Dam upgrade with FSL raised by 3.0m; and	A-12
3. Dam upgrade with FSL raised by 6.49m	A-12
Figures	A-13
Appendix A Malpas Dam Raising Options – Interim Report	A-14
Appendix B Hydrology Report	B-1

1. Introduction

To address long term water security for the area, Armidale Regional Council is investigating options to increase the water storage capacity at Malpas Dam while at the same time ensuring its safety

Public Works Advisory (PWA) has been engaged to undertake studies relevant to the assessment of three (3) options, namely upgrading the dam with current Full Supply Level (FSL), raising the dam's FSL by 3.0m and raising the dam's FSL by 6.49m.

The primary objective of these studies is to assist Council, as the dam owner, in identifying options to upgrade the storage capacity of the dam. The studies consider the existing safety levels of the dam and ensure that any option selected meets the safety of the dam to the requirements of the Australian National Committee on Large Dams (ANCOLD) and Dams Safety NSW (DSNSW).

This report discusses the investigations undertaken and the development of the above dam upgrade options. It includes drawings of the preferred arrangements.

The options investigated in this report have been shortlisted following a previous report by PWA – 'Malpas Dam Raising Options Assessment Interim Report'- issued in May 2020. A copy of this report is attached at **Appendix A**.

2. Existing Dam

Malpas Dam is a 31m high earth and rockfill embankment dam located on the Gara River north-east of Armidale. The dam was constructed in 1968 for water supply to Armidale and is owned and operated by Armidale Regional Council.

The dam's current storage capacity is 12,500ML.

The dam's FSL is at RL1175.85m AHD. The dam's current embankment crest level is at RL1184.5m AHD.

The embankment comprises a central sandy clay core of low permeability, a semi permeable transition zone and rockfill shoulders. A 1m wide layer of riprap is also provided on the upstream face of the embankment. The upstream slope of the embankment is at 2.6H to 1V, while the downstream slope is 2.2H to 1V. The dam axis curves at both abutments.

The dam does not have internal filters for drainage or piping protection, as would normally be required by current best design practice.

The uncontrolled overflow spillway is located at the right abutment. The spillway is a 40m wide unlined open channel cut into the right abutment rock. Approximately 50m down the spillway channel from the upstream side is a concrete sill with crest level at RL1175.85m (FSL). The spillway channel is approximately 160m long and is curved in plan.

A concrete causeway is provided near the downstream end of the spillway channel to provide a road crossing to the dam toe area.

Water is extracted from the dam reservoir through a concrete wet well intake tower. The tower is 4.5m in diameter and 27m high. There are eight outlet gate valves in the tower to facilitate reservoir draw off at various levels. The bottom valve is also the control valve for the dam's scour line.

The opening and closing of the valves is controlled by spindles located in the operations house at the top of the intake tower. Slots on the outside of the concrete tower allow trash screens to be lowered in front of the valve openings with the lifting hoist located in the operations house.

The tower is accessed via a 40m long steel truss bridge from the right bank of the spillway channel.

A valve chamber for the water supply pipeline is located on the right bank of the Gara River approximately 80m downstream of the end of the spillway channel. A 263m long outlet tunnel connects the outlet tower to the valve chamber, passing through the lower right abutment of the embankment. Two penstocks are located within the tunnel, namely the 750mm diameter water supply penstock pipeline and the 500mm diameter scour line.

Malpas Dam is a 'declared' dam under Dams Safety NSW (formerly NSW Dams Safety Committee) guidelines and has been assessed as having a Flood Consequence Category (FCC) of **HIGH C** and a Sunny Day Consequence Category (SDCC) of **HIGH C**.

The general dam data for Malpas Dam is shown below in **Table 1-1**.

Table 1-1 Malpas Dam Data Sheet

Description	Detail
Owner	Armidale Regional Council
Location	Gara River; 378660.92 m E, 6648679.22 m S, 66
Purpose	Water Supply
Designed by	Jamieson, Laurie and Montgomerie
Constructed by	Public Works Department
Year Completed	1968

Description	Detail
Dam Type	Earth and Rockfill Dam
Embankment Maximum Height	31m
Embankment Crest Length	460m
Embankment Crest Width	8 m
Embankment Crest Level	RL 1184.5m
Full Supply Level (FSL)	RL 1175.85m
Spillway Crest Width	40m (at FSL)
Reservoir Area at FSL	176 ha
Storage Capacity	12,500 ML
Catchment Area	196 km ²

**Malpas Dam Embankment****Spillway Channel Upstream Entrance and Sill**

3. Flood Hydrology and Hydraulics

A flood hydrology study was undertaken by PWA (2021) to determine the appropriate flood capacity for Malpas Dam. The study reviewed the previous URS (2005) hydrology and included the following items:

- Estimation of the current probability and magnitude of the Dam Crest Flood (DCF) and the Probable Maximum Precipitation (PMP) flood,
- Estimation of the probability and magnitude of the DCF and PMP Flood for the preferred dam raising options;
- Estimation of the Acceptable Flood Capacity (AFC) for a HIGH C dam;
- Flood frequency curves for the current dam and the preferred dam raising options; and
- A Hydrology Review Report.

In light of Malpas Dam having a consequence category assessment of HIGH C, it is required to pass safely the 1 in 100,000 AEP flood in accordance with ANCOLD and Dams Safety NSW guidelines.

A copy of the Hydrology Review Report undertaken by PWA (2021) is attached at **Appendix B**.

Modelling

An XP-RAFTS hydrologic model was developed for the Gara River catchment to Malpas Dam. The model was calibrated to recorded rainfall and stream flow data.

There are four stream gauging stations within the catchment, of which two are key to the model calibration process. These two key gauges are the Willow Glen gauge (located approximately in the middle of the catchment upstream of Malpas Dam) and the Malpas Dam spillway gauge.

The Gara River has a catchment area of approximately 121 km² to Willow Glen and 197 km² to Malpas Dam.

Preliminary calibration results indicate that the XP-RAFTS model cannot achieve a good calibration using the available data at the above two key gauges simultaneously for all selected events without adopting unreasonable model parameters. In general, the following was observed:

- By adopting model parameters that produce a good model calibration at Malpas Dam, the calibration at Willow Glen was poor; and
- Conversely, by adopting model parameters that produce a good model calibration at Willow Glen, the calibration at Malpas Dam was poor.

Further hydrologic investigations were then undertaken to test different model calibration approaches and assess the implications of each calibration approach on the design inflow estimates to the dam.

Calibration Methodology

The URS (2005) RORB model was calibrated to the February 1997, July 1998 and March 2001 events. However, recorded water levels at Malpas Dam were only available for the March 2001 event. For this reason, URS selected the Willow Glen gauge to be the focal point of their RORB model calibration. That is, the RORB model parameters were adjusted to achieve the best possible match between recorded and predicted hydrographs at Willow Glen.

For the current study, Malpas Dam was selected as the focal point of the model calibration. The XP-RAFTS model was initially calibrated by adjusting the model parameters to achieve the best possible match between recorded and predicted hydrographs (peak discharge, peak water level, hydrograph shape and timing of the peak at Malpas Dam).

Malpas Dam was also selected due to the fact that dam water levels are monitored continuously and these data are available for all three selected calibration events (March 2001, November 2010 and November 2011). Recorded water level data at the dam is expected to be accurate.

Further investigations were undertaken by developing four model calibration scenarios (differing calibration focal points and model parameters) and then estimating the design peak inflow to the dam for each scenario.

Preferred Scenario

Details of the four model calibration scenarios are provided in the Hydrology Review Report.

Based on the further studies undertaken, the Scenario 1 XP-RAFTS model was the only one (out of the four scenarios tested) that could reproduce the recorded hydrograph shape, peak discharge and timing at Malpas Dam for the 2001, 2010 and 2011 events. The model also matched the timing of the flood peaks at all Willow Glen, Urandangie Creek, Malpas Dam and downstream of the dam for all three events.

The Scenario 1 XP-RAFTS model estimated that design inflows to Malpas Dam would have a critical storm duration of 12 hours for the 1 in 100,000 AEP event and 6 hours for the PMPF event. This is considered reasonable for a 197 sq km rural catchment.

In comparison, the URS (2005) RORB model estimated a critical duration of only 3 hours for the 1 in 100,000 AEP event and 4 hours for the PMPF event. This is considered too short for a 197 sq km rural catchment.

Summary of Modelling Results

The assessed inflows were routed through the dam with the following results:

1 in 100,000 AEP Results	Existing Dam FSL		Dam Upgrade FSL		
	URS (2005) Study Existing Dam	Current (2021) Study Existing Dam	3m Raising FSL1178.85m		6.49m Raising FSL 1182.34m
Spillway Crest Width (m)	40	40	40	50	50
Peak dam inflow discharge (m3/s)	3,100	953	953	953	953
Inflow critical duration (hr)	3	12	12	12	12
Peak dam outflow discharge (m3/s)	1,700	826	736	708	614
Outflow Critical Duration (hr)	-	18	18	18	18
Peak dam floodwater level (m AHD)	1183.2	1180.85	1183.94	1183.65	1186.60
Peak Water Depth over Spillway (m)	7.35	5.00	5.09	4.80	4.26
Available Freeboard (m)	1.30	3.65	0.56	0.85	0.40 (Dam crest raised to achieve)

Note the current dam embankment crest level is at RL1184.5m.

4. Geotechnical Considerations

Considerable geotechnical investigations were carried out most recently by URS (2005). Summary of relevant features is presented below.

Site Geology

The NSW 1:250,000 Geological Sheet Series SH 56-10 and 11 Dorrigo – Coffs Harbour indicates that the site lies in Sandon Beds formations consisting of Greywacke, argillite, chert, jasper and/or basic volcanics. The principal rock type in the area of Malpas Dam is described as silicified siltstone (Department of Mines NSW, 1966). The rock is typically of high strength, slightly weathered, grey to dark grey with tight or re-cemented joints. Interbedded quartzite is quite common.

An extract from the ANCOLD Bulletin No. 27 (March 1969) prepared for Malpas Dam following construction, indicates that the dam site is located in silicified siltstone, quartzite and indurated claystone that are highly fractured, faulted and folded.

Foundation Geology

On the right abutment and river valley section, the embankment is founded on slightly weathered silicified siltstone (historically referred to as the hard rock foundation). A grout cap, concrete cut-off wall and single row grout curtain has been provided below this portion of the embankment. The rock surface below the core zone has been provided with mortar protection.

On the left abutment, the embankment is founded on distinctly weathered silicified siltstone (historically referred to as the soft rock foundation). A cut-off trench has been excavated a minimum of 1.5 m into the foundation rock. The base of the outer shoulders are extended deeper into the rock at the upstream and downstream toe, and the transition zone (Zone 3) extends below the rockfill zone.

The bedrock foundation comprises a combination of slightly weathered and distinctly weathered silicified siltstone. The slightly weathered rock is assumed to be located at the right abutment and the river valley foundation and is considered to be similar to the rock found in the spillway cutting. Here the rock is typically of high strength, slightly weathered, grey to dark grey with tight or re-cemented joints.

Spillway Geology

It is unlikely that any major failures of the spillway cuttings would occur and impact on the spillway capacity. Material from minor failures would tend to be flushed out by flood flows.

It is also unlikely that erosion of the left spillway cutting would be severe enough to cut back to the right dam abutment.

The majority of the rock in the spillway floor comprises high strength and slightly weathered with tight or cemented jointing. Excessive erosion of the spillway floor under spillway discharges also appears very unlikely.

Some erosion of the downstream end of the spillway where it falls down steeply to the valley floor is likely to occur during large spillway discharges. However, it is considered that erosion in this area would not pose a safety risk to the dam embankment.

Dam Embankment

Crest

A 400-500 mm thick crest capping layer of rockfill fines covers the dam crest providing a protective layer over the impervious zones.

Zone 1 – Clay Core

The Zone 1 clay core represents the primary control for seepage and piping through the dam.

Construction records indicate the material comprises silty, sandy clay of low plasticity

From previous investigations, the overall indication is that Zone 1 is constructed of good quality, well compacted clay materials and provides an effective low permeability and ductile core zone.

Zone 2

The Zone 2 semi impervious zone provides some level of transitioning from the finer core zone to the coarser outer zone. Previous investigations show that the Zone 2 materials typically comprise silty, sandy gravel and fine to medium gravel with some low plasticity clay.

Zone 3

Zone 3 materials typically comprised sandy gravel and gravel (GM), fine to coarse grained with some sand, silt and clay.

The Zone 3 materials are generally coarser than what would normally be used in a modern filter zone but the indication has been that they would not be coarse enough to allow a continuing erosion condition to develop.

Zone 4

The Zone 4 rockfill material is relatively finer near the crest, probably owing to the narrow width of the zone, than that identified in the middle and toe of the dam. The rockfill material at the toe of the dam is coarse open graded and fairly homogeneous with no obvious signs of layering. The general view is that it would have good discharge capacity.

Stability

Previous investigations for embankment stability have included steady state and rapid drawdown conditions as well as earthquake and flood loading. The minimum FOS for each of the cases is well above the minimum acceptable factor of safety. The stability of Malpas Dam is therefore considered acceptable for all of the load cases.

Under the MDE earthquake of 1 in 1,000 AEP, no or very slight damage is likely to occur to the Malpas Dam embankment.

Piping Risk

It has been assessed that, in general, the existing Malpas Dam embankment has a very low likelihood of failure from piping despite having a filter/transition zone that does not meet modern design criteria.

5. Dam Upgrade Options

Following review of PWA's earlier 'Malpas Dam Raising Options Assessment Interim Report' (2020), and in consultation with Armidale Regional Council, a short list of preferred options for upgrading Malpas Dam have been developed. These comprise:

- Dam upgrade with existing FSL
- Dam upgrade with FSL raised by 3 metres
- Dam upgrade with FSL raised by 6.49 metres.

Options have been developed in full compliance with relevant ANCOLD and Dams Safety NSW requirements.

Survey data have been obtained from WAE drawings, the URS (2005) report and updated LiDAR information.

It is noted that the dam's consequence category is HIGH C which requires safe passage of the 1 in 100,000 AEP flood event with a minimum 400mm freeboard.

The preferred upgrade options are discussed further in this Section and illustrated in the attached Figures.

5.1 Option 1 - Dam Upgrade with Existing FSL

The dam's existing FSL is at RL1175.85m AHD.

The existing embankment crest level is RL1184.50m AHD.

The existing spillway crest width is 40m.

Following routing of the updated 1 in 100,000 AEP flood through the existing dam, the resultant peak water level is RL1180.85m – refer **Section 3** of this report. That is, the peak water level is 3.65 metres below the existing dam crest.

It is therefore considered that the existing dam is well sufficient to pass the required updated flood with more than adequate freeboard. No upgrade works are recommended. **Refer also attached Figures 2 and 3.**

5.2 Option 2 - Dam Upgrade and Raising the Existing FSL by 3 metres

The dam's existing FSL is at RL1175.85m AHD.

The raised FSL is at RL1178.75m AHD.

The existing embankment crest level is RL1184.50m AHD.

The existing spillway crest width is 40m.

For raising the FSL, construction of a 3m high concrete ogee structure within the existing spillway channel is envisaged.

Two sub-options have been considered –

Option 2.1 maintaining the existing 40m wide spillway width,

Option 2.2 widening the spillway crest to 50m (in the event that not enough freeboard was achieved with the 40m width).

Option 2.1

Following routing of the updated 1 in 100,000 AEP flood using the 40m existing spillway crest width, the estimated peak water level in the dam is at RL1183.94m AHD – refer **Section 3** of this report. That is, the peak water level is 0.56 metres below the existing dam crest level (which satisfies the minimum 400mm freeboard requirement). Option 2.1 is therefore the adopted 3m FSL raising option.

Option 2.2 was not considered further.

The preferred 3m FSL raising option (Option 2.1) does not require embankment raising and consequent additional fill sourcing for the embankment from any site excavations. There is no widening of the existing spillway channel.

It is proposed to provide the raised spillway crest by simply constructing a 3m high concrete ogee control structure within the existing spillway channel. **Refer Figures 4 and 5.** This would be the most economical arrangement.

5.3 Option 3 - Dam Upgrade and Raising the Existing FSL by 6.49 metres

The dam's existing FSL is at RL1175.85m AHD.

The raised FSL is at RL1182.34m AHD.

The existing embankment crest level is RL1184.50m AHD.

The existing spillway crest width is 40m.

The proposed spillway crest width is 50m.

Following routing of the updated 1 in 100,000 AEP flood, using the proposed 50m spillway crest width, the estimated peak water level in the dam is at RL1186.60m AHD – refer **Section 3** of this report.

For raising the FSL, construction of a 6.49m high concrete ogee structure within the existing spillway channel is envisaged with spillway crest length of 50m. Provision of a duck bill (3 sided) spillway arrangement is proposed to avoid channel widening. **Refer Figures 6 and 7.** This is considered the most economical arrangement. To provide the required 400mm freeboard, the raised embankment crest level needs to be at RL1186.70m AHD (that is, a 2.50m raising).

For this option, raising of the existing embankment crest by 2.50m can be best achieved by providing a concrete parapet wall as shown in **Figure 7**. Fill placed behind the parapet wall would allow passage of pedestrians and vehicles and maintain a good view to the storage. It is envisaged that the resultant crest width would be more than 5 metres and this is considered adequate.

With Option 3, the intake tower and access bridge would be covered by flood water (by 2.1m at peak water level). It is proposed therefore that the tower deck and bridge also be raised. This would involve demolition of the existing tower deck, tower house and bridge and replacement at a higher level.

6. Constructability of Dam Upgrade Options

Features of the selected dam upgrade options are summarised in the following Table.

Option	1	2	3
Dam Upgrade	Existing FSL	FSL + 3m	FSL + 6.49m
Full Supply Level (FSL)	1175.85m	1178.85m	1182.34
Storage Capacity	12,500ML	19,000ML approx..	33,000ML approx..
Spillway Crest Width	40m (current)	40m	50m
Peak Dam Water Level (RL)	1181.33	1183.65	1186.56
Required Freeboard	0.4m	0.4m	0.4m
Existing Dam Crest Level (RL)	1184.50	1184.50	1184.50
Freeboard to Existing Dam Crest Level (RL)	1184.50 – 1180.85 = 3.65m	1184.50 – 1183.94 = 0.56m	1184.50 – 1186.60 = - 2.10m
Proposed Dam Crest Level (RL)	1184.50 No change from current	1184.50 No change from current	1186.60 + 0.4 = 1187.00 Raise current level by 2.50m
Intake Works	No change from current	No change from current	Raise tower and bridge deck level by 2.50m to RL 1187.00m
Outlet Works	No change to current	No change to current	May need to check hydraulics

For all options, the dam is upgraded to pass safely the required 1 in 100,000 AEP flood in accordance with ANCOLD and Dams Safety NSW requirements.

From review of previous investigations and following the current studies, the selected options are considered to be the most feasible and economical for their purpose and there is no engineering impediment to their construction.

For Option 1, the dam's current FSL is not raised and the current spillway width of 40m remains unchanged. Since the updated peak water level is well below the current dam crest level, no upgrade works are proposed.

For Option 2, the existing FSL is raised by 3.0m. The preferred option involves construction of a 3m high concrete ogee control structure within the existing spillway channel. No channel widening is proposed.

For Option 2, the concrete ogee structure has a 40m effective spillway crest width, a vertical upstream face and 0.7V to 1H downstream slope. With this arrangement, the option requires mainly concrete construction of the spillway crest without any widening or excavation of the current spillway channel.

The concrete structure is anchored into the rock foundation to ensure its long-term stability.

See **Figures 4 and 5** attached.

For Option 3, the existing FSL is raised by 6.49m. This involves construction of a 6.49m high concrete ogee structure within the existing spillway channel, again with a vertical upstream face and 0.7H to 1V downstream slope. A 50m wide spillway crest structure is provided in a duck bill (3 sided) arrangement which allows for a wider spillway crest width without widening of the existing spillway channel.

See **Figures 6 and 7** attached.

In a 1 in 100,000 AEP flood event, the existing embankment would be overtopped by 2.10m. Allowing for 400mm freeboard, the dam crest needs to be raised by 2.50m as shown in the above Table.

The most economical means of raising the existing embankment by this amount is with the construction of a reinforced concrete parapet wall along the top of the embankment. This is seen as a feasible means of maximising the dam's flood capacity **without increasing embankment material requirements**.

The parapet wall would be designed to withstand flood and wave surcharges while the embankment fill would contain the permanent water storage. The dam's raised FSL is still below the base of the parapet wall which means that the risk of leakage along the underside of the parapet wall is negated.

With this arrangement, no additional fill is placed on the downstream slope of the existing embankment. Additional compacted fill is required immediately behind the parapet wall which also raises the pavement level. Rip rap is maintained on the upstream face and topsoil and grassing on the downstream face.

The existing intake tower is a vertical reinforced concrete circular shaft 27m high with internal diameter of 4.5m. It has eight outlet gate valves to facilitate reservoir draw off at various levels.

The existing intake tower is proposed to be also raised by 2.50m with deck level the same as the raised dam crest level. No additional gate valves are envisaged.

The existing tower deck and tower house would be removed and constructed at a higher level. It is envisaged that the tower stem concrete would be extended by installing reinforcement bars chemically grouted into the holes drilled at the top of the tower wall. These anchored bars would be installed at spacing to match with the existing reinforcement. The installed anchor bars would then be lapped with reinforcing bars of appropriate length followed by the placement of concrete to the proposed level.

As for the existing arrangement, the raised tower will have radial beams built into the tower wall and a peripheral beam to support the deck floor slab and the new hoist house super structure. Corbels will be built into the raised tower wall to support the new access bridge.

The current intake tower access bridge consists of a 40m span steel truss bridge. The existing bridge would be dismantled, disposed-off and replaced with a new one span similar type bridge to match the raised height of the intake tower.

Access roads to the dam site and the tower bridge are unaffected.

7. Discussion and Conclusion

This report outlines the investigations and studies undertaken for the development of three upgrade options for Malpas Dam. The three options are:

1. Dam upgrade with current FSL;
2. Dam upgrade with FSL raised by 3.0m; and
3. Dam upgrade with FSL raised by 6.49m.

The studies have considered the existing safety levels of the dam and ensure that the developed options meet the safety of the dam to the requirements of the Australian National Committee on Large Dams (ANCOLD) and Dams Safety NSW (DSNSW).

The options investigated in this report have been shortlisted following a previous report by PWA – 'Malpas Dam Raising Options Assessment Interim Report' (May 2020) and further consultation with Armidale Regional Council. A copy of the Interim Report is attached at **Appendix A**.

Malpas Dam is a declared dam under Dams Safety NSW guidelines and has been assessed to have a consequence category of **HIGH C**. As a result, it is required to pass safely the 1 in 100,000 AEP flood event.

A flood hydrology study was carried out which reviewed the previous URS (2005) work and determined the updated 1 in 100,000 AEP flood which was then routed through the dam to check its adequacy in passing the flood. A copy of the Hydrology Report is attached at **Appendix B**.

For Option 1, the flood study indicated that peak water level in the dam was still well below the existing dam crest, and so no upgrade works were required.

For Option 2, it was determined that, with a 40m spillway crest width, adequate freeboard was provided under peak water level and so the existing 40m spillway channel width has been maintained. A 3m high concrete ogee structure is proposed to be constructed within the existing spillway channel.

For Option 3, a duck billed concrete ogee structure is proposed to provide the 50m effective spillway crest width. With this arrangement, the option requires construction of the raised spillway concrete crest without any widening or excavation of the current spillway channel. To provide adequate dam freeboard, a reinforced concrete parapet wall is also constructed along the top of the existing embankment with backfill placed behind. This is seen as the most feasible and economical means of maximising the dam's flood capacity without increasing embankment material requirements. For this option, the intake tower and access bridge are also raised to match the raised dam crest level.

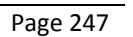
The options assessed are considered feasible and economical and no engineering impediment is envisaged to their construction.



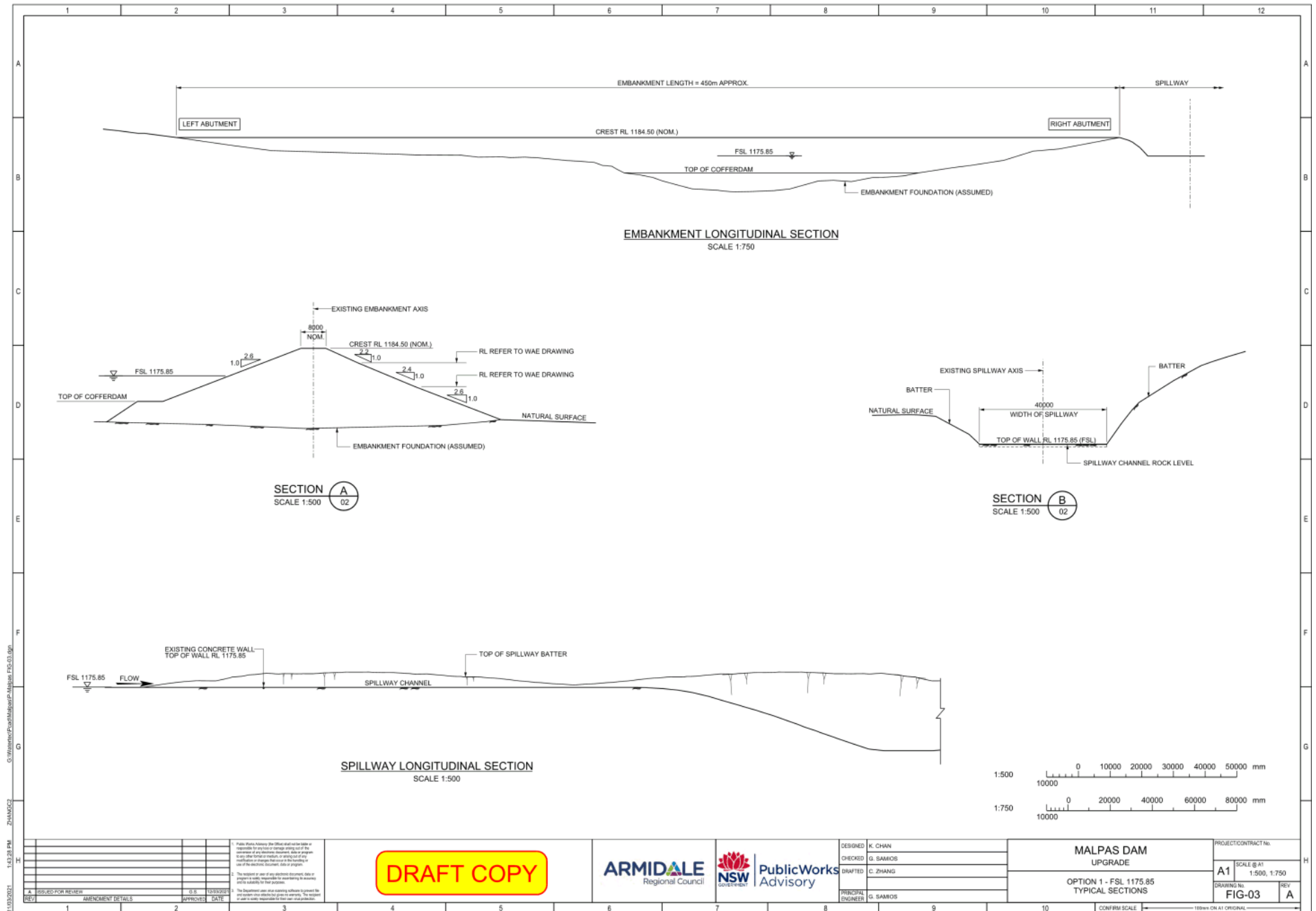
Proposal

Malpas Dam Upgrade Options Assessment

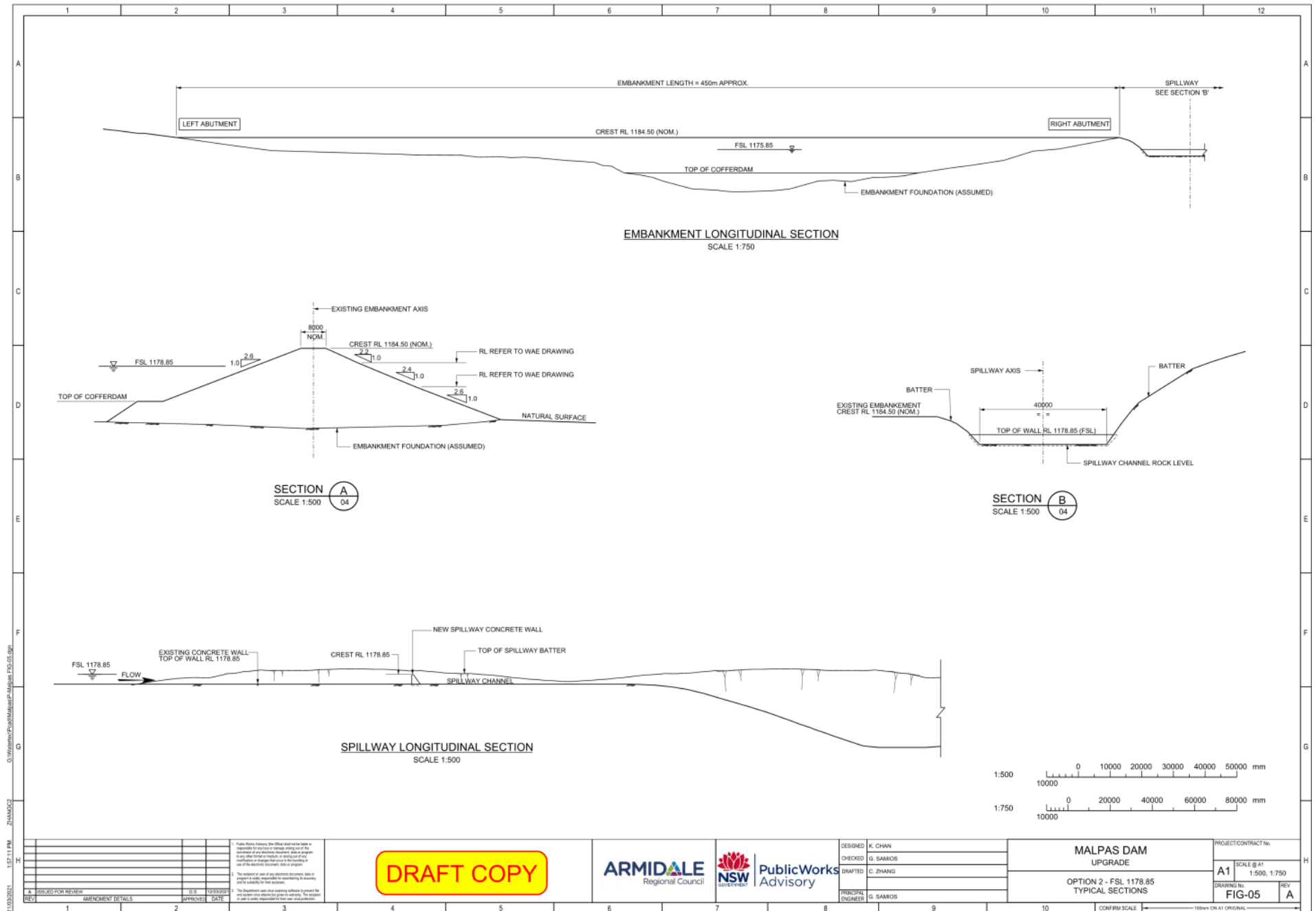
Figures

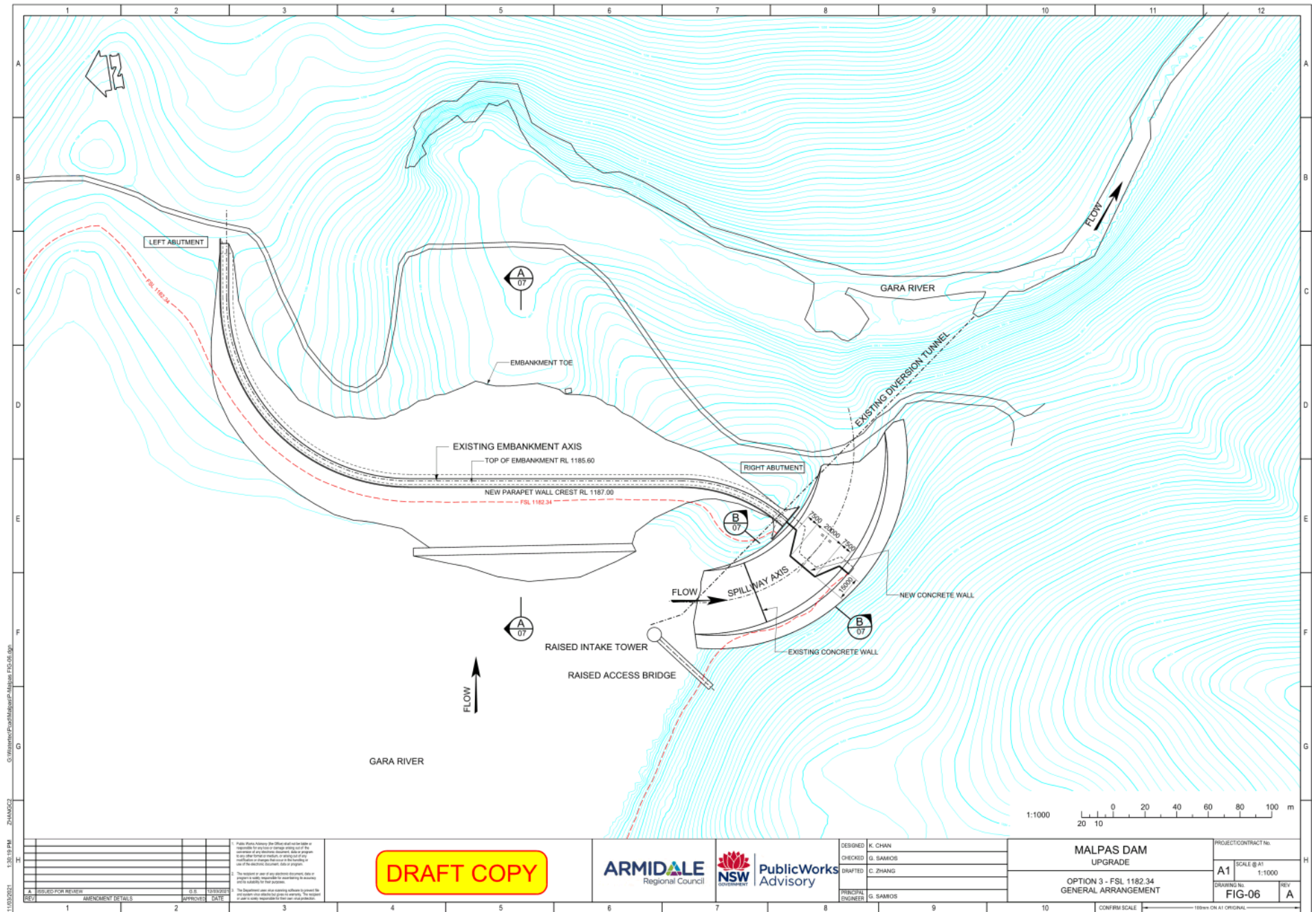


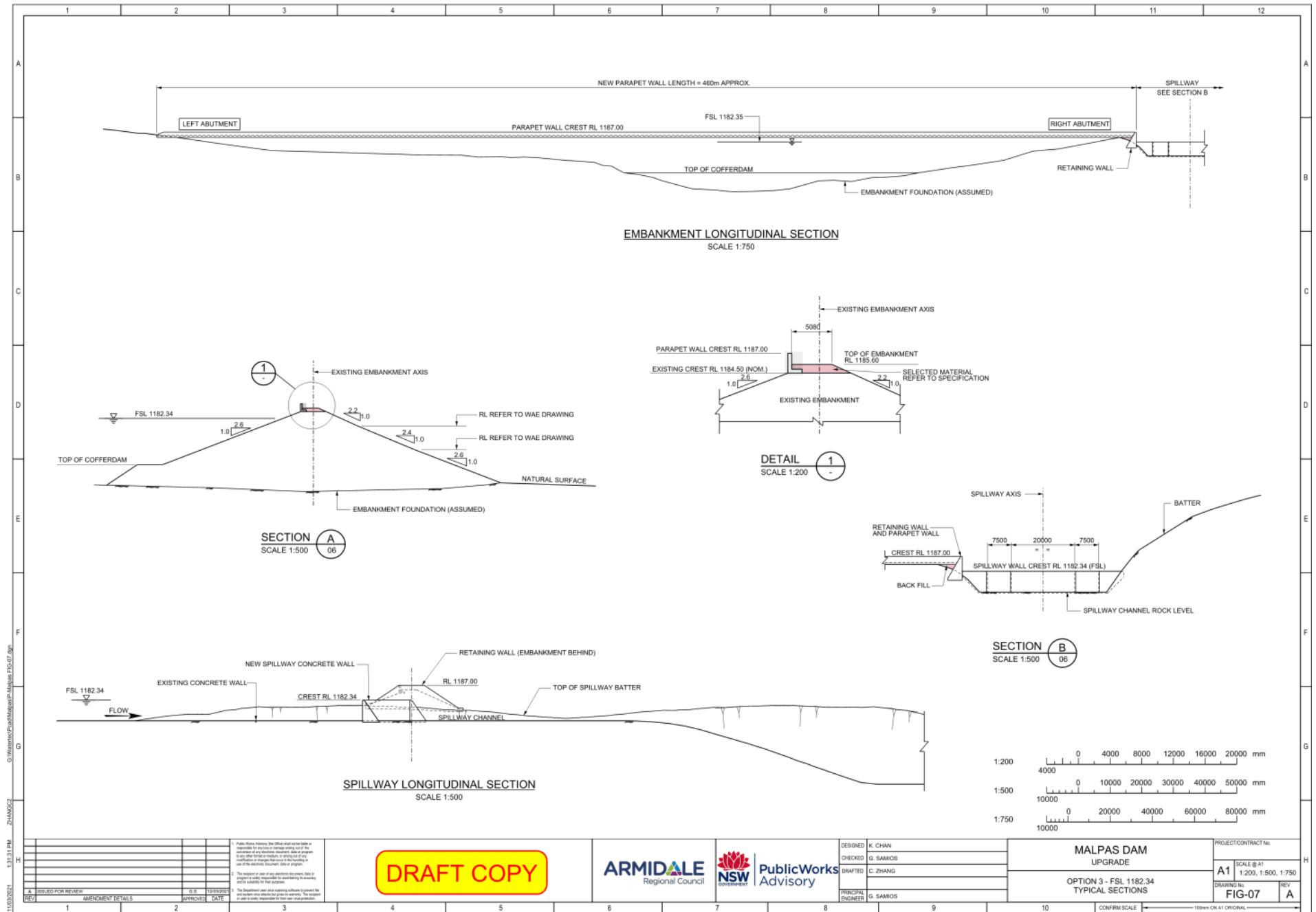














MEMORANDUM

TO	Glenn Fernandes Principal Engineer- Planning (Water Utilities) NSW Public Works Advisory
CC	
FROM	Peter Cloke, Principal Hydrologist
DATE	14 October 2020
SUBJECT	Armidale Yield Study: Progress Report (4)

The Phase 3 Scenarios and additional cases as requested in the meeting with Council/DPIE Water PWA & NUWS on the 29/9/2020 and the DPIE Water email of 30/9/2020 have been modelled and the results are reported herein.

Summary

The requested results are provided in Table 1.

Table 2 provides the secure yield modelling results for the historic climate.

It is noted the secure yield estimates are dependent on the operating rules, data and assumptions as discussed herein and or in the previous 3 Progress Reports (30/3/2020, 26/5/2020 & 18/9/2020).

The provided future target demand was 5066 ML/a for Armidale and 589 ML/a for Guyra.

While the Malpas storage size could be found to meet the target demands on a secure yield basis for a repeat of the historic climate, the required storage sizes could not be found for the 1 °C climate warming scenario.

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14 October 2020

Table 1: Armidale Water supply – Requested Scenarios for Secure Yield Modelling

No	Scenario	Release from Malpas dam does not apply when	Climate change secure yield* ML/a	Cease to flow at Willow gauging station (206035)			Cease to flow at Gara River gauging station (206039)			Cease to flow metrics for Puddledock d/s of dam			Cease to flow metrics for Gara Dam d/s of dam		
				Days	Average	Maximum	Days	Average	Maximum	Days	Average	Maximum	Days	Average	Maximum
PHASE 3															
11	Guyra+Malpas FSL increased by 6.5 m	Malpas dam less than 6746 ML	3469	1969	4.56	84	42	3.5	11	-	-	-	-	-	-
12	Guyra+Malpas FSL increased by 6.5m +Puddledock	Malpas dam less than 6746 ML	3595	1969	4.56	84	0	0	0	13354	6.76	2322	-	-	-
13	Existing (Guyra+Malpas) dams	No release requirements	2615	1969	4.56	84	38112	56.96	1401	-	-	-	-	-	-
14	Guyra+Malpas FSL increased by 3m +Puddledock +Gara	Malpas dam less than 6746 ML	3264	1969	4.56	84	0	0	0	25853	15.16	861	30309	41.98	428
15	Guyra+Malpas FSL increased by 6.5 m +Puddledock+ Gara	Malpas dam less than 6746 ML	4056	1969	4.56	84	0	0	0	25975	15.57	2137	30320	42.11	428
16	Guyra+Malpas FSL increased to 23534 ML to provide required water security+Puddledock+Gara	Malpas dam less than 6746 ML	3763	1969	4.56	84	0	0	0	26329	16.22	2137	30318	42.11	428
16b	Guyra+Malpas FSL increased to 39039 ML to provide required water security+Puddledock+Gara	Malpas dam less than 6746 ML	4303	1969	4.56	84	0	0	0	25941	15.57	2361	30319	42.05	428
17b	Guyra+Malpas FSL increased to 39039 ML to provide required water security	Malpas dam less than 6746 ML	3892	1969	4.56	84	0	0	0	-	-	-	-	-	-
ADDITIONAL CASES													Cease to flow metrics for Dumaresq Dam d/s of dam		
	Guyra+Malpas FSL increased by 3m + Puddledock	No release requirements	3028	1966	4.55	84	40647	76.79	3830	25941	15.40	1188	-	-	-
	Dumaresq Dam on its own	n/a	101	-	-	-	-	-	-	-	-	-	32673	33.75	2505
Total Storage for existing Malpas Dam 12266 ML (55% is 6746 ML). Total Storage for Malpas raised 3m is 18475 ML. Total Storage for Malpas Dam raised 6.5 M is 27630 ML .															
Cease to flow metrics based on historic climate secure yield (Modelling Period 1/1/1890 to 1/9/2020)															
*Excludes Guyra dams secure yield. The demand on the Guyra dams was fixed at 96 ML/a being the determined climate change secure yield for the Guyra dams only.															

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14 October 2020

Table 2: Preliminary Secure Yield Estimates (Historic Climate)

No	Model Run No	Scenario	Release from Malpas dam does not apply when	Secure Yield ML/a	Restrictions			Critical Drought	
					Applied at storage (% full)	Duration (%)	% of Years	From	To
	200	Guyra Dams Only	n/a	175	70	1.38	7.58	15/01/2018	15/01/2020
PHASE 3									
11	201	Guyra+Malpas FSL increased by 6.5 m	Malpas dam less than 6746 ML	5176*	45	4.08	6.06	16/01/1935	2/07/1944
12	202	Guyra+Malpas FSL increased by 6.5m +Puddledock	Malpas dam less than 6746 ML	5279*	50	5.00	7.58	16/01/1935	2/07/1944
13	203	Existing (Guyra+Malpas) dams	No release requirements	3631*	70	3.93	9.09	14/01/2018	6/02/2020
14	206	Guyra+Malpas FSL increased by 3m +Puddledock +Gara	Malpas dam less than 6746 ML	4744*	60	1.84	6.82	21/10/2017	25/01/2020
15	207	Guyra+Malpas FSL increased by 6.5 m +Puddledock+ Gara	Malpas dam less than 6746 ML	5923*	55	4.30	7.58	16/01/1935	2/07/1944
16	208	Guyra+Malpas FSL increased to 23534 ML to provide required water security+Puddledock+Gara	Malpas dam less than 6746 ML	5479*	55	3.12	6.82	16/01/1935	30/12/1940
16b	209	Guyra+Malpas FSL increased to 39039 ML to provide required water security+Puddledock+Gara	Malpas dam less than 6746 ML	6371*	55	4.04	5.30	16/01/1935	02/07/1944
17	204	Guyra+Malpas FSL increased to 29112 ML to provide required water security	Malpas dam less than 6746 ML	5479*	45	4.53	7.58	16/01/1935	2/7/1944
17b	205	Guyra+Malpas FSL increased to 39039 ML to provide required water security	Malpas dam less than 6746 ML	5926*	50	5.00	6.82	16/01/1935	2/7/1944
ADDITIONAL CASES									
	192	Guyra+Malpas FSL increased by 3m + Puddledock (cf to Phase 2 - 10/190 & 191)	No release requirements	4579*	60	3.38	9.85	14/01/2018	6/02/2020
	210	Dumaresq Dam on its own	n/a	142	75	4.19	9.09	15/01/2018	15/01/2020
Total Storage for existing Malpas Dam 12266 ML. Thus 55% equates to 6746 ML Total Storage for Malpas raised 3m is 18475 ML. Total Storage for Malpas raised 3m is 27630 ML Modelling Period 1/1/1890 to 1/9/2020 *Excludes Guyra dams secure yield. The demand on the Guyra dams was fixed at 175 ML/a being the determined historic climate secure yield for the Guyra dams only.									

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14 October 2020

Assumptions

The system behaviour modelling included the following updated assumptions:

Inflows

The dam inflows were based on those developed for Run 143 as detailed in Progress Report 2 and extended in a similar way to 1/9/2020.

For the requested high level initial assessment purposes for Dumaresq Dam the dam inflows were assumed to be the same as for Puddledock Dam but factored by the ratio of their catchment areas (21/24). The same daily rainfall and evaporation data as used for the Puddledock Dam storage to allow for storage evaporation losses was used for Dumaresq Dam.

Storage Details

Dam	Total Storage ML	Dead Storage ML
Malpas Dam (Existing)	12,266	613
Malpas (FSL raised by 3m)	18,475	613
Malpas (FSL Raised by 6.5m)	27,630	613
South Guyra Dam (No.1)	112	33
North Guyra Dam (No.2)	352	36
Puddledock Dam	696	105
Gara Dam	218.97	140.4 *
Dumaresq Dam	440***	44**
* Effective as according to WSP can only extract water when water level above 1m below crest level		
** Assumed 10%		
*** Taken from Dam Surveillance Report		

For the requested high level initial assessment purposes for Dumaresq Dam, it was assumed to have the same water surface area as Puddledock Dam for the same storage volume.

Release Rules

No release rules were applied to the Guyra Dams and Puddledock Dam.

For Malpas Dam two sets of conditional rules were applied:

- When inflows to Malpas Dam, as measured at the Gara River at Willow Glen gauge (206035), were:
 - 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), was made from Malpas Dam, or
 - 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), was made from Malpas Dam, or
 - greater than 6 ML/day, a release of 3 ML/day or greater, as measured at the Gara River downstream Malpas Dam gauge (206039), was made from Malpas Dam.

The above did not apply when the Malpas Dam was less than or equal to the stated release condition in terms of the dam's storage capacity.

- If the inflow to Malpas Dam was greater than 0.2 ML/d, then 0.2 ML/d was released. If the inflow was less than 0.2 ML/d then the inflow was released.

In applying the rules any spill from the dam was counted as contributing towards satisfying the releases. Furthermore if any releases were made from the first set of rules these were counted towards satisfying the release under the second of rule.

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14 October 2020

For Gara Dam two sets of conditional rules were applied:

1. If the inflow to Gara Dam was greater than 0.2 ML/d, then 0.2 ML/d was released. If the inflow was less than 0.2 ML/d then the inflow was released.
2. Water could not be taken when the level of the water in the Gara Dam storage was lower than 1 m below the crest of the dam.

Operational Rule

Demand equivalent to the secure yield of the Guyra Dams was taken from the Guyra Dams.

Malpas Dam was used to supply demand until it was drawdown to 50% then Puddledock Dam was used and then Gara Dam was used and then Malpas Dam was used to meet demand that could not be met by Puddledock Dam and Gara Dam.

Demand Patterns

Whilst secure yield provides the system annual demand that can be met, the annual demand needs to be broken down into monthly patterns to reflect seasonality. The patterns used were:

	Armidaale	Guyra
Jan	9.1%	11.7%
Feb	9.1%	9.4%
Mar	9.3%	9.1%
Apr	8.7%	8.5%
May	6.4%	8.8%
Jun	5.9%	6.1%
Jul	6.0%	4.7%
Aug	7.4%	5.1%
Sep	7.5%	6.9%
Oct	8.4%	9.3%
Nov	11.1%	9.5%
Dec	11.0%	10.7%

Source : PWA

Discussion

Cease to flow metrics

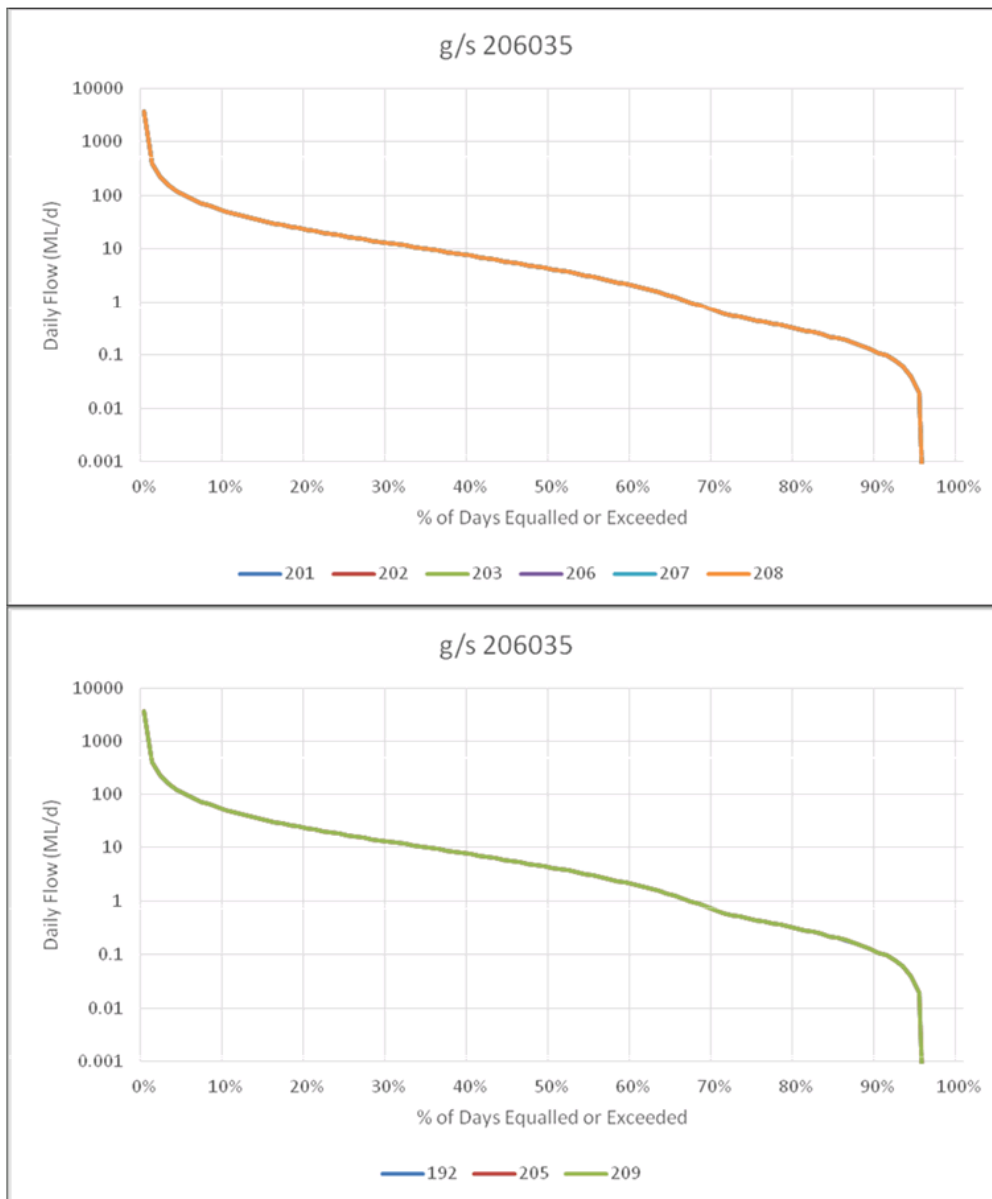
Table 1 provides requested cease to flow metrics. Figures 1 to 6 provide a *snap shot* of the change in the full range of flows.

It is interesting to note that the provided WSP rules generally require that at least 1 to 6 ML/d is released from Malpas Dam however the downstream Gara Dam only requires up to 0.2 ML/d to be released thus it can utilise part of the Malpas Dam releases.

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14 October 2020

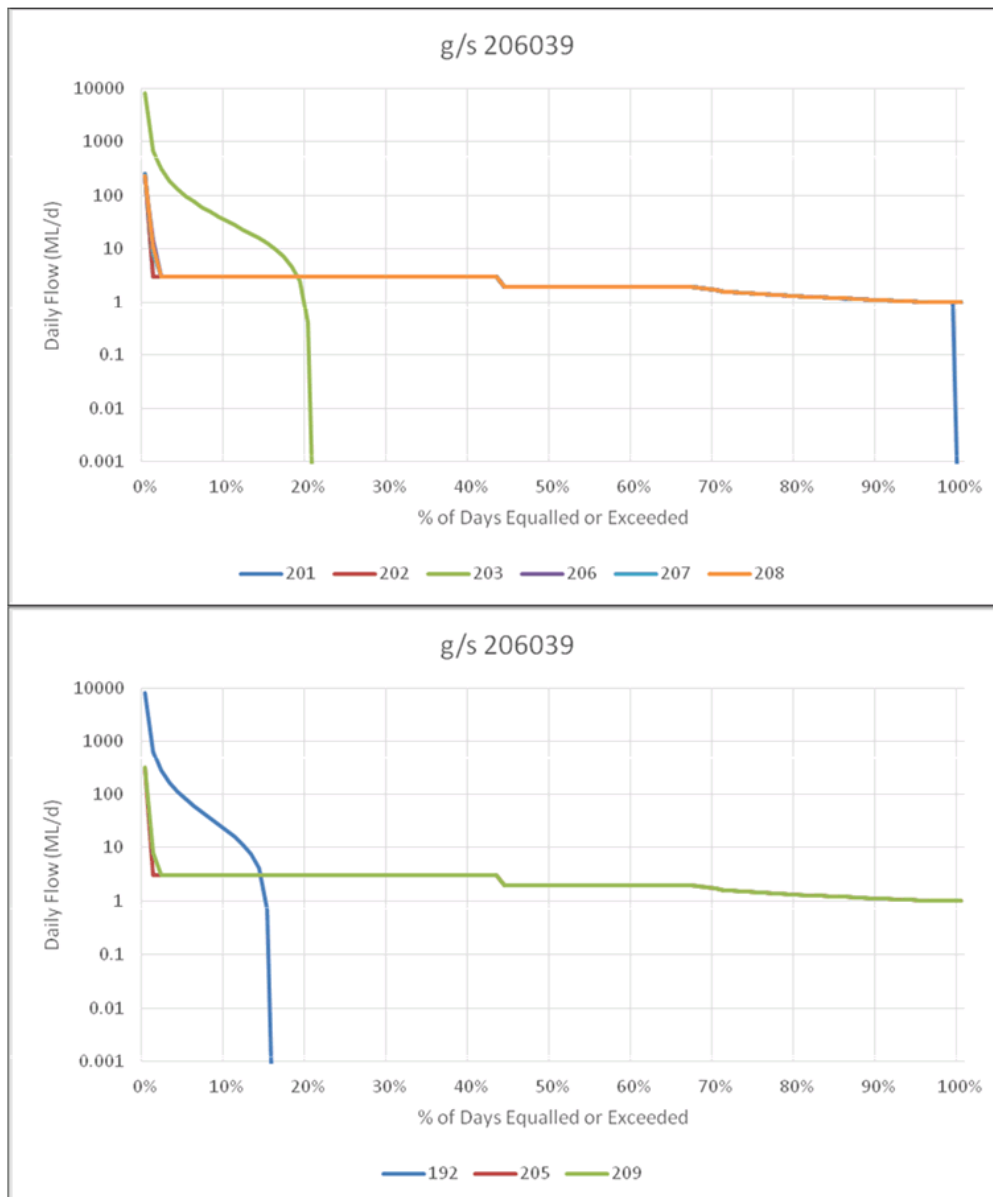
Figure 1: Modelled Flow Duration at G/S 206035 (upstream of Malpas Dam)



All the lines coincide with each other as expected for the upstream gauging station

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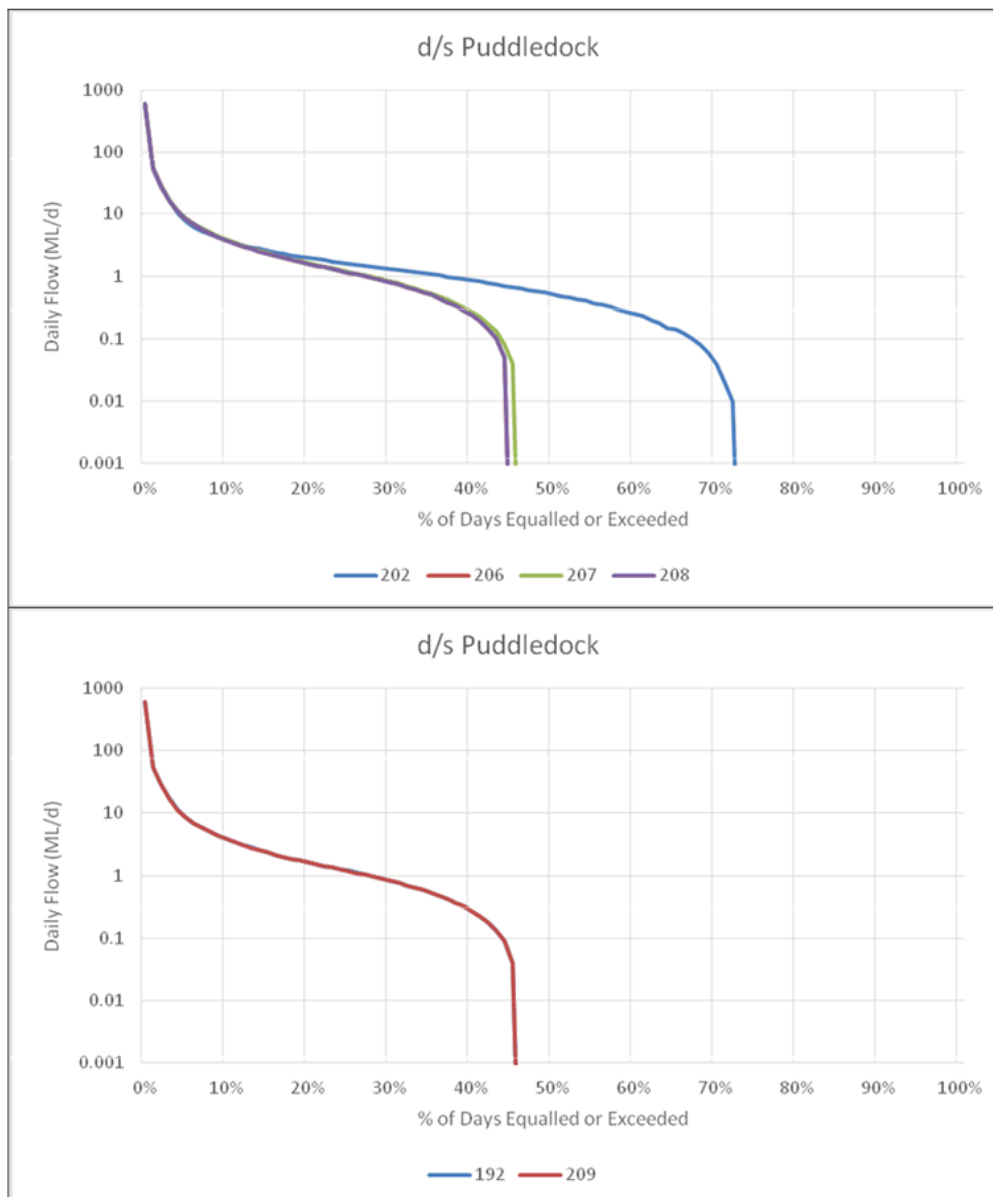
14 October 2020

Figure 2: Modelled Flow Duration at G/S 206039 (Just Downstream of Malpas Dam)

Page 7 of 33

Figure 3: Modelled Flow Duration at G/S 206039 and at G/S 206035

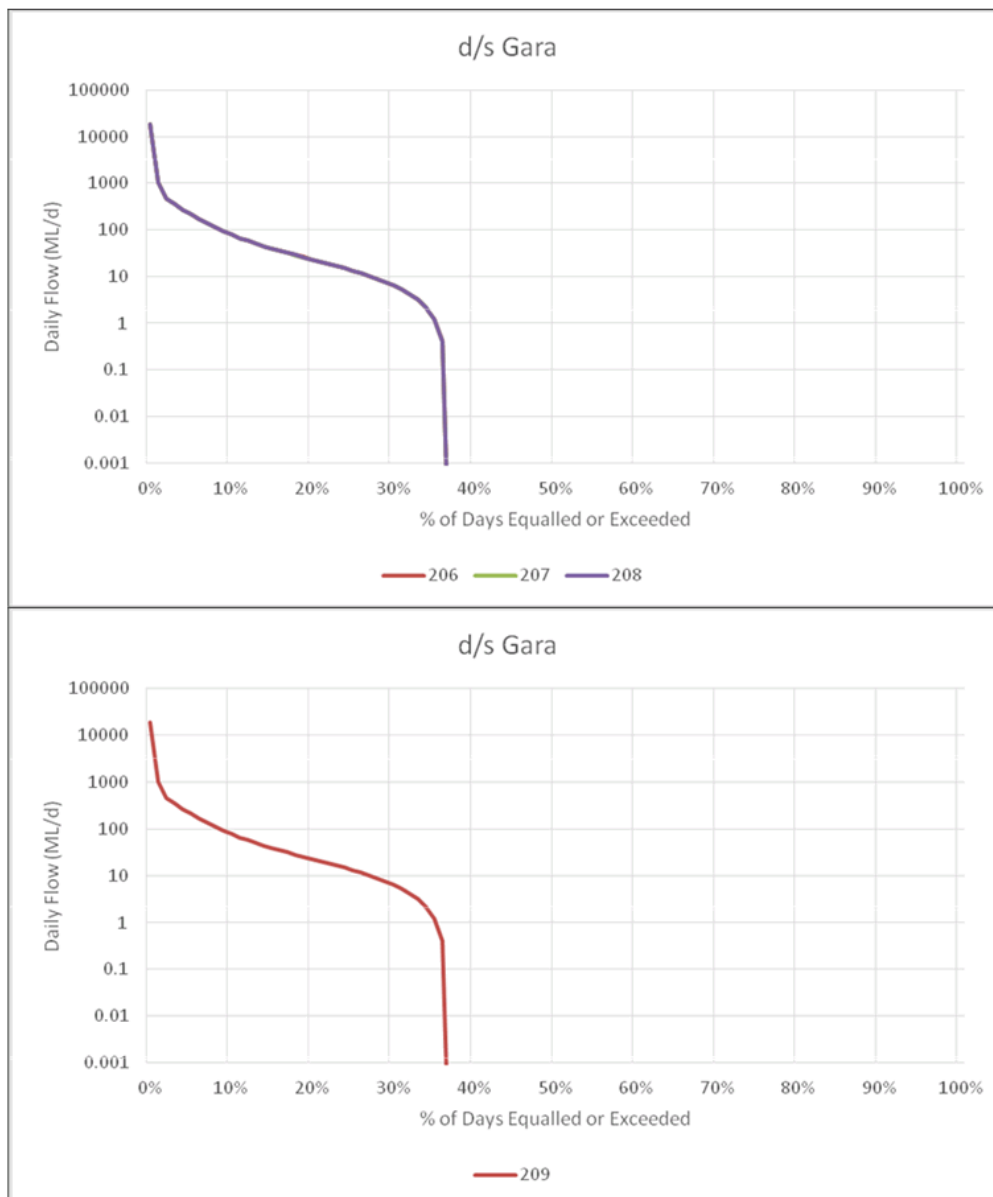


Figure 4: Modelled Flow Duration just downstream of Puddledock Dam

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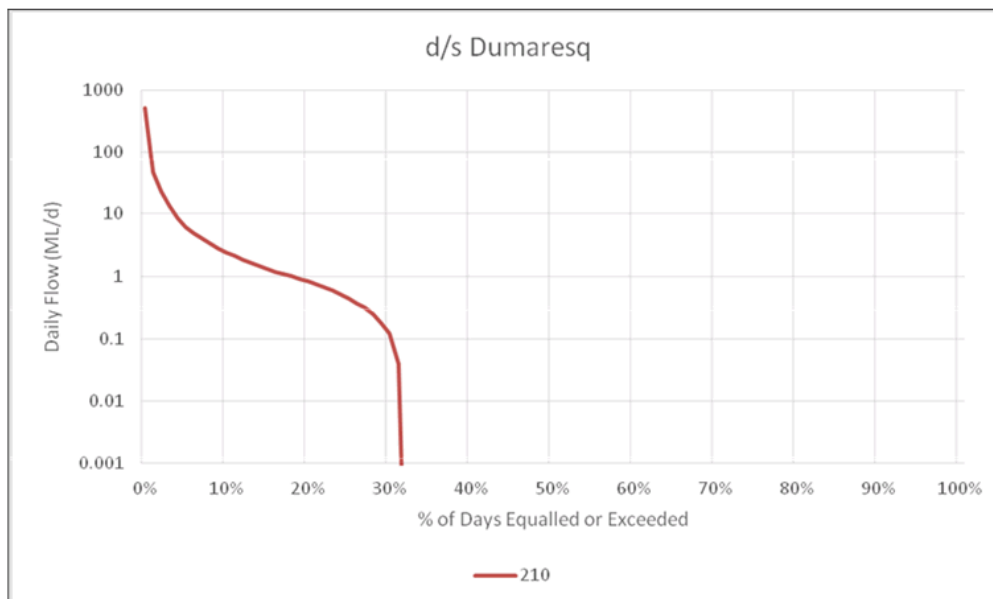
14 October 2020

Figure 5: Modelled Flow Duration Just Downstream of Gara Dam - Phase 3



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14 October 2020

Figure 6: Modelled Flow Duration Just Downstream of Dumaresq Dam

Storage Behaviour

Figures 7 to 18 provide the modelled storage behaviour diagrams for a repeat of the historic climate supplying annual demands (with restrictions applied in accordance with 5/10/10 rules) that equate to the secure yields for that particular storage case.

The diagrams clearly show the influence of the recent severe 2019/2020 drought.

Climate Change

Attachment A provides the results of the required model runs for the 15 GCMs and comparable historic data base for assessing 1 °C climate warming.

The climate adjustment factor based on the lowest GCM with 10/15/25 as well as the median GCM are provided in Table 3. It is usual practice to adopt the lower values and these are what were used for the Table 1 results. However if the less security is acceptable then the higher values may be considered.

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14 October 2020

Table 3: Climate Adjustment Factors

No	Model Run No	Scenario	Climate Change Adjustment Factor	
			10/15/25	Median
	200	Guyra Dams Only	0.5474	0.8540
PHASE 3				
11	201	Guyra+Malpas FSL increased by 6.5 m	0.6703	0.8313
12	202	Guyra+Malpas FSL increased by 6.5m +Puddledock	0.6810	0.8433
13	203	Existing (Guyra+Malpas) dams	0.7203	0.8918
14	206	Guyra+Malpas FSL increased by 3m +Puddledock +Gara	0.6880	0.8506
15	207	Guyra+Malpas FSL increased by 6.5 m +Puddledock+ Gara	0.6848	0.8416
16	208	Guyra+Malpas FSL increased to 23534 ML to provide required water security+Puddledock+Gara	0.6868	0.8330
16b	209	Guyra+Malpas FSL increased to 39039 ML to provide required water security+Puddledock+Gara	0.6754	0.8468
17b	205	Guyra+Malpas FSL increased by 39039 ML to provide required water security	0.6567	0.8288
ADDITIONAL CASES				
	192	Guyra+Malpas FSL increased by 3m + Puddledock	0.6613	0.8356
	210	Dumaresq Dam on its own	0.7105	0.8750

Figure 7: Storage Behaviour – Guyra Dams

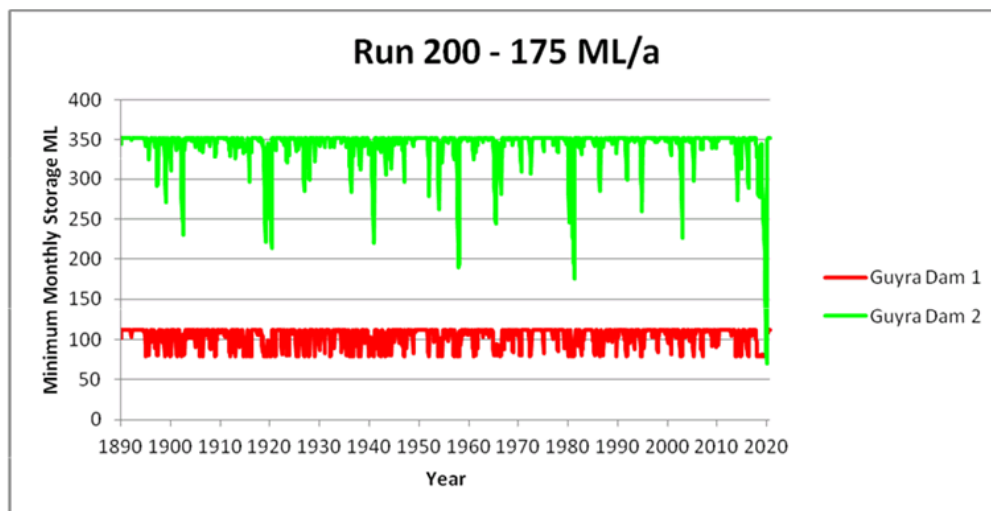
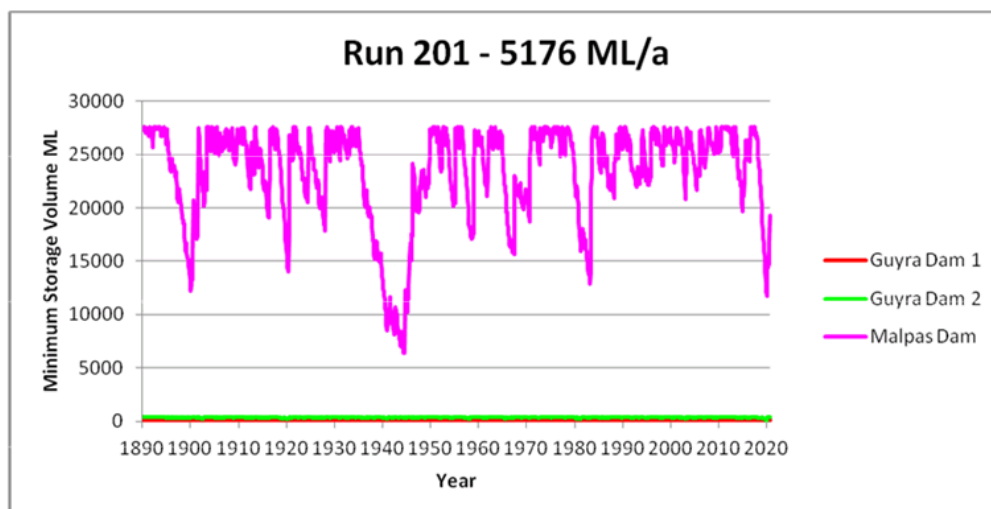


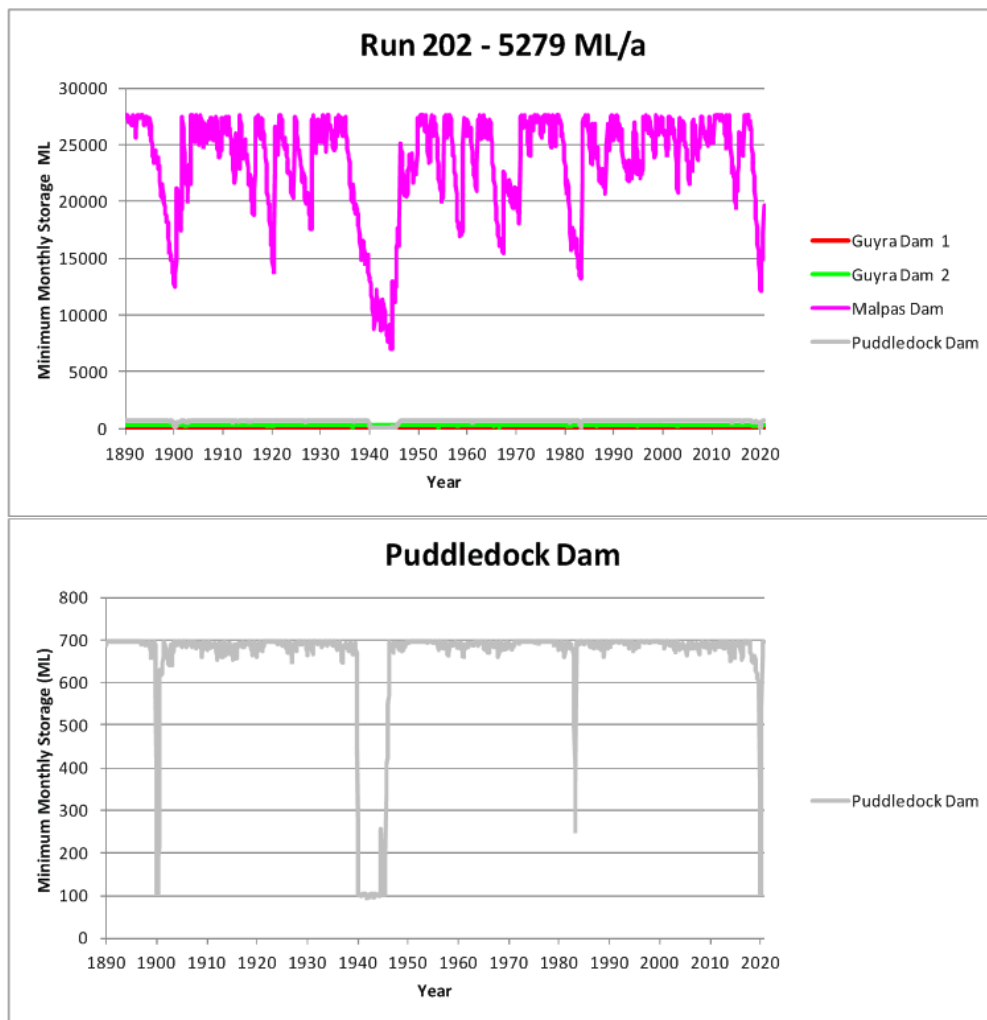
Figure 8: Storage Behaviour – Run 201



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14 October 2020

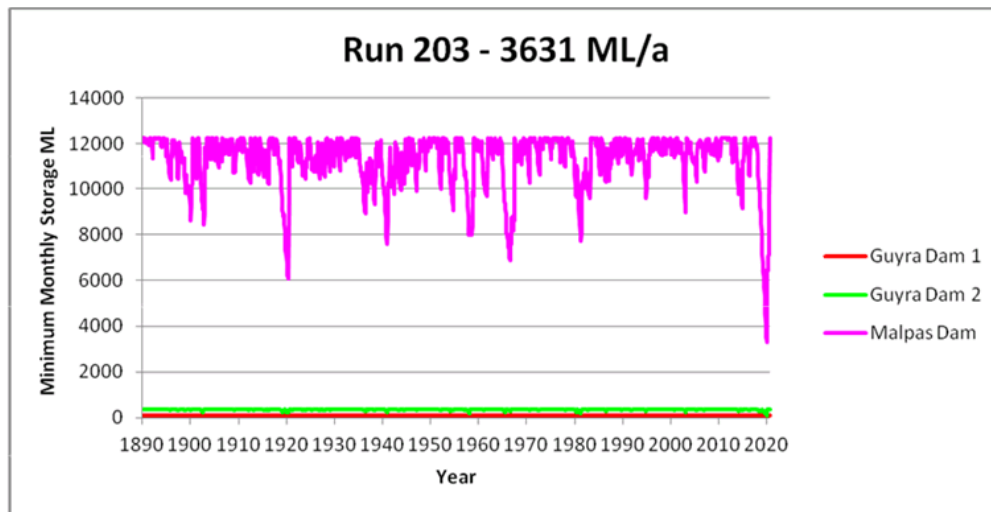
Figure 9: Storage Behaviour – Run 202



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14 October 2020

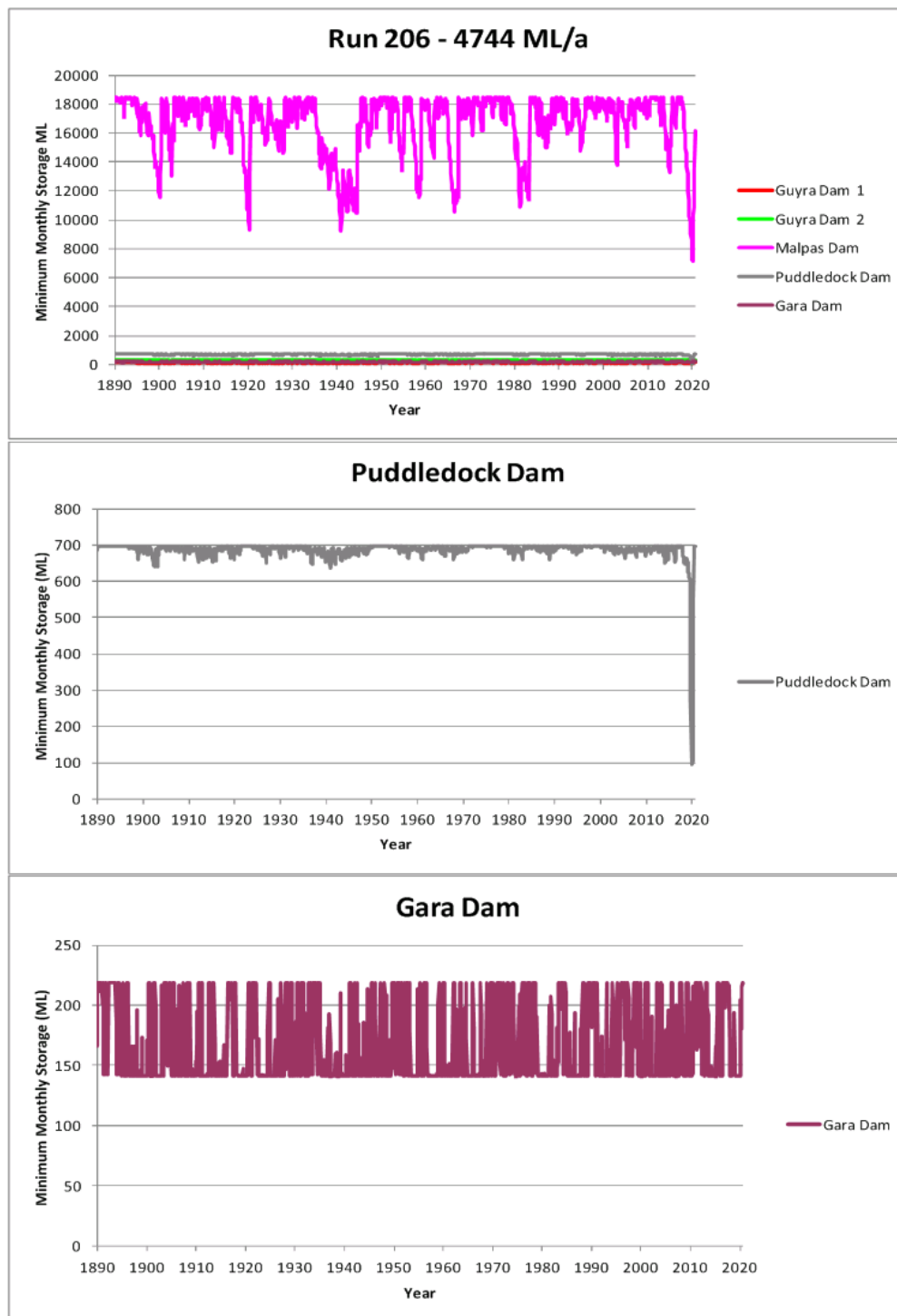
Figure 10: Storage Behaviour – Run 203



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14 October 2020

Figure 11: Storage Behaviour – Run 206

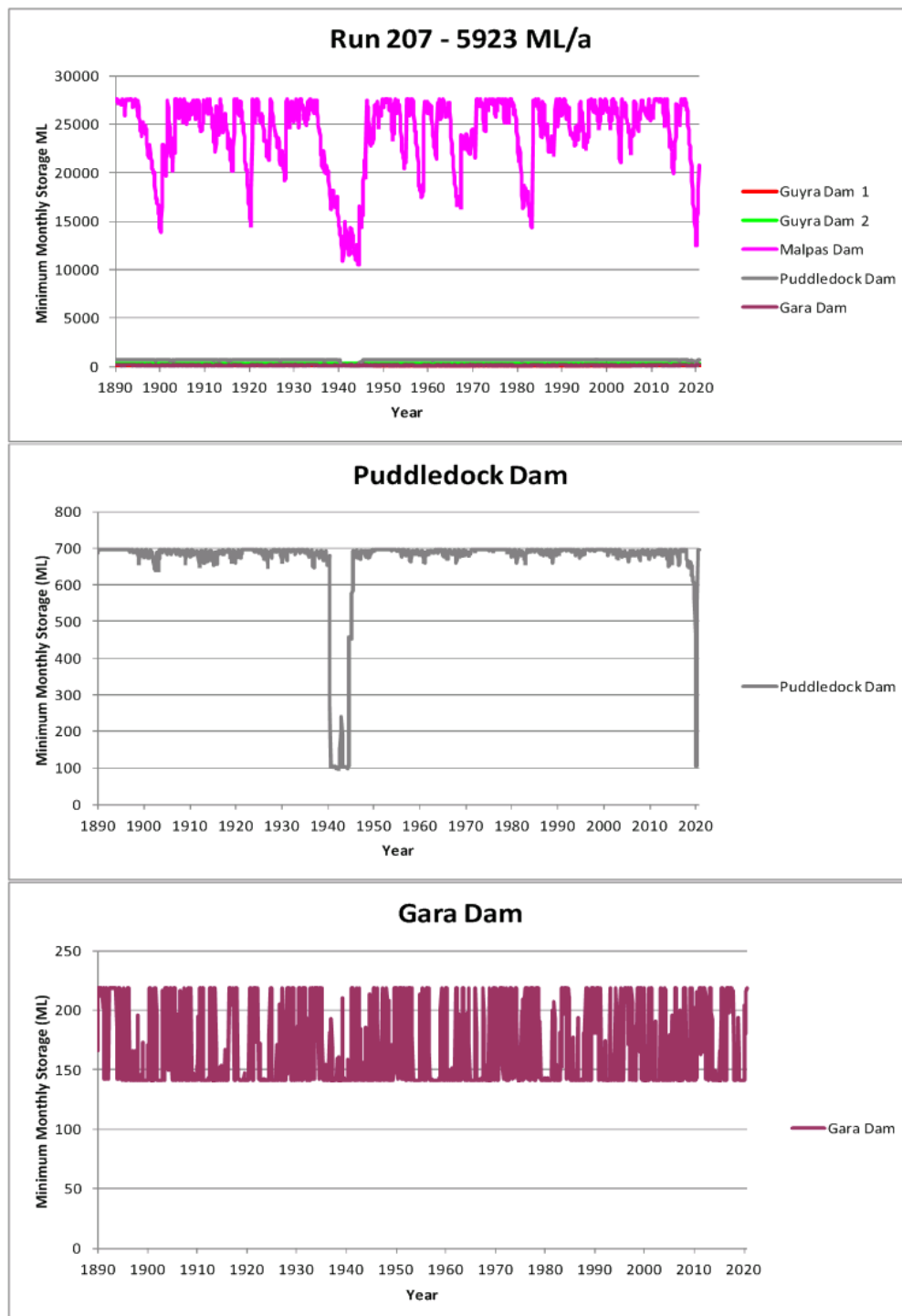


Page 16 of 33

NSW Urban Water Services

14 October 2020

Figure 12: Storage Behaviour – Run 207

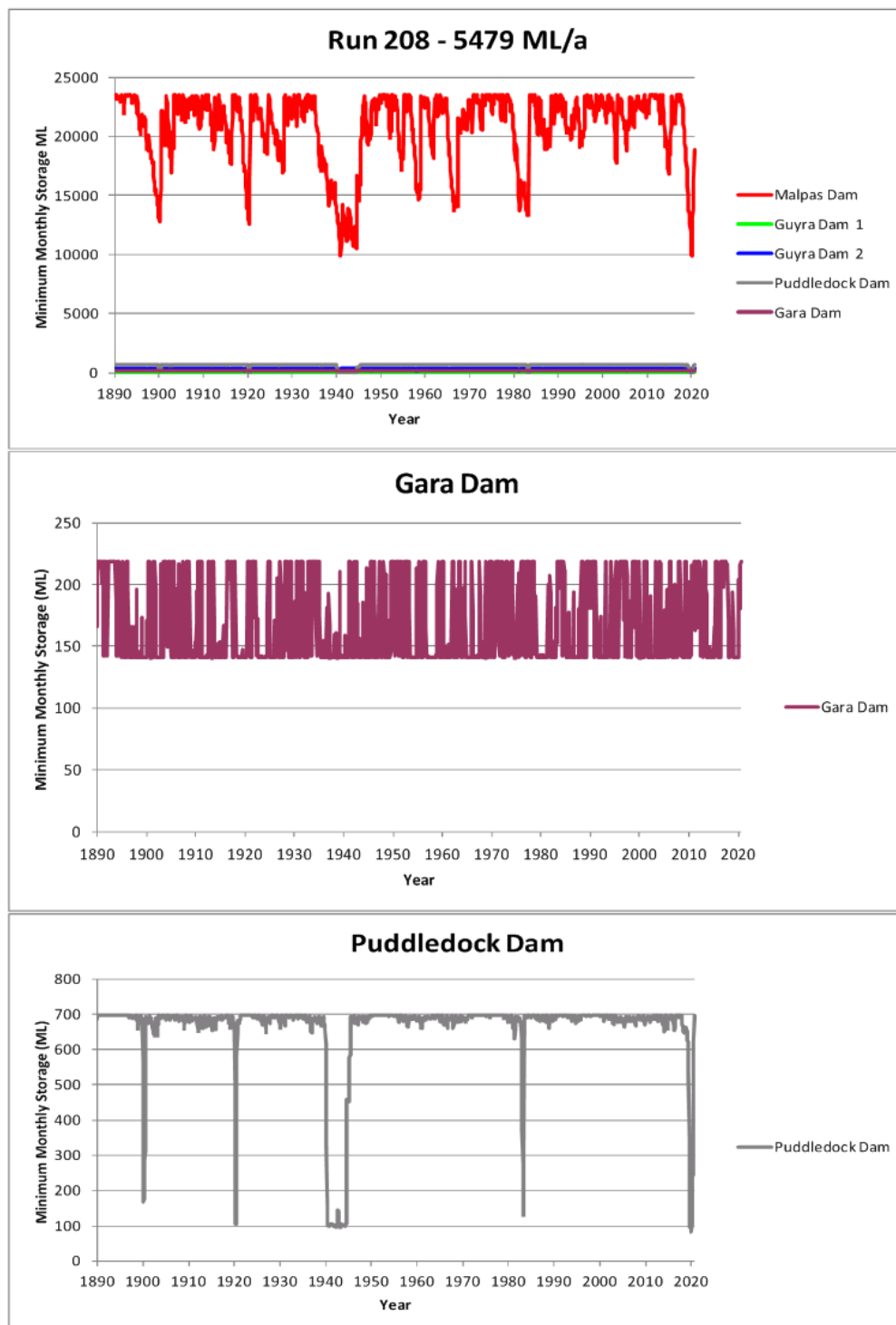


Page 17 of 33

NSW Urban Water Services

14 October 2020

Figure 13: Storage Behaviour – Run 208



Page 18 of 33

NSW Urban Water Services

14 October 2020

Figure 14: Storage Behaviour – Run 209

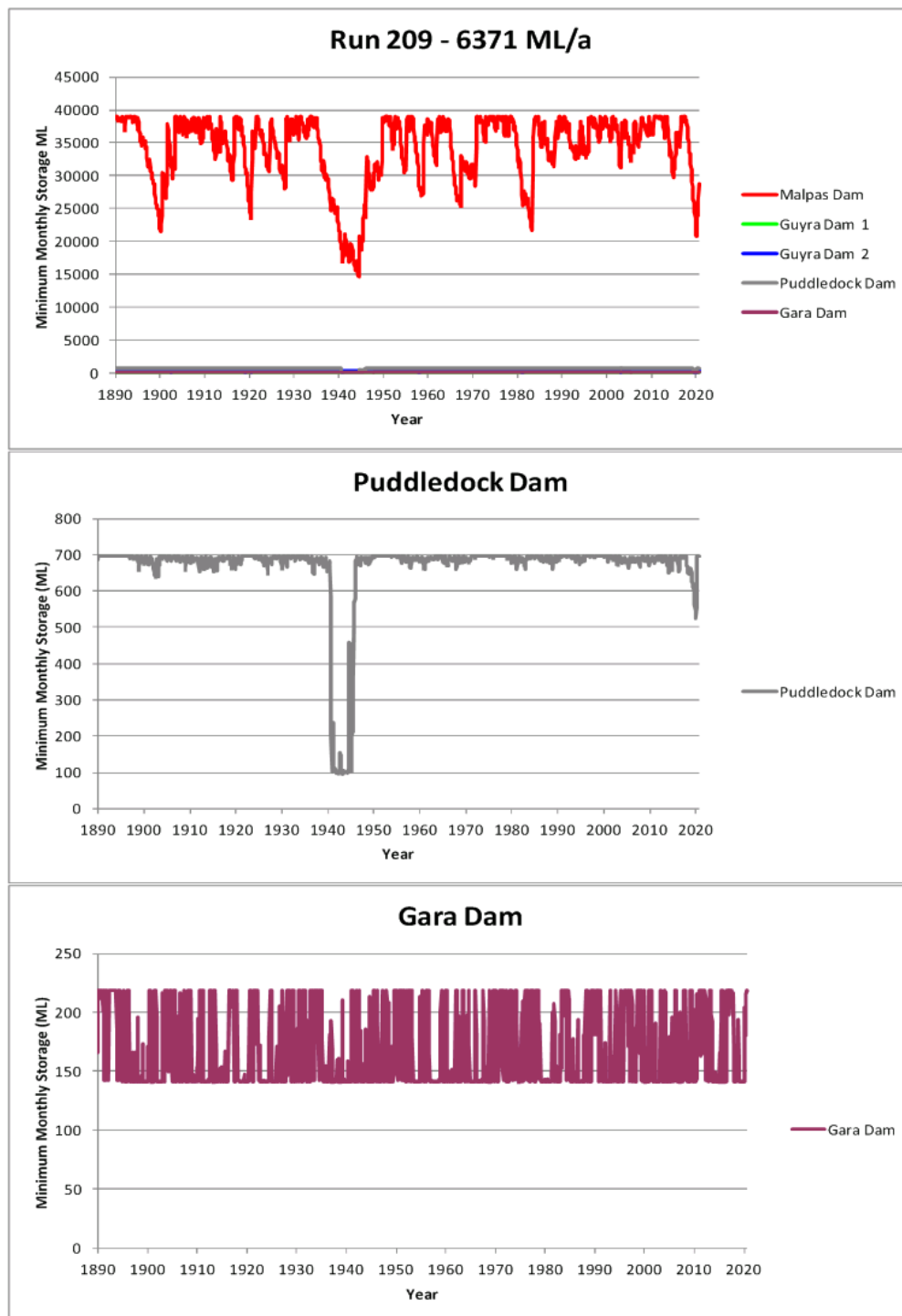


Figure 15: Storage Behaviour – Run 204

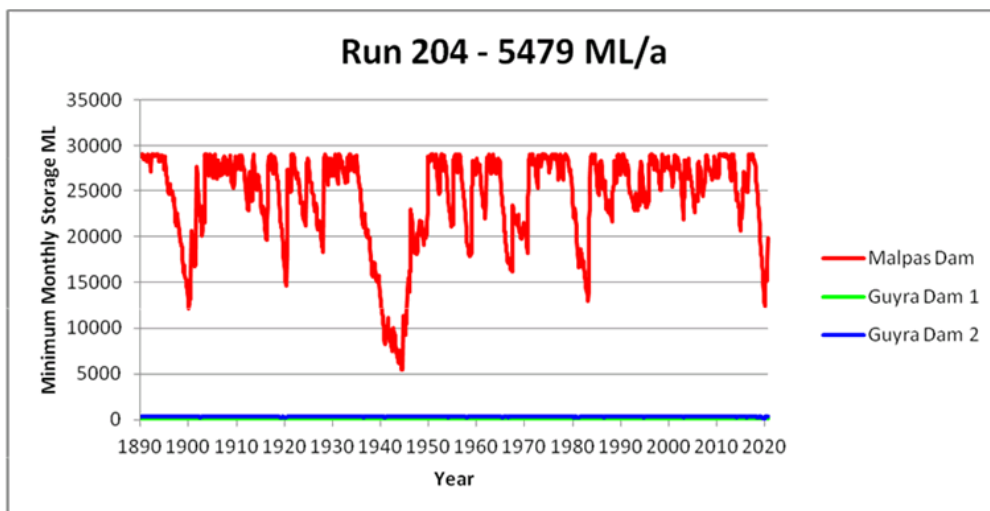
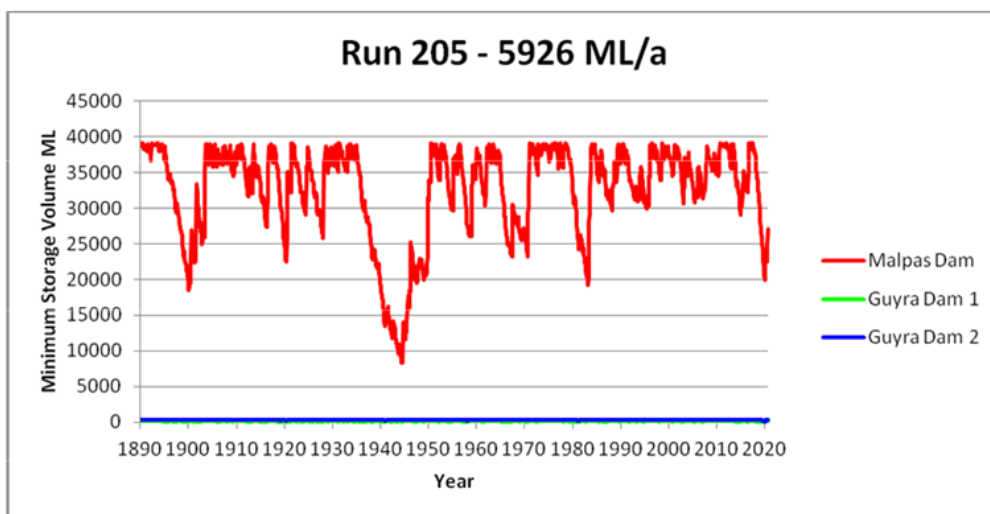


Figure 16: Storage Behaviour – Run 205



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14 October 2020

Figure 17: Storage Behaviour – Dumaresq Dam

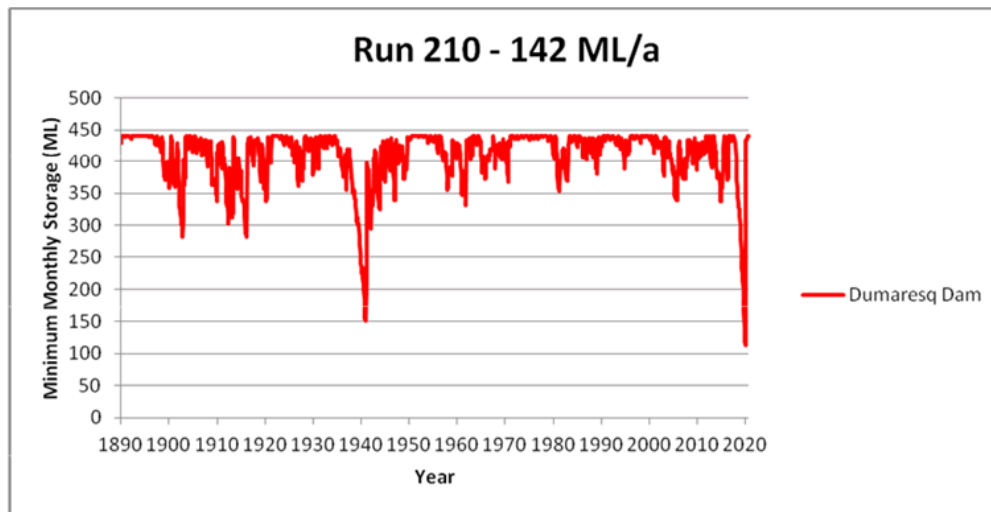
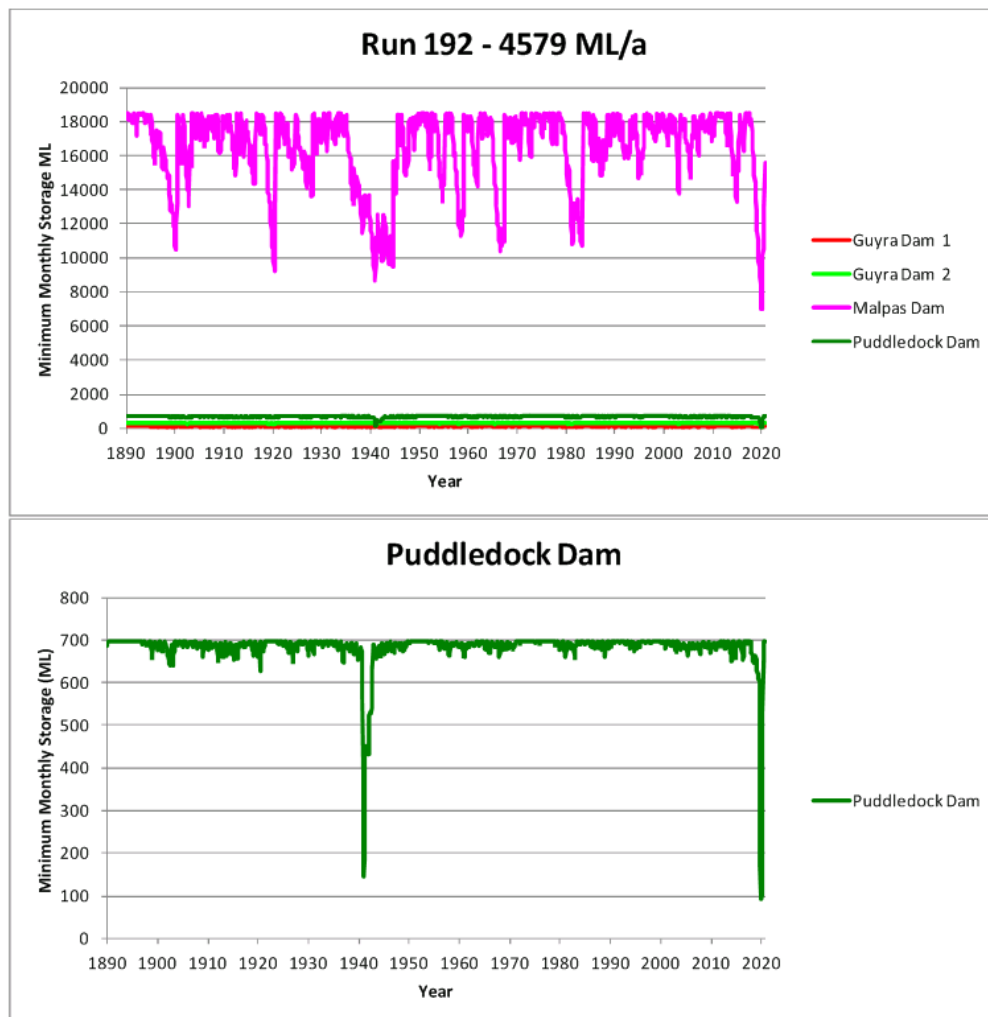


Figure 18: Storage Behaviour – Run 192



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14 October 2020

ATTACHMENT A**Model Results for 15 GCMs and corresponding Historic Base**

Note that in each case shown on the following pages the data is based on modelled flow information (from a data base of daily rainfall and daily evapotranspiration) and not observed flow data. The adopted historical secure yields uses a longer period and are those in Table 2. The following data is used to adjust the yields in Table 2 in accordance with the DPIE Water Guidelines

Run 200 :Guyra Dams Only

Armidale, Run 200CC

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	Run	Storage Capacity	Secure Yield	% Restricted at	Restricted		Critical Drought	
					% of duration	% of years	Start	End
HISTORICAL	1	464	274	60	1.41	6.90	03/09/1918	12/06/1920
	2	464	254	60	1.04	7.76	30/11/1964	30/11/1965
	3	464	242	60	1.23	8.62	11/12/1964	30/11/1965
	4	464	177	65	2.44	9.48	31/08/1918	12/06/1920
LOWEST	5	464	118	70	2.66	9.48	23/08/1918	12/06/1920
	6	464	245	65	2.10	9.48	01/09/1918	12/06/1920
	7	464	164	70	2.24	9.48	01/09/1918	12/06/1920
	8	464	209	65	1.83	8.62	01/09/1918	12/06/1920
MEDIAN	9	464	150	65	1.65	6.90	31/08/1918	12/06/1920
	10	464	234	65	1.27	9.48	30/11/1964	30/11/1965
	11	464	288	65	1.23	9.48	20/04/1957	30/01/1958
	12	464	276	60	1.03	7.76	19/04/1957	30/01/1958
	13	464	188	65	1.93	9.48	01/09/1918	12/06/1920
	14	464	183	65	1.94	9.48	01/09/1918	12/06/1920
	15	464	242	65	2.37	9.48	01/09/1918	12/06/1920
	16	464	245	65	2.35	9.48	01/09/1918	12/06/1920
10/15/25	5	464	150	70	3.53	13.79	23/08/1918	12/06/1920

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14 October 2020

Run 201: Guyra + Malpas FSL increased by 6.5 m

Armidale, Run 201CC

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	Run	Storage Capacity	Secure Yield	% Restricted at	Restricted		Critical Drought	
					% of duration	% of years	Start	End
HISTORICAL	1	27630	5068	40	4.12	6.03	16/01/1935	02/07/1944
	2	27630	4616	40	5.00	7.76	16/01/1935	02/07/1944
	3	27630	4445	40	5.00	7.76	16/01/1935	02/07/1944
	4	27630	3340	35	5.00	8.62	16/01/1935	10/02/1945
LOWEST	5	27630	2896	30	4.99	7.76	06/11/1933	22/08/1944
	6	27630	4279	35	3.61	8.62	16/01/1935	22/08/1944
	7	27630	3740	40	4.77	9.48	16/01/1935	02/07/1944
	8	27630	4036	35	4.07	7.76	16/01/1935	02/07/1944
	9	27630	3357	30	2.85	6.90	16/01/1935	02/07/1944
	10	27630	4706	45	5.00	6.90	18/01/1935	29/12/1940
	11	27630	5748	45	4.99	6.90	16/01/1935	30/12/1940
	12	27630	5141	40	4.46	6.90	16/01/1935	02/07/1944
	13	27630	3784	40	4.99	8.62	16/01/1935	22/08/1944
	14	27630	3721	35	2.93	6.03	16/01/1935	02/07/1944
MEDIAN	15	27630	4213	35	3.34	5.17	16/01/1935	02/07/1944
	16	27630	4285	40	5.00	8.62	16/01/1935	22/08/1944
10/15/25	5	27630	3397	30	9.99	13.79	06/11/1933	22/08/1944

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14 October 2020

Run 202: Guyra + Malpas FSL increased by 6.5 m + Puddledock

Armidale, Run 202CC

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	Run	Storage Capacity	Secure Yield	% Restricted at	Restricted		Critical Drought	
					% of duration	% of years	Start	End
HISTORICAL	1	28326	5245	40	3.93	6.03	16/01/1935	30/12/1940
	2	28326	4812	40	4.96	7.76	16/01/1935	02/07/1944
	3	28326	4652	40	5.00	7.76	16/01/1935	02/07/1944
	4	28326	3578	35	5.00	8.62	16/01/1935	02/07/1944
LOWEST	5	28326	3061	30	4.23	8.62	06/11/1933	22/08/1944
	6	28326	4493	35	3.62	6.90	16/01/1935	22/08/1944
	7	28326	3941	40	5.00	8.62	16/01/1935	02/07/1944
	8	28326	4185	35	3.58	5.17	16/01/1935	04/11/1943
	9	28326	3527	35	5.00	9.48	16/01/1935	02/07/1944
	10	28326	4893	40	3.11	6.90	18/01/1935	29/12/1940
	11	28326	5995	45	4.99	6.90	16/01/1935	30/12/1940
	12	28326	5348	40	4.54	6.03	16/01/1935	02/07/1944
	13	28326	3963	40	4.99	6.90	16/01/1935	22/08/1944
	14	28326	3896	35	3.10	6.03	16/01/1935	02/07/1944
MEDIAN	15	28326	4423	40	4.99	6.90	16/01/1935	22/08/1944
	16	28326	4511	40	4.99	6.90	16/01/1935	22/08/1944
10/15/25	5	28326	3572	30	9.37	14.66	06/11/1933	22/08/1944

NSW Urban Water Services

14 October 2020

Run 203: Guyra + Existing Malpas (no release requirements)

Armidale, Run 203CC

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Time: 07/10/2020 4:13:37 PM

	Run	Storage Capacity	Secure Yield	% Restricted at	Restricted		Critical Drought	
					% of duration	% of years	Start	End
HISTORICAL	1	12266	4233	55	2.52	9.48	26/01/1935	30/12/1940
	2	12266	3904	50	2.98	7.76	26/01/1935	30/12/1940
	3	12266	3853	50	3.76	9.48	21/01/1935	30/12/1940
	4	12266	3004	45	2.54	6.90	20/01/1935	30/12/1940
LOWEST	5	12266	2624	45	4.88	9.48	20/01/1935	30/12/1940
	6	12266	3796	50	3.06	8.62	14/02/1895	14/02/1900
	7	12266	3249	50	2.78	6.03	20/02/1894	14/02/1900
	8	12266	3646	50	5.00	9.48	21/01/1935	30/12/1940
	9	12266	2936	50	4.71	9.48	21/01/1935	30/12/1940
	10	12266	4155	55	4.13	7.76	26/01/1935	30/12/1940
	11	12266	4691	55	1.84	7.76	04/02/1918	12/06/1920
	12	12266	4305	55	2.89	9.48	26/01/1935	30/12/1940
	13	12266	3275	50	3.00	6.90	09/02/1895	14/02/1900
	14	12266	3234	50	3.27	8.62	14/02/1895	14/02/1900
MEDIAN	15	12266	3775	50	3.77	8.62	26/01/1935	30/12/1940
	16	12266	3800	50	3.24	8.62	26/01/1935	30/12/1940
10/15/25	5	12266	3049	40	8.02	14.66	20/01/1935	30/12/1940

NSW Urban Water Services

14 October 2020

Run 206: Guyra + Malpas FSL increased by 3m + Puddledock + Gara

Armidale, Run 206CC

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Time: 11/10/2020 8:58:40 PM

	Run	Storage Capacity	Secure Yield	% Restricted at	Restricted		Critical Drought	
					% of duration	% of years	Start	End
HISTORICAL	1	19389.97	5093	55	3.87	8.62	16/01/1935	30/12/1940
	2	19389.97	4541	55	4.85	9.48	16/01/1935	30/12/1940
	3	19389.97	4429	50	2.55	6.90	16/01/1935	30/12/1940
	4	19389.97	3456	50	3.81	7.76	18/01/1935	30/12/1940
LOWEST	5	19389.97	2954	45	3.39	7.76	18/01/1935	22/08/1944
	6	19389.97	4356	50	2.45	6.90	16/01/1935	30/12/1940
	7	19389.97	3732	50	2.15	6.03	13/02/1894	14/02/1900
	8	19389.97	4097	55	4.95	9.48	16/01/1935	30/12/1940
	9	19389.97	3492	50	4.98	8.62	16/01/1935	30/12/1940
	10	19389.97	4717	55	3.06	7.76	18/01/1935	29/12/1940
	11	19389.97	5775	55	3.08	7.76	16/01/1935	30/12/1940
	12	19389.97	5177	55	4.44	9.48	16/01/1935	30/12/1940
	13	19389.97	3806	55	4.99	9.48	16/01/1935	30/12/1940
	14	19389.97	3749	50	2.83	7.76	16/01/1935	30/12/1940
MEDIAN	15	19389.97	4332	55	4.99	9.48	16/01/1935	30/12/1940
	16	19389.97	4396	55	4.81	9.48	16/01/1935	30/12/1940
10/15/25	5	19389.97	3504	45	8.45	12.07	16/01/1935	30/12/1940

NSW Urban Water Services

14 October 2020

Run 207: Guyra + Malpas FSL increased by 6.5 m + Puddledock + Gara

Armidale, Run 207CC

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Time: 12/10/2020 9:59:35 AM

	Run	Storage Capacity	Secure Yield	% Restricted at	Restricted		Critical Drought	
					% of duration	% of years	Start	End
HISTORICAL	1	28544.97	5606	55	4.99	7.76	16/01/1935	30/12/1940
	2	28544.97	4998	50	3.59	6.90	18/01/1935	02/07/1944
	3	28544.97	4914	50	4.23	6.03	16/01/1935	30/12/1940
	4	28544.97	3786	45	3.28	6.03	18/01/1935	02/07/1944
LOWEST	5	28544.97	3240	45	4.99	8.62	18/01/1935	19/02/1945
	6	28544.97	4875	50	4.99	9.48	16/01/1935	30/12/1940
	7	28544.97	4292	50	4.92	8.62	01/01/1894	17/02/1900
	8	28544.97	4537	50	4.62	6.90	16/01/1935	30/12/1940
	9	28544.97	3780	45	3.17	6.03	18/01/1935	02/07/1944
	10	28544.97	5288	55	4.84	8.62	18/01/1935	29/12/1940
	11	28544.97	6291	55	3.96	7.76	16/01/1935	30/12/1940
	12	28544.97	5625	55	5.00	6.90	16/01/1935	30/12/1940
	13	28544.97	4333	50	4.99	7.76	16/01/1935	02/07/1944
	14	28544.97	4225	50	5.00	7.76	16/01/1935	02/07/1944
MEDIAN	15	28544.97	4718	50	3.88	6.90	18/01/1935	30/12/1940
	16	28544.97	4773	50	3.46	6.03	18/01/1935	29/12/1940
10/15/25	5	28544.97	3839	40	7.41	13.79	20/02/1934	22/08/1944

NSW Urban Water Services

14 October 2020

Run 208: Guyra + Malpas FSL increased to 23534 ML + Puddledock + Gara

Armidale, Run 208CC

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Time: 14/10/2020 9:51:31 AM

	Run	Storage Capacity	Secure Yield	% Restricted at	Restricted		Critical Drought	
					% of duration	% of years	Start	End
HISTORICAL	1	24448.97	5377	55	4.51	8.62	16/01/1935	30/12/1940
	2	24448.97	4765	50	3.12	6.90	18/01/1935	30/12/1940
	3	24448.97	4670	50	3.29	6.90	16/01/1935	30/12/1940
	4	24448.97	3638	50	4.99	7.76	18/01/1935	29/12/1940
LOWEST	5	24448.97	3179	45	4.91	8.62	18/01/1935	22/08/1944
	6	24448.97	4688	50	4.23	7.76	16/01/1935	30/12/1940
	7	24448.97	4021	50	3.45	6.03	13/02/1894	14/02/1900
	8	24448.97	4300	50	3.49	6.90	16/01/1935	30/12/1940
	9	24448.97	3657	45	3.08	6.90	18/01/1935	02/07/1944
	10	24448.97	5030	55	4.09	8.62	18/01/1935	29/12/1940
	11	24448.97	6071	55	3.70	8.62	16/01/1935	30/12/1940
	12	24448.97	5429	55	5.00	9.48	16/01/1935	30/12/1940
	13	24448.97	4178	50	4.74	7.76	16/01/1935	30/12/1940
	14	24448.97	4105	50	5.00	7.76	16/01/1935	30/12/1940
MEDIAN	15	24448.97	4479	55	4.99	7.76	16/01/1935	30/12/1940
	16	24448.97	4574	55	5.00	7.76	18/01/1935	30/12/1940
10/15/25	5	24448.97	3693	40	6.58	11.21	16/01/1935	22/08/1944

NSW Urban Water Services

14 October 2020

Run 209: Guyra + Malpas FSL increased to 39039 ML + Puddledock + Gara

Armidale, Run 209CC

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Time: 14/10/2020 1:50:59 AM

	Run	Storage Capacity	Secure Yield	% Restricted at	Restricted		Critical Drought	
					% of duration	% of years	Start	End
HISTORICAL	1	39953.913	6128	50	3.56	6.03	16/01/1935	02/07/1944
	2	39953.913	5450	50	3.94	6.03	18/01/1935	02/07/1944
	3	39953.913	5384	50	4.47	7.76	18/01/1935	02/07/1944
	4	39953.913	4162	45	3.96	8.62	18/01/1935	17/02/1945
LOWEST	5	39953.913	3449	40	2.51	6.03	24/02/1934	19/02/1945
	6	39953.913	5271	45	2.53	6.03	16/01/1935	22/08/1944
	7	39953.913	4778	45	3.34	6.90	16/01/1935	02/07/1944
	8	39953.913	4951	45	2.98	6.03	18/01/1935	02/07/1944
	9	39953.913	4075	45	3.83	9.48	18/01/1935	22/08/1944
	10	39953.913	5841	50	3.42	6.90	18/01/1935	29/12/1940
	11	39953.913	6962	55	5.00	6.90	16/01/1935	30/12/1940
	12	39953.913	6194	50	3.79	6.03	16/01/1935	02/07/1944
	13	39953.913	4685	45	2.58	5.17	16/01/1935	22/08/1944
	14	39953.913	4632	45	3.01	5.17	16/01/1935	22/08/1944
MEDIAN	15	39953.913	5189	50	5.00	8.62	18/01/1935	02/07/1944
	16	39953.913	5311	50	4.99	8.62	18/01/1935	02/07/1944
10/15/25	5	39953.913	4139	40	9.59	12.93	06/11/1933	19/02/1945

NSW Urban Water Services

14 October 2020

Run 205: Guyra + Malpas FSL increased to 39039 ML

Armidale, Run 205CC

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Time: 10/10/2020 6:21:41 AM

	Run	Storage Capacity	Secure Yield	% Restricted at	Restricted		Critical Drought	
					% of duration	% of years	Start	End
HISTORICAL	1	39038.943	5509	40	3.93	5.17	16/01/1935	22/08/1944
	2	39038.943	4854	40	5.00	8.62	16/01/1935	02/07/1944
	3	39038.943	4743	35	3.16	6.90	16/01/1935	22/08/1944
	4	39038.943	3621	30	3.78	6.03	18/01/1935	17/02/1945
LOWEST	5	39038.943	3015	25	2.03	5.17	06/11/1933	08/01/1949
	6	39038.943	4636	35	5.00	8.62	16/01/1935	22/08/1944
	7	39038.943	4085	35	3.73	6.90	16/01/1935	02/07/1944
	8	39038.943	4358	35	4.99	7.76	16/01/1935	22/08/1944
	9	39038.943	3618	30	4.61	6.03	06/11/1933	22/08/1944
	10	39038.943	5187	45	4.99	9.48	18/01/1935	22/08/1944
	11	39038.943	6334	45	4.94	6.90	16/01/1935	22/08/1944
	12	39038.943	5568	40	4.09	5.17	16/01/1935	22/08/1944
	13	39038.943	4196	35	4.99	7.76	16/01/1935	22/08/1944
	14	39038.943	4086	35	5.00	7.76	16/01/1935	22/08/1944
MEDIAN	15	39038.943	4566	35	3.87	7.76	16/01/1935	22/08/1944
	16	39038.943	4618	35	3.33	6.90	16/01/1935	22/08/1944
10/15/25	5	39038.943	3618	25	9.35	13.79	01/01/1894	03/04/1916

NSW Urban Water Services

14 October 2020

Run 210: Dumaresq only

Armidale, Run 210CC

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Time: 09/10/2020 11:49:34 AM

	Run	Storage Capacity	Secure Yield	% Restricted at	Restricted		Critical Drought	
					% of duration	% of years	Start	End
HISTORICAL	1	440	152	65	3.54	6.90	19/03/1937	29/12/1940
	2	440	143	65	4.65	9.48	19/03/1937	29/12/1940
	3	440	137	65	4.00	8.62	19/03/1937	29/12/1940
	4	440	108	60	4.41	9.48	19/01/1935	29/12/1940
LOWEST	5	440	90	50	3.45	7.76	19/01/1935	29/12/1940
	6	440	135	65	4.01	8.62	19/03/1937	29/12/1940
	7	440	113	60	3.97	9.48	19/01/1935	29/12/1940
	8	440	125	60	3.90	7.76	19/01/1935	29/12/1940
	9	440	103	55	3.94	8.62	19/01/1935	29/12/1940
	10	440	144	65	3.86	9.48	18/03/1937	29/11/1940
	11	440	182	70	4.33	9.48	20/03/1937	29/12/1940
	12	440	158	65	3.35	7.76	19/03/1937	29/12/1940
	13	440	116	60	3.94	8.62	19/01/1935	29/12/1940
	14	440	114	60	4.09	8.62	19/01/1935	29/12/1940
MEDIAN	15	440	133	65	4.51	9.48	19/01/1935	29/12/1940
	16	440	136	65	4.49	9.48	19/01/1935	29/12/1940
10/15/25	5	440	108	50	6.78	12.07	19/01/1935	29/12/1940

NSW Urban Water Services

14 October 2020

Run 192: Guyra + Malpas FSL increased by 3m+ Puddledock (no release requirements)

Armidale, Run 192CC

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Time: 01/10/2020 3:33:41 AM

	Run	Storage Capacity	Secure Yield	% Restricted at	Restricted		Critical Drought	
					% of duration	% of years	Start	End
HISTORICAL	1	19171	5048	50	4.99	8.62	21/01/1935	30/12/1940
	2	19171	4504	45	3.63	6.90	20/01/1935	30/12/1940
	3	19171	4423	45	3.89	6.90	18/01/1935	30/12/1940
	4	19171	3436	45	5.00	7.76	19/01/1935	30/12/1940
LOWEST	5	19171	2891	40	3.66	6.90	19/01/1935	22/08/1944
	6	19171	4329	45	3.84	7.76	17/01/1935	30/12/1940
	7	19171	3703	45	3.08	6.03	20/02/1894	14/02/1900
	8	19171	4034	45	3.83	6.03	17/01/1935	30/12/1940
	9	19171	3405	45	5.00	8.62	18/01/1935	22/08/1944
	10	19171	4669	50	3.51	9.48	26/01/1935	29/12/1940
	11	19171	5779	50	4.26	9.48	22/01/1935	30/12/1940
	12	19171	5083	45	2.76	7.76	21/01/1935	30/12/1940
	13	19171	3745	45	3.15	6.90	11/02/1895	13/02/1900
	14	19171	3695	45	3.39	6.90	19/01/1935	30/12/1940
MEDIAN	15	19171	4218	45	3.21	6.03	19/01/1935	30/12/1940
	16	19171	4266	45	2.95	6.03	19/01/1935	30/12/1940
10/15/25	5	19171	3338	40	7.70	11.21	19/01/1935	22/08/1944

TRIM: AINT/2021/12502



Events on Public Roads Policy

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

1. PURPOSE

The purpose of this policy is to outline Council requirements for events on public roads.

2. APPLICATION

This policy applies to all events on public roads.

3. POLICY INTENT

The objectives of this policy is to provide guidelines and conditions for all events held on public roads within the Armidale Regional Council area.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

P2 - Events and cultural activities provide the community with an opportunity to celebrate the unique culture and lifestyle of the region

P2.4 - Support and empower the community to deliver community initiatives that improve the lives of residents and visitors to the region.

5. POLICY

That all events to be held which utilise public roads must conform to the following conditions:-

1. To conduct work on land, to which Council is the regulatory authority i.e. Council land, road or road reserve – a Construction and Maintenance Work application must be completed requesting approval.
2. As per the delegated functions related to the Roads Act 1993, a Special Event Transport Management Plan must be endorsed by the Traffic Advisory Committee and Council for Events and Event related road closures or use.
3. Events or road use/closures required a Traffic Management Plan, risk assessment, certificate of currency for public liability insurance. Further requirements may be required dependent on individual cases.
4. Certain events may require additional endorsement from Police and TfNSW, above that which is requested by the Traffic Advisory Committee, to be provided to Council.
5. Requests for events or road closures are to be submitted three (3) months prior to the event.
6. Events and road closure notification must be on public exhibition for a period of 28 days.
7. A Notice of Intention to hold a public gathering be provided to both the Council and Police.
8. Events/road use/closures that could potentially affect neighbouring businesses may require Council and proponent to consult with said businesses.

9. All roads and lands must be left in the same condition as prior the event - removal of rubbish resulting from the event or may accumulate along the route or at any stopping places is to be cleaned up and removed after the event by the organisers. Reinstating road pavement conditions to pre-event conditions.
10. Council will not be responsible for any claims, regardless of their nature, which may arise as a result of the event.
11. Where the event involves a Main Road/State Road/Highway organiser must apply to TfNSW, applications and approvals will need to be lodged with Council.
12. The indemnity amount for Public Liability covering the event must be at least \$20,000,000 or a figure nominated by Council. Further, Council must be named on the Public Liability Insurance Policy for respective rights and interests.

6. LEGISLATIVE REQUIREMENTS

Local Government Act 1993

Roads Act 1993

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

This policy has no reporting requirements.

9. RESPONSIBLE OFFICER

- The Transport Manager is responsible for:
 - Keeping the policy current
 - Investigating breaches and enforcing compliance
 - Implementing communications, education and monitoring strategies.

10. ROLES AND RESPONSIBILITIES

The Roads and Parks Manager is responsible for implementing the policy.

The Events Officer is to ensure Council events and events promoted by Council, comply with this policy.

11. RELATED PROCEDURES

Nil.

APPROVAL AND REVIEW	
Responsible Business Unit	Road and Parks

Responsible Officer	Roads and Parks Manager	
Date/s adopted	<i>Council Executive</i>	<i>Council</i>
Date/s of previous adoptions	Version I – 2000 Version II - 2006	
Date of next review	September 2023	
TRIM Reference	AINT/2021/12502	

TRIM: AINT/2021/12501

Mall Market Operations Policy

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

1. PURPOSE

The purpose of these Guidelines is to ensure that the Beardy Street Mall Markets comply with Council's Policy and to detail Council's expectations of the Licensee and other stakeholders.

2. APPLICATION

This policy applies to the operation of the markets on the Beardy Street Mall.

3. POLICY INTENT

The main objectives of this policy are to:

1. Outline Council's policy position on the operation of markets in the Mall
2. Outline the requirements and responsibilities of Stallholders and the Licensee

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

P2 - Events and cultural activities provide the community with an opportunity to celebrate the unique culture and lifestyle of the region

P2.1 - Deliver and support local programs and events which meet the social and cultural needs of the community.

5. POLICY

5.1. DEFINITIONS

In these Guidelines:

'Home Industry'	means an industry carried on in a private residence by the family/occupants of that private residence.
'Commercial Products'	means products that are mass produced or produced in premises other than in a private residence, excluding second hand or used goods.
'Licensee'	means the person or organisation authorised by Council to operate the Markets in the Mall.
'New England Region'	means the Local Government areas of Armidale, Guyra, Uralla and Walcha.
'Market Area'	means that section of Beardy Street, Armidale, comprising the Beardy Street Malls, between Dangar Street and Marsh Street.

'Market Manager'	means the person appointed by the Licensee to have overall control of Market operations.
'Market Supervisor'	means the person appointed by the Licensee to collect fees and assist with the supervision of the Markets.
'Stallholder/s'	means any of the following: <ul style="list-style-type: none"> • Person/s manufacturing goods as a home industry. • Person/s who add value to a manufactured item by further processing e.g. screen printing on t-shirts. • Person/s selling products that significantly involve their own labour during production. • Person/s selling second hand or used goods (subject to the approval of the Licensee). • A registered charity or non-profit organisation. • Person/s who do not sell commercial products otherwise available through retail outlets. • Persons who sell only a surplus of locally grown garden vegetables and fruit that are not commercial products. • Retailer/s from Armidale CBD setting up a stall at the front of their shop to sell the shops normal range of merchandise.
'Stallholders' Committee'	means a Committee representing the Stallholders, which shall consist of up to six Stallholders elected by vote of permanent Stallholders.

5.2. OPERATIONAL/ADMINISTRATIVE ISSUES

5.2.1. Market Days

The Markets in the Mall are to be held on the last Sunday of each month, except for December when the date is to be negotiated with Council and agreed at least three months in advance, further, where there is a clash with public holidays such as Australia Day or Anzac Day, the issue is to be discussed with the Council nominee at least three months in advance to enable appropriate planning to be undertaken with other relevant parties.

5.2.2. Hours of Operation

All Stallholders are to be set up by 8.30am on Market days. The Markets should cease by 2.00pm, unless the Market Manager and the Stallholders make alternative arrangements with the Council nominee.

Stallholders wishing to set up a stall prior to 7am must have written consent from a Council representative. No power tools and equipment (i.e. pumps, compressors, electric or pneumatic tools) or amplified devices are to be used prior to 8am.

5.2.3. Road Closures

The section of Beardy Street between Marsh and Faulkner Streets will be closed at 8.30am on Market Days and vehicles shall be clear of the road carriageway by that time. The Licensee is responsible for making application for road closures and paying appropriate fees. Vehicles without Council authorisation are prohibited from the Pedestrian Mall area.

5.2.4. Cancellation of Markets

Except where a change of date is planned as provided for in 4.1, Markets should not be cancelled prior to Market dates. In the event of inclement weather or lack of Stallholder numbers etc., a decision is to be made by the Market Manager and the Stallholders during the morning operation. Once a decision to cancel is made, the public shall be notified by means of appropriate notices on site and /or via electronic methods such as Facebook, Twitter or the market website.

5.2.5. Plan of Mall Market Area

The Licensee shall prepare and maintain an up to date Plan of the Market Area. This plan shall indicate all stall locations and numbers, routes for pedestrian traffic during Market days, access points for emergency services and various locations of other emergency services such as water supply, telephones and the like. When setting out stalls and pedestrian walkways, consideration is to be given for people with disabilities and access for the elderly. The current edition of the Plan shall always be provided by the Licensee to Council on request, and a copy retained on site during Market days by the Market Manager.

5.2.6. Identification of Stalls

On Market days the Market Manager shall have a list of Stallholders at each Market available for perusal on request by Council's representative. During the Markets, Stallholders shall display their stall number, as provided by the Licensee. Stalls may only be transferred with the authorisation of the Licensee.

5.2.7. Location of Market Manager

On Market days the Market Manager shall be centrally located for convenience of stall holders, the public, and Council officers during the operation of the Markets, with an appropriate sign provided.

5.2.8. Mall Businesses

Retail and other businesses adjacent to the Market area wishing to open on the day of the Market are required to notify the Licensee fourteen (14) days prior to that Market of their desire to open. This allows the Market Manager to plan the next Market. If the business subsequently decides not to open, two days notice is to be given to the Market Manager.

The Licensee is to ensure that Stallholders do not impede entry to any business in the Market area where 14 days' notice of intention to open has been given, by leaving a clear corridor of 3m x 3m to the shop entry. Every effort should be made to cooperate with retailers in relation to issues such as visibility of window displays, where practicable.

Retail business (e.g. newsagents) normally operating seven days each week, are exempt businesses from the Guidelines, and entitled to full shop front exposure of their business unless otherwise negotiated with the Market Manager.

5.2.9. Waste

The Licensee shall be responsible for the proper management and disposal of waste generated during the operation of the Mall Markets. Oils, fats and food waste must be disposed of appropriately to prevent leakage. All waste is to be contained within bins provided (bins in fixed enclosures and/or 240 litre bins at either end of the mall. Preventative measures are to be undertaken to eliminate the spillage of fats and oils onto the mall paving. The Licensee shall be responsible for the costs of cleaning or replacing any stained or damaged surfaces resulting from market activities.

5.2.10. Fees

(i) Market Licence Fees

The Licence Fee payable by the Licensee to Council will increase per CPI each year and is payable quarterly in advance, or by any other arrangement to the satisfaction of Council.

(ii) Stall Fees

Stall fees are to be set annually by the Licensee in consultation with the Stallholders Committee. Fees are to be collected in advance or at each Market by the Market Manager, and a receipt is to be issued.

Fees should reflect the reasonable cost of Market operation and administration, together with an allowance for reasonable benefit to the Licensee for its activities. The aim should also be to maximise participation in the Markets by Stallholders.

5.2.11. Stallholders' Advisory Committee

The Committee shall be elected annually, following the June Markets, by secret ballot of permanent Stallholders, on a "first past the post" system of voting. The Committee shall have the power to co-opt members to fill any casual vacancy on the Committee that is created by a member resigning mid-term or relinquishing their staff or demise. The Market Manager or a representative, and Licensee will be required to attend all meetings. No business will be transacted by the Committee unless a quorum of four members is present. The Market Manager and/or Licensee are not voting members on this Committee but are required to be present. Minutes are to be taken by a nominated person and meetings are to be held following the Market at a mutually agreeable location and time.

5.2.12. Market Operators Indemnity Insurance

The Licensee is required to carry \$20 Million Public Liability Insurance and ensure all stall holders carry a current Public Liability Insurance policy to the value of \$20 Million, and where the stall holder sells or provides goods or articles including food, the stall holder must carry a Products Liability Insurance Policy at value appropriate to the goods being sold.

5.2.13. Stallholders' Insurance (Workers Compensation)

Stallholders should ensure that they, their staff and any volunteers are appropriately insured in event of injury to themselves, and in the event of Public Risk. Details and confirmation of appropriate, current insurance are to be provided to the Market Manager annually.

5.2.14. Emergency Access and First Aid

Access ways in the Market area shall be maintained at all times for emergency services and the public. The Market Manager shall have access to a well equipped First Aid Kit and appropriately qualified personnel.

5.2.15. Breach of Guidelines - Penalty

The Market Manager may apply a penalty in the event of a Stallholder not complying with the provisions of this policy.

5.2.16. Grounds for Dismissal

Where Stallholders do not comply with directions from the Market Manager by being abusive, using offensive language or using the Markets not in accordance with this policy, the Market Manager may eject the Stallholder.

5.2.17. Right of Appeal

Stallholders may lodge an Appeal in writing with the President of the Stallholders' Committee within seven days of the date of dismissal. Upon receipt of such an Appeal, the President shall convene a meeting of the Stallholders Committee within twenty one (21) days. No business other than the Appeal in question shall be transacted. The Stallholder, Stallholders Committee and the Market Manager shall be given the opportunity to discuss their respective cases orally, in writing, or both. Any vote is to be by secret ballot.

The Licensee shall consider all the information placed before it and provide a final decision on the matter in writing.

5.2.18. Communication between Council and the Market Lessee

The licensee is required to communicate with the Council of any issues that have been experienced at each market within seven (7) days of the market being held.

5.3. ACTIVITIES AT THE MARKETS

5.3.1. Market Capacity

The total number of stalls at the Markets shall be limited to one hundred and fifty (150). The stalls are divided into Permanent, Seasonal and Casual categories (see Item 5.2).

Local retailers are to be included in the Permanent category.

5.3.2. Stall Classifications

(i) Permanent Stalls

A Permanent Stallholder plans to attend all Markets and gives Notice to the Licensee of any proposed absences. Permanent Stallholders have a nominated site. Notifying the Licensee regarding absences allows the Licensee to place a casual stall in that location. In the event that a casual stall is not located at that site, the Market Manager has the option to charge the permanent Stallholder for the cost of that site for the Market day in question.

(ii) Casual Stalls

These Stallholders shall be limited to a maximum of four attendances per annum and may be placed on a reserve casual list, thus giving an opportunity for a variety of stalls being available to the Market clients. Casual Stallholders will be allocated a stall number on arrival.

Reserve casuals can occupy the stall/s reserved for permanents that are unable to attend.

The Market Manager is to give three days' notice to reserve casuals. The reserve casual stall operator is to meet the Market Manager at 7.30am on the day of the Market for stall allocation and must be set up by 8.30am.

5.3.3. Types of Goods and Services at the Market and Special Conditions Applicable

(i) Food

All market stalls selling food must have read and comply with the NSW Food Authority's "Food Handling Guidelines for Temporary Events". The latest version is available on the NSW Food Authority's website. This is a practical guide covering the responsibilities of food stall holders on food safety.

These guidelines can be supplied by the PCYC or the Manager of the Mall Markets, Council or directly from the NSW Food Authority at www.foodauthority.nsw.gov.au and search for temporary events.

- Stallholders offering food prepared in premises outside Armidale Regional Councils Local Government Area may be asked to provide evidence of the suitability of that premises for the preparation of that food by a Council Environmental Health Officer at any time.
- Food handlers shall be provided by the Licensee with Food Handling brochures/guidelines and those guidelines shall be strictly adhered to.
- All food business type stalls (not including Charities or non-profit organisations) must be registered with NSW Food Authority through their website www.foodnotify.nsw.gov.au or with an application to Council.
- Food Stallholders shall not allow fats/food onto the pavement in their stall area.
- The number and type of stalls will be at the discretion of the Market Manager and include:
 - (i) Food Stalls
 - (ii) Nursery/Plants
 - (iii) Clothing/Hats
 - (iv) Fabric/Material
 - (v) Arts and Crafts
 - (vi) Jewellery
 - (vii) Leather Goods
 - (viii) Pottery
 - (ix) Timber Goods
 - (x) Second Hand Goods (with the approval of the Licensee)
 - Second Hand bedding shall not be sold.
 - Second Hand clothing to be in a clean condition.
 - (xi) Books/Records/CDs/tapes
 - Second hand goods only (with the approval of the Licensee)
 - (xii) Mixed Stalls of the above.
 - (xiii) Other products and services as may be agreed to by a Council Representative from time to time.
 - (xiv) Other - General
 - All Stallholders are responsible for obtaining and displaying any necessary business or operating licence required under any Australian law in connection with their participation at the Markets.
 - Stalls using any form of fire or heating device shall be located to minimise the potential for accidents or fire risk to any building. An appropriate fire extinguisher shall be available for use in the event of an accident. This is the Stallholders responsibility to provide and maintain.

- Chocolate Wheels are not permitted unless conducted by a recognised community organisation for fundraising purposes. Such an activity shall be at the discretion of the Market Manager. Sellers must remain at a nominated site and are not to harass the public or other Stallholders.
- The number of raffle and ticket sellers shall be at the discretion of the Market Manager. Sellers must remain at a nominated site and are not to harass the public or other Stallholders.
- No pets or livestock are allowed at the Market, not even to be given away.
- No auctions are allowed at the Market, except approved charity auctions. These auctions must be authorised by the Council nominee, the Licensee and the Stallholder Committee.
- Displays of goods by a Shopkeeper on the Mall during Markets constitute a stall and will attract a stall fee.
- The installation and use of Amusement Devices such as jumping castles shall be subject to prior Council approval under Section 68 of the Local Government Act 1993.

5.3.4. Entertainment

Entertainment during Market days is encouraged and can include:-

- (i) Bands, Orchestras or Singing Groups, including buskers (refer relevant Council Policy).
- (ii) Activities e.g. Physical Culture, Aerobics.
- (iii) Ballet or Dancing.
- (iv) Drama or Theatre.
- (v) Exhibitions (may include stalls / commentary by Political Parties).
- (vi) Speakers' Corner (may include stalls / commentary by Political Parties).

All entertainers must advise the Licensee of their interest in performing at least fourteen (14) days before a Market Day and must be prepared to work on a rostered basis in the locations nominated by the Market Manager. Entertainers must not cause offensive noise as defined in the Protection of the Environment Operations Act 1997 and Regulations, which can be enforced by Council's Authorised Officers if necessary.

5.3.5. Exemptions Provisions

Provided an activity complies with the exemptions provisions in Councils Local Approvals Policy Street Trading Section 68 Approval is not required.

6. LEGISLATIVE REQUIREMENTS

Environmental Planning and Assessment Act 1979;

Local Government Act 1993;

Food Act 2003

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 are no formal reporting requirements required by this policy.

9. RESPONSIBLE OFFICER

Councils Coordinator Parks is responsible for the management of the markets in the Mall and the charging and collection of any associated fees.

10. ROLES AND RESPONSIBILITIES

- (i) The Licensee shall be appointed to have operational control over the Monthly Mall Market Operations and the Stallholders within the Market area for a period of three years.
- (ii) The Licensee shall ensure that Markets and the Stallholders comply with this policy.
- (iii) The Licensee shall appoint a Market Manager who shall be available for enquiries at a nominated office during normal business hours (Monday to Friday) as well as on site during Market days. The Market Manager shall have the initial authority to make decisions relating to stall locations, grievance matters and matters pertaining to contravention of this policy.
- (iv) The Licensee shall appoint a Market Supervisor to collect the stall fees and issue appropriate receipts. That person shall provide a roving service for the Stallholders.
- (v) The Stallholders' Committee shall provide a forum for discussion of issues of concern to the Stallholders and may make representations to the Licensee as appropriate.
- (vi) Any amendments to the Mall Markets Operations Policy shall follow consultation with the Licensee. The Licensee's performance in relation to the policy and any other matter considered relevant by Council will be reviewed by the Council on an ongoing basis and any agreement between the parties may be terminated by either party following such review, subject to three months advance notice in writing.
- (vii) The Licensee and Stallholders shall comply with any requirements of the Police or other emergency services in the operation of the Markets.

11. RELATED PROCEDURES

Nil

APPROVAL AND REVIEW		
Responsible Business Unit	Roads and Parks	
Responsible Officer	Manager Roads and Parks	
Date/s adopted	<i>Council Executive</i>	<i>Council</i>
Date/s of previous adoptions	Version I - 25 September 2000, Minute No 13.095/00 Version II - 8 July 2002 (Amendments were recommended by the CBD Planning Committee on, which were adopted at the Council Meeting	

	of 22 July 2002, Minute No 10.095/02*). Version III – 22 August 2005 An amendment to the insurance Clause was adopted on 22 August 2005, Minute No 10.063/05* Version IV - 26 September 2005, Minute No 10.070/05*. Version V - 26 May 2008, Minute No. 10.021/08*
Date of next review	[Two years from last adoption]
TRIM Reference	

TRIM: AINT/2021/12498



Grazing Permits On Road Reserves Policy

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

1. PURPOSE

The purpose of this policy is to manage the approval of grazing permits on public roads.

2. APPLICATION

This policy applies to Council as the roads authority managing grazing permits on public road reserves.

3. POLICY INTENT

The main objectives of this policy is to detail the conditions Council, as the Roads Authority, requires on any grazing permit issued by Local Lands Services for the grazing of road reserves

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

G2 - The agricultural sector is supported as one of the pillars of growth and to sustain local and national food security

G2.1 - Partner with local livestock and horticultural industries to ensure the ongoing growth and sustainability of the sectors.

5. POLICY

In accordance with requirements of Section 79 of the Local Land Services Act 2013, Council will approve the issue of grazing permits by Local Land Services (LLS) in respect of public roads where Council is the Roads Authority subject to the following conditions:

- The roads are in areas which have been designated a "Drought Declared Area" or there is excess grass growth in the road reserve that has been determined by the RFS area captain to be a high fire risk.
- Grazing is only permitted along the frontage of the applicant's property.
- The grazing is carried out in accordance with Council's adopted action plans for roadside management.
- The grazing does not affect Council works planned for that area.
- The grazing does not adversely affect vegetation in any of the sites designated as High Conservation Value (H), Significant Plants (S), or Rare Plants (R).
- The applicant for the temporary grazing permit has produced evidence to the LLS that a current Public Liability insurance policy for a minimum of \$10million is held by the applicant.

Grazing Management of Road Reserves in Armidale Regional Council area

LLS is responsible for issuing grazing permits in travelling stock routes. In regard to public roads, the Armidale Regional Council is the roads authority. See below for Armidale Regional Council's policy guidance regarding the issue of grazing permits on public roads where council is the roads authority.

Damage to road reserves, batters and drainage formations must be minimized to prevent erosion and weed invasion. Permits should be limited to small mobs only and avoid grazing when the ground is wet (during or immediately following rains.)

Stock grazing should be minimal and only for short periods once or twice a year, preferably at different times to allow all plants to flower, release seed and reproduce. Preferable times for stock grazing are from June to early October when most native herbaceous plants are dormant. Grazing can occur during summer when herbaceous plants are actively growing but not flowering or setting seed. Grazing should not be permissible in the same area at the same times every year.

Grazing pressure should be controlled so that no more than 50% of available feed is utilised at any one time, and groundcover is not grazed to less than 50mm in height.

6. LEGISLATIVE REQUIREMENTS

Roads Act 1993;

Local Lands Services Act 2013.

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

This policy has no reporting requirements.

9. RESPONSIBLE OFFICER

- Council Roads Manager is responsible for ensuring Local Lands Services are aware of this policy;
- Local Lands Services are responsible for issuing road side grazing permits including the conditions contained within the policy.

10. ROLES AND RESPONSIBILITIES

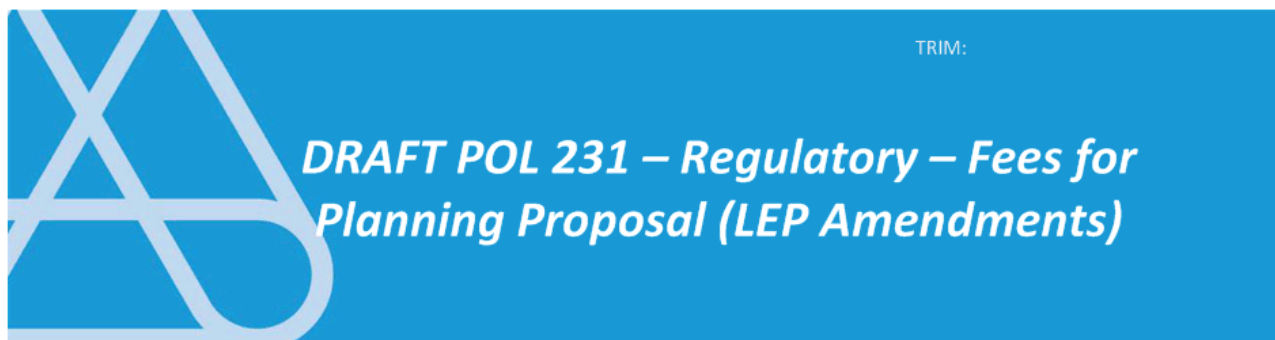
The Roads Manager has the role of ensure this policy is implemented correctly by LLS to protect Council as the Roads Authority.

The Roads Manager is responsible also for maintaining and reviewing this policy

11. RELATED PROCEDURES

Nil.

APPROVAL AND REVIEW		
Responsible Business Unit	Road and Parks	
Responsible Officer	Manager Roads and Parks	
Date/s adopted	<i>Council Executive</i>	<i>Council</i>
Date/s of previous adoptions	Version - October 2000 Version II – February 2006 Version III – November 2012	
Date of next review	September 2023	
TRIM Reference		



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

1. PURPOSE

This policy has been prepared to provide principles on how the fees are set out for any amendments to the Local Environmental Plan.

2. APPLICATION

This policy applies to all proposed amendment to the current Local Environmental Plan on any land in the Armidale Regional Local government area.

3. POLICY INTENT

The EPA Act and Regulation allow Councils to require the proponent of an LEP amendment to pay the costs incurred by Council in undertaking the necessary matters in relation to the Planning Proposal. Under Section 3.32(3), where the owner of any land requests Council to exercise its functions under Division 3.4 (LEPs) of the EPA Act, Council may, as a condition of doing so, require the owner to carry out studies or provide other information concerning the proposal or to pay the costs of the Council in accordance with the EPA Regulations.

Clause 11 of the EPA Regulation allows Council to enter into an agreement or arrangement with a person who requests preparation of a Planning Proposal for the payment of the costs and expenses incurred by Council in undertaking studies and other matters required in relation to the Planning Proposal.

The main objectives of this policy is to identify the relevant fees and payment schedule for a Planning Proposal, thereby providing the basis of any agreement or arrangement between Council and a proponent for an LEP amendment.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

Environment and Infrastructure

Community Outcome 2 – the Community can participate in initiatives which contribute to a sustainable lifestyle.

Leadership for the Region

- Community Outcome 3 – Council demonstrates sound organisational health and has a culture which promotes action, accountability and transparency.

5. POLICY

Pre-submission meetings

To ensure timely preparation of a Planning Proposal, proponents are strongly advised to:

- have a pre-submission consultation with Council's Strategic Planners; and
- submit all relevant information to support preparation of the Planning Proposal.

Proponents are encouraged to consult with Council's Strategic Planners prior to lodging a request for an LEP amendment. A pre-submission meeting will discuss the proposal in general, the information required for submission and Council's fees for proceeding, including whether the proposal is considered to be a 'Minor' or 'Other' LEP Amendment (see below). Sketch or concept plans (where relevant) and the reasons for the request should also be brought to the meeting to provide Council staff with a clear idea of the changes being sought to the LEP.

Where proponents intend on preparing an initial Planning Proposal and submitting it to Council, they are encouraged to use qualified planning and other specialist consultants. Council is ultimately responsible for the content of a Planning Proposal so it is recommended that consultants also meet with Council's Strategic Planners prior to commencing.

The Planning Proposal for an LEP amendment must have Council support before it is sent to the Department of Planning and Environment for a Gateway Determination. The Gateway Determination will advise, amongst other matters, whether the Planning Proposal should proceed. It is important therefore that the Planning Proposal includes all of the required and relevant information. 'A guide to preparing planning proposals' includes a checklist of the information that may be required for preparing a Planning Proposal. This checklist will be used at the pre-submission meeting to assist Council and the proponent to identify the information that should be submitted with a request to amend the LEP or with a Planning Proposal prepared by a proponent or proponent's consultant.

Fees and charges associated with Planning Proposals

Fees and charges for the recovery of costs and expenses incurred by Council for advice, document preparation, agency consultation, community consultation purposes, or other activities required in relation to the Planning Proposal will be based on the fees and charges specified for these services published annually in Council's Operational Plan Fees and Charges Schedule. Fees and charges are reviewed annually.

These fees form the basis for an agreement between Council and a proponent as referred to in Clause 11 of the EPA Regulation.

Fees and charges for Planning Proposals are applied relative to the complexity of the Planning Proposal. Planning Proposals are assessed as being either Minor LEP Amendments or Other LEP Amendments. References in Table 1 to Council's Fees and Charges are those fees and charges in Council's annual Operational Plan that apply at the time the Planning Proposal is lodged. Staged payments will be required at the times shown in the fees schedule in Table 1. Work will not proceed until payment for the stage is made.

Minor LEP Amendments

Minor LEP amendments are likely to have a limited local impact and include the following types of proposals:

- Proposals that will only marginally increase the development potential of the land;
- Proposals that are consistent with a regional or local strategy endorsed by the Department of Planning and Environment;
- Proposals that apply to a relatively small area and/or land that has minimal if any planning or development constraints;
- Proposals that add an item to the Heritage Schedule where the proposal is supported by a heritage assessment and inventory form prepared by a qualified Heritage consultant;
- Proposals that are likely to have only a minimal impact on other land in the locality.

Other LEP Amendments

This category relates to LEP Amendments which are likely to have an impact on the locality and possibly elsewhere in the local government area and include the following types of Planning Proposals:

- Proposals that will substantially increase the development potential of the land;
- Proposals that apply to land that has planning or development constraints that will need to be addressed or resolved;
- Proposals that apply to large sites, holdings, precincts or are likely to affect the planning controls applying to other land in the local government area;
- Proposals that involve more than one type of LEP amendment, for example rezoning a site and varying the minimum lot size standard.

All of the above criteria will be taken into consideration when deciding the appropriate category for an LEP Amendment. The final decision will rest with Council as to which category applies.

Consultation for major LEP amendments may require more extensive consultation than would apply to minor amendments and may include some or all of the following:

- a) consultation with a range of government agencies;*
- b) consultation with affected landowners;*
- c) targeted community consultation;*
- d) consultation with the wider community (including public hearings).*

The proponent will be responsible for preparing, or engaging consultants to prepare, any specialist studies. Where advertising or other activities are required for community consultation purposes, or for a public hearing, a fee for full cost recovery and management will be payable by the proponent.

6. LEGISLATIVE REQUIREMENTS

- Environmental Planning and Assessment Act 1979
- Environmental Planning and Assessment Regulation 2000
- Local Government Act 1993

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. RESPONSIBLE OFFICER

Whilst the General Manager holds ultimate responsibility for legislative compliance across Council, Council's Manager Development and Regulatory Services is responsible for the day to day oversight, maintaining the Planning Proposal related Policy and give effect to any decision made.

9. RELATED PROCEDURES

Waiver or reduction of fees and costings associated with Planning Proposals

Council may waive or reduce the fees that would normally apply in Table 1 under extraordinary or particular circumstances.

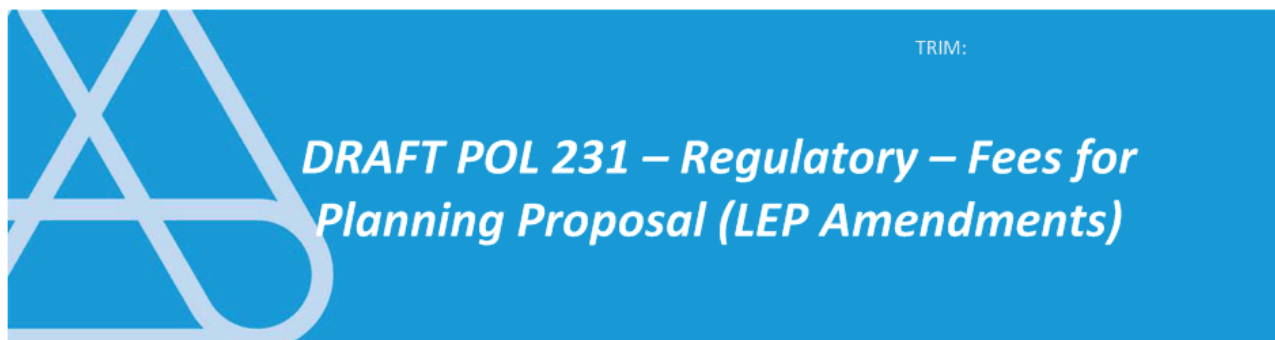
To be eligible for consideration proponents must demonstrate to the satisfaction of Council that:

- the project will provide a public benefit, primarily to the Armidale Regional community; and
- the absence of assistance would significantly affect the viability of the project, to the detriment of the proposed public benefit to be provided. Submissions should be supported by relevant evidence, such as professional valuation on costs and returns of the proposal and additional sources of public funding that will be available to the project.
- Reduction of fees must be considered in context of Council's financial circumstances.

Table 1 – Fees and Charges for Planning Proposal (LEP Amendments)

Stage 1 Pre-submission and Lodgement	Minor LEP Amendments	All Other Planning Proposals
Pre-submission meeting/or provision of written advice and documentation with Council's Strategic Planners.	No charge.	No charge.
Fees agreement is discussed with proponent and prepared following this meeting. Fees agreement completed and signed by proponent. Fees agreement must be finalised prior to further work and advice being provided in relation to the Planning Proposal.	No charge.	No charge.
Council provides further information, comments, reviews and written advice following the pre-submission meeting and during the drafting of the Planning Proposal in response to requests made by the proponent, the proponent's consultant(s), or other persons acting for the proponent prior to lodgement of a completed Planning Proposal.	No charge.	No charge.
The proponent or the proponent's consultant prepares a Planning Proposal using the Department of Planning and Environment's document 'Guide to Preparing Planning Proposals' (Department of Planning & Infrastructure 2012) and provides all relevant supporting documentation for the proposal.	The proponent is responsible for engaging suitably qualified consultants to prepare a Planning Proposal, and for the cost of preparing all documentation relating to the Planning Proposal.	The proponent is responsible for engaging suitably qualified consultants to prepare a Planning Proposal, and for the cost of preparing all documentation relating to the Planning Proposal.
Stage 1 – Lodgement	Minor LEP Amendments	All Other Planning Proposals
Stage 1 – Lodgement - Proponent/Consultant lodges Planning Proposal with Council.	Stage 1 – Lodgement payment due	Stage 1 – Lodgement payment due
Strategic Planner reviews the Planning Proposal prepared by the proponent/proponent's consultant.		
Meetings/discussions with proponent (or proponents planning consultant(s)/other representatives of the proponent) during the review and finalisation of the Planning Proposal document.		
Strategic Planner prepares report to Council with recommendation to proceed/not proceed to Gateway Determination. <ul style="list-style-type: none"> Council decision not to support the submission - Notification to the applicant of Council recommendation not to proceed. Council decision to support the submission - Notification to applicant of Council recommendation to proceed to Gateway process. 		
Stage 2 Submission to LEP Gateway	Minor LEP Amendments	All Other Planning Proposals
Stage 2 Submission to LEP Gateway and Gateway recommendation implementation	Stage 2 – payment due before submission to LEP Gateway	Stage 2 – payment due before submission to LEP Gateway
Strategic Planner prepares all documentation for submission to Department of Planning and Environment requesting Gateway Determination.		
Where Gateway Determination refused – no further action. Proponent/Proponents Consultant advised of Gateway Determination.	The proponent is notified of the decision – no further action is taken.	The proponent is notified of the decision – no further action is taken.

Where Gateway determination notice is approved, implement Gateway Determination recommendations. In addition, Gateway Determination specifies whether local plan making delegations for the Planning Proposal has been given to Council (see Note below).		
Where specialist studies are required by the Gateway Determination, Council notifies the proponent. Proponent engages suitably qualified consultants to undertake any studies.	The proponent is responsible for engagement and payment for specialist studies.	The proponent is responsible for engagement and payment for specialist studies.
Council prepares documentation for consultation with government agencies as required by the Gateway Determination. Responses from government agencies assessed and planning proposal updated as required.		
Council prepares documentation for community consultation, including public exhibition (including newspaper advertisement, internet information, final Planning Proposal and all associated mapping and attachments, and all other materials relevant to the Planning Proposal). Note: Consultation/exhibition may require Council to undertake some or all of the following in addition to newspaper notification: »» consultation with affected landowners; »» targeted community consultation; »» consultation with the wider community (including public hearings).		
Stage 3 Exhibition	Minor LEP Amendments	All Other Planning Proposals
Stage 3 Exhibition fee (including advertisement, consultation and finalisation of Plan)	Stage 3 – Exhibition – payment due	Stage 3 – Exhibition – payment due
Council consults with the community in accordance with the Gateway Determination, including notification of Public Exhibition.		
Council organises and holds Public Hearing (where required).		
Council considers submissions received from community consultation, finalises the Planning Proposal and prepares Council report. Council prepares any LEP mapping in accordance with the Department of Planning and Environment's GIS technical requirements.	Council informs the proponent regarding the Council resolution.	Council informs the proponent regarding the Council resolution.
Council liaises with the Department of Planning and Parliamentary Counsel in the drafting of the LEP (legal instrument), preparing final mapping, and making the Plan (see Note below).		
End of Stage 3		
Council instructs the Department of Planning and Environment to make the Plan. LEP is made by the Minister, Planning and Environment, and notified on the NSW Government Legislation website.	Council notifies the Proponent/Proponent's Consultant of the final making of the Plan.	Council notifies the Proponent/Proponent's Consultant of the final making of the Plan.
NOTE:		
Non-delegated LEP amendments: Council does not have local plan making delegations. Council forwards the Planning Proposal to the Department of Planning and Infrastructure. Parliamentary Counsel prepares the LEP amendment and the Department consults with Council on the content of the LEP. The Minister makes the LEP.	Delegated LEP amendments: Council uses local plan making delegations. Council forwards the Planning Proposal to Parliamentary Counsel with a request that the LEP amendment be prepared. Council liaises with Parliamentary Counsel in preparing the LEP amendment. The Minister makes the LEP.	



APPROVAL AND REVIEW		
Responsible Business Unit	Sustainable Development	
Responsible Officer	Manager Development and Regulatory Service	
Date/s adopted	Council Executive [updated by policy owner]	Council [DD Mmmm YYYY]
Date/s of previous adoptions	[Dates of previous adoptions]	
Date of next review	May 2023	
TRIM Reference		

TRIM: AINT/2021/14567

WATER SUPPLY POLICY

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

1. PURPOSE

The Policy outlines legislative framework, limit of responsibilities, water tariff structures, concessions and general information relating to Council's water supply business.

This policy provides general information and does not take precedent over Water Services Association Australia (WSAA) Water Supply Code WSA 03-2011 and Council's supplementary code to WSA 03-2011.

2. APPLICATION

The Policy applies to Council activities as well as the activities of Council's customers, developers and ratepayers and delineates responsibilities of the parties. The Water Supply Policy is supported by industry standards, specific procedures and internal work method statements.

3. POLICY INTENT

The main objectives of this policy are to:

- To ensure that the customers within the potable water supply networks have access to a safe and reliable water
- To ensure that the community is provided with the essential and resilient infrastructures which are maintained to an acceptable standard.
- To ensure water supply service meets the regulatory requirements.
- To ensure the policy is consistent with the objectives of Community Strategic Plan, Integrated Water Cycle Management Plan and Strategic Business Plans.
- To ensure policy documents reflect best practice management framework.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

This policy helps deliver the following objective of the Armidale Regional Council Community Strategic Plan 2017-2027:

Environment and Infrastructure

Community Outcome 3: The community is provided with the essential and resilient infrastructure it requires for daily life, and has access to a prioritised schedule of infrastructure works

5. POLICY

5.1 Council's Water Supply System

5.1.1 Overview of the Water Supply System

ARC has two water supply schemes for Guyra and Armidale. Council is responsible for management of the Water Supply from harvesting in the catchments to distribution at the customer's tap.

Harvesting Water

Guyra's town water is harvested from two small dams located on the Gara River, 7km north of the town (primary source).

Guyra is also supplied by a pipeline from Malpas Dam when required.

Armidale scheme has two water supply dams available:

- Malpas Dam (primary source)
- Puddledock Dam (backup source)

There is an additional Gara Dam which originally had pumped supply capacity of about 55L/s but not used in the last 20 years and requires significant capital upgrade.

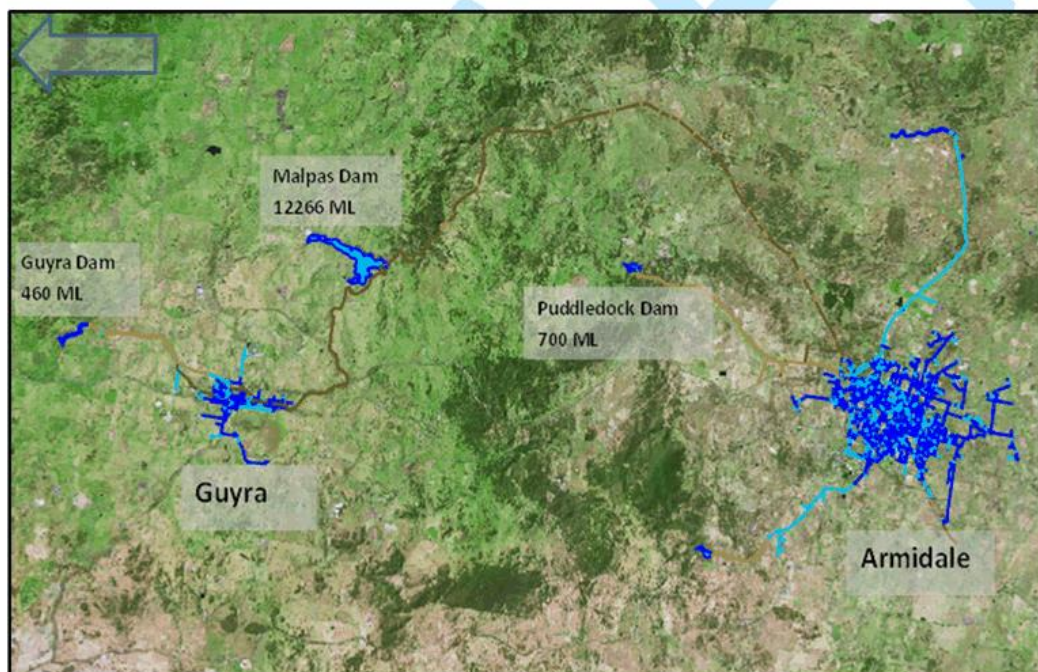


Fig 1: ARC Water Supply Schemes

Transporting Water to the Treatment Works

Raw water of the best quality available for treatment is drawn off from the storages as appropriate and transported by raw water trunk pipelines to the Armidale and Guyra Water Treatment Works as appropriate.

Whenever demand permits, water will be transported by gravity as the most cost-effective method of transfer.

If demand increases to greater than that which can be gravitated, the most cost-effective booster pumping at that time shall be commenced. When demand increases, further boosting will be increased in the most cost-effective manner to ensure levels of service are maintained.

Water Distribution

Water is reticulated to customers through a distribution system comprising pumping stations, service reservoirs, pipeline network, ancillary equipment and fittings. The distribution system is operated and maintained to ensure water quality continues to comply with Australian Drinking Water Guidelines to the consumer's tap. Quality is regularly monitored at appropriately specified sampling points within the distribution system for microbiological, chemical and physical qualities in accordance with recommendations in the Australian Drinking Water Guidelines.

5.1.2 Council – Customer Interface

The property owner owns and is responsible for maintaining all pipes and fittings, including backflow prevention devices, between Council's water system and the buildings and taps on the property. This is referred to as the customer's water system.

While Council retains ownership of the water meter, the property owner is responsible for protecting the water meter and all pipes and fittings of the customer's water system. The owner is also responsible for any damage to the water meter or damage caused by a failure in the customer's water system.

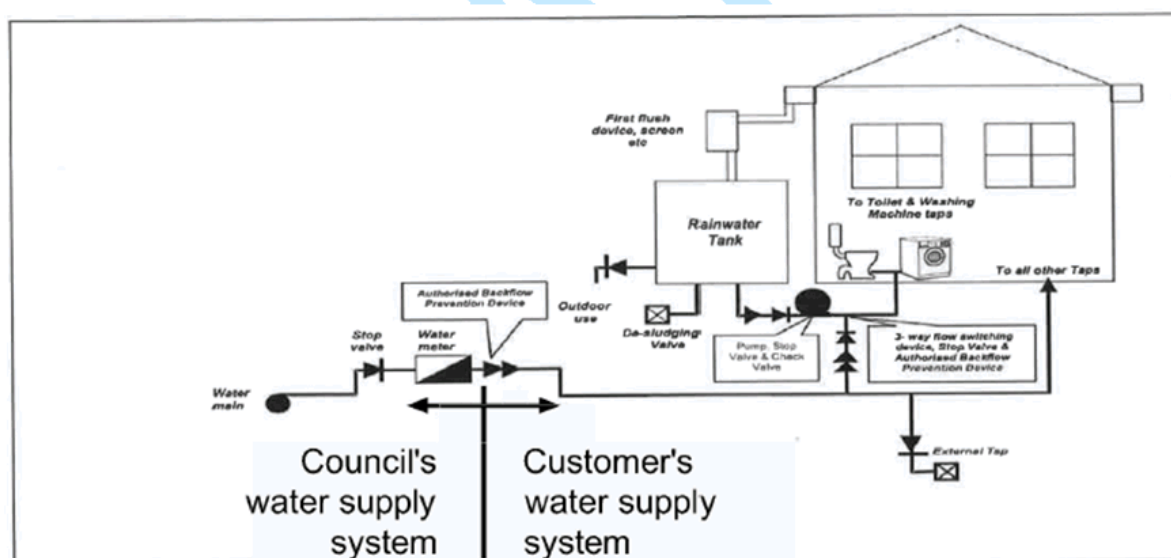


Figure 2: Diagram showing Ownership and Responsibility

5.2 Water Supply Services

5.2.1 Untreated Water Supply

Historical context

Prior to 1995, a limited number of private connections were permitted within the former Armidale Dumaresq Council area to obtain water from the untreated water trunk pipelines from the Malpas, Puddledock and Gara dams. Since 1995 no new connections have been approved to untreated water supplies. There are no untreated water connections to the Guyra water supply system.

Untreated water policy

All connections are metered, and untreated water charges apply in accordance with Council's Fees & Charges.

The Council-customer interface is in the same location as in *Figure 2*. All untreated water services are to be pressure grade poly pipe (Blue Stripe) and, if required, have a pressure reducing valve installed on the customer's water service to reduce the pressure to maximum 500kPa. The pressure reducing valve installed downstream of the meter is part of the customer water supply system and, as such, is the responsibility of the customer.

The untreated water is not to be used for any potable purpose. Specifically, untreated water should not be used for drinking, cooking, personal bathing or clothes washing. It can only be used for stock and other domestic use. It cannot be used for any industrial use such as irrigation.

This untreated water supply is a lower level of service. It is not within the jurisdiction of the Australian Drinking Water Guidelines and is not subject to Council's Level of Service for flow, pressure, water quality and supply continuity.

The up-to-date Blue-Green Algal alert status for the dams is published on Council's website. It is the responsibility of the untreated water customer to keep informed.

5.2.2 Supply of Drinking Water

Council will supply a customer with drinking water to meet a customer's reasonable needs except:

- in the case of planned or unplanned interruptions
- in the case of severe drought or major operational difficulty
- where Council is entitled to restrict or discontinue supply, or
- in the case of events beyond Council's reasonable control.

5.2.2.1 All Water Through an Independent House Service Pipe

Where a property has street frontage to Council's water supply system, connection from Council's water supply system to the customer's water supply system is by an independent house service pipe (refer *Local Government (General) Regulation 2005 clause 152*).

5.2.2.2 All Water Connections to be Metered

All water services within the Armidale Regional Council Local Government area are to be individually metered with a Council meter and installed in accordance with the *Plumbing Code of Australia 2011* and *AS 3500*.

The installed water meter always remains the property of Council. It is an offence under the *Local Government Act 1993* to remove or tamper or interfere with the installed meter. Any person found removing or tampering or interfering with the meter may be subject to legal action.

The owner of premises on which a water meter is installed must ensure that the meter is not used to measure the quantity of water supplied by Council to other premises unless authorised by Council. (refer *Local Government (General) Regulation 2005 clause 156*).

5.2.2.3 Unauthorised Connections

In the event Council suspects there is an unauthorised connection at a property, a Council will send the property owner a letter, requiring disconnection of the unauthorised connection within 21 days. The property owner will be responsible for the full cost of repair to any damage to Council's assets.

Non-compliance with instructions in any notice will result in restriction or disconnection of the unauthorised connection.

If the water restriction or disconnection is bypassed, then Council may:

- disconnect the service
- fine the property owner
- recover all costs incurred.

5.2.2.4 Cutting off or Restricting Water Supply

Council may cut off or restrict the supply of water to premises (refer *Local Government (General) Regulation 2005 - clause 144(1), (2) and (3)*):

5.2.2.5 Drinking Water Quality

Council is committed to supplying high quality drinking water which consistently meets or exceeds the Australian Drinking Water Guidelines 2011 (ADWG), our customer's expectations and regulatory requirements.

Refer to Council's Drinking Water Management System.

5.2.2.6 Water Pressure

Council will endeavour to ensure that drinking water supplied to your property is at a minimum pressure of 200 kilopascals (20 metres head of water) at the water meter, under normal operating conditions.

A number of designated low water pressure areas have been identified due to the high ground elevation of the affected properties. In these locations, property owners may install and maintain approved private booster pump arrangements, subject to Council approval.

5.2.2.7 Life Support/Dialysis

In premises connected to the public water supply that require water to operate a home-based life support machine, please notify Council. Council can then update the list of critical customers and ensure all practical steps are taken to provide an uninterrupted water service.

Advanced notification of any planned interruption to the water supply service can then be arranged. In addition, Council will endeavour to contact the resident as soon as possible in the event of any unplanned interruption and make alternative arrangements for supply. For customers on a home dialysis machine

requiring water supply to operate, Council has also agreed to a reduction in the usage component of the annual water account (refer Section 3 of this document).

5.2.2.8 Fire Hydrants and Other Fittings

Council installs and maintains hydrants in its water mains at convenient distances and places for the ready supply of water to extinguish fires and for operational purposes.

The only persons approved to access or operate fire hydrants are members of the NSW and Rural Fire Brigades, legal custodians of Council's registered metered standpipes and Council's water supply staff. Council's water supply staff are the only persons approved to access or operate all other water supply fittings, including stop valves.

5.2.2.9 Reliance on Water Supply

Where sites are heavily dependent on a continuous supply of water (eg. a manufacturing or operational process), the Land/Business Owner may be required to demonstrate an alternate or identify contingency arrangements independent of the town water supply in the event of a water supply interruption. Any such arrangements would be at the cost of the individual site owner and may need Council approval.

5.3 Factors Affecting Water Supply Service and Infrastructure

5.3.1 Unplanned Interruptions

Unplanned interruptions include water main breaks and supply interruptions. If you experience problems with your water supply, contact Council's 24 hour contact number 1300 136 833

Every effort is made to ensure reliable service, however in the event of an unplanned interruption to the water supply, Council will minimise inconvenience by:

- Providing an alternate supply, if possible,
- restoring the service as quickly as possible
- endeavouring to provide as much information as practicable with available resources.

5.3.2 Planned Interruptions

Council may need to arrange planned interruptions to water supply services to allow for planned or regular maintenance of the water supply system.

Council will use its best endeavours to inform customers of the expected time and duration of any planned interruption, prior to the work being undertaken.

5.3.3 Repairs and Maintenance

If Council undertakes any work on or adjacent to private property, Council and its agents will leave the affected area and immediate surrounds as near as possible to the state which existed prior to the works being undertaken, unless Council has agreed to a different arrangement with property owner.

5.3.4 Restrictions during Drought or Emergency Situations

Council may interrupt, limit or place restrictions on the supply of water including:

- the purposes for which the water can be used, or
- the times when the water can be used, or
- the methods by which the water can be used, or
- the quantities of the water that can be used.

These restrictions may be applied if there is a drought, or if the available stored water, or the available capacity of supply, is so limited as to make extraordinary measures necessary in the general interest of water consumers.

If restrictions are to be applied, Council will publish a notice in a newspaper circulating within Council's area and show the restrictions prominently on Council's website.

Refer Council's Drought Management Plans available on the Website.

5.3.5 Restrictions during Major Operational Difficulties

Council may need to shut down a water supply source if a major operational difficulty occurs. If customer demands for water are high at the time of such an event, Council may temporarily interrupt, limit or place restrictions on the supply or use of the water supply to you until such time as the operational difficulty is over.

5.3.6 Pipelines and Easements

The location and protection of water supply infrastructure remains the responsibility of the person and/or organisation undertaking any excavation or associated works. The 'PPP' approach of 'Plan, Pot-Hole and Protect' must always be applied when works are undertaken in the zone of influence associated with any water supply infrastructure.

Upon request Council will provide plan details and/or onsite locations to assist with the location of water supply infrastructure including buried pipelines and associated fittings. However, the plans only indicate the approximate location of Armidale Regional Council's pipelines and associated structures and fittings. Accordingly, Armidale Regional Council accepts no liability for any inaccuracies in the information or lack of information on the plans. Constructors are legally responsible for any damage and financial loss resulting from their interfering with Council's pipelines. Asbestos cement pipelines may form part of the Council's water and sewerage reticulation systems and, if damaged, can pose a risk to health.

5.3.7 Building over Assets

Special conditions including building, structures and excavation exclusion zones apply to all water supply pipelines and/or easements in favour of Council on public and private land.

Refer to Council's Engineering Code for further information.

5.3.8 Public Access to Catchment Areas, Pumping Stations and Reservoirs

Council owns and manages some operational land in the catchment areas surrounding the storage dams. There are rules regarding access to ensure the quality of drinking water supplied to consumers and public safety.

No public access is permitted at Puddledock Dam, Guyra Dam and Gara Dams

Council has approved limited access for non-motorised and limited recreational sailing at Malpas Dam

Dumaresq Dam is not used for drinking water purposes. Access is managed by Council's Parks and Facilities Section.

Public access to other water supply sites and infrastructure including pumping stations, water treatment plants and reservoirs is restricted and strictly controlled at all times.

5.3.9 Installation of Third-Party Equipment on Council Infrastructure

Water supply reservoirs represent an important barrier preventing the contamination of drinking water quality and an operational monitoring location for the ongoing verification of drinking water quality. Approaches by external providers for installation of equipment on Council's water supply reservoirs will no longer be considered.

5.4 The Water Supply Tariff, Concession and Billing

5.4.1 Tariff Structure

The Tariff Structure is the framework and methodology for calculating the total water charge for a property. The Water Supply Charges are the dollar value of the Tariff components determined each year and documented in Council's *Annual Fees and Charges* document.

The tariff structure is in accordance with NSW Best Practice Guidelines.

ARC's existing and proposed water supply tariff structure consists of two charges: an annual 'Access Charge', and consumption 'Usage Charge'.

$$\text{Your Bill} = \text{Access Charge (\$/year)} + \text{Usage Charge (\$/kL)}$$

5.4.2 Water Supply Charges

The water supply charges that apply are determined each year through Council's *Revenue Policy and Fees and Charges* in accordance with the *Local Government Act 1993*.

5.4.3 Pensioner Rebate

The NSW *Local Government Act 1993* provides mandatory concessions on rate and charges for eligible pensioners.

5.4.4 Dialysis Customers

For customers on a home dialysis machine that requires water supply to operate, Council may agree to provide concessions on user charge as outlined in Council's *Revenue Policy*, based on 25kL per quarter usage.

5.4.5 Hardship Annual Charge Relief

Refer to Council's Standard Practice Note SPN174-Finance

5.4.6 Billing Your Account

Council will issue a water account outlining the water Usage Charge. Water Access Charge is built in customers' rates notices. Residential customers will be sent an account on a quarterly basis, unless otherwise agreed. Commercial customers with high water usage may be sent an account on a monthly basis.

5.4.7 Overdue Accounts

Council charges interest on overdue accounts at a rate set each year. Section 566 of the NSW *Local Government Act 1993* provides for the accrual of interest on overdue rates and charges. The rate of interest is that set by Council but will not exceed the rate specified for the relevant period by the Minister by notice published in the *Gazette*.

Currently, Council will apply the maximum rate specified for the period by the Minister of 7.5%.

The interest accrues daily, and the total amount is due and payable.

Council will act to recover overdue accounts, including using external debt collection agencies and legal action.

Refer Council's Standard Practice Note SPN174-Finance.

5.4.8 Cutting off or Restricting Supply

In accordance with the *Local Government (General) Regulation 2005*, Council may cut off or restrict the supply of water to premises:

- if any rates or charges in respect of the water supplied to the premises are unpaid.

If Council cuts off the supply of water to premises, Council may refuse to supply water to those premises until a water meter is installed on the premises, the water meter registers correctly or the outstanding water charges are paid. Council may charge a fee, through *Fees and Charges*, for:

- the issue of a 'Notice of Intention to Disconnect Water'
- the disconnection of the water supply
- the reconnection of the water supply.

The *Local Government Act 1993* provides that water charges including any accrued interest (and any costs awarded by the courts in proceedings to recover the water charges) are a charge on the land, and Council may sell the land (including vacant land) if water charges have remained unpaid for more than five years from the date on which it became payable.

5.4.9 Additional Water Meter Readings

Council may arrange for an additional water meter reading and estimated water bill outside the normal billing cycle after a request by the customer and the payment of the appropriate fee, as set each year by Council through *Fees and Charges*.

5.5 New Connections, Metering and Development Issues

5.5.1 New Connections

5.5.1.1 General

Properties are connected to the water supply system via a Water Service. A Water Service is the pipe from a Council watermain to the property. All services must be metered with a Council owned Water Meter.

5.5.1.2 Water Services Installation

Water Services shall be laid in accordance in Council's Engineering Code and standard drawings.

5.5.1.3 Extended Private House Services

Occasionally, extended private services have been permitted to pass through adjoining properties by agreement with owners, usually family members. All services through adjoining properties must be within an easement in favour of the property served by the water service.

In the past, extended private services were occasionally permitted where a residence was located a long distance from the Council main beyond the limits of residential areas.

As with all house services, extended private services are the responsibility of the owner to maintain, including payment of excess water accounts due to failure of the service.

5.5.1.4 Water Meter Installation

The water meter will be located on the property to be billed. Applicants may nominate a location for the water meter however, the location of the water meters will be at the sole discretion of Council. Council will ensure that the location of the water meter is always accessible to Council's meter readers.

For cluster housing single location central metering will be permitted with appropriate easements provided for services and vehicle access.

Boundary fences and wall recesses and/or fence setbacks must be provided to facilitate Council's access to water meters.

Council has fixed fee installation charges for single 20mm and 25mm meters within specified distance to water main. Council will provide a quotation for multiple services or for water meter sizes greater than 25mm or where the meter location will exceed to the normal specified distance. The charge is based on the actual cost of installation.

For all corner, large, multiple frontage or battle-axe lots, the location of the water meter will be determined by Council after taking into account the preferred location submitted by an applicant, ease of access for water meter readers or meter security.

Council may enter water customers' land to effect any necessary alterations, repairs to or replacement of the water service or water meter.

5.5.1.5 Large Water Services

All applications for services larger than 25mm are to include:

- hydraulic calculations that address flow, pressure and velocity requirements of AS3500
- a plan, to a scale of not less than 1:100 that, clearly indicates the position of the water meter on the property, the type of materials and nominal size of all water service pipes, the position of all stop valves, stop taps, backflow prevention devices and other valves, any water storage to be provided, including air gap requirements, overflow pipe arrangement and any booster pumps, and
- complete details of any fire service, booster pump or irrigation system installed.

5.5.1.6 Properties Previously Not Rated for Water Supply

For those properties that have not been charged for water supply access charge in the past and to which a water service can be provided, a connection fee will be levied equivalent to the Developer Charge applicable at the time of application with reference to Council Policy POL181 – Utilities Development Servicing Plans for Water & Sewerage

5.5.1.7 Strata and Multi-residential Developments

All new residential townhouse, villas and units are to be provided with a separate water meter to register water usage for each unit and one additional water meter to register common area water usage.

Small developments, if possible, shall have all meters located externally at the property boundary easily accessible by Council water meter readers.

Larger townhouse and villa developments shall have their water system designed and installed so that each dwelling has its own individual isolation valve and provision for an individual meter located in a position determined by Council, to allow easy access by Council meter readers.

Should internal water meters be approved, they will be in common areas such as foyers or garage common areas, secure and accessible for meter reading, otherwise an approved remote reading display facility shall be provided by the property owner, at an approved central location, easily accessible by Council water meter readers.

Meters shall be labelled with the unit number for each residence.

5.5.1.8 Multiple Occupancy Developments

All properties proposed for multiple occupancy, including multi-storey developments and cluster housing, shall have their water system designed and installed so that each occupancy has its own individual isolation valve and provision for an individual meter and one meter for common area water usage, all located in a position determined by Council.

Council will work with existing property owners that are not individually metered with the view to installing an individually metered connection, at the owner's cost. This may include the use of cost-effective technology such as 'smart water meters' that allow remote meter reading.

Where developments are staged developments, Council may reduce the Water Access Charge each year to the equivalent of the rate for the size of the service required for that stage of the development that has Council approval.

5.5.1.9 Torrens Title Stratum Developments

The following water meter arrangements are to be provided for Torrens Title Stratum developments:

- individual Council water meters are to be provided at the property boundary of each Torrens Title Stratum lot in any new developments
- individual Council water meters are to be provided at the property boundary to separate residential and commercial water services within the development site and/or building
- internal water meters are to be provided for each residential and/or commercial unit and a central meter readout station is to be provided adjacent to Council's water meters, and
- a single fire service connection point is to be provided for each building.

5.5.1.10 Non-Connection to Council's Water Supply System

Should a water service connection to Council's water supply system not be required due to alternative onsite water supply sources, which meet all statutory and guideline requirements including those of NSW Department of Health and NSW Fire Brigades, the property would then only be levied and pay the minimum water 'Access Charge' (ie. residential 20mm or business/industrial 25mm water 'Access Charge').

The application of the water 'Access Charge' is on the basis that firefighting coverage and protection is still available and provided by Council's hydrants within the street frontage to the property.

Should a water supply service connection be required in the future then applicable water supply contribution charges would be required to be paid as per Council's adopted Developer Servicing Plan.

5.5.1.11 Disinfection and Pressure Testing

All new watermains that are to be connected to Council's water supply system will need to be pressure tested to the satisfaction of Council and disinfected prior to commissioning. Developers will need to apply on the appropriate form and pay the appropriate fees and charges for this work.

Every effort will be made by Council to provide isolation of watermains to permit interconnection at the date, time and for the period specified in this application.

If under special circumstances this cannot be accommodated the applicant will be advised separately and given notice on a suitable time and any extra charges that may apply.

5.5.1.12 Water Pressure Certificate

Council can provide a water pressure certificate to enable the hydraulic design of fire service installations, after receipt of a completed form and the payment of the appropriate fee, as set each year by Council through *Fees and Charges*.

5.5.1.13 Backflow Prevention

The objective of installing a backflow prevention device is to prevent contamination of the Council water supply system from private water services. The device stops water flowing (backwards) from a property into Council's water supply system.

Refer Council's Backflow Prevention information on Council's website.

5.5.1.14 Private Water Hydrants

Where a property owner is to install private water hydrants within their internal water system, they are the responsibility of the owner.

These private water hydrants must be located on land under the control of the property owner, who will be responsible for all water charges. The hydrant is not to be in easements or Rights of Carriageway.

5.5.1.14 Private Water Meters

Council may permit the use of privately-owned sub-meters within a private water system if they are of an authorised design and type.

5.5.2 Meter Issues

5.5.2.1 Meter Access

The property owner must maintain unimpeded access to the meter by Council staff.

5.5.2.2 Meter Protection

Council will provide and fit meter covers for 20mm meters. Covers for larger size meters are to be provided by the property owner. Council will carry out this work.

If further security or protection of the meter is required, the owner of premises must protect the meter by enclosing it in a box constructed from strong durable material and provide Council with the key immediately after the box is installed.

5.5.2.3 Meter Testing

If you consider that Council's water meter is not accurately recording water passing through it, you may request that Council test the meter after the payment of the appropriate fee, as defined in *Fees and Charges*.

If the test shows that the meter is over recording by more than four per cent of the actual quantity of water passing through it Council will:

- repair or replace the meter

- refund any charge paid by you for the test, and
- adjust your latest account based on a daily consumption equal to the average daily consumption during the corresponding meter reading period of the previous year, or previous three years, or similar basis.

If the test shows that the meter is under recording by more than four per cent of the actual quantity of water passing through it, Council will replace the meter and refund any charge paid by you for the test.

5.5.2.4 Meter Replacements

Council actively monitors the accuracy of its water meters and through its water meter replacement program targets inaccurate meters.

Council will replace the meter at no cost to you if the meter:

- is found to be defective
- can no longer be reasonably maintained, or
- is replaced as part of a meter replacement program, or
- Any other reason Council deems appropriate.

Council will attempt to notify you at the time of replacement and advise you that a new meter has been installed. A mutually acceptable time will be negotiated with commercial customers for the replacement of meters.

5.5.2.5 Meter Relocation

All water service and water meter relocations requested by property owners and agreed to by Council shall be carried out by Council and shall be at the owner's expense.

5.5.2.6 Multiple Meters

All water services connected to Council's water supply system must be through an independent house service pipe and a single water meter.

Council will work with property owners whose water service connection does not comply with this requirement with the view to installing a complying connection at the owner's cost.

5.5.2.7 Upsizing/Downsizing Meters

The sizing of water meters is based on hydraulic considerations and Council's adopted standards.

If a property owner wishes to change the size of the installed water meter, an application and application fee will be payable, as set each year by Council through **Fees and Charges**.

The application may need to be accompanied by hydraulic calculations signed off by a suitably qualified hydraulic consultant.

The cost of changing the water meter will be at the owner's expense.

Council is not obliged to approve an application to change the size of the water meter.

5.5.2.8 Water Leakage Investigation

Council can undertake an investigation of water leakage in your water system on a do and charge basis. If the leak is found to be on Council's system, then Council will not charge for the investigation.

5.5.3 Development Issues

5.5.3.1 Headworks and Distribution Charges (Developer Charges)

Council has prepared Development Servicing Plans (DSP) in accordance with Section 64 of the Local Government Act 1993 which details the water supply headworks and distribution charges to be levied upon proposed developments and development areas utilising Council's water supply infrastructure. The Plans can be viewed and downloaded from Council's website.

The developer charges cover the cost of providing the water supply capacity within Council's existing water supply system and through future capital works.

5.5.3.2 Augmentation of Water Supply System

The design of all augmentation works required by condition of development consent shall be in accordance with the Water Services Association of Australia (WSAA) water supply code WSA 03-2011 and its supplement prepared by Council (Chapter D11 of Council's Engineering Code).

5.5.3.3 Additional Water Mains

Where a development seeks to extend or results in the need to upgrade watermain pipework, then the applicant is required to fully fund a new watermain of the nominal size required in the Engineering Code. The main must be capable of serving the proposed development as well as the existing watermain capacity.

Should Council request additional capacity then Council will contribute to the approved additional cost As provided for in Council's adopted Development Servicing Plan

5.5.3.4 Disconnection of Existing Services across Boundaries

Where a parcel of land is subdivided, any internal plumbing from the original parent Lot subsequently passing into the annexed Lot, will be disconnected at the boundary at the full cost to the land owner/applicant.

6 LEGISLATIVE REQUIREMENTS

Council provides water services appropriate to the current and future needs of local communities in accordance with the relevant Acts, Regulations and standards. Some of the relevant Acts, Regulations and standards are outlined below:

Local Government Act 1993

The *Local Government Act 1993* outlines Council's power to do a range of functions, including those relating to water supply. This includes Council's power to:

- construct water supply works (Chapter 6, Part 3, Division 2)
- specify when certain approvals are required (Chapter 7, Part 1, Division 1)
- authorise an employee to enter any premises to carry out water supply work (Chapter 8, Part 2)
- transfer a return on capital invested payment (dividend) from the Water Fund to the General Fund subject to compliance with Government guidelines (Chapter 13, Part 3)
- charge for water services, in particular by the quantity of water supplied and an annual service charge (Chapter 15)
- exempt certain types of land from water supply charges (Chapter 15, Part 6)
- charge a fee for service (Chapter 15, Part 10, Division 2), and
- prosecute for work not carried out by licensed tradespeople, interference or damage to any water supply property (including the meter) or negligently wastes or misuses water from a public water supply (Chapter 16, Part 3).

The *Local Government Act 1993* also defines pensioner concessions relating to rates and charges (Section 575).

Local Government (General) Regulation 2005

The *Local Government (General) Regulation 2005*, made under the *Local Government Act 1993*, further outlines and defines Council's powers regarding the provision of water services. This includes:

- installation of water meters on all connections (Part 2, Division 3)
- approvals relating to water supply work (Part 2, Division 3)
- adoption of the National Construction Code, Building Code of Australia
- the power relating to orders (Part 3, Division 1)
- information to be shown on the water bill (Part 5) and
- work to be carried out in accordance with the Plumbing Code of Australia.

Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005

This Regulation outlines standards of design for Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings. Provisions relating to water supply include:

- a manufactured home estate must be connected to a mains water supply or must be provided with an alternative water supply service as specified in the approval for the manufactured home estate. A dwelling site must be connected to the water supply service for the manufactured home estate and must be provided with a separate water meter and a separate water service isolating valve. (Part 2, Division 3, Subdivision 4) and the water supply works must be installed in accordance with the PCA
- no part of a dwelling site or community building within a manufactured home estate may be situated more than 90 metres from a fire hydrant (Part 2, Division 3, Subdivision 5)
- a caravan park or camping ground must be connected to a mains water supply or must be provided with an alternative water supply service as specified in the approval for the caravan park or camping ground. The works must be installed in accordance with the PCA,
- The water supplied for human consumption or domestic purposes must comply with Australian Drinking Water Guidelines

Water Management Act 2000

The *Water Management Act 2000* is to provide for the sustainable and integrated management of the water sources of the State and regulates the extraction of water from the natural environment. The Act also contains provisions relevant to Council relating to developer contributions for water supply works (Chapter 6, Part 2, Division 5).

Water Sharing Plan for the Macleay Unregulated and Alluvial Water Sources 2016 prepared under Management Act 2000 applies to most of the water sources in Armidale region and also sets out the environment release rules for Malpas dam.

Public Health Act 2010

The *Public Health Act 2010* contains provisions relating to the safety of drinking water and the functions of the Chief Health Officer regarding any possible risks to health involved in the consumption of drinking water. Council complies by adhering to the Australian Drinking Water Guidelines 2011 including the preparation of a Drinking Water Risk Plan.

Fluoridation of Public Water Supplies Act 1957

The *Fluoridation of Public Water Supplies Act 1957* provides for the Secretary of the Department of Health to approve or direct a water supply authority to add fluoride to any public water supply.

Residential Parks Act 1998

The *Residential Parks Act 1998* sets out the respective rights and obligations of park owners and residents, including the payment of water availability and water consumption charges (Part 4, Division 2).

Protection of the Environment Administration Act 1991

The *Protection of the Environment Administration Act 1991* aims to protect, restore and enhance the quality of the environment in NSW, having regard to the need to maintain ecologically sustainable development, to reduce the risks to human health, and prevent degradation of the environment.

Protection of the Environment Operations Act 1997

The *Protection of the Environment Operations Act 1997* introduces a holistic approach to protecting the environment, changing from pollution control legislation to environment protection legislation. The Act sets out explicit protection of the environment policies involving environmental standards, goals, protocols and guidelines.

Protection of the Environment Operations Regulation 1998

Councils are required to submit annual national pollutant inventory returns if any of the specified reporting thresholds are exceeded (water contamination issues).

Water Act 2007 (Commonwealth Act)

Under Part 7 of the *Water Act 2007*, the Bureau of Meteorology is required to collect, hold, manage, interpret and disseminate Australia's water information. Section 126 of the Act places an obligation on persons specified in the Regulations to give certain water information to the Bureau.

Water Regulations 2008 (Commonwealth Regulation)

The *Water Regulations 2008* defines who must give specified water information to the Bureau and the time and format in which it must be supplied. Council is identified in this Regulation.

Dams Safety Act 2015

Sets out requirements for management of dams.

Australian Drinking Water Guidelines 2011 (Version 3.5 2018)

The *Australian Drinking Water Guidelines 2011* have been developed by the National Health and Medical Research Council (NHMRC). The Guidelines provide the Australian community and the water supply industry with guidance on what constitutes good quality drinking water.

Council is committed to providing water in accordance with the *Australian Drinking Water Guidelines 2011*.

Australian Standard AS/NZS 3500:2003: Plumbing and Drainage

Australian Standard AS/NZS 3500:2003 provides plumbing and drainage solutions that will satisfy the performance requirements outlined in the *Plumbing Code of Australia*.

However, the responsibility for regulation for onsite plumbing remains with the states and territories. NSW has adopted the *NSW Code of Practice Plumbing and Drainage 2006*, which is based on *AS/NZS 3500*, with State variations and additional provisions.

Development Design and Construction Specifications for Water Reticulation

Council maintains a suite of documents including design, specifications, construction and standard drawings. Council's development design specifications and development construction specifications, specifically for water supply, are available for downloading from Council's website.

National Construction Code, Plumbing Code of Australia 2016

The *Plumbing Code of Australia (PCA)* is the new technical standard for all plumbing and drainage work in NSW. All plumbing and drainage work in NSW must comply with the PCA. The PCA sets out performance requirements for the design, construction, installation, replacement, repair, alteration and maintenance of plumbing and drainage installations.

Under the *Local Government Act 1993*, the prior approval of Council is required for any plumbing work involving water supply and the work must be carried out in accordance with the *Plumbing Code of Australia 2016*.

NSW Guidelines for Best-Practice Management (BPM) of Water Supply and Sewerage

The NSW Government encourages best-practice by all NSW Local Water Utilities. The purpose of best-practice management is

- to encourage the effective and efficient delivery of water supply and sewerage services; and
- to promote sustainable water conservation practices and water demand management throughout NSW.

The NSW Government is required to demonstrate compliance with the Australian Government's National Competition Policy and National Water Initiative. In NSW, this is achieved via *Best-Practice Management (BPM) of Water Supply and Sewerage*.

One of the main objectives of the National Water Initiative is that regional local water utilities achieve **full cost recovery** for water supply sewerage service

A local water utility demonstrates best practice management by implementing the outcomes of the NSW Government's BPM of Water Supply & Sewerage Guidelines. The six (6) criteria are:

- Integrated Water Cycle Management Strategy & Financial Plan
- Water Conservation Measures
- Strategic Business Plan
- Drought Management Plan
- Pricing & Regulation of Water Supply, Sewerage & Trade Waste
- Performance Monitoring

Implementation of the outcomes of the NSW BPM Framework is a prerequisite for payment of an 'efficiency dividend' from the surplus of a utility's water supply or sewerage businesses.

State Environmental Planning Policies

The Minister for Planning makes SEPPs to deal with issues significant to the State and people of NSW. Many may be relevant to the provision of water services. For example, Division 24 (Clauses 124 and 127) of Part 3 of SEPP (Infrastructure) 2007 contains State-wide planning controls relating to water supply systems.

Environmental planning instruments (State environmental planning policies (SEPP), regional environmental plans (REP) and local environmental plans (LEP)) are legal documents that regulate land use and development. Generally, a SEPP prevails over an REP and the REP prevails over a LEP, if there is an inconsistency.

Environmental Planning and Assessment Regulation 2000

The EPA Regulation contains provisions requiring the submission of, and compliance with, a BASIX certificate, which is designed to achieve more sustainable development including reduced consumption of mains-supplied potable water.

Local Environmental Plans

The *Armidale Dumaresq Local Environmental Plan 2012* and *Guyra Local Environmental Plan 2012* have been prepared to guide planning decisions in the local government area.

One of the objectives of an LEP is to ensure that development occurs in a coordinated and efficient manner and that costs are borne equitably.

LEPs are prepared by Councils to guide planning decisions, through zoning and development controls. Development control plans (DCPs), prepared in accordance with the *Environmental Planning and Assessment Act*, are also used to help achieve the objectives of the local plan by providing specific, comprehensive requirements for certain types of development or locations eg. for urban design, and heritage precincts and properties.

In accordance with the LEP, Council cannot grant consent for a development unless satisfactory arrangements are made for the provision of water supply, if the proposed uses of the land will, in the opinion of Council, generate a need for water supply.

Armidale Regional Council Integrated Planning and Reporting (IP&R) Framework

The Integrated Planning and Reporting Framework is the NSW State Government standard framework used by Councils to inform the community of Council's long-term vision and goals and medium term and annual activities and actions.

The suite of IP&R documents is downloadable from Council's website and includes:

- Armidale Regional Council Community Strategic Plan – 10 year plan
- Armidale Regional Council Delivery Program – 4 year plan
- Armidale Regional Council Operational Plan - 1 year plan
- Armidale Regional Council Revenue Policy Parts A & B – 1 year plan
- Armidale Regional Council Resourcing Strategy – 1 year plan
- Armidale Regional Council Financial Strategy - 4 year plan
- Armidale Regional Council Annual Report

Note: Fees and Charges are contained in the Revenue Policy.

The Best Practice Management of Water and Sewerage Framework operates in parallel with a Council's Integrated Planning and Reporting (IPR) Framework, to ensure that long-term community planning includes appropriate management of the urban water cycle.

Under IP&R, each council is required to implement the BPM Framework outcomes for water supply and sewerage.

Development Control Plans

The *Armidale Dumaresq Development Control Plan (DCP) 2012* and *Guyra Development Control Plan 2015* make more detailed provisions to achieve the purposes of the LEP and specifies criteria that the Council takes into consideration.

The DCPs document development types and zonings which must connect to the reticulated water supply and the requirements of an alternate water supply should reticulated water supply not be available.

The Armidale Regional Council Engineering Design Codes supersede the Engineering aspects of both DCP's. Refer to Council's website for more information.

Development Servicing Plans

The Armidale Dumaresq Council Water Supply & Sewerage Development Servicing Plan 2009 and the Guyra Water Supply Development Servicing Plan 2015 were prepared in accordance with State Government guidelines applicable at the time of development. These plans detail the water supply developer charges to be levied on development areas utilising Council's water supply infrastructure.

The developer charges cover the cost of providing the water supply capacity either within Council's existing water supply system or through future capital works.

The power for local government Councils to levy developer charges for water supply, sewerage and stormwater derives from section 64 of the Local Government Act 1993 by means of a cross-reference to Section 306 of the Water Management Act 2000.

Section 306 of the Water Management Act indicates that the calculation of developer charges may consider the value of existing water management works and the estimated cost of projected water management works.

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

Water business is heavily regulated and Council is required to provide number of reports/information to state and federal agencies under number of Acts and Regulations.

9 RESPONSIBLE OFFICER

Utilities Manger is responsible to implement and maintain this policy.

10 ROLES AND RESPONSIBILITIES

All water business staff and the utility manager are responsible for understanding, implementing and maintaining this Policy. General Manager and Director of Businesses are responsible to provide necessary resources to be able to implement and maintain the policy. Councillors are responsible to adopt the policy and communicate the provision of adopted policy to the community.

11 RELATED PROCEDURES

- Water Services Association Australia (WSAA) Water Supply Code WSA 03-2011
- Council's Engineering Code D11: Water Supply Design and Construction Supplement to Water Supply Code of Australia WSA 03-2011 and the Relevant Standard Drawings
- Development Servicing Plans for Water & Sewerage (Armidale and Guyra)
- Drought Management Plan
- National Construction Code, Plumbing Code of Australia 2016
- Australian Drinking Water Guidelines 2011 (Version 3.5 2018)
- Australian Standard AS/NZS 3500:2003: Plumbing and Drainage

APPROVAL AND REVIEW		
Responsible Business Unit	Utilities	
Responsible Officer	Director Businesses & Services	
Date/s adopted	<i>Council Executive</i> [updated by policy owner]	<i>Council</i> [DD Mmmm YYYY]
Date/s of previous adoptions	2005	
Date of next review	May 2023	
TRIM Reference	AINT/2021/14567	

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

1. PURPOSE

To specify the process for adjusting irregular water accounts caused by water leaks on private property.

2. APPLICATION

This Policy provides a framework to permit a Council charge to be waived in part or in full to customers in exceptional circumstances where significant excess water consumption is recorded without fault or negligence on the owner's behalf and the owner has acted quickly to rectify the problem once it is realised.

3. POLICY INTENT

Undetectable Leak:

A leak that meets all of the following conditions:

- It is not readily visible (e.g. wet areas, pooling of water, water flowing in gutters, split hoses, broken taps).
- It is not readily audible (e.g. gurgling, hissing, dripping or other sounds suggesting a leak, fixtures or appliances refilling more frequently).
- It cannot be readily identified and located without professional assistance.

Property Water Supply Service:

Any pipes or fittings that are connected attached or serviced by town water supply anywhere after Council's water meter. This may include pipes and/or fittings that are not on the rated property. This does not include the pipe from Council's main to the water meter that is owned and maintained by Council.

Once water has passed through any water meter it becomes the responsibility of the person to whom the property is rated.

This policy applies to all metered water supply services provided by Council to properties within Armidale Regional Council. It provides for a reduction of water consumption charges on the property in the event of an **undetectable leak** in the property water supply service in exceptional circumstances.

This policy applies only to the leakage of water for which the person(s) to whom the property is rated would have been charged. It therefore applies only to water lost once it has passed through the water meter provided by Council.

The waiver of a Council Fee or Charge is a reduction of revenue to provide for goods or services supplied by Council. Any reduction of a charge undermines Council's budget and ability to provide services. Generally a waiver of a charge requires a higher burden on other ratepayers or reduction of services. A fee or charge waiver should only be granted in exceptional circumstances. Financial hardship is not a criteria that qualifies as exceptional circumstances under this policy. Refer to Council's Hardship Policy for those circumstances.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

The Community Strategic Plan 2017-2027 reflects the community's input and aspirations for how the Armidale Region can best continue to grow and prosper. It also presents strategies on how Council can effectively balance

its economic, environmental, and social aspirations to improve overall community well-being, foster creativity and innovation, build communities, and create opportunities.

The Delivery Program and Operational Plan align with the Community Strategic Plan to ensure consistency in strategic planning and delivery of services and infrastructure.

The main supporting strategies related to this policy in the Delivery Program are:

Leadership for the Region

Fiscal Responsibility: Manage operations to ensure delivery of value for money services for our community and customers

Environment and Infrastructure

Infrastructure: Supply water and waste water services to meet the community needs in Armidale and Guyra, as well as environmentally appropriate impoundment, distribution and disposal infrastructure

5. POLICY

5.1 Conditions

Council will only consider varying water consumption accounts where all of the following conditions are met.

- a) The applicant(s) is (are) the recorded owner(s) of the property with the undetectable leak.
- b) The leak was undetectable as defined in this policy.
- c) The application must be received by Council within 60 days of the issue of the water usage account.
- d) The applicant is to pay \$200 plus the previous 12 Months daily average usage where Council is not at fault (e.g incorrect meter installation).
- e) The leakage must have been undetectable. Undetectable leakage is defined as occurring within pipeline breaks or connections in the ground, under slabs or within walls and is clearly not visible by the owner.
- f) The submission of a copy of the licensed plumber's invoice should accompany any application outlining the cost of the repairs that were necessary, stating the location of the leak and the nature of the repairs.
- g) A maximum reduction of \$3,000 applies.
- h) Only one application will be accepted as a result of an undetectable leak at the same property and by the same owner/s, regardless of whether it is a related event or a separate undetectable leakage.
- i) Applicants will be advised in writing of the decision within 30 days of receipt of the application.

5.2 Application Process

To apply for a reduction of water consumption charges under this policy, the applicant must apply in writing addressed to the General Manager and attach a copy of the licensed plumber's invoice outlining the cost of the repairs that were necessary and stating the location of the leak and the nature of the repairs. The applicant should explain the exceptional circumstances that warrant the waiver of part or full charge.

5.3 Maximum Possible Reduction

Where an Application for Reduction of Water Consumption Charges due to Leakage meets the criteria specified above and the usage is in excess of the average consumption recorded at the subject property during the previous 12 Months, the consumption which is in excess of the average usage for the previous 12 Months plus \$200.00, may be reduced by a maximum of \$3,000.00.

5.4 Entitlement per Property Water Account

Adjustment for leakage per property water account shall only be granted once per property owner. A new property owner may apply for adjustment only after five (5) years from the date of the previous owner's adjustment.

Should a leak occur over more than one billing period, Council may adjust the excess quantity for up to a maximum of two (2) billing periods.

5.5 Exclusions

Council will not reimburse the applicant for the cost of locating leaks or repairs to an undetectable leak. An undetectable leak does not include the deterioration or failure of fittings, fixtures or appliances such as hoses, seals, toilets, showers, taps, hot water services, appliances or irrigation systems.

Misuse or accidental use of water by owners, rental tenants, residents or any other person will not be considered under this policy.

Water that is believed to have been stolen will not be considered under this policy and should be directed to Police for investigation.

5.6 Owner's Responsibilities

The ongoing maintenance and periodic replacement or upgrade of fittings, fixtures and appliances that convey or use water on the property are the responsibility of the person to whom the property is rated. Council recommends that the hoses supplying water to any water-using fixtures and appliances (e.g. toilets, washing machines, dishwashers, garden watering systems) are checked regularly to avoid deterioration and sudden failure.

Properties that are left unoccupied for extended periods should be inspected regularly to ensure that the failure of fittings, fixtures and appliances does not occur while the property is unattended. Owners should consider isolating the water supply provided at the meter if no usage is needed within the property.

Once an adjustment has been made on a property water account, the owner and resident are reminded to closely monitor their water consumption as no additional adjustments will be considered.

5.7 Application by Multi-Residential Properties

For multi-residential properties including duplexes and triplexes that are not individually metered by Council, only the representative owner(s) of the property can apply for the reduction in charges. This is the person, company, association, corporation or Body Corporate that water accounts are sent to.

Council will not apportion any reduction it provides to sub-owners.

6. LEGISLATIVE REQUIREMENTS

- NSW Local Government Act 1993
- NSW Local Government (General) Regulation 2005

7. REVIEW

This policy shall be reviewed every two years to ensure that it meets the requirements of legislation and the needs of Council.

8. REPORTING

There are no reporting requirements

9. RESPONSIBLE OFFICER

Manager – Financial Services

10. ROLES AND RESPONSIBILITIES

Water Officer: Responsible for receiving and making initial assessment of any application.

Revenue Coordinator: Responsible for implementation and review of policy as well as escalations and dispute resolution.

General Manager/ Senior Management: Escalated and unresolved dispute resolution.

11. RELATED PROCEDURES

Debt Recover Policy, Hardship Policy

APPROVAL AND REVIEW		
Responsible Business Unit	Financial Services	
Responsible Officer	Manager Financial Services	
Date/s adopted	<i>Council Executive</i> [updated by policy owner]	<i>Council</i> [DD Mmmm YYYY]
Date/s of previous adoptions	May 2019	
Date of next review	Two years from last adoption	
TRIM Reference	AINT/2021/14643	

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

1. PURPOSE

Encourage, promote and facilitate revegetation activities associated with urban watercourses having regard to any impacts on nearby residences, existing land use and the environment.

2. APPLICATION

The policy applies to the urban reaches of Dumaresq Creek including its tributaries Black Gully and other urban streams within the LGA. Open spaces surrounding these areas are also managed in accordance with their respective adopted Plans of Management.

3. POLICY INTENT

The intent of the policy is to:

- Enhance and maintain biodiversity values within urban riparian corridors
- Ensure revegetation and management practices integrate with existing or planned development of the open space surrounding the riparian corridor
- Ensure that revegetation work is undertaken in accordance with relevant legislation and Council's Revegetation Guidelines.

The main objectives of this policy are to:

1. Ensure that revegetation work complies with the existing revegetation guidelines
2. Ensure that revegetation efforts improve riparian habitat
3. Establish a consistent approach to vegetation maintenance and management
4. Ensure that environmental values integrate with surrounding aesthetic and scenic values
5. Maintain the integrity of adjacent land use for both passive and active recreation
6. Minimise the opportunities for vandalism and other unsocial behaviour through safety by design and other considerations
7. Assist community involvement in revegetation work and support volunteer groups.
8. Ensure that revegetation works are well coordinated and undertaken at approved locations

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

This policy links to the Community Strategic Plan 2017-2027:

Environment and Infrastructure

E1 Ensuring that the unique climate, landscape and environment of the region is protected, preserved and made accessible.

E1.1 Maintain and improve local waterways, lagoons and creek lands in partnership with community groups and other agencies

E1.4 Protect and enhance the natural environment to promote and support biodiversity

E3.3 Regular review of open space related Asset Management Plans to ensure parks, sportsgrounds, water recreation facilities and other open space meets community needs and is provided to an acceptable level of service and accessibility standards

5. POLICY

This policy provides for an environmentally responsible approach to revegetation projects undertaken on Council owned and managed urban riparian corridors. The policy ensures that projects align with Council's strategic direction, comply with all relevant policy, legislation and current guidelines. It is the role of Council to ensure that any changes to the community's assets are safe and consider adjacent or interconnected infrastructure.

Policy Principles

- Australian native flora are to be established within the riparian corridor where the primary function has been identified as conservation, with the exception of areas with significant cultural or heritage values
- All planting and landscaping works must be carried out with reference to the revegetation guidelines for the proposed area. It should be noted that the guidelines do not contain a comprehensive list of species and not all species in the guidelines will be appropriate to all sites, nor readily available through local nurseries
- Planning for revegetation works must be carried out in advance to allow for the collection of seed and/or propagation of indigenous plants.
- All revegetation proposals must be assessed for site suitability. This will include appropriate species selection, consideration for the use of the site and importantly the adjacent land. Plantings must be assessed for safety and their impact on maintenance costs.
- Revegetation plans that are at variance with the guidelines must be prepared and submitted to Council for approval prior to works commencing.
- A Memorandum of Understanding (MOU) between the proponent and the Council may be drafted prior to the implementation of an approved revegetation plan.

- The Memorandum of Understanding may outline a program of maintenance for an agreed period.
- Maintenance of all sites will resume to the Council at the cessation of the Memorandum of Understanding. Council then reserves the right to manage and maintain the site including plantings as required.

6. LEGISLATIVE REQUIREMENTS

Certain legislation and guidelines may relate to the implementation of this policy. Relevant legislation is not limited to the following:

- Guidelines for the revegetation of urban watercourses (existing document 'Revegetation Guidelines for the urban Reaches of Dumaresq Creek'). To be reviewed to include the entire LGA
- Armidale Parklands Environmental Management Plan ERM 2004
- Environment Protection & Biodiversity Conservation Act 1999
- Environmental Planning and Assessment Act 1979
- Biodiversity Conservation Act 2016
- Crown Land Management Act 2016
- Fisheries Management Act 1994
- Protection of the Environment Operations Act 1997
- Contaminated Land Management Act 1997
- Water Management Act 2000
- Rural Fires Act 1993
- Armidale Dumaresq Local Environment Plan 2012
- Biosecurity Act 2015
- Local Government Act 1993
- Rural Lands Protection Act 1998
- State Environmental Planning Policy (infrastructure) 2007
- State Environmental Planning Policy (Vegetation in non- rural Areas) 2017.

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

Nil

9. RESPONSIBLE OFFICER

The Coordinator for Public and Town Spaces is the Responsible Officer for the Policy and performs the following functions in relation to the policy, such as:

- Maintaining records/ register
- Provided a point of contact about the meaning and application of the policy.
- Reporting
- Keeping the policy current
- Investigating breaches and enforcing compliance
- Implementing communications, education and monitoring strategies.
- Acceptance of bookings and issuing of approvals for site use

10. ROLES AND RESPONSIBILITIES

Responsibilities of:

Management Executive Group (General Manager and Directors)

Demonstrate Armidale Regional Council values through being positive role models for this policy

Managers and Supervisors

Managers and Supervisors are responsible for ensuring employees under their direct control

Comply with actions detailed in this policy (and related guidelines).

All Employees

Demonstrate Armidale Regional Council values through being positive role models for fellow

Employees, contractors and volunteers by ensuring compliance with this policy (and related

Guidelines).

11. RELATED PROCEDURES

Recreation Plan 2011-2021

INT/2011/09006

Revegetation Guidelines for the Urban Reaches of Dumaresq Creek

INT/2011/03361

Armidale Flora and Fauna Study (Pol80)

AINT/2019/03339

Armidale Parklands Management Plan ERM 2004

Armidale Parklands Tree Planting Environmental Management Plan

Civic and Recreational services Maintenance service levels Plan

Draft Floodplain management Plan (POL38)

Dumaresq Creek plan of Management

Dumaresq Creek Urban Stormwater Management Plan

APPROVAL AND REVIEW		
Responsible Business Unit	[Name of Business Unit]	
Responsible Officer	[Name of Responsible Officer]	
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		

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

1. PURPOSE

The purpose of the policy is to clarify safety issues and the expected behaviour standards of patrons at Armidale Regional Council's aquatic centres.

2. APPLICATION

The policy applies to the Moncton Aquatic Centre Armidale, and the Guyra Swimming Pool at Guyra.

3. POLICY INTENT

Guidelines and rules for patrons are displayed at the Centre, Council's adoption of its requirements as Policy assists with enforcement and is consistent with Royal Life Saving Society NSW' Risk Management Guidelines.

Council's intent and commitment is to provide an open, welcoming and safe environment for all patrons who visit our aquatic centres.

The main objectives of this policy are to:

1. Implement recommendations from a Royal Life Saving Society Risk Management Audit in relation to safety requirements by patrons attending Council's Aquatic Centres.
2. Outline Council's requirements for patrons using the Aquatic Centres, in particular regarding the supervision of children and appropriate patron behaviour when using the facility.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

Community Strategic Plan 2017-2027:

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

E3.3 - Regular review of open spaces to ensure parks, sportsgrounds, water recreation facilities and other open space meet community needs and are provided to an acceptable level of service and accessibility

E3.4 - Provide and maintain functional, appropriate, safe and desirable community facilities through appropriate resourcing.

5. POLICY

The Aquatic Centres Patron Code of Conduct Policy POL135 seeks to clarify safety issues and appropriate behaviour of patrons at the Armidale Regional Council's Aquatic Centres.

Objectives

- (a) To implement recommendations from a Royal Life Saving Society Risk Management Audit in relation to safety requirements by patrons attending the Monckton Aquatic Centre.
- (b) To outline Council's requirements for patrons using the Monckton Aquatic Centre, in particular regarding the supervision of children and appropriate patron behaviour when using the facility.

Monckton Aquatic Centre Patron Code of Conduct

Everyone attending Armidale Regional Council Aquatic Centres (including staff, trainees, students, children, parents and visitors) must be aware and abide by the following code of conduct.

- Respect the rights and dignity of others
- Be a positive role model to all children
- Promote and deliver quality, safe and enjoyable aquatic activities
- Maintain a duty of care towards others and be accountable for your action

Health and hygiene

- Patrons should be encouraged to use the toilet and shower before entering the water.
- Appropriate swimming attire must be worn when entering and utilising the swimming pool.
- To prevent any water contamination, Patrons who have contagious infections will not be allowed to enter the water. This includes infections like: sickness and diarrhoea, cold sores, conjunctivitis, open and infected wounds etc.

Photography

Photography is discouraged at Monckton Aquatic Centre especially during busy times as to ensure that photos of children other than a parent's own child are not in the image. If patrons are seen to be taking photos generally throughout the facility, they are to be advised that photography of this nature is not permitted, and any images are to be deleted. Images taken are to be close-up shots of their own children only.

Images during Learn to swim (LTS) lessons are to be at the discretion of the LTS Senior Supervisor and the individual class teacher. Permission is also to be sort from all parents of the class when the photos are to be taken.

Maintain physical boundaries

- Ensure that any physical contact with others is appropriate to the situation and in a training context only necessary for the persons skill development or for the person's safety
- Permission from students should always be sought prior to physical contact
- Maintain sight of others in your charge at all times

Supervision of children and non-swimming Adults

- (a) Children under the age of 5 years must be accompanied by a responsible person, 16 years or over, at all times when attending the Monckton Aquatic Centre.
- (b) Children between the ages of 5 and 10 years, who are capable swimmers, must be supervised by a responsible person, 16 years or over when attending the Centre.
- (c) Patrons who are non-swimmers, regardless of age, must be accompanied by a responsible person, 16 years or over, at all times when in the pools at the Monckton Aquatic Centre.

Appropriate Pool Selection for Children

Children must swim in a pool which is appropriate to their swimming capabilities. Where doubt exists, a swim test may be conducted by a Monckton Aquatic Centre Lifeguard. The test will determine the child's swimming ability and the appropriate area for their use.

Appropriate Swimwear

Patrons of the Monckton Aquatic Centre must wear appropriate swimwear at all times. Lifeguards may request that patrons not return to the pool if clothing is deemed inappropriate.

Safety Rules at the Monckton Aquatic Centre

To ensure the safety of patrons of the Aquatic Centre, the Management of the Centre has identified inappropriate behaviour which may result in the expulsion of individuals from the Centre for a specified period. Failure to comply with such expulsion may lead to action by Council under the Enclosed Lands Protection Act 1901.

Inappropriate Behaviour includes:

- | | |
|------------------------|--------------------|
| • Running | • Pushing |
| • Bombing | • Diving |
| • Spitting | • Abusive Language |
| • Disruptive Behaviour | |

Strictly Prohibited within the Aquatic Centre

The following items are strictly prohibited within the Centre and any breaches of these prohibitions may result in the expulsion of individuals from the Centre for a specified period. Failure to comply with such expulsion may lead to action by Council under the Enclosed Lands Protection Act 1901.

- Alcohol
- Glass
- Skateboards
- Rollerblades
- Bicycles
- Animals
- Litter

Sun safe Guidelines

Patrons are advised and will be encouraged to take appropriate measures for protection from the sun (e.g. use of sunscreen, hats, sunglasses and protective clothing).

Non Smoking Policy

Patrons are advised that the Aquatic Centre is a Non-Smoking facility. This applies to all land within the Centre grounds. Failure to comply with this policy may lead to action by Council under the Enclosed Lands Protection Act 1901.

Children 0-5 compulsory wearing of wristbands

In accordance with the Royal Lifesaving Societies **Keep Watch @ Public Pools** program, children 0 to 5 years of age must wear identifying wristbands at all times as a condition of entry. Failure to comply with this policy may lead to action by Council under the Enclosed Lands Protection Act 1901.

Fees and Charges for Lane Hire for Swim Schools

The fees and charges for swim schools are set each year in the fees and charges.

Not for profit groups will be exempt from fees.

6. LEGISLATIVE REQUIREMENTS

This policy is allied to the current 2020 Operations Manuals for the Armidale and Guyra aquatic centres approved by Royal Life Saving NSW. (AINT/2020/32922 and AINT/2020/32924)

RLSSA Guidelines for Safe Pool Operations

Department of Health NSW Public Swimming Pool and Spa Pool Advisory Document 2013

NSW Health Act 2010

NSW Public Health Regulation 2012

Work Health & Safety Act 2011

Work Health & Safety Regulation 2011

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

Nil

9. RESPONSIBLE OFFICER

- Aquatic Centre Manager
 - Maintaining records/ register
 - Reporting
 - Keeping the policy current
 - Investigating breaches and enforcing compliance
 - Implementing communications, education and monitoring strategies.
- Providing a point of contact about the meaning and application of the policy.
- The individual responsible officer should be senior enough to make any decisions needed to maintain the Policy and give effect to any decisions made.

10. ROLES AND RESPONSIBILITIES

Responsibilities of:

Management Executive Group (General Manager and Directors)

Demonstrate Armidale Regional Council values through being positive role models for this policy

Managers and Supervisors

Managers and Supervisors are responsible for ensuring employees under their direct control

Comply with actions detailed in this policy (and related guidelines).

All Employees

Demonstrate Armidale Regional Council values through being positive role models for fellow

Employees, contractors and volunteers by ensuring compliance with this policy (and related guidelines).

11. RELATED PROCEDURES

Nil

APPROVAL AND REVIEW

Responsible Business Unit	Roads and Parks	
Responsible Officer		
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		



Record of Meeting

19 October 2020

Project	ARC - Facilitation Services Stock Grids and Gates on Public Roads	From	Chris P Donnelly
Subject	NSW Farm Association Armidale and Guyra Branch Meeting	Tel	+61 2 92397397
Venue/Date/Time	ARC Meeting Rooms/19 October 2020/15:00	Job No	12539930
Attendees	Andrew Cameron (Armidale Branch Chair) Lachlan Wilson (Armidale Branch member) Andrew Wood (Armidale Branch member) Callan Schaefer (Guyra Branch Chair) Sally White (Guyra Branch treasurer) Chris Donnelly (GHD independent facilitator)		

Meeting notes

Meeting recognised the need for a consistent policy across the region and a policy that enable a pathway for the establishment of new stock grids or gates was needed.

Strong concern was presented by the NSW Farm Association Branch chairs that the new policy sought to transfer ownership and the associated liability of the existing and new crossings. Both Branches were adamant that the structures are owned by Council and that they do not recommend members interfere with infrastructure on a public road, in part due to a transfer liability.

ACTION

Council will need to confirm current ownership of existing structures and associated liability. Clarifying this position should inform any changes to the draft policy before it is made available for public comment.

Members were concerned that Council were not aware how big the current operational and maintenance issue of stock grids across the LGA is. Based on the draft policy standards they that would be surprised if 25% of the current stock grids would pass. Guyra Branch Chair has requested of Council many times to provide a breakdown of how much within the current general road maintenance budget is spent on the upkeep of stock grids. Based on the ownership issue raised above, they believe Council should undertake the stocktake now of the current assets against the policy to confirm what the costs are likely to be.

NOTE

Consider a stocktake of existing stock grids to get an understand of how big the issue currently is.

12539930-12937-10/Stock grids and gates on public roads Meeting Notes.docx

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Meeting notes

Guyra member has property across several LGA and was surprised that this policy was based on surrounding Councils policies. They believe that many grids in other surrounding LGA would not meet the draft policy standards. Are supportive of the policy not being specific about a brand or type of structure as this will keep local suppliers in the market.

NOTE

Council to confirm which neighbour LGA the policy is consistent to enable use to categorically say which we are. Confirm what discussions have been had with the LGA about the success or otherwise of the policy.

Guyra Branch Chair was surprised that the new policy was seeking a return to the previous policy of the former Guyra Shire where the ownership of the structure was with the private landowner. The amalgamation saw the grid ownership transferred to Council as being a carrot and this new policy takes the benefit away.

ACTION

Council to confirm if there was a transfer of assumed assets, including maintenance of grids from the former Guyra Shire.

Armidale Branch recognised that the existing policy for the former Armidale Dumaresq Council, made Council the bearer of the cost of construction, operations and maintenance. This however had a negative effect as it became a deterrent to any new stock grids being constructed as Council did not have the funds available. Would be surprised if a new grid had been installed in at the former Armidale Dumaresq in the past 5 years.

A policy for new grids where the farmer is responsible for the upfront cost and Council will undertake to construct, operate and maintain as part of the road network would be supported by the NSW Farms Association.

NOTE

Members were supportive of a Gate & Stock Grid Policy that dealt with new infrastructure, where the farmer was responsible for the upfront costs.

Members were not supportive of an annual maintenance cost to fund the operation and maintenance of that new piece of infrastructure. They believe that it should come out of general road maintenance funds.

An option that the members would like to discuss further would be a removal of stock grids in exchange for fencing. Members understand that a scheme exists whereby a low interest loan over 25 years can be taken to have bitumen placed on rural roads. The cost is then repaid by the landowner over that period of time to spread the cost out. This would eliminate stock grids and the associated operation and maintenance for Council, it would present other issues such as sufficient berm width between fence and gravel for road drainage and associated issues of stock moving from one side of the road to the other.

Chris Donnelly

Senior Stakeholder Engagement Consultant

TRIM:

Gates & Stock Grids on Public Roads POL087

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

1. PURPOSE

This policy aims to harmonise the former Guyra Shire and Armidale Dumaresq Council policies for the design, installation, maintenance and responsibility for gates and stock grids on Armidale Regional Council Public Roads. This policy defines the maintenance responsibilities for the permit holder.

The policy outlines when Armidale Regional Council will permit the installation of a gate or stock grid and the conditions by which the landowner will be given a permit to have a gate or stock grid on an Armidale Regional Council road.

2. APPLICATION

This policy applies to Council Public Roads as defined in Armidale Regional Council's Asset register, and is in accordance with the *Roads Act 1993 No. 33* and the *Roads Regulation 2008*.

3. POLICY INTENT

To provide a Policy of gates and stock grids on Public Roads within the Armidale Regional Council LGA that is equitable, productive and safe for adjoining landowners, road users and broader public. Gates and grids on a public road primarily generate a private benefit to a landowner and represent an alteration to normal traffic conditions. This cost should not burden the broader public.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

CSP 2017-2027: "Growth, prosperity & economic development- Outcome #5 – Council's asset management plans ensure that roads and bridges are provided and maintained to an acceptable standard, and are suitable for use by heavy transport."

5. POLICY

1. DEFINITIONS

- 1.1 Gate: a hinged barrier used to close an opening in the boundary – in respect to this policy the gate must be approved by Armidale Regional Council prior to installation and is maintained in a good working order.
- 1.2 Stock Grid: Consists of a depression in the road covered by a transverse grid of bars or tubes, normally made of metal and firmly fixed to the ground on either side of the depression, such that

the gaps between them are wide enough to not allow an animal to cross but sufficiently narrow so as not to impede a wheeled vehicle.

- 1.3 Public Gate: A Public Gate must be painted white and the posts on either side of the gate are fitted with reflectors facing along the road in each direction (as per Regulation 75 of the *Roads Regulation*).

2. APPROVAL & PERMIT

2.1 Permit for existing public gates and stock grids.

- 2.1.1 Existing gates or cattle grids erected prior to the adoption of this policy shall be reviewed, and the owner or occupier be requested to comply with the current policy within 24 months. Council shall have the right to remove the gate or grid if the structure does not comply with Council policy or Council are concerned about public safety or animal welfare.
- 2.1.2 Where the owner or occupier wishes to transfer permission for the gate or grid to another party, they shall apply to Council and be subject to approval from the Roads Manager or their delegate.

2.2 Permit application for new public gates and stock grids.

- 2.2.1 All new applications must include a completed copy of the attached stock grids application form and Section 138 – Work on Council land application.
- 2.2.2 Owners must organise an on-site inspection with an Armidale Regional Council representative to seek approval for the construction of a gate or grid.
- 2.2.3 Armidale Regional Council will consider applications for a new or replacement public grid/gate only if the following conditions apply:
- 2.2.3.1 The application does not relate to an excluded road (see **Table 1**),
- 2.2.3.2 The proposed grid or gate would not create an unacceptable hazard or network restriction,
- 2.2.3.3 The road intersects with a boundary fence as per Section 128 *Roads Act 1993*, and
- 2.2.3.4 Where no viable alternative, such as fencing exists.
- 2.2.4 Applications for a new gate or stock grid will be as per Part 6 of the *Roads Regulations 2008* and will be a matter for Armidale Regional Council to determine.
- 2.2.5 The applicant shall fully indemnify Council in relation to the works required and to any and all damage to other services including water, electricity supply and communication services.
- 2.2.5.1 All new Grids must be accompanied by an associated public gate.
- 2.2.6 The exception to allow for a stock grid regardless of the road hierarchy is at the entrance of a National Park.

TABLE 1

Road Hierarchy	Gate Allowed	Stock Grid Allowed	Minimum Width
Arterial	No	No	N/A
Sub Arterial	No	No	N/A
Collector	No	Yes	7.200m
Local A	Yes (Existing)	Yes	3.600m
Local B	Yes (Existing)	Yes	3.600m
Urban Street	No	No	N/A
Village Lane	Yes (Existing)	No	3.600m

Note: Collector may have a 3.600m stock grid providing additional “Narrow Road” signage is erected and maintained.

2.3 Permit Periods.

- 2.3.1 Clause 130 of the *Roads Act 1993* states that Council may at any time revoke a public gate / stock grid permit. Without limiting the circumstances in which Armidale Regional Council can revoke a permit, Armidale Regional Council will revoke a permit where it comes to the attention of Armidale Regional Council that the gate / stock grid is not being maintained, or is a risk to road safety.

2.4 Bypass Road in conjunction with a grid

- 2.4.1 Armidale Regional Council reserves the right to impose the need for a bypass around an approved stock grid as per section 133 of the *Roads Act 1993*.
- 2.4.2 The need for a bypass road will be assessed on site by Council staff.

2.5 Consultation

- 2.5.1 Armidale Regional Council reserves the right to publicly advertise the proposed location of a grid for 28 days to allow interested persons to lodge objections. If objections are received a report shall be prepared for submission to council for determination.

3. CONSTRUCTION STANDARDS

- 3.1 All construction, installation and signage costs are to be paid by the applicant.
- 3.1.1 Council can provide and install a grid (including associated pavement works) if nominated by the applicant. See current council fee's and charges. Costs will be billed to the grid owner and are to be paid prior to construction.
- 3.2 Council may levy additional charges to applicant if there are design and legal expenses incurred by Council. These include Council staff expenses.
- 3.3 All work is carried out in accordance with the *Roads Act 1993*, *Roads Regulations 2008* and applicable Australian Standards. All Public gates and stock grids must be constructed to a design standard acceptable to Armidale Regional Council. Details of the grid proposed to be installed and the proposed installation layout shall be submitted to Council for approval with the application.
- 3.4 Cattle Grids are to be capable of carrying a W7 or T44 legal axle loading with a factor of safety.
- 3.5 Details of grid structure, foundations, abutment, approach ramps, horizontal and vertical alignment shall be submitted with application and shall be sufficient to guarantee the safe transit of vehicles and shall not interfere with the natural drainage of the area.
- 3.5.1 Applicants may choose a pre-approved local Grid. Applicants can contact Councils Roads manger for details.
- 3.6 When the grid is on a curve, the cross fall of the grid shall conform to that of the road.
- 3.7 Approach ramps shall be constructed for the full width of the running surface of the grid. The longitudinal grade of the approach ramps shall be such that the surface levels of the ramps deviate from the existing average grade of the road by not more than 1%.
- 3.8 The fill used in the approach ramps shall comply with that listed in Section 138 conditional approval letter and be thoroughly compacted and finished to council specification.
- 3.8.1 Council may direct the applicant to rectify any subsidence in adjacent pavement at the applicants cost following construction.

- 3.9 The approach surface is to start flush with the grid.
- 3.10 At 20m from the grid, the road surface is to grade away from the centreline of the road at between 3%- 6% cross-fall.
- 3.11 The applicant shall construct drainage under the grid and adjacent gated bypass road (If required), to ensure that no damming or ponding shall occur on the roadway. The resulting runoff must not cause damage or degradation to the public road or adjoining landowners.
- 3.12 Applicants are required to comply with current regulations.

4. MAINTENANCE STANDARDS

4.1 Structural Components.

- 4.1.1 The permit holder is responsible (at their cost) to maintain the structure and signage to an 'as constructed' standard.
 - 4.1.1.1 Council can undertake maintenance of the grid and adjacent road pavement if nominated by the grid owner. See current council fee's and charges. Costs will be charged to the grid owner.
- 4.1.2 The owner will manage the public gate/stock grid to ensure compliance with this Policy and the original construction standard. All maintenance work to be undertaken with a current Armidale Regional Council Road Work Permit as per section 138 *Roads Act 1993*.
- 4.1.3 The maintenance and/or renewal of existing stock grids will be to Armidale Regional Council's current stock grid specifications (see **Figure 1**). Where determined by an Armidale Regional Council resolution, under the *Roads Act 1993* Clause 130 part 1, Armidale Regional Council as the Roads Authority may revoke the public gate or stock grid permit if it does not meet Armidale Regional Councils specifications. Under the *Roads Act 1993* Clause 130 part 2, Armidale Regional Council will then advise the owner of the gate / stock grid that the structure must be removed within one (1) month after notice of the revocation has been issued.
- 4.1.4 Armidale Regional Council officers will regularly inspect all gates and stock grids and will notify the permit holder in writing should the structure require rectification or renewal. Given gates and grids are a private benefit, Council may levy inspection charges and administration expenses on the owner. This can include legal expenses if required.
- 4.1.5 Where the holder of the permit has failed to act on a request to undertake repairs or removal per Clause 4.1.3 within 28 days of the notification, Armidale Regional Council may issue penalties as contained in the *Roads Act*. 7 days shall be granted to the permit holder to rectify the request upon which time clause 4.1.6 will come into affect.
- 4.1.6 In an emergency, where safety is deemed to be compromised OR where a permit holder has refused continued requests for repairs, Armidale Regional Council staff will carry out the immediate necessary repairs. Cost of the repairs will then be recovered from the permit holder. Cancellation of permits will be considered by the Roads Manager. Recovery action can include legal procedures and a charge on the property.
- 4.1.7 Where the stock grid is considered to be no longer fulfilling its intended function, the holder of the permit is to be advised that Armidale Regional Council will revoke the permit unless the holder of the permit provides sufficient grounds within 28 days to retain the permit.
- 4.1.8 If Armidale Regional Council removes a stock grid during construction of road works, the cost of removal and replacement of the grid and gates will be at cost to the holder of the permit.

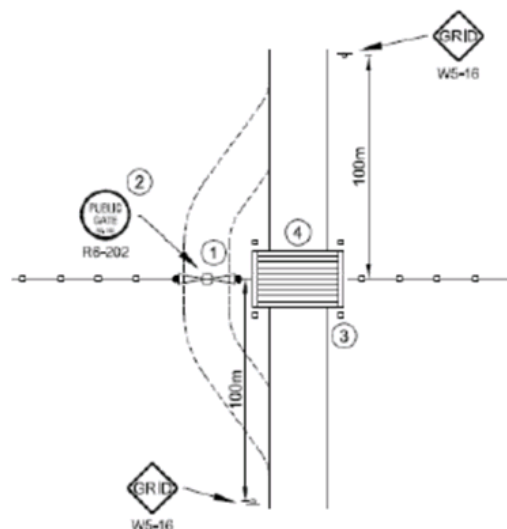
4.2 Road Carriageway.

- 4.2.1 The permit holder is responsible for the maintenance of the road carriageway for a minimum distance of 20m either side of the structure as per Part 6 Clause 70 of the *Roads Regulations 2008*.
 - 4.2.1.1 Refer to 4.1.1.1 for fixed council provided service.
- 4.2.2 Council may carry out maintenance of the carriageway within the distance specified from the structure at the owner's expense if the conditions of the permit are not complied with.
- 4.2.3 The owner must not carry out maintenance works on the carriageway unless specified in the permit.

Figure 1 – Stock Grid and Gate on Public Road minimum standard

Notes:

1. Public Gate to be registered and kept painted white by land owner.
2. All signs at land owners cost.
3. Guide posts with reflectors either side (4).
4. Cattle Grid to be 3.61m wide on narrow gravel road, 7.22m wide on two lane gravel road.



Note: This does not include stock grid design.

6. LEGISLATIVE REQUIREMENTS

- Roads Act 1993 – Refer to attached references
- Roads Regulation 2008
- Local Government Act 1993

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

N/A

9. RESPONSIBLE OFFICER

In the event of any dispute over any aspect of this policy, mediation may be undertaken by the Director of Businesses & Services. If a resolution cannot be reached, the General Manager will determine the final direction.

10. ROLES AND RESPONSIBILITIES

The General Manager is authorised, pursuant to section 377 of the *Local government Act 1993*, to allow a matter that does not conform to a policy to proceed if the General Manager is of the opinion that the variation from the policy is of a minor nature.

11. RELATED PROCEDURES

Document the title of related procedures and their location. Do not document the procedure here. Procedures are related to task orientated areas and are not to be included in the policy. Procedures may require Executive approval in accordance with the Policy Framework.

POLICY APPROVAL AND REVIEW		
Responsible Business Unit	Local Services – Construction & Maintenance, Internal	
Responsible Officer	Ned Mozzell, Coordinator	
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		

Application for Installation of Grid / Gate on Public Road

1. Name:	
2. Address of applicant:	
3. Contact Phone #:	
4. Describe proposed location (distance from nearest cross road / direction):	
5. Grid Type <input type="checkbox"/> New <input type="checkbox"/> Existing	
6. Estimated date for construction:	
7. Grid manufacturer:	
8. Supporting information included:	
9. Agreement: <ul style="list-style-type: none"> Please find enclosed the fee applicable for granting of the permit and advertising the proposed grid and/or gate as identified in the Annual Fees & Charges of the Council. I understand that final approval in writing must be issued by Council prior to commencement of any works and that this approval may not be granted until any public exhibition period has been completed or council resolution passed. All works will comply with Councils Gates and Stock Grids on Public Roads Policy POL087. I will provide council with confirmation that all legislative requirements have been met (where required) including NSW DPI Fisheries applications. 	
Signed & Dated (Applicant)	
Office Use Only:	
Application complies with Policy (Yes / No)?	
Section 138 submitted (Yes / No)?	
Site inspection completed:	
Recommended course of action:	
Assessment / Inspection Undertaken by (print):	
Signed & Dated:	
Project approved to proceed if agreement signed and returned (reason if refused)?	
Signed & Dated (Roads Manager):	
Grid/Gate reference number allocated and register updated?	

TRIM:

Gates & Stock Grids on Public Roads

POL087

ROADS ACT NSW 1993

128 Roads authority may grant permit

- (1) A roads authority may permit the occupier of any land through which an unfenced public road passes to erect a gate across the road at any place at which the road intersects a boundary fence.
- (2) A permit may not be granted with respect to a classified road except with the concurrence of the RTA.
- (3) A roads authority must cause notice of the granting of the permit to be published in a local newspaper.
- (4) The occupier for the time being of the land to which a permit relates is taken to be the holder of the permit.

129 Erection and maintenance of public gates

- (1) The holder of a public gate permit may, at any time after one month from the publication of the notice of the granting of the permit, erect a gate in accordance with the permit.
- (2) The holder of a public gate permit must ensure that:
 - (a) a notice is attached to both sides of the gate bearing the words "PUBLIC GATE" in letters at least 75 millimetres high, and
 - (b) both the gate and the notice are maintained in good condition.

Maximum penalty: 10 penalty units.

130 Revocation of permit

- (1) The roads authority may at any time revoke a public gate permit.
- (2) The occupier of the land the subject of a public gate permit that has been revoked must remove the gate within one month after notice of the revocation is served.

Maximum penalty: 10 penalty units.

131 Effect of permit

While a public gate permit is in force, the public gate to which it relates is taken not to constitute a public nuisance and does not give rise to an offence against this or any other Act.

132 Offences with respect to public gates

- (1) A person must not cause any damage to a public gate or to any notice attached to the gate in accordance with this Division.
Maximum penalty: 10 penalty units.
- (2) A person who opens a public gate must cause it to be closed again immediately after it has been used.

Maximum penalty: 10 penalty units.

(3) A person who fails to cause a public gate to be closed is liable for any loss or damage suffered by the occupier of the land adjoining the public road on which the gate is situated as a result of the gate having been left open.

133 Construction of by-pass around road gate

(1) An occupier of land adjoining an unfenced public road across which a public gate is situated at the point where the road intersects a boundary fence:

- (a) must not, unless the appropriate roads authority so permits, and
- (b) must, if the appropriate roads authority so requires, construct a by-pass for vehicles at the intersection of the road with the boundary fence.

Maximum penalty: 10 penalty units.

(2) The roads authority may not permit or require the construction of a by-pass:

- (a) if the by-pass is to be used in connection with a public gate across a main road, except with the concurrence of the RTA, and
- (b) if the public gate is part of a rabbit proof, dog proof or marsupial proof fence, except with the concurrence of the local rural lands protection board.

(3) A by-pass is to consist of:

- (a) a ramp to allow vehicles to be driven over the top of the boundary fence, or
- (b) a cattle grid or sheep grid located beside the gate, and must be constructed in accordance with such specifications as may be approved by the roads authority.

(4) If the appropriate roads authority so requires, the person permitted or required to construct a by-pass:

- (a) must construct the by-pass along the line of the road, and
- (b) must re-locate the gate beside the by-pass.

Maximum penalty: 10 penalty units.

(5) The occupier for the time being of land to which a permit relates is taken to be the holder of the permit.

134 Notice board to be erected at by-pass

(1) The occupier of land on which a by-pass is constructed must ensure that:

- (a) a notice, in the form required by the appropriate roads authority, is exhibited on a conspicuous notice board near each end of the by-pass, and
- (b) both the by-pass and the notice are maintained in good condition.

Maximum penalty: 10 penalty units.

(2) A notice may prohibit vehicles exceeding a specified laden weight from being driven over the by-pass.

(3) If the appropriate roads authority requires a person to construct a by-pass, that authority may contribute to the cost of construction and erection of the notices.

135 Closing of by-pass

(1) A by-pass may be closed and the notices relating to the by-pass may be removed:

- (a) if the public gate in connection with which the by-pass was constructed is removed, or
- (b) if the fence of which the by-pass forms part is made rabbit proof, dog proof or marsupial proof.

(2) A person who closes a by-pass:

- (a) must give notice of the closure to the appropriate roads authority before or immediately after the closure, and
- (b) must take such steps as the appropriate roads authority directs to ensure the safety of persons using the road.

136 Revocation of by-pass permit

- (1) The roads authority may revoke a permit given with respect to a by-pass by means of a notice served on the holder of the permit.
- (2) The occupier of the land the subject of the permit must, within the time specified in the notice:
 - (a) remove the by-pass and its notices, and
 - (b) take such steps as are specified in the notice to ensure the safety of persons using the road.

Maximum penalty: 10 penalty units.

137 Offences

- (1) A person must not:
 - (a) drive a vehicle over a by-pass in contravention of a notice displayed in connection with the by-pass, or
 - (b) wilfully damage or remove a notice displayed in connection with a by-pass, or
 - (c) wilfully obstruct or damage a by-pass.

Maximum penalty: 10 penalty units.

- (2) A person who causes damage to a by-pass as a result of driving a vehicle over the by-pass in contravention of such a notice is liable for:
 - (a) the cost of any repairs to the by-pass necessary as a result of the contravention, and
 - (b) any loss or damage suffered by any other person as a result of the damage to the by-pass.



clarence
VALLEY COUNCIL

OFFICE OF THE MAYOR

12 May 2021

Reference:
Contact: Des Schroder

Mayor Dr Ian Tiley
Armidale Regional Council
PO Box 75A
ARMIDALE NSW 2350

Dear Ian

Clarence Valley Council at its meetings of 26 November 2020 and 27 April 2021 adopted a position to oppose future mining in the Clarence River Catchment following a petition signed by 10,000 local residents opposing mining which will be shortly tabled in the NSW Parliament. Part of the resolution was *'Write to the adjoining councils that have responsibility for areas draining into the Clarence River Catchment requesting that they support council's stand and ask them to pass resolutions to oppose mining in areas affecting the Clarence River Catchment'*.

This letter responds to the Council resolution in asking for other Councils support of a moratorium on mining. The full resolution of the April meeting is included below and the report to the November 2020 meeting is attached. The November report overviews the past mining history (and impacts) and overviews the mining exploration licences at present in the Clarence Valley catchment.

The full April resolution (which responds to a fairly non-committal letter from the Deputy Premier- attached) is:

That Council:

1. *Note that at the Council meeting on November 24 Council resolved inter alia to "oppose mining in the Clarence River Catchment and to seek the support of both state and federal governments to impose a moratorium on further mining exploration licences and to cancel existing licences."*
2. *Acknowledge that this motion does not affect existing mines or quarrying operations;*
3. *Thank the Hon. John Barilaro for his response on behalf of the Minister for Energy and Environment, Hon. Matt Kean MP and advising that Council was not seeking an explanation of the process of developing mining in the Clarence River Catchment but was advising the state government of its strong opposition to mining in the Clarence River Catchment;*
4. *Advise Hon. John Barilaro that the council, representing the community's strong opposition to such mining, is asking for the Clarence River Catchment to be scheduled in the relevant environmental, planning and mining legislation as a no-go zone for minerals mining due to the Catchment's almost unique natural and cultural values, many of which depend on the Clarence River and its tributaries, and which support essential and valuable industries which contribute to the local economy as well as providing drinking water for the Clarence Valley (51,000+ residents) and Coffs Harbour City Council (76,000+ residents) and water for local agricultural industries;*
5. *Write to the Premier of New South Wales, the Hon. Gladys Berejiklian advising her of Council's resolution and seeking her support for a moratorium on mining in the Clarence River Catchment;*
6. *Write to the adjoining councils that have responsibility for areas draining into the Clarence River Catchment requesting that they support council's stand and ask them to pass resolutions to oppose mining in areas affecting the Clarence River Catchment.*

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clarence
VALLEY COUNCIL

OFFICE OF THE MAYOR

Council in summary is seeking a moratorium on mining and mining exploration in the Clarence River Catchment on behalf of the community who are concerned that mining will not only have detrimental environmental affects but also puts at risk the drinking water for the Clarence and Coffs Harbour Council areas and significant industries like the fishing industry. It asks that other Councils support our position.

Yours faithfully

Jim Simmons
Mayor

Encs.

ORDINARY COUNCIL MEETING

27 APRIL 2021

ITEM	07.21.006	RESPONSE TO JOHN BARILARO RE MINING
Meeting	Council	27 April 2021
Directorate	Notice of Motion	
Submitted by	Cr Greg Clancy	
Attachment	Yes	

To the General Manager, Clarence Valley Council, I propose that the following notice of motion be submitted to Council.

SUMMARY

Council at its meeting on 24 November 2020 resolved:

"That Council acknowledges that:

- 1. the Clarence River System is one of the largest river systems in eastern Australia. It is the lifeblood of our community and its health is essential to the environmental, social, cultural and economic wellbeing of our constituents. The Clarence and Nymboida Rivers and their tributaries support an abundant variety of natural ecosystems, many being home to endangered species, as well as being the playground for our water based lifestyle and leisure. Our river and its surrounds hold immense spiritual and cultural importance to the local Indigenous communities, the Gumbaynggirr, Bundjalung and Yaegl people and form the common link between dreamtime stories of each Nation. The Clarence River supports a number of essential, well established local industries also, such as timber, aquaculture, including fish, shellfish, farmed and wild caught prawn sectors, agriculture, including livestock grazing, crop production and our ever growing agri-food sectors. Tourism, both international and domestic, surfing, fishing, ecotourism and nature exploration sectors also influence the success of local retail and hospitality sectors and all rely on our environment's health. Employment within these industries makes up a high proportion of job numbers in the local area.*
- 2. there are a number of mining exploration licences active within the Valley, including those of Castillo Copper at Cangai, Corazon on Mount Gilmore Coombadjha and the Sons of Bavaria at Ewingar and Wilson Investments near Coramba.*
- 3. the potential for pollution of the waters of the Clarence and Nymboida River systems is high, despite likely assurances that will be given by mining companies to the contrary;*
- 4. some of the proposals include open cut, and full mountain-top removal mining methods which would involve the decimation of plateaus causing large amounts of sediment runoff which could contain dangerous minerals and chemicals used in the mining process;*
- 5. the current exploratory mining and the potential for full scale mining has created great concern in the local community with in excess of 10,000 signatures being gathered to date on a petition to the state government, initiated by the Clarence Catchment Alliance.*

Further that Council resolve to oppose mining in the Clarence River Catchment and to seek the support of both state and federal governments to impose a moratorium on further mining exploration licences and to cancel existing licences. "

PROPOSED MOTION

That Council:

1. Note that at the Council meeting on November 24 Council resolved inter alia to "oppose mining in the Clarence River Catchment and to seek the support of both state and federal governments to impose a moratorium on further mining exploration licences and to cancel existing licences."
2. Acknowledge that this motion does not affect existing mines or quarrying operations;
3. Thank the Hon. John Barilaro for his response on behalf of the Minister for Energy and Environment, Hon. Matt Kean MP and advising that Council was not seeking an explanation of the process of developing mining in the Clarence River Catchment but was advising the state government of its strong opposition to mining in the Clarence River Catchment;
4. Advise Hon. John Barilaro that the council, representing the community's strong opposition to such mining, is asking for the Clarence River Catchment to be scheduled in the relevant environmental, planning and mining legislation as a no-go zone for minerals mining due to the Catchment's almost unique natural and cultural values, many of which depend on the Clarence River and its tributaries, and which support essential and valuable industries which contribute to the local economy as well as providing drinking water for the Clarence Valley (51,000+ residents) and Coffs Harbour City Council

This is page 132 of the Minutes of the Ordinary Meeting of the Clarence Valley Council held 27 April 2021

ORDINARY COUNCIL MEETING

27 APRIL 2021

- (76,000+ residents) and water for local agricultural industries;
5. Write to the Premier of New South Wales, the Hon. Gladys Berejiklian advising her of Council's resolution and seeking her support for a moratorium on mining in the Clarence River Catchment;
 6. Write to the adjoining councils that have responsibility for areas draining into the Clarence River Catchment requesting that they support council's stand and ask them to pass resolutions to oppose mining in areas affecting the Clarence River Catchment.

COUNCIL RESOLUTION – 07.21.006**Clancy/Lysaught****That Council:**

1. Note that at the Council meeting on November 24 Council resolved inter alia to “oppose mining in the Clarence River Catchment and to seek the support of both state and federal governments to impose a moratorium on further mining exploration licences and to cancel existing licences.”
2. Acknowledge that this motion does not affect existing mines or quarrying operations;
3. Thank the Hon. John Barilaro for his response on behalf of the Minister for Energy and Environment, Hon. Matt Kean MP and advising that Council was not seeking an explanation of the process of developing mining in the Clarence River Catchment but was advising the state government of its strong opposition to mining in the Clarence River Catchment;
4. Advise Hon. John Barilaro that the council, representing the community's strong opposition to such mining, is asking for the Clarence River Catchment to be scheduled in the relevant environmental, planning and mining legislation as a no-go zone for minerals mining due to the Catchment's almost unique natural and cultural values, many of which depend on the Clarence River and its tributaries, and which support essential and valuable industries which contribute to the local economy as well as providing drinking water for the Clarence Valley (51,000+ residents) and Coffs Harbour City Council (76,000+ residents) and water for local agricultural industries;
5. Write to the Premier of New South Wales, the Hon. Gladys Berejiklian advising her of Council's resolution and seeking her support for a moratorium on mining in the Clarence River Catchment;
6. Write to the adjoining councils that have responsibility for areas draining into the Clarence River Catchment requesting that they support council's stand and ask them to pass resolutions to oppose mining in areas affecting the Clarence River Catchment.

Voting recorded as follows:**For:** Clancy, Lysaught, Novak, Ellem, Toms, Kingsley**Against:** Simmons, Baker, Williamson

The Motion was put and declared CARRIED.

The meeting adjourned at 5.16pm in order for the Chair to seek advice on a point of order. The meeting resumed at 5.23pm.

LINKAGE TO OUR COMMUNITY PLAN

Themes	3 Economy and 4 Environment
Objective	3.1 To have an attractive and diverse environment for business, tourism and industry 4.1 To preserve and enhance our natural environment
Strategy	3.1.3 Provide land use planning that facilitates and balances economic growth, environmental protection and social equality 4.1.1 Managing our coastal zone, waterways, catchments and floodplains in an ecologically sustainable manner 4.1.2 Promote sustainable natural resource management

BACKGROUND

On 24 November 2020 Council resolved to oppose mining in the Clarence River Catchment (see attached minutes) and wrote to the Hon. John Barilaro, Hon. Matt Kean, Minister for the Environment and the state and federal members, Mr Chris Gulaptis and Mr Kevin Hogan, respectively. A response was received from Mr Barilaro on 1 March 2021. It did not acknowledge Council's opposition to mining but rather explained how the approval process for mining operated. This notice of motion is lodged to respond to this letter and to advise Mr Barilaro of Council's strong stand on this issue.

KEY ISSUES – N/A

This is page 133 of the Minutes of the Ordinary Meeting of the Clarence Valley Council held 27 April 2021

ORDINARY COUNCIL MEETING**27 APRIL 2021**

COUNCIL IMPLICATIONS**Budget/Financial**

Implementing the motion is unlikely to involve much additional staff time as it involves writing five letters.

Policy or Regulation

Local Government Act 1993

Consultation

The mover has consulted with the Clarence Catchment Alliance.

Legal and Risk Management

N/A

Climate Change

This action of opposing mining in the Clarence Catchment will prevent the potential for large scale release of greenhouse gases associated with mining and damage to local rivers and the environment.

Attachment:	Minutes of Ordinary Council Meeting 24 November 2020 Item 6a.20.049
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This is page 134 of the Minutes of the Ordinary Meeting of the Clarence Valley Council held 27 April 2021

ORDINARY COUNCIL MEETING**24 NOVEMBER 2020****ITEM 6a.20.049 MINING IN THE CLARENCE VALLEY**

Meeting	Council	24 November 2020
Directorate	Environment, Planning & Community	
Reviewed by	General Manager - Ashley Lindsay	
Attachment	Yes	

SUMMARY

Council is receiving increasing numbers of requests from various individuals and groups on its view regarding a number of mining exploration proposals in the Clarence Valley and particularly concerns about the impacts on the Clarence River system if they move to production. At present Council has no official view on mining in the Clarence.

There are three companies who appear to be advanced in exploration activities with some potential to go to mine production in the near future being Corazon at Gordon Brook around a promising copper-cobalt-gold resource; Castillo based mainly around copper at Cangai (around the old Cangai copper mine); and by the Sons of Bavaria around the Ewingar/Drake area looking for copper/gold. The flurry of exploration has its origin in the demand for the move to greenhouse reducing technologies around battery, electric motors, solar and wind turbine production which use a lot of copper and also some cobalt in batteries.

An additional exploration application for gold and silver has also been made by Wilson Investments Pty Ltd around Coramba/Nana Glen and an area 25 kilometres south west of Grafton shown on the attached letter from Clarence Environment Centre. It is understood this application is motivated by high gold prices due to the COVID driven recession.

OFFICER RECOMMENDATION

That Council invite:

1. The Department of NSW Resources and Geoscience to address Council to overview the present mining exploration licences in the Clarence Valley - an update on the likely resources, the approval process (including EIS) and any role for Council and likely potential of these to move to full scale production; and also discuss implications of any mining licence applications in the drinking water catchment.
2. A representative of Corazon, Castillo, Wilson Investments Pty Ltd and Sons of Bavaria to address Council on their current activities, whether they see the potential for full scale production, and if so what would be their environmental safe guards, the economic impacts (including jobs) and infrastructure impacts (roads).

COUNCIL RESOLUTION – 6a.20.049

Clancy/Ellem

That Council acknowledges that:

1. the Clarence River System is one of the largest river systems in eastern Australia. It is the lifeblood of our community and its health is essential to the environmental, social, cultural and economic wellbeing of our constituents. The Clarence and Nymboida Rivers and their tributaries support an abundant variety of natural ecosystems, many being home to endangered species, as well as being the playground for our water based lifestyle and leisure. Our river and its surrounds hold immense spiritual and cultural importance to the local Indigenous communities, the Gumbaynggirr, Bundjalung and Yaegl people and form the common link between dreamtime stories of each Nation. The Clarence River supports a number of essential, well established local industries also, such as timber, aquaculture, including fish, shellfish, farmed and wild caught prawn sectors, agriculture, including livestock grazing, crop production and our ever growing agri-food sectors. Tourism, both international and domestic, surfing, fishing, ecotourism and nature exploration sectors also influence the success of local retail and hospitality sectors and all rely on our environment's health. Employment within these industries makes up a high proportion of job numbers in the local area.
2. there are a number of mining exploration licences active within the Valley, including those of Castillo Copper at Cangai, Corazon on Mount Gilmore Coombadjha and the Sons of Bavaria at Ewingar and Wilson Investments near Coramba.

This is page 24 of the Minutes of the Ordinary Meeting of Clarence Valley Council held on 24 November 2020

COUNCIL MEETING - 23 MARCH 2021

ORDINARY COUNCIL MEETING**24 NOVEMBER 2020**

3. the potential for pollution of the waters of the Clarence and Nymboida River systems is high, despite likely assurances that will be given by mining companies to the contrary;
4. some of the proposals include open cut, and full mountain-top removal mining methods which would involve the decimation of plateaus causing large amounts of sediment runoff which could contain dangerous minerals and chemicals used in the mining process;
5. the current exploratory mining and the potential for full scale mining has created great concern in the local community with in excess of 10,000 signatures being gathered to date on a petition to the state government, initiated by the Clarence Catchment Alliance.

Further that Council resolve to oppose mining in the Clarence River Catchment and to seek the support of both state and federal governments to impose a moratorium on further mining exploration licences and to cancel existing licences.

Voting recorded as follows:

For: Simmons, Clancy, Ellem, Lysaught, Toms, Novak

Against: Baker

FORESHADOWED MOTION

Baker

That Council invite the Department of NSW Resources and Geoscience to address Council to overview the present mining exploration licences in the Clarence Valley - an update on the likely resources, the approval process (including EIS) and any role for Council and likely potential of these to move to full scale production; and also discuss implications of any mining licence applications in the drinking water catchment.

LINKAGE TO OUR COMMUNITY PLAN

Theme 4 Environment

Objective 4.2 We will foster a balance between development and the environment considering climate change impacts

Strategy 4.1.1 Manage our coastal zone, waterways, catchments and floodplains in an ecologically sustainable manner

BACKGROUND

The Clarence Valley has a long history of mining in its catchments starting in the 1840's with the discovery of gold at Timbarra (McLeods Creek) east of Tenterfield and then mines at Drake, Tooloom, Lionsville – Solferino, Jackadgery, Dalmorton, Diggers Camp, Minnie Water, Glenreagh and Coramba (Bucca Creek). Most of these, with the exception of alluvial gold in the Tooloom area and open cut at Drake (Mt Carrington), were small underground mines of very limited duration and mostly limited profitability (see *Forgotten Country - The Story of the Upper Clarence Gold Fields – Isabel Wilkinson*). Most of these short lived once thriving communities, many had peak populations above 4,000 people at the peak of the gold rush, have now disappeared completely and a few have survived as much smaller villages.

One of the most talked about mines was the open cut Baryulgil asbestos mine and its eventual tragic health impact on the mainly local Aboriginal workers. The mine was operated from 1944-1976 by James Hardie.

There is a report on the 11 August in the Northern Star that the moth balled Mt Carrington open cut gold mine is being re-looked at as gold prices (due to the COVID recession) may make it feasible to operate again.

The other historical mines of significance was the Cangai copper mine which operated from 1904-1917 (the present Castillo exploration area) and an underground coal mine at Nymboida from 1909-1975. The most recent significant mine to operate was the controversial open cut gold mine at Timbarra (Tenterfield Council) which was developed in the late 1990's and operated for a period of 6 months before closing down. Before closure there was two reported incidents with its cyanide ponds (cyanide was used to extract gold) overflowing in high rainfall events - in 2006 the site was rehabilitated at a high standard by Barrick Gold. The mine while operating was subject to ongoing protests with up to 100 arrested at various times and numerous Land and Environment Court actions.

ORDINARY COUNCIL MEETING**24 NOVEMBER 2020**

There was also a proposal for an antimony mine at Paddys Flat near Dorrigo in 2011 by Anchor Resources but seems this has not progressed further. This mine would have been in the Nymboida water catchment area.

The impacts of these mines on catchment health is largely unknown as little monitoring was carried out, except for Timbarra where it would seem the cyanide ponds overflowing and lack of a community social licence led to its very short life and closure.

In recent years, driven by the need for metals to underpin the growth in renewable energy in response to climate change, a number of exploration licences have been granted in the Clarence Valley catchments. These licences are mainly around copper and cobalt and a side product of gold and some other rare metals. The Federal Government has also signed a number of treaties to reduce the reliance of Australia and the world on the dominance of China for rare metals. In addition, the main world cobalt supplier, 70 percent of world production, is the Republic of Congo which is unreliable due to civil war and social unrest in the country. The main mineral exploration companies causing the most community concern due to possible impacts on the river system and currently very active in the Clarence Valley catchments are:

- Corazon based at Mt Gilmore (Gordon Brook) along the Clarence Way has discovered a potentially large copper/gold and associated cobalt resource which extends over a considerable area. Corazon has been supported by a grant by the Department of Resources and Geoscience recently for further exploration.
- Castillo is re-exploring the old Cangai mine area and has had reported good results of a large amount of high quality copper.
- The Sons of Bavaria (German and Canada based) are exploring around Drake/Ewingar and have purchased some shares in White Rock Minerals who own Mt Carrington.

As a result of this exploration there has been a rise in community concern regarding the possible impacts of these mines on the Clarence River and its tributaries. The most prominent group raising concern and populating a petition against mining is the Clarence Catchment Alliance.

In addition, Mr John Edwards Secretary of the Clarence Environment Centre has raised concerns about an exploration licence pending from Wilson Investments Pty Ltd which cover the old gold mining areas around Coramba – see attached letter.

KEY ISSUES

There are several key issues:

- The first one is that there are not a lot of facts on the exploration whether it will lead to actual mines and if so what are their long term feasibility.
- There is rightly a lot of concern about the potential environmental impacts on the Clarence River if mines do move to production especially in these high rainfall areas. Although there is concern raised about the impacts on the drinking water catchment none of the three current exploration areas is above the weir at Nymboida.
- The approval process for a mine and the EIS assessment would be determined by the Department of Planning not Council. Council's role would be very limited.
- The mines have the potential to create jobs and considerable economic impacts as can be seen around Orange with the Cadia gold, copper, molybdenum mine.
- There would also be impacts on Council roads especially Clarence Way (note this could also be an opportunity for upgrade of the road).

COUNCIL IMPLICATIONS**Budget/Financial**

N/A

Asset Management

Mining could have impacts on Council roads and bridges from truck movements.

Policy or Regulation

Mining is regulated by the State Government not Council but would be subject to an EIS through the Department of Planning.

Consultation

There is considerable community concern about the possible mines as outlined in the attached examples.

ORDINARY COUNCIL MEETING**24 NOVEMBER 2020****Legal and Risk Management**

There are potential environmental risks to the catchment from mining.

Climate Change

The materials targeted for potential mining are needed for battery, electric motor, solar and wind technology to reduce fossil fuel dependence.

Prepared by	Des Schroder, Director Environment, Planning & Community
Attachment	Letters regarding concerns: <ul style="list-style-type: none">• Clarence Environment Centre Inc.• Lions Australia - Lions Club of Clarence – Environmental



CLARENCE ENVIRONMENT CENTRE Inc

87-89 Skinner Street

South Grafton 2460

Phone/ Fax: 02 6643 4611

Web site: www.cec.org.au

E-mail: admin@cec.org.au

Date: 2nd October 2020

The General Manager
Clarence Valley Council
council@clarence.nsw.gov.au

Dear Mr Lindsay

Mining, a threat to the Regional Water Supply

The article published by the Independent on 30th September 2020, raises what the Clarence Environment Centre believes to be a critically important issue, the threat to the region's drinking water quality and / or supply.

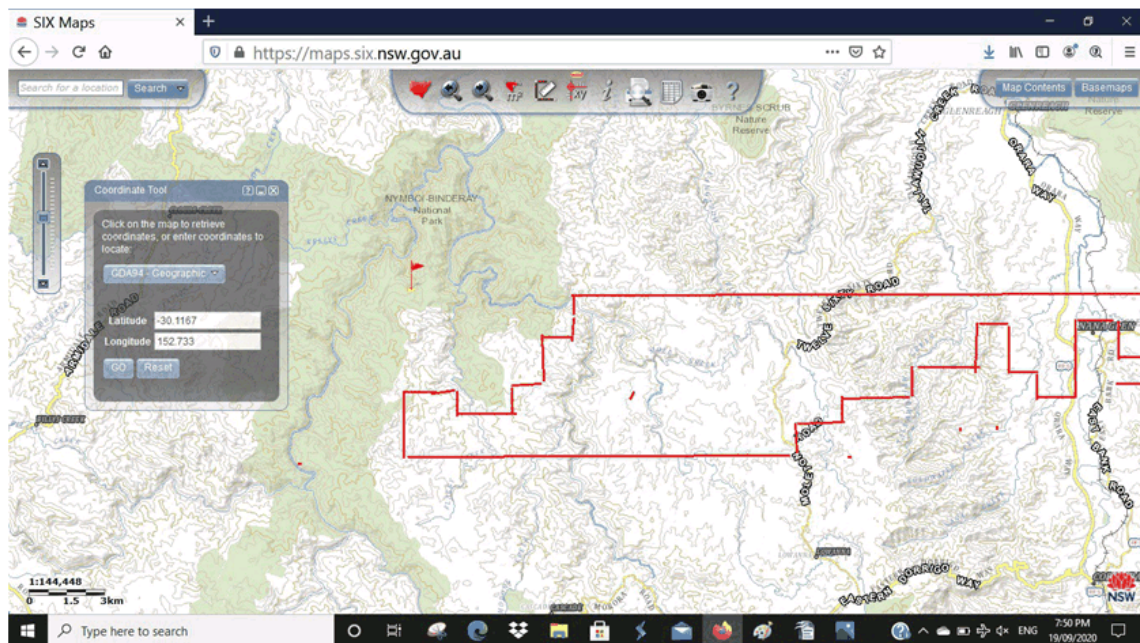
The Clarence Environment Centre (CEC) raised these concerns in a recent submission to the recently adopted water efficiency plans, only to have them dismissed as reported in the Independent's exposé. We also raised those concerns in a submission to a current Upper House Inquiry into proposed water infrastructure development across NSW. In that submission we also identified Forestry Corporation's pine plantation management, particularly those at Clouds Creek, where clear-felling and cultivation poses a huge risk to water quality in the Nymboida River.



This is the scene of the Clouds Creek state forest pine plantation, clear-felled and cultivated as far as the eye can see. This work was undertaken across drainage lines almost to the river itself, and the erosion potential was huge. This type of stupidity simply has to stop.

However, I do not wish to divert from the issue of greatest concern, and that is the current minerals exploration that has been on-going for the past decade at least on the Dorrigo Plateau. This has been brought into focus by the latest minerals exploration licence application by Christopher Wilson Investments, involving two mining leases, totalling a massive 198 sq kms, one of which lies across the regional water supply catchment. The western extent of that lease, almost half of it, lies directly between the Nymboida and Little Nymboida Rivers, the two waterways that deliver all drinking water to the entire region (see approximate extent of the lease below).

COUNCIL MEETING - 24 NOVEMBER 2020



We understand that Council only learned of this licence application through Facebook, and that certain council officers are exceptionally concerned that the council was not officially consulted. Therefore, I was somewhat surprised to see your reported claim that the issue of the potential impacts of mining had not been raised with you.

The question we would ask is this: Does council propose to be more proactive on this issue, in the same way it has acted to oppose river diversion.

We acknowledge that these are ultimately a state government responsibility, and in the past our approaches to that body has always been answered by the, *"it's only exploration, just drilling a hole in the ground, there's no environmental threat at all"*, argument.

However, while this may be true, if a viable mineral resource was found, the company in question would have an expectation to be allowed to extract that resource. Frankly, it would not be fair, having allowed the exploration to take place, potentially at the cost of millions of dollars, for the government to reject that mining application. In the end, as with this week's ridiculous Santos decision at Narrabri, the mining will be approved with a range of conditions, which the government will then try to persuade us will ensure there will have no detrimental impacts on the environment.

As we see it, the mining leases need to be re-mapped across the whole of Australia to identify sensitive areas, drinking water catchments, heritage sites, and places of environmental and social significance, where mining simply should not occur, and declare them off-limits.

Therefore can you, inform us as to Council's policy, if any, in regard to these potential threats, and could the issue be raised within Council with a view to eliminating those threats?

Yours sincerely

John Edwards
Honorary Secretary

COUNCIL MEETING - 24 NOVEMBER 2020

lionsaustralia**Lions Club of Clarence – Environmental**

A Lions Club to highlight the importance of biodiversity in the Clarence
and work toward protecting threatened species.

President: Tim Watson
Secretary: Ant van Haren

Telephone: 0457451314
Postal: P.O. Box 544 Maclean 2463

Email: clarence@lionsdistrict201n1.org.au



26th Oct 2020

Ashley Lindsay
General Manager
Clarence Valley Council
Locked Bag 23, Grafton NSW 2460

Dear Mr Lindsay

I am writing to you and our Clarence Valley Councillors to raise our Club's concern at the current exploration and possible future mining operations in the Clarence Valley Catchment. We are the Lions Club of Clarence – Environmental, and our purpose is to protect our environment, focusing on the endangered flora and fauna of the Clarence Valley. We have, through grants given to us, restored burnt out areas from recent bushfires, with plantings and weeding. We are also providing nest boxes and assistance to owners of burnt out land, for birds and small mammals, and for Koala and emu food restoration.

We have become aware of renewed activity in exploration mining leases at Cangai, Mt Gilmore, Ewingar and on the Dorrig Plateau. We share the concern of other environmental and community groups that resultant mining could dramatically and irreversibly pollute the waters of the Mann, Orara, Nymboida and the Clarence Rivers. We believe that now is the time for the Council to take action supporting this community concern and oppose any mining or mining exploration in environmentally and culturally sensitive areas of the Clarence Valley Catchment.

Our Club raises the following concerns about mining in water catchments:

- History records many cases of where irresponsible mining practices have caused spills and accidents resulting in the irreversible contamination of water ways.
- Pollution is more significant in areas that are subject to intermittent high rainfalls (like the Clarence Valley)
- We are also still feeling the results of the recent water pollution from the bushfires
- The risk to our natural environment, and our agricultural, fisheries and tourism industries far outweighs any short term benefits of mining.
- The spiritual and cultural significance of country, including our waterways, to three our indigenous nations, Bundjalung, Gumbayngirr and Yaegl is another important reason to protect the Catchment area.

Council, as the responsible authority for our water supply, should have a profound interest in protecting this asset. The Clarence Valley Regional Economic Development Strategy 2018-2022 is dependent on the continued health of our rivers. We note the Council is considering its water conservation policy. Water supply and purity is critical for the health and wellbeing of all life in the Valley.

While mining issues are governed by State and Federal legislation, we respectfully suggest that Council should take the lead here and respond to the community's widespread concern regarding mining in the catchment and adopt a policy that supports these concerns

Yours faithfully

Ant Van Haren
Secretary, Lions Club of Clarence-Environmental
c.c. Ashley.Lindsay@clarence.nsw.gov.au
and All Clarence Valley Elected Councillors



Offon Photo

13th October 2020

Ashley Lindsay
General Manager
Clarence Valley Council
Grafton NSW 2460
Ashley.Lindsay@clarence.nsw.gov.au



Dear Mr Lindsay

I am writing to you on behalf of the members and supporters of the Clarence Catchment Alliance (CCA), and the thousands of ratepayers and visitors who have and are continuing to sign a petition opposing mining exploration in the Clarence Valley Catchment. At the time of writing this letter there are over 8,000 signatories to the CCA petition.

The CCA was formed in 2018 in response to the renewed activity in exploration mining leases at Cangai, Mt Gilmore, Ewingar and the Dorrigo Plateau. The decision to form an Alliance with other action groups arose from an overwhelming community concern about how mining, that may result from the current mining exploration, could dramatically and irreversibly damage the waters of the Clarence Valley Catchment, upon which our water supply is reliant.

We formally request Council to actively oppose any mining exploration in environmentally and culturally sensitive areas in the Clarence Valley Catchment. We ask that this matter is placed on the agenda for discussion at the Council's next meeting on the 27th October 2020 (or the November meeting if time does not permit in October) with a view to **adopting a motion to formally oppose any mining in the Clarence Valley Catchment.**

In support of this request we make the following points. We understand Council, through its elected and administrative officers, has a responsibility to protect our drinking and agricultural water system from any threat of contamination from any pollutants resulting from copper, gold, cobalt and any other mining that could eventuate from these leases. In addition to this, Council has a responsibility to the First Peoples of the region, the Bundjalung, Gumbayngirr and Yaegl Nations, to protect the spiritual and cultural significance of country, the rivers and the tributaries of the Clarence Valley.

"Council as a planning and consent authority and as a land manager is committed to working with Aboriginal custodians and native title holders within the LGA to protect places of cultural significance" (Clarence Valley Council, Aboriginal & Cultural Heritage & Native Title Policy, September 2018).

It is in light of all the above that we ask Council to act decisively and strongly to protect the Clarence Valley Catchment. Mining near a water catchment, especially in an area that experiences high rainfall and adverse weather events, poses an unacceptable risk to community, to culture, and to the agricultural, fisheries and tourism industries.

While mining issues are governed by State and Federal legislation, we look to Council to represent the community's widespread interest concern regarding mining in the catchment. As Council is the responsible authority for our water supply, Council must have a profound interest in protecting this asset. Furthermore, the Clarence Valley Regional Economic Development Strategy 2018-2022 is underpinned, contingent upon and dependent on the continued health of the Clarence River.

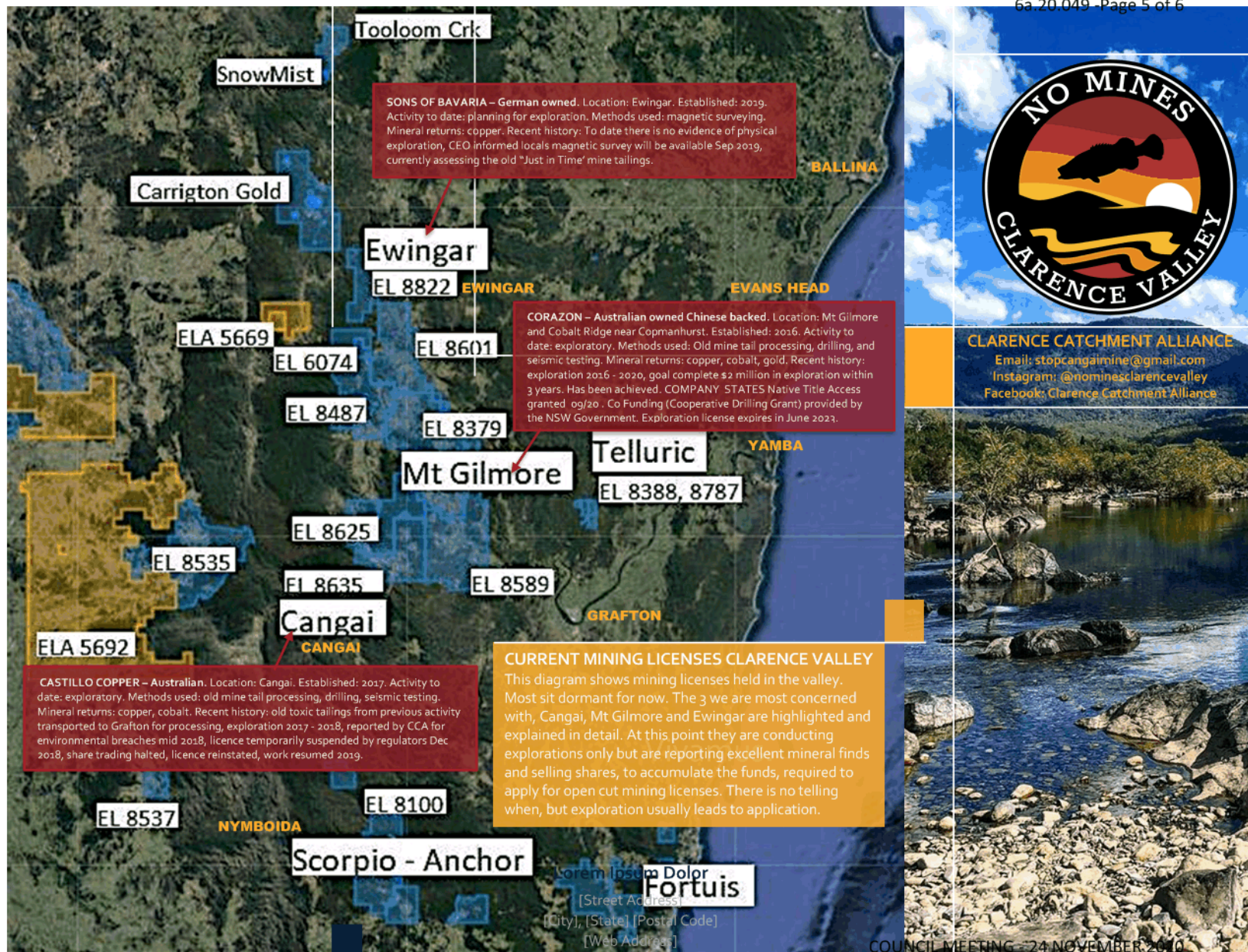
We would welcome the opportunity to have a face to face meeting with you to discuss in further detail our concerns.

Yours faithfully

Shae Fleming
on behalf of the Clarence Catchment Alliance

CLARENCE CATCHMENT ALLIANCE
PO Box 4089, Lawrence, NSW 2460
Email: stopcangaimine@gmail.com
Instagram: @nominesclarevalley
Facebook: Clarence Catchment Alliance

COUNCIL MEETING - 24 NOVEMBER 2020



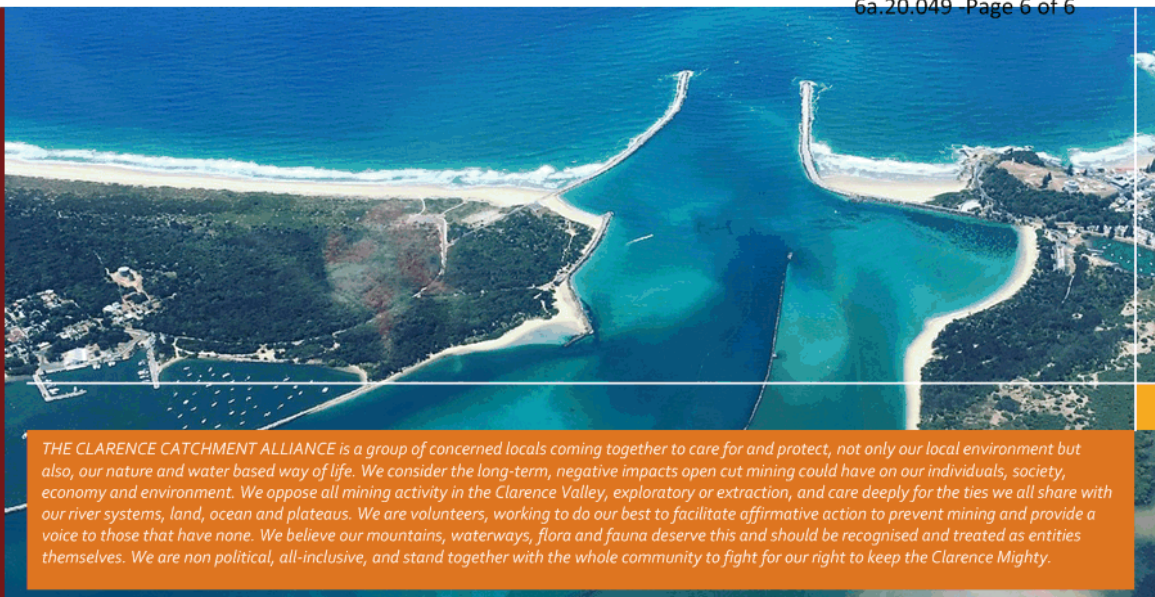
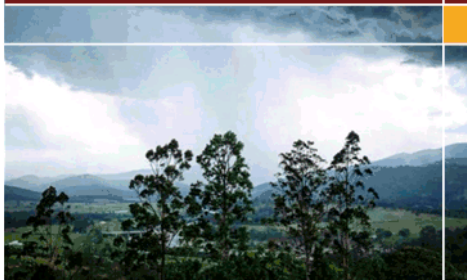
MINING IN THE CLARENCE VALLEY

Three companies are currently exploration mining in the Clarence Valley. Castillo Copper in Cangai is the most progressed. Corazon is on Mt Gilmore in Coombadjha and The Sons of Bavaria are in Ewingar. The term 'exploration' differs from site to site and is explained more on the diagram over.

The companies public reports state, that copper and cobalt finds are outstanding and shares are currently being sold to raise the capital required to apply for mining licenses. Sadly and ironically, these resources are in higher demand as the upcoming push for electric cars strengthens. Mining to save the planet. Crazy right!!

Before companies can officially mine though, they must apply for a license and prove that they meet environmental compliance regulations. We have no way of telling when they will apply but, we would hope that during this process, the ecological sensitivity, cultural significance, protected species and community opposition will ensure they are not granted. To assume this however is naive, given our current governments stance on the environment, on mining and on making dollars at the expense of our planet. Evidence from ADANI shows that not even the Barrier Reef or Native Title deters them from approving mines. Hence, we are very worried. What is of concern, is not only the fact that entire plateaus will be removed, and replaced with open cut mines, but also that the Clarence is a water catchment area with high rainfall.

Open cut mines, not only impact on flora and fauna on site, they are thirsty and need enormous amounts of water pumped from the river to assist processing. They also create acidic dust and left over toxic tailings that are stored in manmade dams forever. These dams are unstable, poorly prepared and once the mine has closed they are non-regulated. Water runs over these tailings and flows down into waterways bringing with it the acidic runoff.



THE CLARENCE CATCHMENT ALLIANCE is a group of concerned locals coming together to care for and protect, not only our local environment but also, our nature and water based way of life. We consider the long-term, negative impacts open cut mining could have on our individuals, society, economy and environment. We oppose all mining activity in the Clarence Valley, exploratory or extraction, and care deeply for the ties we all share with our river systems, land, ocean and plateaus. We are volunteers, working to do our best to facilitate affirmative action to prevent mining and provide a voice to those that have none. We believe our mountains, waterways, flora and fauna deserve this and should be recognised and treated as entities themselves. We are non political, all-inclusive, and stand together with the whole community to fight for our right to keep the Clarence Mighty.

In Cangai for instance, Castillo Copper has assured that there will be no damage caused, but we all know that water on a hill = runoff = polluted Mann River = flow on to the Clarence = flow out into the Pacific Ocean. Castillo have already had their license suspended in 2018 for environmental breaches after the CCA and CEC reported them. If they can't be trusted during 'exploration' how can we assume they will do the right thing with an open cut mine?

Once damage is done to waterways it is irreparable. Copper mining has an appalling record of waterway pollution around the world, even in Australia. Cases such as the Redbank copper mine, which poisoned Hanrahan's Creek, in the Northern Territory, and the contamination of waterways from the abandoned Mt Oxide mine at Camoweel near Mount Isa in Western Queensland, are just 2 notable examples. The latter disaster reportedly turned local waterways bright blue, and in September 2018 we learned, through the ABC's 7.30 Report, of a major pollution incident involving the 'moth-balled' Baal Gammon copper mine, south-west of Cairns, where toxic spillages have effectively rendered the previously pristine Walsh River and Jamie Creek, unusable.

The impact on our community's health, spiritual ties, way of life, tourism, leisure and business, which all revolve around our waterways, would be horrific if these mines are approved. We have no idea when they will apply for mining licenses but we have to be ready to stand up, and say no. We must ensure our right to respected cultural heritage, clean air and water, uncontaminated food sources, reputable prawn and fishing industries, tourism, fresh irrigation, drinkable water and pristine boating, fishing and surf spots remains.

As if the environmental impact isn't bad enough, the rivers and plateaus, amongst the mine sites, are the traditional lands of the Bundjalung, Gumbaynggirr and Yaegl people, and the Mann River is home to the endangered Eastern Fresh Water Cod.

If the mines are approved there is no guarantee that our waterways, flora and fauna, as well as our nature and water based way of life will be safe. BUT WE HAVE TIME TO ACT.

We would really love and appreciate your help in sending a strong message that this is not the place for open cut mining, and that our environment should not be a sad second to short term monetary reward. We are planning public rallies, events, meetings and campaigns for you to get involved in, but right now there are a few things you could do.

- Write to our local MP Christopher Gulaptis and express your opposition to mining. Instructions are on our social media pages.
- Sign the petition. Locations are on our social media pages.
- Collect petition signatures. Our government does not formally recognise online petitions so for our petition to be heard in parliament we need 10,000 handwritten signatures. The PDF can be found on our Facebook page under files.
- Post a picture of yourself signing the petition or holding a sign with the #nominesclarencevalley to socials to raise awareness.

We are also calling for new CCA members, so if you would like to join please email us.

Any assistance is truly appreciated and we thank you very much for your time and support. We know you are busy.

Clarence Catchment Alliance CCA



COUNCIL MEETING 24 NOVEMBER 2020

TRIM:



Community Engagement Policy

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

1. PURPOSE

The policy outlines Council's approach to engaging with our community and stakeholders, and provides guidance to Council and its employees in implementing Council led engagement activities.

2. APPLICATION

This policy applies to all Councillors, Council staff, contractors and consultants undertaking engagement on behalf of Council. The policy covers processes implemented by Council to facilitate and enhance the level of community participation and input to Council decision making.

3. POLICY INTENT

Effective community engagement is an integral part to developing Council plans, policies, and the provision of services and assets. This policy outlines the commitment, principles, and engagement frameworks and standards under which opportunities will be made available for the community to contribute to Councils decision making process. It underscores Councils commitment to involving the community in decisions which affect them and will seek broad and informed agreement to achieve the best possible solution for Council and the community. In doing so, the community will be kept informed throughout the consultation process and receive feedback that demonstrates how their input influenced the decision.

The desired outcome of this policy is that it will strengthen the trust between Council and the community and build confidence in Council's ability to plan and make decisions that will respond to the present and future needs of all constituents of the Local Government Area. In turn, community satisfaction will likely improve when engagement is timely, clear and open about its purpose.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

Community Strategic Plan 2017-2027

Leadership for the Region

Community Outcome 1 - The community is engaged and has access to local representation supporting strategies

- Develop and deliver an engagement strategy to ensure effective engagement with the community and provide opportunities for participation in decision making where appropriate
- Develop a community engagement strategy for a Special Rate Variation application to IPART, to help determine the rate in line with Council resources and viability
- Support elected representatives to engage with their community and provide a forum to share feedback they receive

- Promote a wide variety of engagement methods, with a mixture of traditional and online mediums, to ensure the whole community can easily share their opinion and participate in community engagement activities
- Provide opportunities for localised input and collaboration on local issues, while recognising existing, effective forms of public participation
- Go to people and make engagement accessible when seeking feedback on local issues

5. POLICY

Community engagement will be a driving force for Council's operations including corporate, strategic land use, financial planning and Council's day to day business activities. Council's approach to all community and stakeholder engagement activities is guided by the following set of principles:

- 1) **Right to be involved:** We believe our stakeholders have a right to be involved in decisions that affect them and we are genuine, responsive and transparent in seeking valuable input from the community and considering that input when decisions are made.
- 2) **Accessible and inclusive:** We are inclusive and accessible to all stakeholder groups, incorporating all ages, abilities, genders and cultural backgrounds. We provide a range of engagement activities to ensure that the broadest possible range of stakeholders have the opportunity to participate.
- 3) **Timely:** We respect people's time and provide sufficient timeframes for stakeholders to participate and provide input.
- 4) **Tailored:** We use a range of engagement and communication methods that suit the purpose of engagement and the range of stakeholders involved, including subsets of the community that may be difficult to reach.
- 5) **Transparent:** We make our decisions in an open and transparent way and provide feedback to our stakeholders to explain our decisions and how their input has influenced the outcome.
- 6) **Learning from practice:** We evaluate our engagement activities and are committed to continuous improvement.

6. STANDARDS

Engagement is multifaceted requiring a standard of consultation that appropriately responds to the nature, complexity and impact of the issue/s involved. Broad and effective community engagement is required to when decisions are being made or matters are being considered by Council. The level of community consultation will correspond to the potential level of community impact or concern and will be tailored to the nature, complexity and impact of the issue.

6.1 Engagement Standards:

Council attests that effective community engagement is built on openness, transparency, trust, and respect. Council's commitment to community engagement is underpinned by the following standards:

- Council will ensure that its engagement processes are appropriate, accessible, well-planned and adequately resourced.
- Engagement is undertaken as early in the process as reasonably practical to allow for effective community participation and a range of options and solutions to emerge and be considered.

- Council will endeavour to reach all groups, even if it may be difficult to reach every diverse community group, or that some groups will have limited access to Council or even choose not to engage.
- Council will have proper regard to the reasonable expectations of the community, to the costs and benefits of the engagement process, and to intergenerational equity.
- The level of community engagement undertaken will be appropriate to the nature, complexity and impact of the issue, plan, project, or strategy.
- That each engagement activity clearly provides:
 - well defined objective/s
 - supporting information that is factual, accessible and in plain language
 - reasonable timeframes and a range of ways to provide feedback
 - explanation of how the feedback will be used
- Council will review and analyse the feedback received from stakeholders through engagement activities and present the findings to Councilors to inform the decision making process.
- Council will report to the community on the engagement outcomes and how feedback was considered and/or incorporated into the final decision in a timely manner.
- Non-negotiable elements that are unable to be influenced by community and other stakeholders will be made clear to ensure the transparency of the process and assist in setting realistic expectations.
- Engagement will not occur in circumstances that relate to internal operational matters, confidential or commercial in confidence information, or when Council must make emergency or safety related decisions.
- Statutory engagement requirements are regarded by Council as a minimum. This policy encourages Council to engage the community in addition to statutory requirements.

6.2 Engagement Frameworks:

Council's approach to community engagement is based on the spectrum of engagement activities as advocated by the International Association for Public Participation (IAP2). This five point framework is outlined below:

1. **Inform** - to provide the public with balanced and objective information to assist them in understanding the problem, alternatives, benefits and/or solutions
2. **Consult** - to obtain public feedback on alternatives, projects and/or designs
3. **Involve** - to work directly with the public throughout the decision-making process to ensure that community concerns and aspirations are consistently understood and considered
4. **Collaborate** - to partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.
5. **Empower** - where Council and community work in partnership to implement action and build community capacity.

6. LEGISLATIVE REQUIREMENTS

The *Local Government Act 1993 (NSW)* and the *Environmental Planning and Assessment (EPA) Act 1979 (NSW)* are the two most critical pieces of legislation with regards to community engagement.

- *Local Government Act 1993 (NSW)*: Under section 402 of the Local Government Act 1993 (NSW) Council's must develop and implement a community engagement strategy, based on social justice principles as part of strategic planning process to ensure ongoing collaboration with communities is integral to Council's strategic planning and service delivery.
- *Environmental Planning and Assessment Act 1979 (NSW)*: The Environmental Planning and Assessment Act 1979 requires that Councils develop a Community Participation Plan (CPP) which outlines how and when they engage the community across their planning functions. Community participation plans can be incorporated into a Council's Community Engagement Policy and framework.

Council is committed to acting in accordance with other legislative obligations, including:

- *State Records Act 1998 (NSW)*
- *Privacy and Personal Information Protection Act 1998 (NSW)*
- *Government Information (Public Access) Act 2009 (NSW)*

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

Council reports by providing feedback to consultation outcomes to participants and summarises engagement activities in the Annual Report.

9. RESPONSIBLE OFFICER

The Manager Communications and Marketing is the Responsible Officer for the Policy and the Communications Unit will provide expert advice and support to Council officers in the delivery and evaluation of community engagement initiatives

10. ROLES AND RESPONSIBILITIES

Councillors, Directors and Managers must ensure that the principles and standards of engagement outlined in this policy are considered before the decision making process is undertaken.

Councillors

Councillors are the elected representatives of the community and engage in a range of ways to hear the views, concerns and aspirations of their constituents. This includes at community events and meetings, engagement activities, through committee and reference groups, at Council meetings and through individual contact.

Councillors may attend planned engagement activities on specific topics or decisions. At these community engagements the Councillors' role is to listen to community feedback so diverse views can be considered in decision making.

Council Staff

Council staff are responsible for providing clear and unbiased information to help the community understand a project or initiative, the ways they can have their say, and how the feedback received will be reported. Council staff will engage in a respectful and genuine way.

11. RELATED PROCEDURES & GUIDELINES

- Five point framework of engagement activities as advocated by the International Association for Public Participation (IAP2).
- Aboriginal Protocols (TRIM: AINT 2020 16359)

APPROVAL AND REVIEW		
Responsible Business Unit	Communications and Marketing	
Responsible Officer	Darren Schaefer	
Date/s adopted	Council Executive [updated by policy owner]	Council [DD Mmmm YYYY]
Date/s of previous adoptions	28 June 2017	
Date of next review	[Two years from last adoption]	
TRIM Reference		

TRIM: AINT/2020/36140



Library Collection Development Policy

ADOPTED BY COUNCIL:

1. PURPOSE

This Library Collection Development Policy documents the strategies for developing and managing the collection held in the Armidale Regional Council Libraries.

2. APPLICATION

This policy applies to all Library staff responsible for purchasing or adding resources to our library collection. This policy should be considered before any new acquisitions are made.

3. POLICY INTENT

To create opportunities for recreation, culture, information and lifelong learning, the Library aims to have a collection that:

- Provides a balanced range of resources that caters for its community and provides both popular, best selling material and enduring works.
- Is flexible to meet the changing needs of the community.
- Provides equitable and equal access to information for the whole community.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

In support of our community vision as expressed in the Community Strategic Plan 2017-2027 ("We want a harmonious region which celebrates the diversity and uniqueness of our communities, provides opportunities for all people to reach their potential, encourages engagement with our environment, cultures and lifestyles, while supporting growth, opportunity and innovation"), the Library will develop collections recognising these aspirations with organised access to wide-ranging resources.

5. POLICY

The majority of the Library Service collections are available for loan to all members of the community. There are collections that are only available for use in the library (for example, daily newspapers and reference resources) and others that can be accessed directly online anywhere in the world.

The Library Service borrows small collections of material in other languages from the State Library of New South Wales as borrowers request them.

5.1 Selection Responsibility

The Library Manager and Librarians are responsible for developing and managing the Armidale Regional Council Libraries collection. Resources are shared with other Australian Libraries through Inter-library Loan. Collections

of Large Print Books, Audio Books and online materials are co-operatively owned by and available to three other Library Services on the Northern Tablelands (Glen Innes Severn, Inverell and Tenterfield).

5.2 Customer Requests

Requests made by customers for materials not held in the collection are considered for purchase. Library staff members ensure that purchase of the item is the most appropriate option, after checking alternative titles in the collection, interlibrary loan, internet information or referral. The final decision on whether an item is purchased, is at the discretion of Library staff.

5.3 Selection Criteria

The criteria used when making selection decisions include: -

a. Subject Matter

The suitability of the item is considered in terms of the subject, style, accuracy and reading level of the material. Priority is given to material that is popular as well as being relevant to Australian lifestyles and trends.

b. Construction Quality

The item should be attractive, well made and durable. In addition:

- Books and periodicals are preferred with high quality print and paper.
- Audio-visual material is required to stand up to multiple uses and have clarity of sound and/or picture.

c. Potential Use

Library staff use their experience, knowledge and historical data to anticipate demand and identify potential turnover of new titles.

d. Relation to the Collection

Consideration is given to how an item will strengthen the Library's collection. For example: Filling a gap in the collection, complementing something that is already held or providing an alternative opinion. Consideration is also given to whether the materials are available elsewhere in the community.

e. Bibliographic Considerations

Library staff members take into consideration:

- Reputation of the publisher and/or author.
- Format of the publication.
- Reviews about the title.

f. Cost

Marketplace conditions help to identify acceptable price limitations for differing types of material. Individual purchasing decisions are made for items that exceed these.

g. Resources not collected

The following categories of material are not generally collected by the Library:

- Expensive or rare items inappropriate for a public library service.
- Ephemeral material of little value even in the short term.
- Items of inappropriate physical dimensions, e.g. extremely small, large or heavy.
- Old, out-of-date or fragile items – unless specifically acquired for the Local History collection.
- Material in languages not represented in the community.
- Items prohibited by law.
- Advertising material for commercial interests, e.g. store catalogues.

5.4 Gifts and Donations

The Library is pleased to accept gifts and donations but reserves the right to decline or redistribute them as appropriate if they do not meet the selection criteria.

5.5 Collection Evaluation

The Library will evaluate the effectiveness of the library collections through analysis of performance data and feedback from the users and staff. Annual data collection is undertaken to develop the collection appropriately. Statistics will include the following:

- Loans.
- Stock held.
- Age of collection.
- Turnover rate.
- Acquisition (growth).
- Development of core resources.

5.6 Collection Maintenance

Withdrawal of library material is undertaken as part of ongoing collection management to ensure that library collections are attractive, reliable and appropriate and that they reflect the changing needs and interests of our users. The material removed from the open shelves will no longer be relevant to the customers for a range of reasons:

- Obsolete and dated material with information that is misleading.
- Poor physical condition, damaged beyond repair.
- No longer in vogue or useful for today's needs.

5.7 Censorship

The Library supports the *Free Access to Information Statement* composed by the Australian Library and Information Association (<https://alia.org.au/about-alia/policies-standards-and-guidelines/statement-free-access-information>) and complies with the decisions made by the Australian Classification Board in regard to restrictions placed on access to publications.

6. LEGISLATIVE REQUIREMENTS

Nil

7. REVIEW

This Policy will be reviewed every four (4) years from the date of each adoption of the policy, or more frequently as required.

8. REPORTING

No reporting requirements.

9. RESPONSIBLE OFFICER

Coordinator Libraries, Museums and Visitor Information Centre will be responsible for: -

- Completing regular reviews of this policy to ensure it remains current and relevant.
- Communicating the required actions within this policy to the relevant staff.
- Monitoring collection development to ensure it is in line with this policy.

10. RELATED PROCEDURES

Nil

ATTACHMENT 1 – COLLECTION PURPOSE AND CONTENT**Adult Fiction****Purpose**

To provide access to a broad range of fiction books for recreational reading, to stimulate the imagination, to reflect society and to display a range of literary styles.

Content

This collection includes a wide range of current and popular fiction, as well as literary classics, works by new and local authors, award-winning titles, Australian fiction and translations of the works of major non-English speaking writers.

Audio Books**Purpose**

To provide a selection of library material for those who have difficulty in accessing print and for those who prefer this format.

Content

This collection includes both fiction and non-fiction for all interest and age levels. Priority is given to popular, unabridged titles that have been professionally produced.

Electronic Multimedia**Purpose**

To provide access to a range of electronic and multimedia resources which fulfil the informational, cultural and recreational needs of the community.

Content

These resources include access to the internet and databases. The internet is provided to enable access to current information in an electronic format and to facilitate electronic communication. Online access to databases is provided to meet and anticipate the needs of library customers for specialised, current and in-depth information.

Junior Fiction**Purpose**

To provide a broad range of fiction books that promote reading for pleasure, stimulate the imagination, reflect society and display a range of literary styles for children from 5 to 11 years of age.

Content

This collection includes popular, high-demand, high-interest and enduring works of fiction. It may include works with high illustration content and Australian books.

Large Print**Purpose**

To provide reading material in large type formats for users who prefer this format.

Content

The collection includes a wide range of fiction and popular non-fiction in both hard cover and paperback formats.

Local Studies**Purpose**

To provide access to material and information sources relating to the history of the Armidale Regional Council area. This may include local organisations, individuals or families.

Content

The emphasis of the collections is generally on published records and information of local value. Local Archives and Historical Societies have the much more intensive brief of supporting researchers and primary document collection.

Magazines, Journals & Newspapers

Purpose

To provide information which is of current interest.

Content

The collection includes publications that cover a range of subject material relevant to local needs.

Music

Purpose

To provide access to a selection of recorded music covering a variety of styles for all age ranges.

Content

This collection contains a range of recorded music including popular, contemporary, classical and indigenous music. This collection does not include sheet music, sets for performance, lyrics and scores. CD format is preferred in hard copy, and online access to streaming service adds greatly to the number and variety of tracks available.

Non Fiction

Purpose

To provide access to materials which fulfil the informational, recreational and cultural needs of the community and contribute to lifelong learning.

Content

This collection includes a selection of materials across a wide range of subjects and interest levels to reflect the diversity of interests and needs within the community. Priority is given to Australian content and interests. Specific collecting areas may be designated from time to time to ensure that the collection is up to date with contemporary issues.

Textbooks are included in the collection only when they are the most appropriate material available. Student workbooks are not normally purchased.

Picture Books

Purpose

To provide access to a broad range of books, primarily for younger children (reading age 0 – 8 years), which contain a low proportion of text and use illustration to convey most of the storyline.

Content

This collection includes stories, simple non-fiction titles and board books. Quality of illustration and appropriate use of text are factors in purchase decisions.

Reference Resources

Purpose

To provide access to up-to-date, relevant material to meet the information needs of all levels of the community.

Content

The collection includes encyclopaedias, dictionaries, yearbooks, handbooks, directories, biographical dictionaries, atlases, bibliographies, statistical material and indexes, available in both print and electronic format.

Video Recordings

Purpose

To provide a range of recreational and informational resources and a selection of library materials for those with a hearing disability and literacy needs.

APPROVAL AND REVIEW		
Responsible Business Unit	Organisational & Corporate Services	
Responsible Officer	Coordinator Libraries, Museums and Visitor Information Centre	
Date/s adopted	<i>Executive Management Committee</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	AINT/2020/36140	

TRIM: AINT/2020/36174



Library Community Information Display

ADOPTED BY COUNCIL: DATE

1. PURPOSE

To direct the management of community notice boards and public information display areas within Armidale Regional Council libraries.

2. APPLICATION

This policy applies to all Library staff that are approached by members of the public and asked to display public information within the library.

3. POLICY INTENT

To facilitate a free flow of information and ideas in the community by allowing community members and community groups use of public display spaces within Armidale Regional Council libraries.

To provide a community information service to support residents, workers, organisations and visitors to the Armidale Regional Council libraries.

To raise awareness of local services, programs, events, activities and facilities, and enable access by all members of the community.

To make use of pre-existing infrastructure and gathering points to strengthen the dissemination of community information.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

In support of our community vision as expressed in the Community Strategic Plan 2017-2027 – Community Outcome 4 – Services and Activities are provided for all ages and segments of our community to promote life-long learning, healthy living and community well-being.

The Library will facilitate the free flow of community information through this policy.

5. POLICY

The general principle of upholding intellectual freedom, by facilitating access to expressions of knowledge and intellectual activity, shall apply in Armidale Regional Libraries.

The display and distribution of leaflets and notices in the Library will be managed and maintained by Library staff. The materials will be monitored regularly to maintain neatness and relevance and removed as deemed appropriate by library staff.

Library staff reserves the right to refuse the display of any unacceptable material. Material may be deemed unacceptable if it: -

- Represents a breach of legislation
- Is discriminatory
- Includes any racial vilification
- Includes offensive language or content
- Is defamatory
- Is advertising a commercial venture or private business
- Is overtly religious or political in nature
- Is untidy
- Is no longer current or relevant

Exceptions may be made for information that is deemed to be of value to target groups, as identified in Council social and strategic plans, management plans and/or associated policies.

Priority will be given to services, events and information relating to the Armidale Regional Council Local Government area.

6. LEGISLATIVE REQUIREMENTS

Nil

7. REVIEW

This Policy will be reviewed every four (4) years from the date of each adoption of the policy, or more frequently as required.

8. REPORTING

Nil

9. RESPONSIBLE OFFICER

Coordinator Libraries, Museums and Visitor Information Centre.

10. ROLES AND RESPONSIBILITIES

All Library staff are responsible for adhering to the terms of policy in the management of public display spaces within the libraries.

11. RELATED PROCEDURES

Nil

APPROVAL AND REVIEW		
Responsible Business Unit	Organisation Services & Governance	
Responsible Officer	Coordinator Libraries, Museums and Visitor Information Centre	
Date/s adopted	<i>Executive Management Committee</i> [updated by policy owner]	<i>Council</i> [DD Mmmm YYYY]
Date/s of previous adoptions	[Dates of previous adoptions]	
Date of next review	[Four years from last adoption]	
TRIM Reference	AINT/2020/36174	

TRIM: AINT/2020/36188



Library Use and Code of Conduct

ADOPTED BY COUNCIL: DATE

1. PURPOSE

To ensure the safety and wellbeing of clients, visitors, staff and volunteers and to maintain the security of the collections, buildings and facilities.

2. APPLICATION

This policy supports the administration of the provisions of the *Library Regulation 2018 Part 3: Use of libraries and library materials*. In particular the policy provides guidelines to assist staff in implementing the provisions of the *Library Regulation 2018 Clause 17*, which concerns asking a person to leave the Library's premises. It includes periods of exclusion of a person, the delegations and the process to be followed.

3. POLICY INTENT

The main objectives of this policy are to:

1. To facilitate an atmosphere of enjoyment and relaxation within our libraries.
2. To empower library staff to enforce compliance with the Regulation and the Library Code of Conduct.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

In support of our community vision as expressed in the Community Strategic Plan 2017-2027 – Community Outcome 4 – Services and Activities are provided for all ages and segments of our community to promote life-long learning, healthy living and community well-being.

5. POLICY

The *Library Regulation 2018* gives all Library staff the authority to ask a person to comply with the Regulation, and to ask a person to leave the Library if the Regulation has been breached.

5.1 DIRECTING A PERSON TO LEAVE THE LIBRARY

The determination to ask a person to leave the Library will be based on judgement as to the nature and severity of the breach and the likelihood of the matter being resolved without any further breach occurring.

The primary purpose of directing a person to leave the Library is to ensure the safety and security of Library users, staff and volunteers, collections and facilities. The direction to leave may be for a cooling off period, and may not necessarily result in exclusion from the Library for a period other than for the cooling off period.

5.2 BREACH OF THE REGULATION

Delegated Library staff may issue a warning to a person at risk of being directed to leave the Library premises, or they may direct the person to leave. Library staff may allow the person to return to the Library premises after a cooling off period, the length of which is to be determined by Library staff.

5.3 NOTICE OF EXCLUSION

Where a person has been excluded from the Library for a breach of the Regulation, a written notice of exclusion, signed by the Coordinator of Libraries, Museums and Visitor Information Centre, will be delivered to the person, either by post or in person.

5.4 REVIEWS AND APPEALS

A person may seek a review of the period of exclusion by writing to the Coordinator Libraries, Museums and Visitor Information Centre who will determine whether the period of exclusion will be reduced, maintained or extended. This determination will be made by consideration of the available incident reports and records and any case put forward by the person seeking the review.

The Coordinator Libraries, Museums and Visitor Information Centre may delegate this review to a senior officer of Council. The reviewing officer will not be someone involved in the original decision to exclude the person.

5.5 PERIOD OF EXCLUSION

The maximum period for which a person may be excluded from the Library is for life.

The usual period of exclusion for a person asked to leave the Library will be two (2) months. The Library staff determining the exclusion will consider:

- the nature and severity of the breach; and/or
- whether the breach is a first or repeat occurrence.

Where the breach is a repeat occurrence and/or the nature and severity of the breach is deemed to warrant a longer period of exclusion, the period of exclusion may be up to one (1) year.

The Coordinator Libraries, Museums and Visitor Information Centre is delegated to determine a period of exclusion from Library premises for periods of up to one (1) year and to sign letters of exclusion for periods up to (1) year.

Where a person has been excluded for a period of one year, the exclusion may be reviewed and lifted if a delegated senior officer of Council not involved in the original decision is satisfied that such action is warranted.

A senior officer of Council may extend a period of exclusion for a further period or determine a period of exclusion up to the maximum period. Such determinations are made on a case by case basis, taking into account the nature and severity of the breach, the safety and security of staff and volunteers, Library users and visitors, the collections and/or facilities. This determination will take into account any incidents or written reports during the period of exclusion.

5.6 RECORD KEEPING

Full records of the incident must be kept in Council's electronic Records system.

6. LEGISLATIVE REQUIREMENTS

- *Library Act 1939*

- *Government Information (Public Access) Act 2009*
- *Health Records and Information Privacy Act 2002*
- *Privacy and Personal Information Protection Act 1998*
- *Work Health and Safety Act 2011*
- *Armidale Regional Council Code of Conduct*

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

Nil

9. RESPONSIBLE OFFICER

Coordinator Libraries, Museums and Visitor Information Centre.

10. ROLES AND RESPONSIBILITIES

All Library staff has authority to do the following: -

- Ask a person to leave the library if the Library Code of Conduct has been breached.
- Issue a warning to any person who has breached the Library Code of Conduct.

The Coordinator of Libraries, Museums and Visitor Information Centre is responsible for: -

- Administering this policy
- Issuing notices of exclusion as required
- Determining appropriate exclusion periods.
- Conducting reviews of exclusion periods.
- Referring matters to senior Council officers as required.

11. RELATED PROCEDURES

Nil

APPROVAL AND REVIEW		
Responsible Business Unit	Organisational and Corporate Services	
Responsible Officer	Coordinator Libraries, Museums and Visitor Information Centre	
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	AINT/2020/36188	

ATTACHMENT 1 – LIBRARY CODE OF CONDUCT



CODE OF CONDUCT FOR LIBRARY USERS

The Library is a place of enjoyment and relaxation for members of the public. In order to maintain this atmosphere, we ask that patrons observe these conditions while on the premises:

- 1) Refrain from behaviour or language that is harassing, disruptive or likely to offend other Library users or the Library staff.
- 2) Consider others and keep any noise at an acceptable level.
- 3) Refrain from the consumption of food and drink, unless it is in a part of the premises set aside for that purpose. All permitted food and drinks should have appropriate lids/covers.
- 4) Dispose of any rubbish in the bins provided.
- 5) Respect Library materials, furnishings and computer settings.
- 6) Provide appropriate supervision to any children in your care under the age of 10.
- 7) Smoking, vaping, using e-cigarettes or consuming alcohol in the library is not permitted.
- 8) Public Computers should not be used for accessing inappropriate websites.

FAILURE TO COMPLY WITH THESE CONDITIONS MAY RESULT IN SUSPENSION OF BORROWING PRIVILEGES AND/OR REMOVAL FROM THE LIBRARY PREMISES.

Library Users who are asked to leave the Library may be excluded from the Library for a period as determined by Armidale Regional Council.

These steps are available to Council under Division 3 of the Library Regulation 2010

Page 1 of 1

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E council@armidale.nsw.gov.au
W armidaleregional.nsw.gov.au
135 Rusden Street PO Box 75A Armidale NSW 2350
ABN 39 642 954 293

ATTACHMENT 2 – LIBRARY REGULATION 2018, PART 3 USE OF LIBRARIES AND LIBRARY MATERIAL

Part 3 Use of libraries and library material

9 Certain things must not be taken into a reading room

A person entering a library with any umbrella, bag, case or package, or any photographic or other equipment, must not take it beyond any vestibule of the library except with the consent of the governing body for the library.
Maximum penalty: 2 penalty units.

10 Reproduction of library material

(1) The governing body of a library may give notice to users of the library that certain library material of the library is unsuitable for reproduction.

(2) A person must not photograph, photocopy, trace or otherwise reproduce (whether by electronic or digital reproduction) any such library material.

Maximum penalty: 2 penalty units.

Note—

See the [Copyright Act 1968](#) of the Commonwealth for other restrictions on making copies of works (as defined in that Act).

11 Damaging library material or equipment

(1) A person must not damage, deface or improperly interfere with any library material of a library or any equipment provided by a library for the purposes of accessing library material.

Maximum penalty: 2 penalty units.

(2) For the avoidance of doubt, turning down the page of a book or otherwise causing any printed matter or the like to become creased is damaging library material.

12 Deliberate misplacing or hiding of library material

A person must not wilfully misplace or hide any library material, or any record of the library material, of any library.

Maximum penalty: 2 penalty units.

13 Noise

A person must not, by speech or otherwise, make any more noise in a library than is reasonably necessary for the use of the library.

Maximum penalty: 2 penalty units.

14 Proper use of a library

A person must not, without the consent of the governing body for the library, use a library for a purpose other than reading, consulting or borrowing the library material of the library or for any other library service or information service.

Maximum penalty: 2 penalty units.

15 Eating and drinking prohibited

A person must not eat or drink in a library otherwise than on those parts of the premises set aside for that purpose by the governing body for the library.

Maximum penalty: 2 penalty units.

16 Animals prohibited

(1) A person must not take an animal into a library or leave an animal in the library unless the person has the consent of the governing body for the library.

Maximum penalty: 2 penalty units.

(2) This clause does not prohibit a person with a disability from taking an assistance animal into a library.

(3) In this clause:

assistance animal means an animal referred to in section 9 of the *Disability Discrimination Act 1992* of the Commonwealth.

disability has the same meaning as in the *Disability Discrimination Act 1992* of the Commonwealth.

17 Library users may be directed to leave

(1) A library staff member may direct a person to leave the library and not re-enter the library for such period as the staff member directs, if the staff member is of the opinion that:

(a) the person has contravened any provision of this Part, or

(b) the person's condition, conduct, dress or manner is likely to give offence to any person in the library or to interfere with any other person's use of the library.

(2) A person to whom such a direction is given must comply with the direction.

Maximum penalty: 2 penalty units.

(3) The period for which a person may be excluded from a library by such a direction must not exceed the maximum period determined by the governing body of the library.



COMMUNITY WELLBEING COMMITTEE

Held on

Thursday, 29th April 2021, 3pm

at

Function Room

PRESENT: Cr Debora O'Brien (Chair), Cr Dorothy Robinson, Margaret Simms, Anne Rix, Jillian AWS (left meeting at 3.57pm), Robbie Passmore, Sarah Hunt.

IN ATTENDANCE: Darren Schaefer (ARC)

Meeting Minutes

Armidale Regional Council
Community Wellbeing Committee
Thursday, 29 April 2021

Page 2

1 Apologies

Cr Ian Tiley, Marie McKenzie, James Roncon

2 Confirmation of Previous Minutes

Minutes from meeting held 25 March 2021 were noted by the Committee.

3 Declarations of Interest

Nil

4 Business Arising

4.1 Terms Of Reference - Community Wellbeing Advisory Committee

The Committee noted a change to seven members that made up a chorus agreed. Given it was a Council election year and that the Council will go into "caretaker mode" from beginning August 2021, the committee agreed not focus on the Terms Of Reference at this late stage, preferring to identify three major priorities and make recommendations to Council on said priorities. Any information garnered from the interagency meetings should be kept brief and streamlined as much as possible at these Advisory Committee meetings.

In relation to meeting times, Sarah Hunt raised that these meeting times are often not suitable of work hours for some community services workers who work part time and some distance from ARC. While noting that these meetings are voluntary, it was requested that the Committee look into the possibility of video conferencing for next meeting.

ACTION: Investigate the possibility of using video conferencing for members who find it difficult to get to ARC.

4.2 Crime Prevention Plan

The Committee discussed the Crime Prevention Plan and Working Group and requested ARC to provide a status on each, noting that there may be legislative requirements around the delivery of the Crime Prevention Plan.

Cr O'Brien suggestion that the Working Group could undertake some research into the funding available for Justice Reinvestment. Cr O'Brien gave the group a brief update on Justice Reinvestment and noted that it was a big undertaking, however one worth due consideration for the Crime Prevention Plan.

It was noted that Chris Jorden from NSW Police gave a presentation to Council some time ago on the use of bollards. The group suggested that some of the information in the report would be useful to include in the Crime Prevention Plan.

RECOMMENDATION: That Council provide an update as to the status of the Crime Prevention Plan and Working Group.

Armidale Regional Council
Community Wellbeing Committee
Thursday, 29 April 2021

Page 3

RECOMMENDATION: ARC to provide an update as to the status of the bollards and Council actions undertaken to date.

4.3 Review Action Plan

The Community Wellbeing Advisory Committee reviewed the action plan in line with current issues and the Council's strategic planning documents. The Action Plan should influence the development of Council's 21/22 operational plan actions.

Rural Disadvantage Services:

Ann Rix reported on the achievements of the interagency groups to put together a Service Directory of all emergency services. It was noted by the group that this directory will require regular review with contact details of agencies changing often.

Aged Care:

The impact of the Royal Commission findings into Aged Care was discussed. Key findings from the Royal Commission were discussed, including the award increases for aged care workers. The group discussed what role Council had (if any) in advocating for change in this sector. It was noted that volunteers could provide extra resources in this sector, and the Volunteer Referral Service could be of some assistance. The discussion noted that Jane Davies (Coordinator Volunteer Referral Service at ARC) was a regular Wellbeing Committee attendee and could provide an update on her involvement next meeting.

ACTION: Loraine Cornell from the Boosting Local Care Worker Program to be invited to speak to the Advisory Committee on aged care when the Committee resumes after the next Council election.

ACTION: Jane Davies to attend and provide an update on the capacity of the volunteer network to assist the aged care sector next meeting.

NSW Inquiry into Rural Health

It was noted that there was a NSW Inquiry into Rural Health, and that submissions had closed. It was agreed that the inquiry is likely to be 'macro' in its findings, and that the LGA would benefit from identifying some of the key issues at the local level. This would be best done at the interagency meetings where members could prepare a (very) brief gap analysis of the top 3 key issues they each faced in the LGA. This could then be used in a letter or for Councillors to represent the community when addressing members conducting the Inquiry.

ACTION: That the above NSW Inquiry into Rural Health gap analysis initiative be tabled at the next Interagency meeting.

4.4 Womens March for Justice.

Cr O'Brien tabled a list of demands that she was provided by the organisers of the Womens March for Justice. The demands were aimed at the Federal and State Governments and came in response to the growing concern over the number of cases of domestic violence against women.

Armidale Regional Council
Community Wellbeing Committee
Thursday, 29 April 2021

Page 4

The group discussed the possibility of Council preparing a letter of support for the demands listed. They acknowledged that this would need to be endorsed by Council, and therefore voted unanimously to put the following recommendation to Council:

RECOMMENDATION: That Council recognise and endorse the demands in the March for Justice petition in a letter of support to State and Federal members.

The discussion continued to note that many groups, including the LGBTQ Committee are often subject to bullying and harassment. The group acknowledged that Council should demonstrate support for these events that occur around during the National Day Against Bullying. Council would support this by advocating and promoting attendance at these events.

RECOMENDATION: That Council investigate when the next National Day Against Bullying is and promote attendance at third party events on this day.

4.5 Homelessness

Cr O'Brien noted that she had seen CWAC member Marie McKenzie (Homes North) in the media speaking on the pending handover of Department of Family and Community Services housing stock to Homes North from July 1st, 2021.

Robbie Passmore noted that Homelessness is quite diverse and we should be discussing it in terms of:

1. Emergency Housing
2. Transitional Housing
3. Social and Community Housing
4. Rental Affordability

ACTION: Marie McKenzie to provide an update to the Committee around the pressures and perceived consequences of the transition.

Meeting closed 4.28pm

Next meeting: 3pm Thursday 27 May, 2021.

Adam Marshall, MP,

Member for Northern Tablelands, New South Wales.

The women of Armidale & surrounding communities within the Northern Tablelands electorate are writing to you to say:

'Enough is Enough!'

Today, Monday, March 15th 2021, women and allies have gathered in Armidale to make our voices heard and call on you, as our elected representative to act against gendered violence in Parliament, workplaces, families and communities.

We are outraged at the refusal of the federal government to properly and respectfully address the serious criminal allegations made against Attorney-General Christian Porter, and the shocking and harmful way in which the serious criminal allegations made by Ms Brittany Higgins have been responded to. These events have once again raised serious concerns about the treatment of women in our parliament, our workplaces, and our communities and culture misogyny and violence that underwrites them. This *must* end now. Enough is Enough!

Now is the time for deep, systematic change through all levels of government, to ensure a future in which *all* women are treated with the dignity and respect they should expect, as citizens of this Country.

We have also written to our federal member, Hon. Barnaby Joyce, MP to request his support at a federal level. Additionally, we request your support at the state level.

We demand:

- Increased funding and resources for regional frontline women's support services

including:

- the Women's Shelter Armidale
- counselling & support services for survivors of gendered violence
- crisis housing and housing affordability programs
- sexual, domestic and family violence services
- drug and alcohol rehabilitation services

- and all other services to support women at risk or women who are the victims of gendered violence in regional Australia.
- Increased funding for regional community safety programs (including the Armidale CBD and bike path lighting and CCTV camera projects) to make our communities safer for women, especially at night
- Improved training and resourcing of regional police officers to include trauma-sensitive handling of reports of rape, sexual assault, sexual harassment, domestic & family violence, and other forms of gendered violence, training that is based on world best practice
- Improved training and resourcing for regional police in dealing with women who have been subjected to trauma and/or are suffering from mental illness.
- Nationwide reform of the justice system to ensure reports of gendered violence are investigated fully and victims are able to receive justice. The current reporting and prosecution rates are entirely unacceptable.
- Increased funding and support for regional programs aiming to reduce gendered violence in our communities through education about the role of misogyny in our lives
- Improved education programs on consent throughout all levels of schooling, including tertiary education.
- Greater support for regional women entering politics, so that the needs of regional women can be better represented at all levels of government.
- Support for programs to empower regional women in business and leadership.

We also support the demands of the March4Justice petition delivered to federal Parliament House today and ask you to support these, where possible at a state level, as our elected representative:

Community Wellbeing Advisory Committee Priority Action List

Description of Priority Item	Priority Rating*	Community Groups/Services Involved	Proposed Action	To be considered by the Committee
CRIME PREVENTION				
Develop Crime Prevention Plan	Red	Council / Police	Council include Neighbourhood Watch program or Justice reinvestment. Create in conjunction with Police. Apply for Crime Prevention Funding upon completion of Plan	
Lighting of the cycle path	Red	Council/Police	Grant funding sought for upgrade	Check status of funding application.
Police numbers - too low (14 short for our district)	Green	Police/Councillors	Council to advocate for need of increased Police numbers. Advocate for increased Police visibility.	Notice of motion already carried through Council and on to Police Minister and Adam Marshall for action. Police association priority. Armidale doesn't currently have an active Youth Liaison Officer.
Need dedicated police numbers for monitoring of child sex offender register/monitor predators	Green	Police/Council/Committee Members	Ask Police for more information on how this is managed. As a group ask Police for more information, ask for more services.	Information on victims and how local services can help manage the social impact
YOUTH				
Youth Engagement	Yellow	Council/Youth Service Providers	Increase/continue Active Kids vouchers Committee to recommend and refer local services Encourage Youth Services to engage more often with local sporting groups.	Many programs are already provided. Participation numbers are low. Council's attempts at Youth engagement have been difficult.
Reduction of bullying	Red	Council/Schools/Service Providers	Celebrate/Support National Day Against Bullying across region.	
MENTAL HEALTH				
Community Mental Health	Red	ANC/Headspace/Mental Health Services/Schools/Council/Councillors	Visability of Services/ Education around what services are available Access to funding for counselling - lack of free services Advocate for face to face mental health support, incl. school counselling Creation of community hub in Armidale	Defunding of programs has left gaps. NDIS does not cover. Interpreting services needed for youth counselling services.
HOUSING				
Affordable Housing	Green		Council to advocate for Affordable Housing for the region.	
Direction/support of people from social housing	Yellow			Ongoing advocating role.
AGED				
Aged Care moving away from Not For Profits into Private Sector	Red	Councillors	Advocate for retention of Not For Profits	Advocate for retention of Not For Profits
EMPLOYMENT				
Decline in entry level employment opportunities	Yellow			
WHOLE COMMUNITY				
Rural Disadvantage	Red		Support local drought initiatives	
Develop Community Wellbeing Action Plan	Red			Principal role of Committee. To include measurable actions and proposed timeframes for achievement.
Create community directory	Red		Update details on ARC website and promote across region.	
DISABLED COMMUNITY				
Stress created by NDIS system negotiations/challenges	Yellow		Council support/recognition/advocacy	

* Red = Urgent Orange = Medium Green = Low

Community Wellbeing Advisory Committee - Terms of Reference

Name

The name of the Committee is the Community Wellbeing Advisory Committee.

Council Portfolio

Organisational Service Level – Customer and Community Services

Program – Community Services

Establishment

The committee is established under section 355 of the NSW Local Government Act 1993 which states:

A function of a council may, subject to this Chapter, be exercised: (b) by a committee of the council.

Term of the Committee

The committee will function until the next Armidale Regional Council election in September 2020.
The Council reserves the right to dissolve the committee at any time by a resolution of the Council.

Delegations

The committee has no specific delegations from the Council.

Financial Arrangements

Unless expressly resolved by Council, the committee has no powers to commit or expend any Council funds.

Purpose

Council recognises that the conditions in which people live, work, learn and play influences the wellbeing they can achieve. Improved wellbeing outcomes can be achieved, for example, through coordinated and strategic health planning, increased participation in sport, leisure and the arts, well-designed built and natural environments, effective community safety initiatives, expanded educational, employment and life-long learning opportunities, promoting healthy lifestyles, encouraging civic engagement and promoting improved living standards.

The core responsibilities of the committee are to:

- provide input into the strategic direction of the Armidale Regional Council;
- provide input to the Delivery Program Strategies (4 Year) and Operational Plan Actions (annual) aligned with the committee focus;
- consider the potential social, economic, environmental and financial impacts (sustainability) of the committee recommendations;
- engage the community and stakeholders on matters being considered by the committee;
- consider and advise the Council on any matter referred to the committee.

The primary responsibilities of the committee are to:

- make recommendations to Council, that if supported, would lead to improved community wellbeing and social inclusion outcomes and address factors causing social exclusion;
- analyse and interpret local evidence, health and wellbeing indicators, health status and demographics;
- assist in identifying existing or emerging health and wellbeing priorities for the community, with a focus on those more vulnerable people experiencing poor health;
- develop an annual Community Wellbeing Action Plan which includes health and wellbeing initiatives that are both measurable and achievable;
- develop a cross sectional partnership approach with community health providers, service providers and supporting agencies; and
- facilitate a collaborative health and wellbeing network.

Membership

The committee will be comprised of the following broad representation:

1. Councillors (3)
2. EACH (representing Youth) (1)
3. University of New England (1)
4. NSW Police (1)
5. Young People and Families (1)
6. Armidale Family Support Service (1)
7. Disability Advocacy NSW (2)
8. The Hub, Guyra (1)
9. Homes North (1)
10. SSI (Refugees) (1)
11. Backtrack Youthworks (1)
12. BEST Employment (2)
13. Department of Education (1)
14. Armidale Women's Homelessness Support Service (1)
15. Hunter New England Health (1)
16. Department of Family & Community Services (1)
17. Ministers Fraternal (1)
18. Armidale Regional Community Drug and Alcohol Team (CDAT) (1)
19. Armidale Regional Youth Advisory Committee (1)
20. Aboriginal Community Member/Organisation Representative (1)
21. Aged Care Service (1)
22. Local Mental Health Organisation (1)
23. Community Representative (1)
24. Armidale Neighbourhood Centre (1)

The Council may appoint additional community representatives where appropriate. It is anticipated that membership should be available to a broad range of social and community interests.

The Chief Executive Officer and other Council staff may attend committee meetings, on the invitation of the chairperson.

Chairperson

The Council will appoint a councillor as the chairperson of the committee.

Executive Officer

The Executive Officer will be the Service Leader directly responsible for the organisational program.

The responsibilities of the Executive Officer are to:

- provide executive support to the committee;
- prepare the meeting agenda and minutes;
- prepare a report to the council containing the minutes and, providing staff comment on the recommendations made by the committee;
- provide to the committee the outcome and resolutions of the Council regarding each recommendation; and
- prepare an Annual Report on the committee's activities.

Reporting

The committee will report to the Council.

Frequency of Meetings

The committee will meet at least quarterly, with capacity for additional meetings as needed.

Meeting schedules will be determined by the chairperson, in consultation with committee members.

Implementation Principles

- **Service:** maintain seamless service delivery to communities
- **Opportunity:** embrace opportunities to improve services and infrastructure for communities
- **Cohesion:** bring together and build on the strengths of strategies, structures, staff and systems
- **Engagement:** inform and involve communities, staff and other partners, in planning and implementing change
- **Integrity:** ensure ethical, open and accountable governance and administration
- **Respect:** value the knowledge and contributions of staff, communities and other partners

Organisational Principles

- **Governance:** focus on the corporate governance processes and internal support services of council as an organisation. Governance includes the internal structures, information systems and policies that ensure an efficient and effective operation while being open and transparent to all stakeholders.
- **Infrastructure:** focus on the physical assets under council's care and management, which are necessary for the effective functioning of the community. These assets include utility and transport services, as well as public buildings and recreational facilities.
- **Services:** focus on the programs within the council aimed at our local people and communities. It is about maintaining and where possible improving people's social, cultural and economic wellbeing, through programs which contribute to making our community a healthy and prosperous one, where people enjoy a sense of belonging and security. This principle is also concerned with the care and custodianship of the physical environment of our area, and interactions with the environment beyond our boundaries.

Code of Conduct

The Model Code of Conduct applies to the members of the committee.

Code of Meeting Practice

The Council's Code of Meeting Practice shall guide the meeting procedures of the committee.

Remuneration of Members

Members of the committee will not be remunerated for meeting attendance and no reimbursement of travel expenses will be payable, unless in special circumstances.

Media Liaison

All enquiries should be directed to the Media and Communication Team.

Meeting Protocol

Arrangements for meetings will be as follows:

- the agenda and supporting material will be circulated at least three (3) business days prior to a meeting;
- any supporting material or papers that are confidential will be clearly marked as such and remain confidential to members;
- any general business items tabled during meetings will be short, requiring no more than five (5) minutes' presentation or discussion;
- meetings will be run in a fair and independent manner and support open and constructive dialogue;
- minutes will be circulated within seven (7) days of each meeting;
- minutes of the meeting will be submitted to the Council as soon as possible after the meeting; and
- a quorum of members is required at all meetings and shall be 50% plus one of all voting members

Standard Agenda Items

Agendas will be determined by the Chairperson. As a minimum, agendas will include the following standard items:

- meeting open and apologies;
- confirmation of previous minutes and matters arising;
- declarations of interest;
- reports on priority actions;
- reports and advice on local views and emerging issues;
- specific items varying from meeting to meeting;
- review of relevant meeting actions or follow up requirements (action log); and
- formal close.



TRAFFIC ADVISORY COMMITTEE

Held on

Tuesday, 4 May 2021
10am

at

Electronic meeting

Committee Members:

Mr Ambrose Hallman (Manager Development and Regulatory Services)
Mr Hans Hietbrink (Rep. Member for Northern Tablelands)
Snr Sgt Paul Caldwell (NSW Police)
Mr Matt Hatton (TfNSW)

Council Staff:

Mr Ambrose Hallman (Manager Development and Regulatory Services)
Mr Graham Earl (ARC Technical Officer)
Ms Belinda Ackling (Minute Taker)
Mr Ian Chetcuti (Ranger)

Others:

Nil

MINUTES

1. Apologies / Leave Of Absence
2. Confirmation of Previous Minutes -

CONFIRMATION OF THE MINUTES OF THE TRAFFIC ADVISORY COMMITTEE MEETING HELD ON 6 APRIL 2021

The Traffic Advisory Committee Recommends:

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
Nil
4. Business Arising

4.1 Business Arising from the April Traffic Advisory Committee Meeting*Ref: AINT/2021/13384*

OFFICERS' REPORT:

That the Traffic Advisory Committee note the below recommendations from the previous meeting are yet to be actioned, endorsement by Council occurred at their meeting held 28th April.

- a. Note the Minutes of the Traffic Advisory Committee meeting held on 6th April 2021.
- b. Endorse the road closure of Faulkner Street between Kirkwood and Dumaresq Street during the Big Chill Beer & BBQ Festival from 12am Saturday 15 May until 10pm Sunday 16 May.
- c. Deny the request to consider a pedestrian crossing on Barney Street at the Faulkner Intersection, with the advice from TfNSW that there are crossings at the intersection with Barney and Marsh St at the lights and a pedestrian refuge at Barney, Dangar intersection, both within 200m of the requested location.
- d. Endorse the Police request to shift the 15 minute car parking space to the northern end of Faulkner Street grouping the existing police parking spaces together.
- d. Note that specified line marking requested for the Police parking in Faulkner Street will be at a cost to Police.

The Traffic Advisory Committee Noted the report:

That the Traffic Advisory Committee note the below recommendations from the previous meeting are yet to be actioned, endorsement by Council occurred at their meeting held 28th

April.

Noted

4.2 Request for parking bay for the University of the Third Age Armidale

Incorporated

Ref: AINT/2021/05037 (ARC16/0168-6)

OFFICERS' REPORT:

Council staff met with representative of the University of the Third Age Armidale to address a number of issues that have been provided in the attached. A number of issues were discussed including the disabled parking that was a concern. U3AA decided that they would discuss the options at a monthly committee meeting to discuss the options that would benefit the group best.

The Traffic Advisory Committee Recommends:

That Council approve one half hour parking space on Barney Street at the intersection with Markham Street to provide a safe place for elderly residents attending the U3AA facility who require time to unload and make drop offs.

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

5. Special Event Reports
Nil

6. Correspondence

1.1 Kempsey Road Load Limit Request

Ref: AINT/2021/12871 (ARC16/0168-6)

OFFICERS' REPORT:

That Council maintain the current 15 tone load limit on the Kempsey Armidale Rd.

The Traffic Advisory Committee Recommends:

That Council maintain the current 15 tone load limit on the Kempsey Armidale Rd.

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

6.1 For Information Only: Notice of Intention to Hold a Public Assembly*Ref: AINT/2021/13391*

OFFICERS' REPORT:

That Council note the information of 2 Notices of Intentions to hold a public assembly that have been provided by Police. Both events will be on the footpath and will not interfere with traffic, both events have been endorsed by Police and reminded of COVID19 health restrictions and social distancing requirements.

That Council note:

- a. The annual Reconciliation Bridge Walk to promote Aboriginal – Non Aboriginal harmony walk, as part of Reconciliation Week occurring 30th May 2021 in Curtis Park.
- b. School Strike 4 Climate Change occurring 21 May in Curtis Park.

The Traffic Advisory Committee Recommends:

That Council note the information of 2 Notices of Intentions to hold a public assembly that have been provided by Police. Both events will be on the footpath and will not interfere with traffic, both events have been endorsed by Police and reminded of COVID19 health restrictions and social distancing requirements.

That Council note:

- a. The annual Reconciliation Bridge Walk to promote Aboriginal – Non Aboriginal harmony walk, as part of Reconciliation Week occurring 30th May 2021 in Curtis Park.
- b. School Strike 4 Climate Change occurring 21 May in Curtis Park.

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

7. General Business

Nil

There being no further business the Chairman declared the meeting closed at Tuesday 4th May



BUSINESS PAPER

TRAFFIC ADVISORY COMMITTEE

To be held on

Tuesday, 4 May 2021
10am

at

Function Room

Committee Members:

Mr Hans Hietbrink (Rep. Member for Northern Tablelands)
Snr Sgt Paul Caldwell (NSW Police)
Mr Stefan Wielebinski (TfNSW)

Council Staff:

Mr Ambrose Hallman (Manager Development and Regulatory Services)
Mr Graham Earl (ARC Technical Officer)
Ms Belinda Ackling (Minute Taker)
Mr Ian Chetcuti (Ranger)

Others:

Nil

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.

INDEX

1	Apologies / Leave of Absence	
2	Confirmation of Previous Minutes <i>Traffic Advisory Committee - 6 April 2021</i>	
3	Declarations of Interest	
4	Business Arising	
4.1	Business Arising from the April Traffic Advisory Committee Meeting	4
4.2	Request for parking bay for the University of the Third Age Armidale Incorporated	5
5	Special Event Reports	
	Nil	
6	Correspondence	
6.1	For Informaiton Only: Notice of Intention to Hold a Public Assembly	14
7	General Business	

Item: 4.1 **Ref:** AINT/2021/13384
Title: Business Arising from the April Traffic Advisory Committee Meeting
Container: ARC16/0168-6
Author: Belinda Ackling, Personal Assistant
Attachments: Nil

1. Purpose

That the Committee note the actions from the previous meeting

2. OFFICERS' RECOMMENDATION:

That the Traffic Advisory Committee note the below recommendations from the previous meeting are yet to be actioned, endorsed by Council occurred at their meeting held 28th April.

- a. Note the Minutes of the Traffic Advisory Committee meeting held on 6th April 2021.
- b. Endorse the road closure of Faulkner Street between Kirkwood and Dumaresq Street during the Big Chill Beer & BBQ Festival from 12am Saturday 15 May until 10pm Sunday 16 May.
- c. Deny the request to consider a pedestrian crossing on Barney Street at the Faulkner Intersection, with the advice from TfNSW that there are crossings at the intersection with Barney and Marsh St at the lights and a pedestrian refuge at Barney, Dangar intersection, both within 200m of the requested location.
- d. Endorse the Police request to shift the 15 minute car parking space to the northern end of Faulkner Street grouping the existing police parking spaces together.
- d. Note that specified line marking requested for the Police parking in Faulkner Street will be at a cost to Police.

Item:	4.2	Ref: AINT/2021/05037
Title:	Request for parking bay for the University of the Third Age Armidale Incorporated	Container: ARC16/0168-6
Author:	Belinda Ackling, Personal Assistant	
Attachments:	1. University of the Third Age Armidale - R~redistribution of funds from can(2) 2. Parking Bay University of the Third Age	

1. Purpose

To provide a safe place for elderly residents attending the facility who require time to unload and make drop offs.

2. OFFICERS' RECOMMENDATION:

That Council approve one half hour parking space on Barney Street at the intersection with Markham Street to provide a safe place for elderly residents attending the U3AA facility who require to time to unload and make drop offs.

3. Background

Council staff met with representative of the University of the Third Age Armidale to address a number of issues that have provided in the attached. A number of issues were discussed including the disabled parking that was a concern. U3AA decided that they would discuss the options at a monthly committee meeting to discuss the options that would benefit the group best.

4. Discussion

Council walked around the area and discussed a number of options for U3AA to further discussion with the U3AA committee, Council received a request that a 15 minute parking space be installed to help those attending the centre.

5. Implications

5.1. Strategic and Policy Implications

The recommendation is in line with the Operational Plan to:

E4.1 Maintain safe and effective traffic facilities on the road network

E4.1.27 Traffic and transport assistance

5.2. Risk

- The installation of 1 parking space will help to provide a safe close parking space for elderly attending the courses and unloading heavy items reducing the risk of injury.

5.3. Sustainability

- Promoting more efficient and improved service delivery through collaboration and communication with the community.

5.4. Financial

Budget Area:	Traffic Faculties Budget						
Funding Source:	Nil						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
	Installation of signage	Traffic Faculties Budget			\$150	\$150	

- This will include the installation of 2 signs and posts

6. Consultation and Communication

Council walked around the area and discussed a number of options for the incorporation U3AA after further discussion with the U3AA committee Council received the request that a 15 minute parking space be installed to help those attending the centre.

7. Conclusion

While the U3AA did recognise that the requested timed parking space would still be available for use by the Committee they felt it would be of more benefit the organisation more often than not. Council no longer supports 15 minute parking spaces, there for a 30 minute parking space is being recommended.



ABN: 69 322 643 066

University of the Third Age Armidale Incorporated

166 Barney Street, ARMIDALE NSW 2350

PO Box 1440, ARMIDALE NSW 2350

Phone: (02) 6772 2752

Email: u3aa@inet.net.au

Web: www.u3aa.net.au

ARC

30 NOV 2020

RECEIVED

30 November 2020

Armidale Regional Council
 ATTN: Interim Administrator, Mr V May
 135 Rusden Street
 Armidale NSW 2350

Re: That the University of the Third Age Armidale (U3AA) be considered in the potential redistribution of funds from the recently announced cancellation of the Hydrotherapy pool project.

Purpose of this application:

This application is submitted for consideration that the University of the Third Age Armidale (U3AA) premises at the corner of Markham and Barney Streets Armidale be allocated funds from the recently announced cancellation of the Hydrotherapy pool project.

This application is submitted to Armidale Regional Council (ARC) so that an evaluation can be undertaken by ARC with full knowledge of the U3AA activities, client base, financial constraints and risk assessment.

Introduction: U3AA and ASCA House, Armidale

U3AA is a purely volunteer Incorporated Association and Registered Charity servicing the pensioners and self-funded retirees of Armidale. It has been operating since 1992 in Armidale under that business model. For the past nine years it has had an annual membership of between 600 and 650 members. As a purely volunteer organisation it has some 70 volunteers and has a *Management Committee* to evaluate and recommend various activities including:

- providing in the order of 60 courses and activities (most of them weekly);
- serving on the U3AA management committee;
- staffing the office; and
- managing the gardens.

There are no paid employees and U3AA receives no continuing government funding.

U3AA has owned the premises at 166 Barney Street, Armidale since March 2010 when it merged with Armidale Senior Citizens Association and took over ownership of the premises. U3AA encourages the retired community in Armidale to join and enjoy the range of courses and activities available, as well as the social inclusion, camaraderie and friendship of joining in with many like-minded individuals in educational, cultural, arts, crafts, health, fitness, social and outdoor activities and courses.

The U3AA Management Committee has very recently authorised a Working Party to prepare a list of major and minor works required to meet various statutory obligations. The majority of the works are the financial responsibility of U3AA and to this end, an action plan has been developed to facilitate access to various financial grants that become available from time to time. See **attachment 1** for details of the proposed minor works.

This process includes but is not limited to, the scope of works, applications for DA where required, obtaining quotes, etc. This list was recently considered by the U3AA Management Committee and priorities were set for the many works necessary to bring the premises to a compliant and safe standard and to renovate the premises to provide a comfortable and safe environment for members to attend the activities and courses provided for them.

You will note a separate item has been identified covering 'issues with parking and pedestrian safety' - **Priority 6 of Attachment 1 (Item1 -Compliant Disabled Access)**, which has been isolated from the minor works to be financed by U3AA as the issues raised are on ARC property. These are being referred to the Traffic Management Committee in a separate application.

-2 -

Application for attention of the Traffic management Committee

The following is an extract from an application being delivered to ARC for the attention of the Traffic Management Committee on Monday morning 30th November which is self explanatory.

"The provision of additional compliant disabled parking bays is an issue regularly raised by the members of U3AA. The U3A premises are serviced with two existing parking bays identified by signage as disabled parking. It is the considered opinion of the Management Committee that the subject bays are not compliant with the disabled parking criteria. The issue of the 2 only, non compliant existing disabled parking bays for the large number of daily occupants with mobility issues was considered on a risk evaluation model as being a high priority.

Additional street parking is available in both Markham and Barney Streets. Some marked parking bays have been provided Barney Street west of Markham street and have proved to be a boon in maximising the use of available parking space. Parking in Markham Street is a "free for all" and often not efficiently used. It is the considered opinion of the Management Committee that the marked parking bays would increase the efficient use of available parking space.

There are blind gutter crossings in the vicinity of U3AA's premises which again, decrease the efficient use of available parking space. It is the considered opinion of the Management Committee that removal of these unnecessary crossings would further increase the efficient use of available parking space.

Near the corner of Markham Street and Butler Avenue a large section of the kerb and guttering has been uplifted by possibly tree roots and earth movement. This creates both a tyre and tripping hazard when parking or walking in the area. It is the considered opinion of the Management Committee that urgent repair of this area is necessary to remove the hazards.

The speed at which traffic moves out of the roundabout at the intersection of Barney and Markham Streets, south into Markham Street or west into Barney Street is often mentioned by our members and being "alarming" or "scary". I have observed cars having to suddenly brake as they come out of the corner because one of our less agile members is moving slowly (but at their maximum pace) across the road. The Management Committee respectfully asks if it is possible to put traffic calming devices at the roundabout as a pedestrian safety measure.

Current situation

U3AA understands that:

- ARC does not have a current plan to address any additional disabled parking for U3AA;*
- an application to the ARC Traffic Management Committee is the appropriate mechanism to address the potential improvements to disabled parking for U3AA; and*
- the next Traffic Management Committee meeting is scheduled for 8th December 2020.*

This Application

U3AA requests that:

- this application be included on the Agenda of the Traffic Management Committee meeting scheduled for 8th December 2020 and referred as appropriate;*
- representative[s] from U3AA be allowed to attend the meeting during the discussion on this application and be given to opportunity to address the Traffic Management Committee;*
- an on-site inspection be conducted at the U3AA premises by nominated members of the Traffic Management Committee; and*
- U3AA be continually appraised of the progress of this application."*

-3 -

This Application

U3AA requests that you:

- review the above submission;
- consult with the State and Federal local members;
- support the U3AA Application to the Traffic management Committee; and
- consider the merit of the U3AA request for consideration of partial reallocation of funds from the Hydrotherapy pool project and support the request.



Doug Crocker, OAM
Secretary
University of Third Age Armidale Incorporated

ATTACHMENT 1 - PROPOSED WORKS

Priority	Task
1	<p>2 Compliant Disabled Toilet Prepare documentation for a compliant disabled access toilet. Comment <i>This major project requires resources from U3AA</i> <i>Development Application required by ARC</i></p>
	<p>3 Complete renovations to existing Toilets Finish existing toilets renovation – water efficient urinals and hand washing facilities (including push button, time flow taps); timed hot water, hygienic automatic hand dryers; retiling and painting. Comment <i>This major project requires resources from U3A</i> <i>Development Application required by ARC</i></p>
	<p>7 Complete renovations to existing Kitchen Finish kitchen renovation – plastering, painting, floor coverings, instant boiling water system or urn and exhaust fan on stove hood. Comment <i>This major project requires resources from U3A</i> <i>Development Application required by ARC</i></p>
	<p>11 Storage Install built-in storage cupboards in 1 large lecture room and 1 smaller activity room. Comment <i>This minor project requires resources from U3AA</i></p>
2	<p>4 Air-conditioning Ducted air-conditioning to provide efficient heating and cooling to all areas of the building. Comment <i>This major project requires resources from U3AA</i> <i>Development Application MAY BE required by ARC</i></p>
3	<p>5 Lighting Lighting needs to be upgraded to modern fluorescent lights throughout the "old" part of the building. Improved modern, efficient lighting in 1 large lecture room, 1 smaller activity room, hallway, office, storeroom and toilets. Comment <i>This major project requires resources from U3AA</i></p>

Priority	Task
4	<p>6 Floor coverings New floor coverings in 1 large lecture room, 2 smaller activity rooms, hallway, office, kitchen and storeroom. Comment This major project requires resources from U3AA <i>Heritage Minor Works Application MAY BE required by ARC</i></p>
	<p>8 Power points Additional power points in 1 large lecture room and storeroom. Comment This minor project requires resources from U3AA</p>
	<p>9 Indoor Painting and Repairs Repair and paint (walls and ceilings, doors and trims, hallway, office and storeroom). Comment This major project requires resources from U3AA <i>Heritage Minor Works Application MAY BE required by ARC</i></p>
	<p>10 Sound System Install a hearing loop in 1 large lecture room. Comment This major project requires resources from U3AA</p>
5	<p>12 Water Tanks Install water harvesting and distribution equipment and connect to toilets and garden watering system. Comment This major project requires resources from U3AA <i>Development Application required by ARC</i></p>
	<p>13 Yard Replace garden retaining walls where necessary. Replace East side fencing. Comment This major project requires resources from U3AA</p>

Priority	Task
6	<p>1 Compliant Disabled Access to premises</p> <p>Top priority [as identified by the Heritage Consultants Disabled Access/Egress Report] — Improving both vehicle and ambulant safety on entry and exit by:</p> <ul style="list-style-type: none"> • installing a concrete driveway and internal turn-round, drop-off area with improved safer gutter crossing for pedestrians and carers' vehicles; • removal of "blind" gutter crossings and pedestrian safety crossings; • provision of compliant designated disabled parking bays and additional bays in Markham Street, Barney Street or both. <p>Comment <i>This major project requires resources from <u>both</u> University of the Third Age Armidale Inc (3AAA) and the Armidale Regional Council (ARC) Development Application required by ARC</i></p>
7	<p>14 Heritage values</p> <p>The building is described in the local heritage register as retaining some architectural interest despite some unsympathetic alteration and loss of fabric. Restoration would require consultation with a heritage advisor and the local council and include some alterations and restoration of exterior details as well as the replacement of two missing verandas. Priorities would be determined in conjunction with advice from the heritage advisor and the local council. Implementation can be prioritised and staged.</p>



Item: 6.1 **Ref:** AINT/2021/13391
Title: For Information Only: Notice of Intention to Hold a Public Assembly
Container: ARC16/0168-6
Author: Belinda Ackling, Personal Assistant
Attachments: 1. Reconciliation Week
2. School Strike 4 Climate Change

1. Purpose

The purpose of this report is to provide the Committee with the information of 2 Notices of Intentions to hold a public assembly that have been provided by Police.

2. OFFICERS' RECOMMENDATION:

That Council note the information of 2 Notices of Intentions to hold a public assembly that have been provided by Police. Both events will be on the footpath and will not interfere with traffic, both events have been endorsed by Police and reminded of COVID19 health restrictions and social distancing requirements.

That Council note:

- a. The annual Reconciliation Bridge Walk to promote Aboriginal – Non Aboriginal harmony walk, as part of Reconciliation Week occurring 30th May 2021 in Curtis Park.
- b. School Strike 4 Climate Change occurring 21 May in Curtis Park.

NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY

Summary Offences Act 1988

To the Commissioner of Police

1 I, Jeff Siegel
Name
 of 414 Dumaresq Dam Rd.
Address
 on behalf of Armidale ANTaR
Organisation
 notify the Commissioner of Police that on the 30th
Day
 of May, 2021
Month/Year

it is intended to hold:

either:

(a) a public assembly, not being a procession, of approximately

200
Number.....persons which will assemble

at Curtis Park
Place

at approximate 1145
Time.....am/pm

and disperse at approximately 200
Time.....am/pm

or and

(b) a public assembly, being a procession of approximately 200
Number

persons which will assemble at Curtis Park
Place

at approximately 1145
Time.....am/pm

and at approximately 1200 am/pm the procession will

commence and shall proceed across Stephens Bridge,

westerly along Dumaresq Creek, across the

footbridge, easterly along the creek back to Curtis Park.

Specify route, any stopping places and the approximate duration of any stop: and the approximate time of termination. A diagram may be attached.

2 The purpose of the proposed assembly is the annual
Reconciliation Bridge Walk to promote Aboriginal -
non-Aboriginal harmony as part of Reconciliation week.
State purpose

3 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) There will be 0 (number) of vehicles and/or* floats involved and their type and dimensions are as follows:

* (ii) There will be 1-5 (number) of bands, musicians, entertainers etc entertaining or addressing the assembly

* (iii) The following number and type of animals will be involved in the assembly

0

* (iv) Other special characteristics of the proposed assembly are as follows:

4 I take responsibility for organising and conducting the proposed public assembly.

5 Notices for the purposes of the *Summary Offences Act 1988* may be served on me at the following:

Address: PO Box 4243
University of New England
Armidale NSW Post Code 2351

Telephone: 0434 146 856

Signed: [Signature]

Capacity/Title Co-organiser

Date 9/4/21

* Delete as applicable

NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY

Summary Offences Act 1988

To the Commissioner of Police

1 I, Arlie Bragg
Name
 of Wattle Park, 1618 Bundarra Rd, Invergowrie, 2350, NSW
Address
 on behalf of School Strike 4 Climate
Organisation
 notify the Commissioner of Police that on the 21st
Day
 of May 2021
Month/Year

it is intended to hold:

either:

(a) a public assembly, not being a procession, of approximately

.....persons which will assemble
Number

at
Place

at approximateam/pm
Time

and disperse at approximatelyam/pm
Time

or

(b) a public assembly, being a procession of approximately 250 (socially distanced)
Number

persons which will assemble at Curtis Park
Place

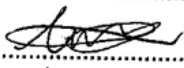
at approximately 9:30
Time am/pm

and at approximately 10:45
Time am/pm the procession will

commence and shall proceed from Curtis Park to the Armidale

Post Office via the Services club, cinema, centro and
up West Beaudy Street mall to the Post office. To end at 12:00pm.

Specify route, any stopping places and the approximate duration of any stop: and the approximate time of termination. A diagram may be attached.

- 2 The purpose of the proposed assembly is a student
Strike for the climate and environment
- State purpose
- 3 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) There will be (number) of vehicles and/or* floats involved and their type and dimensions are as follows:
- n/a
- * (ii) There will be 6 (number) of bands, musicians, entertainers etc entertaining or addressing the assembly
- * (iii) The following number and type of animals will be involved in the assembly
- n/a
- * (iv) Other special characteristics of the proposed assembly are as follows:
- n/a
- 4 I take responsibility for organising and conducting the proposed public assembly.
- 5 Notices for the purposes of the *Summary Offences Act 1988* may be served on me at the following:
- Address: "Wattle Park"
1618 Bundarra Rd
Invergowrie NSW Post Code 2350
- Telephone: 0422 210 553
- Signed: 
- Capacity/Title: Miss
- Date: 14/4/2021

* Delete as applicable



LATE ITEMS BUSINESS PAPER

TRAFFIC ADVISORY COMMITTEE

To be held on

Tuesday, 4 May 2021
10am

at

Function Room

Committee Members:

Mr Hans Hietbrink (Rep. Member for Northern Tablelands)
Snr Sgt Paul Caldwell (NSW Police)
Mr Matt Hatton (TfNSW)

Council Staff:

Mr Ambrose Hallman (Manager Development and Regulatory Services)
Mr Graham Earl (ARC Technical Officer)
Ms Belinda Ackling (Minute Taker)
Mr Ian Chetcuti (Ranger)

Others:

Nil

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.

INDEX

1 Correspondence

1.1 Kempsey Road Load Limit Request..... Error! Bookmark not defined.

Item:	1.1	Ref: AINT/2021/12871
Title:	Kempsey Road Load Limit Request	Container: ARC16/0168-6
Responsible Officer	Director Businesses and Services	
Author:	Belinda Ackling, Personal Assistant	
Attachments:	Nil	

1. Purpose

To re-determine the maximum load limit for Kempsey Armidale Rd between chainage 23 to the council boundary. Possibly lifting the limit from 15 tonne to 40 tonne.

2. OFFICERS' RECOMMENDATION:

That Council maintain the current 15 tone load limit on the Kempsey Armidale Rd.

3. Background

Post storm event AGRN898 Kempsey Armidale Rd load limit was reduced to 4.3 tonne. A road stability assessment was undertaken and a report issued to council including actions to be undertaken that would enable the road load limit to be lifted to 12 tonne.

These actions were implemented and subsequently the road load limit was able to be lifted to 15 tonne. A resident has now asked for a 40 tonne load limit on a 6km stretch of the road so they can undertake their usual business in a more efficient way.

4. Discussion

In response to the requested load limit, the road condition remains unsuitable for a further increase in load limit. There are numerous down slope failures which have not yet been repaired and these would require geotechnical investigations to determine current carrying capacity. The risk of failure is obviously increased by the size and number of heavy vehicles using the road. Therefore it is not recommended to increase the load limit from 15 tonne to 40 tonne.

5. Implications

5.1. Strategic and Policy Implications

E3.1 Partner with all levels of government to support the provision of essential infrastructure and improvements to Council assets for the benefit 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.

NSW Legislation Roads Act 1993 No 33- 115 Roads authority may regulate traffic in connection with road work.

5.2. Risk

- Lifting the current load limit will potentially increase further pavement and slope instability and damage at a further cost to Council outside current disaster recovery funding.
- Raising the load limit without in-depth geotechnical assessment may lead to an unsafe situation for the public. There is potential for a downgrade in load limit should a detailed assessment be undertaken.
- The Kempsey Road community are currently able maintain their current business requirements within the current limit.
- Maintaining the load limit is in line with NSW Legislation Roads Act 1993 No 33-115 Roads authority may regulate traffic in connection with road work.
- Maintaining safety for contractors, council staff and the public.

5.3. Sustainability

- The Kempsey Road is currently a financial burden on Council and resources, Council together with TfNSW are trying to repair the road to pre disaster condition, under disaster funding.
- Increasing the load limit will potentially increase future pavement and slope failure extending the length of time for the current load limit and works required.
- Maintaining the current load limit will help maintain the stability of the works being undertaken creating efficiencies in the long term.
- Maintaining the current load limit will still allow residents to maintain their current business requirements albeit less efficiently for them but in the short term rather than potentially a much longer period of time.

5.4. Financial

Budget Area:	Kempsey Rd disaster funding						
Funding Source:	TfNSW						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
		0	0	0	0	0	0

No work will be undertaken so no budget is required.

6. Consultation and Communication

Council has maintained communication with the Community through the rebuild and stabilisation process via email, SMS and Council's website as well as a number of local area meetings.

The Community have requested the load limit to be lifted as they see work progressing.

The project manager from TfNSW has provided the advice that no change should occur to the load limit at this time to maintain slope stability. Should the committee seek to undertake load limit assessment at the current time then funds would need to be reallocated as part of the quarterly budget review process. The Traffic Committee would then need to consider the results of the assessment when reviewing the load limits.

7. Conclusion

For reasons associated with ongoing safety it is recommended that the load limit remain unchanged at 15 tonne.



ECONOMIC DEVELOPMENT COMMITTEE

Held on

Wednesday, 21 April 2021
4.30pm

at

Board Room, Uniplan
22 Myrtle Drive, Acacia Park Enterprises,
Armidale

PRESENT: Cr Andrew Murat (Chair), Cr Peter Bailey, Cr Margaret O'Connor, Paul Packham, Dr Jim White, Bryn Griffiths, Anthony Fox, Bronwyn Pearson and Steve Mepham.

IN ATTENDANCE: Marissa Racomelara, Will Winter (minutes), Darren Schaefer.

MINUTES

1. APOLOGIES

Cr Ian Tiley (Mayor)
Mr James Roncon (GM)
Ms Mahalath Halperin
Mr Kevin Dupe
Cr Peter Bailey

Apologies Accepted:

Moved: Cr Margaret O'Connor

Seconded: Dr Jim White

2. CONFIRMATION OF PREVIOUS MINUTES -**CONFIRMATION OF THE MINUTES OF THE ECONOMIC DEVELOPMENT COMMITTEE MEETING
HELD ON 29 MARCH 2021****RECOMMENDATION:**

That the previous meeting minutes be taken as read and be accepted as a true record of the Meeting.

Moved: Anthony Fox

Seconded: Bryn Griffiths

Accepted, noting Mahalath's comments attached.

3. DECLARATIONS OF INTEREST

None DECLARED

4. BUSINESS ARISING

Noted: Mahalath Halperin's comments. Committee agreed to attach these as an addendum to current minutes.

5. ADMINISTRATION REPORTS

None submitted.

6. General business

- a) Priority Areas of Focus – Goals and Objectives prior to Caretaker Mode
 - i) Cr Murat (Chair) invited Committee members to nominate areas of high economic value to provide possible focus for deliberations and activities in the remaining term of the Current Council.
 - ii) Discussion ensued, during which the following areas of economic development were nominated by the Committee:

Economic Development

- (1) Water Security
- (2) Renewable Energy and electricity supply
- (3) Airside Business Park
- (4) Digital Economy, NBN
- (5) University of New England economic development collaboration
- (6) Growing regional clusters/value chains
- (7) Strategic Marketing

Tourism

- (8) Increasing regional bed-stays and value of spend
- (9) Enhancing the night-time economy
- (10) University and education related tourism

b) Economic Development Follow Up and Agreed Actions:

- (1) Cr O'Connor noted her membership and upcoming attendance at a JOC **Renewable Energy** Steering Committee, and offered to report back on findings of the first meeting scheduled 10th May
- (2) Ben Scott (via Chair) noted **electricity volume and supply issues** at Acacia Park Enterprises. Cr O'Connor offered to investigate further and report back to the next meeting. Anthony Fox also offered to speak with Ben Scott about Acacia Park needs.
- (3) Cr. Murat undertook to raise energy supply issues with fellow Councillors with a view to future advocacy with supply agencies and stakeholder groups.
- (4) Members noted opportunities for local businesses to take advantage of **NE-REZ investments**. Discussion ensued around how to strategically align these investments in ways which strengthen regional economic value chains. There was general consensus that this would be best achieved via relationship-based 'B2B' contacts, and in collaboration with existing successful businesses in the Region.
- (5) Further discussion ensued around **regional marketing** and 'value propositions' for new and existing businesses vis:
 - (a) NBN
 - (b) Renewable Energy resources
 - (c) Water resources
 - (d) Skilled workforce.
- (6) **Airside Business Park** update was tabled for future discussion by the Committee.
- (7) **The University of New England Smart Region Incubator** was tabled for future discussion by the Committee. Mr Bryn Griffith undertook to organise a presentation from Dr Lou Conway, Director of the UNE SRI at the next meeting.

- (8) **Recommendation:** That prior to next meeting, the latest version of the Economic Development Strategy be Circularised for consideration by the Committee, and that this be put on the agenda for the next meeting.
(a) Moved: Anthony Fox
(b) Seconded: Cr Margaret O'Connor
(c) Carried
- (9) **Recommendation:** That prior to the next meeting, that the latest version of Council's water policy be also circularised and tabled for discussion
(a) Moved: Anthony Fox
(b) Seconded: Margaret O'Connor
(c) Carried
- (10) **Recommendation:** That, in recognition of concerns raised regarding the adequacy of electricity supply and distribution networks within the Armidale LGA, the Committee requests Armidale Regional Council to identify emerging supply-demand deficits in the Region, with a view to informing stakeholder groups and effectively advocating for improvements where Council deems this necessary.
(a) Moved: Dr Jim White
(b) Seconded: Bryn Griffiths
(c) Carried

c) **Tourism Development Follow Up and Agreed Actions:**

- (1) The Armidale Night Economy was tabled by Cr O'Connor for future discussion by the Committee.
- (2) University related and educational tourism was tabled by Mr Bryn Griffiths for future discussion by the Committee.
- (3) **Recommendation:** That prior to the next meeting, the latest version of the DRAFT Tourism Strategy be Circularised for consideration by the Committee, and that this be placed on the agenda for discussion with technical officers at the next meeting.
(a) Moved: Anthony Fox
(b) Seconded: Margaret O'Connor
(c) Carried

7. **Next Meeting**

- a. Confirmed 10th May. **NOTE: This has since been deferred to 10th June at 5pm, Armidale Regional Council Function Room.**

8. **Meeting Close**

There being no further business the Chairman declared the meeting closed at 6.22pm.



BUSINESS PAPER

SPORTS COUNCIL

To be held on

Wednesday, 5 May 2021

5:30pm

at

Armidale Council Chambers

Members

Mayor Ian Tiley

Councillor J Galletly (Jon)

Mr S McMillan

Mr M Porter

Mr J Campbell

Mr M Fittler

Mr G Parsons

Mr D Copeland

Ms S Sincock

Mr J Cohen

Mr B Smith (Armidale Regional Council)

Ms A Biggs (Armidale Regional Council)

Quorum: 5 Members to be Present

AGENDA

Armidale Regional Council
Sports Council
Wednesday, 5 May 2021

Page 3

INDEX

1	Apologies	
2	Confirmation of Previous Minutes <i>Sports Council - 7 April 2021</i>	
3	Declarations of Interest	
4	Business Arising	
	4.1 Sports Council Priority List	4
5	Administration Reports	
	5.1 Sports Council Financial Report to 30 April 2021	7
	5.2 Stronger Country Communities Fund - round 4	10
6	Correspondence	
7	General Business	

Armidale Regional Council
Sports Council
Wednesday, 5 May 2021

Page 4

Item:	4.1	Ref: AINT/2021/13777
Title:	Sports Council Priority List	Container: ARC16/0330
Responsible Officer	Coordinator Public and Town Spaces	
Author:	Amy Biggs, Sport & Recreation Development Officer	
Attachments:	1. Sports Council Priority List - March 2021 - TO BE REVISED	

1. Purpose

The purpose of the report is to have the Sports Council committee review the Sports Council Priority List and make amendments as necessary.

2. OFFICERS' RECOMMENDATION:

That the committee:

- a. Review the Sports Council Priority List
- b. Make amendments to the list as necessary

3. Background

The Sports Council Priority List has been developed and implemented by the Sports Council successfully for a long period of time. The list organises community sporting infrastructure projects in order of priority as deemed by the Sports Council and provides details of funding needed for the project and funding requested from the Sports Council Development Fund. The Development Fund has previously been the revenue collected from Sports Development Player Levies and intermittent funding provided by Council.

4. Discussion

The Sports Council Priority List has not been updated since September 2020 when the last Sports Council meeting was held prior to the temporary suspension of committees during the Council review of committees.

The Sports Council are required to review the priority list during each meeting to ensure the status of projects are still current and that any Development Fund applications that are received between meetings can be assessed for inclusion on the Priority List and prioritised accordingly.

It also is important that projects are assessed for their suitability for grant funding opportunities as they arise, and that the Sports Council determine who will be responsible for submitting the grant funding applications and managing the projects.

5. Implications

5.1. Strategic and Policy Implications

Reviewing and implementing the Sports Council Priority List links into the ARC Delivery Program 2018-2021 by supporting the characteristics of a strong council including robust community relationships, strong performance and outstanding service provision. The Priority list provides direct community input into the development and implementation of the Community Strategic Plan E3.3 through its contribution to ensuring that recreation facilities meet the on-going needs of the community.

5.2. Risk

Armidale Regional Council
Sports Council
Wednesday, 5 May 2021

Page 5

There are currently no risks identified for the Sports Council reviewing and amending the Priority List as recommended.

5.3. Sustainability

The Sports Council Priority List model encourages sustainability by promoting more efficient and improved service delivery through collaboration between the sporting community and Council. The Sports Council acts as a direct connection between Council and the broader sporting community and enables Council to be aware of the needs and desires of the Sporting Community in a streamlined and organised fashion. This removes the need for Council to determine the sporting communities priorities based on council staffs assesment alone, and ensures that sporting infrastructure is prioritised and funded in line with community needs.

5.4. Financial

Budget Area:	Nil						
Funding Source:	Nil						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

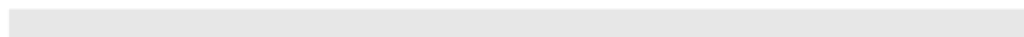
The budgets for projects on the Sports Council Priority List are often made up of multiple funding sources including grant funding, sporting body contributions and requests for funding from the Sports Development Fund. The decision regarding the Sports Development Fund and quarantined player levies will impact the funding available for Sports Council Priority List Projects.

6. Consultation and Communication

The Sports Council Priority List is reviewed internally by Public and Town Spaces staff to ensure there is cohesion between the projects listed on the Priority List and projects within the Public and Town Spaces Forward Works Program and Asset Management Plans. This ensures that the priorities between the Sports Council and the Public and Town Spaces portfolio are aligned and that both council and the sporting community are working towards the same goals.

7. Conclusion

The Sports Council Priority List requires regular review by the Sports Council to ensure that the projects within the list continue to reflect the needs of the sporting community and that funding opportunities are identified for projects where appropriate.



Attachment 1

Sports Council Priority List - March 2021 - TO BE REVISED

Armistead Regional Sports Council - Priority List - September 2020

R:\Engineering\Physical Amenities\Committees\Sports Council\PRIORITY LIST

MAJOR Projects over \$50,000											
Priority	Location	Project	Land owner	Estimated Total Cost	SC Funds Requested	SC Funds Allocated	Sporting Body Contribution	External funding required	Proposed Year	Comments	Responsible
#1	Sportsground	New indoor cricket venue - stage 3	Crown	?	?		?	Yes	2020/21	Application to be received	Cricket
#2	Moran Oval	Female change rooms/toilets & canteen/bar	Crown	\$210,000	?		?	Yes	2020/21	Application received	Rugby (Blues)
#3	Sportsground	Carpark Development - Stage 1	Crown	\$200,000	?		?	Yes	2020/21	Application to be received	Cricket/council
#4	Sportsground	Carpark Development - Stage 2	Crown	\$95,000	?		?	Yes	2021/22	Application to be received	Cricket/council
#5	Harris Park	Increase lighting to 200 lux	Council	?	?		NA	Yes	2021/22		Council
#6	Harris Park	Clubhouse renovation	Council	\$1,000,000	?		?	Yes	2021/22	Application to be received	Football/Athletics/Council
#7	Lynches Road netball courts	Court lighting	Crown	\$330,000	?		?	Yes	2022/23	Application submitted by ARC for \$350,000 in RSF - outcome April 2021	ARC/Netball
#8	Guyra Lions Sporting Complex	Perimeter fencing	Crown	?	?		?	Yes	2022/23	Application to be received	Guyra Rugby League
#9	Multiple fields	Commissioning existing bores	Council/crown	\$270,000	?		NA	Yes	2022/23		Council
#10	TBA	Premier Standard Field	Unknown	\$1 million				Yes		Further investigation required	Football
#11	TBA	Synthetic Athletics Track	Unknown	\$2 Million				Yes		Further investigation required	Athletics
TOTAL						\$0					
MEDIUM Projects \$50,000 and under											
Priority	Location	Project	Land owner	Estimated Total Cost	SC Funds Requested	SC Funds Allocated	Sporting Body Contribution	External funding required	Proposed Year	Comments	Responsible
#1	Moran Oval	Refurbish turf wicket	Crown	\$25,000	?		?	Yes	2021/22	Application to be received	Cricket
#2	Lynches Road Netball Courts	Renovate grass courts	Crown	\$40,000	?		?	Yes	2022/23	Application to be received	Netball
#3	Guyra Lions Sporting Complex	Bore connection to field irrigation	Crown	? (council to determine)			?	Yes	2022/23	Application to be received	Guyra Rugby League
TOTAL						\$0					
MINOR Projects \$20,000 and under											
Priority	Location	Project	Land owner	Estimated Total Cost	SC Funds Requested	SC Funds Allocated	Sporting Body Contribution	External funding required	Proposed Year	Comments	Responsible
#1	Guyra Tennis Club	Improve security - doors and windows	Council	?	?		?		2020/21	Application to be received	Guyra Tennis/Council
#2	Rolagas	Cricket Storage Shed	Crown	\$15,000			?		2020/21	Application received	Cricket
#3	Lambert Park	Refurbish old toilet block	Council	\$20,000	?		NA		2021/22	Application to be received	Council
#4											
TOTAL						\$0					
Funded from 2019/20 budget											
				Estimated Total Cost	SC Funds Allocated						
Armistead Sportsground			Cricket indoor training facility	Crown		\$75,000			2019/20	Stages 1 & 2 completed	Cricket/Council
TOTAL						\$75,000					
Funded from 2018/19 budget											
				Estimated Total Cost	SC Funds Allocated						
Guyra Recreation Ground			Canteen Refurbishment Stage 1	Crown	\$32,000	\$32,000			2018/19	Project completed	Council/Football
Wicklow Fields (Southern side)			Installation of an Irrigation System	Council	\$33,000	\$33,000			2018/19	Project completed	Council/Cricket
TOTAL						\$65,000					
ARC CAPITAL - 2017/18											
Sportsground			Resurfacing playing field	Crown	\$135,000		COMPLETED		2017/18	Left over to be rolled over to new FY	Council
Harris Park			3 new light towers	ADC	\$260,000		\$70,000 CAPITAL CONTRIBUTION			Rollled over into 18/19 funds. \$190,000 grant received. Investigations continuing	Council
Elizabeth Park 2			Toilet Block		\$80,000		COMPLETED			TOTAL PROJECT COST - \$90,000	Council
Newling Oval			Irrigation	Crown	\$50,000		COMPLETED		2017/18	Complete	Council
Guyra Showground/Hall/Pool			Storage Shed (3 bay)	Crown/Council	\$45,000		NO ROLLOVER - MONEY GONE		2017/18	Unable to proceed	Council
External Grant Funding											
				Estimated Total Cost	SC Funds Allocated						
Moran Oval			Address Drainage issues		\$80,000	0				Grant Received from Adam Marshall, works completed	Rugby
Sportsground			New indoor cricket venue	Crown	\$260,000	\$75,000				Grant received for \$39,454, another grant submitted for \$110,000 TBA	Cricket
Harris Park			Lighting	Council	\$260,000	\$0				\$190,000 received in grant funding	Council
TOTAL						\$75,000					

Armidale Regional Council
Sports Council
Wednesday, 5 May 2021

Page 7

Item:	5.1	Ref: AINT/2021/13489
Title:	Sports Council Financial Report to 30 April 2021	Container:
	ARC16/0330	
Responsible Officer	Sport & Recreation Development Officer	
Author:	Brad Munns, Financial Accountant	
Attachments:	Nil	

1. Purpose

The purpose of this report is to provide the Sports Council Financial Report for the period to 30 April 2021.

2. OFFICERS' RECOMMENDATION:

That the committee note the financial report for the period to 30 April 2021.

3. Background

The Sports Council has an operational project budget for operating revenues and expenses. This budget is reported against at each meeting in this financial report.

No capital projects relating to Sports Council were included in Council's capital budget for FY2021.

4. Discussion

The table below shows:

Sports Council Financial report for:

1. FY2019/20 Budget and Actual Results; and
2. FY2020/21 Budget and Actual Results to 30 April 2021.

<u>Operating Income</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual to</u>
<u>Project No. 240250</u>	<u>FY19/20</u>	<u>FY19/20</u>	<u>FY20/21</u>	<u>30Apr2021</u>
	\$	\$	\$	\$
Association Levies	41,000	17,588	42,000	26,816
Add June 2019 Invoices that related to FY2020				
	-	21,000	-	-
Subtotal	41,000	38,588	42,000	26,816
Other Contributions – Get Active Program	-	6,000	-	-
Total Operating Income	41,000	44,588	42,000	26,816
<u>Operating Expenditure</u>				
Donations – Small Grants paid	10,000	6,750	10,000	1,250
Total Operating Expenditure	10,000	6,750	10,000	1,250

Armidale Regional Council
Sports Council
Wednesday, 5 May 2021

Page 8

Capital Income (Allocation from Council)	75,000	75,000	-	-
Allocation of June 2019 Player levies from Operating Income to Indoor Cricket Project	-	21,000	-	-
Revised Capital Income	75,000	96,000	-	-
Capital Expenditure				
Indoor Cricket Upgrade	75,000	78,332	-	-
Add extra costs/ overruns (Q3 budget update)	20,000	20,000	-	-
Total Capital Expenditure	95,000	98,332	-	-
Capital Surplus/(Deficit)	(20,000)	(2,332)	-	-

Operating Income

- As a result of Covid, Sports registrations are noted as being approximately 40% down compared to the same point last financial year. This has impacted and will continue to impact on the Sports Council's ability to achieve its \$42,000 budgeted Association Levies for the full year.
- Support by Newcastle Permanent Building Society ceased for The Get Active Program in FY2020.
- As a note for the close out of last financial year (FY2020), invoices of \$21,000 raised in June 2019 that related to FY2020 were reallocated into FY2020's income. The \$21,000 income was applied towards the additional \$20,000 of extra costs associated with the Indoor Cricket Capital Project.

Operating Expenditure

- \$6,750 was paid out in Small Grants in FY2020, compared with \$1,250 for this financial year to 30 April 2021.
- The significant reduction is due to Covid restrictions on sports events.

Capital Expenditure

- For FY2021, the Sports Council has its list of priority capital projects. To date, no capital projects have been presented to Council's for approval due to funding and budget restrictions.

5. Implications

5.1. Strategic and Policy Implications

There are no strategic or policy implications from this report.

5.2. Risk

Overall financial management risk is considered to be low.

Identified risks include budgeted sports levies revenues not being achieved for the full year. This is as a result of Covid19 restrictions on sports events.

Armidale Regional Council
Sports Council
Wednesday, 5 May 2021

Page 9

Small grant donations are also below budget due to Covid19 restrictions.

No capital projects have been approved or funded for FY2021.

5.3. Sustainability

While not directly related to this report, overall Sustainability Implications include:

- Promoting more efficient and improved service delivery through collaboration and innovation
- Demonstrating potential efficiencies to be gained through service delivery

5.4. Financial

Budget Area:	Nil						
Funding Source:	Nil						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

6. Consultation and Communication

Consultation and Communication occurs between Council and the Sports Council during the year as required.

7. Conclusion

This report is the Sports Council financial report for the period to 30 April 2021.

Armidale Regional Council
Sports Council
Wednesday, 5 May 2021

Page 10

Item:	5.2	Ref: AINT/2021/13794
Title:	Stronger Country Communities Fund - round 4	Container:
	ARC16/0330	
Responsible Officer	Coordinator Public and Town Spaces	
Author:	Amy Biggs, Sport & Recreation Development Officer	
Attachments:	1. Stronger Country Communities Fund Guidelines - Round 4 - 2021	

1. Purpose

The purpose of the report is to inform the Sports Council committee of the Stronger Country Communities Fund – Round 4 grant opportunity that is currently available.

2. OFFICERS' RECOMMENDATION:

That the committee;

- a. Note the details of the Stronger Country Communities Fund – Round 4 grant opportunity.
- b. Discuss projects on the Sports Council Priority List that fit the criteria for the grant opportunity.
- c. Determine who will be responsible for submitting any grant applications (noting that for any applications submitted by either Council or Clubs, a report must go to council seeking permission to apply for the grant).

3. Background

The Stronger Country Communities Fund – round 4 grant opportunity opened on 1 May 2021, with information regarding the grant becoming available that same day. The grant closes on 25 June 2021 and provides grants between \$50,000 and \$1,000,000. For grants over \$1,000,000, a financial co-contribution of 25% is required.

The grant opportunity is open to both Council and local sporting clubs to apply, and it is important that the Sports Council Priority List is consulted to determine any projects that may be suitable to submit applications for funding.

4. Discussion

It is important to note that for any grant applications that intend to upgrade council infrastructure, approval from Council (during an Ordinary Council Meeting) to do so is compulsory, whether it be Council or clubs that plan to submit the application.

The new Financial Controller Protocol states the following:

All Council Reports referring to grants MUST include:

- What costs are eligible under the grant proposal.
- What costs are ineligible under the grant proposal.
- Regardless of whether or not a co-contribution is required the report must include costs to be incurred by Council including for design, consultation, obtaining approvals, inviting tenders and project management.

Armidale Regional Council
Sports Council
Wednesday, 5 May 2021

Page 11

- A project timeline from anticipated grant approval date, through the stages leading to commencement, anticipated completion and occupation (if applicable).
- The impact on Council's regular works program and existing grant commitments.
- A business plan (if applicable).
- "Whole of life costs" to ensure Council fully understands depreciation and operating costs.

Without the above information being provided, Council will not be able to provide approval for grant applications to be submitted.

5. Implications

5.1. Strategic and Policy Implications

The Sports Council prioritises projects with reference to the Public and Town Spaces Forward Works Program to deliver sporting infrastructure projects (supported by grant funding). The forward works program informs the ARC Delivery Program 2018-2021 by supporting the characteristics of a strong council including robust community relationships, strong performance and outstanding service provision.

The Sports Council informs Council of priority projects that assist in the implementation of the Community Strategic Plan E3.3 through its contribution to ensuring that recreation facilities meet the on-going needs of the community.

5.2. Risk

As this report is only informing the committee of the grant that is currently available, there are no identified risks associated at this stage.

5.3. Sustainability

Sustainability Implications include:

- Promoting more efficient and improved service delivery through collaboration and innovation
- Demonstrating potential efficiencies to be gained through service delivery

5.4. Financial

Budget Area:	Nil						
Funding Source:	Nil						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

Armidale Regional Council
Sports Council
Wednesday, 5 May 2021

Page 12

The report is simply advising the Sports Council committee of the Stronger Country Communities Fund – Round 4 grant opportunity that is currently available so as such, there are currently no financial risks associated with doing so.

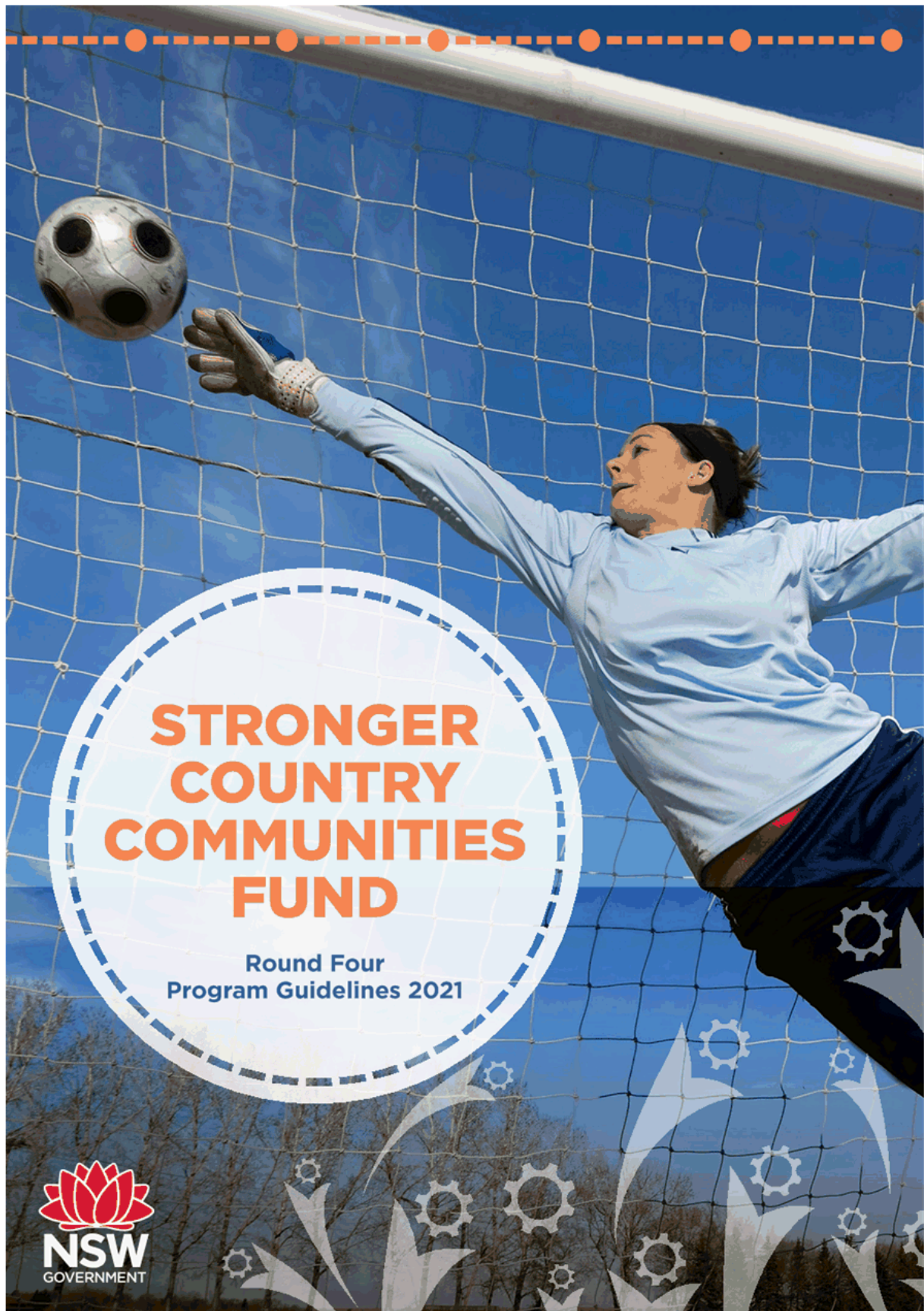
All projects that are deemed suitable to submit funding applications for are to be approved by Council prior to any applications being submitted.

6. Consultation and Communication

As sporting grant opportunities arise, they are emailed to Sports Council members and Sporting Contacts. Any sporting clubs who wish to submit grant applications for the construction or development of infrastructure on council owned or managed land are advised that they require approval from Council prior to doing so.

7. Conclusion

The Sports Council committee are encouraged to utilise grant opportunities that will help their desired infrastructure projects come to fruition, however it is important to note that Council approval (and other related approvals such as Development Approval or Land Owners Consent) are required to be obtained prior to an application being submitted. The Sports Council should review their Sports Council Priority List and determine any projects that may be suitable to submit funding applications for, and work towards obtaining the necessary approvals.



Attachment 1

Stronger Country Communities Fund Guidelines - Round 4 - 2021



CONTENTS

Message from the Deputy Premier	2
Message from the Minister for Women	3
Guidelines	4
Fund overview	4
Fund objectives	4
Key dates	4
Program funding	5
Grant amounts	5
Co-contributions	5
Eligibility criteria	6
Eligible applicants	6
Project location	6
What types of projects are eligible?	6
Female participation in sport	6
Community amenity	7
Inclusion and accessibility	7
What are eligible project costs?	8
Ineligible projects	10
What are ineligible project costs?	10
Assessment criteria	12
Viability	12
Community support	12
Alignment with the Stronger Country Communities Fund objectives	12
What is the assessment process?	13
The application process	14
How to apply	14
What needs to be included in an application?	14
Can ineligible projects be referred to a more appropriate funding program?	14
What happens if the project is successful?	15
Unsuccessful projects	15
Available support	16
Important Terms and Conditions	17
Complaints	17
Government Information (Public Access) Act	17
Copyright	18
Disclaimer	18

Attachment 1

Stronger Country Communities Fund Guidelines - Round 4 - 2021



MESSAGE FROM THE DEPUTY PREMIER

Since we launched the Regional Growth Fund in 2017, the NSW Government has been hard at work delivering on its commitment to build more vibrant, liveable regional towns and cities.

The Stronger Country Communities Fund, now in Round Four, delivers on this commitment by funding local infrastructure and programs that provide everyday benefits to people living and working in regional communities in every corner of NSW.

Through the previous three rounds, we have invested \$400 million for 1,500 projects across every single regional Local Government Area across the state. Round Four will increase that total by a further \$100 million.

Each round of the Stronger Country Communities Fund has delivered vital community infrastructure to regional NSW. The fund helps local communities deliver facilities that are a part of our everyday lives, projects such as bike paths, sports fields, main streets, playgrounds and community centres. Previous rounds have focused on sports infrastructure and regional youth, while Round Four is aimed at supporting projects and programs to increase female participation in sport.

Women and girls participating in sport in rural and regional areas deserve access to high quality sporting facilities and programs. That is why we are committed to delivering projects that boost female participation in sport and support our future Australian athletes.

Australian women are renowned for their achievements on the international stage, and are incredible ambassadors for Australian sport. Many of these athletes come from regional communities, and their achievements are a source of strong community pride and inspiration. With NSW hosting the FIFA Women's Football World Cup in 2023, we hope the sporting infrastructure and programs delivered in Round Four will help to inspire the next generation of female athletes across regional NSW.

The Hon John Barilaro, MP
Deputy Premier
Minister for Regional NSW, Industry and Trade



MESSAGE FROM THE MINISTER FOR WOMEN

The Stronger Country Communities Fund is helping to build a safer, stronger and healthier regional NSW by supporting the delivery of a range of projects and programs identified by regional communities, for regional communities.

As the NSW Minister for Mental Health, Regional Youth and Women, I am particularly proud of the projects and programs made possible by the Stronger Country Communities Fund. In every town I travel to, locals have an immense sense of pride in the projects that have been funded. Together with regional communities, the NSW Government is providing opportunities, enhancing access, and delivering healthy outcomes to enrich regional lives and boost community wellbeing every day.

The focus on young people for Round Three addressed a wide range of issues impacting regional young people by delivering almost 300 projects that reflected the needs and wants of youth in the regions. These projects – splash parks, indoor sports programs, creative arts and culture projects, and mentoring and skills training services – go to the heart of the Regional Youth Framework by improving outcomes and guiding meaningful and relevant change for regional youth. These are not just one-time projects or programs – they have real influence on people's lives.

I am delighted that Round Four will focus on empowering and encouraging girls and women to participate in sports. Up to \$50 million of funding will be made available for a broad range of grassroots, community-led initiatives that actively address fundamental barriers and promote female participation by delivering and enhancing female sporting facilities, including change rooms.

Round Four of the fund will also help drive outcomes for the NSW Women's Strategy Three Year Action Plan. By delivering against the key priority areas of health and wellbeing, and participation and empowerment, we are working hard to improve the lives of women and girls who live in regional areas.

Regional girls and women deserve to enjoy the immeasurable social and health benefits of an active lifestyle, and through the Stronger Country Communities Fund the NSW Government is working to boost local opportunities and safeguard equitable access.

The Hon Bronnie Taylor, MLC
Minister for Mental Health, Regional Youth and Women

**WE'RE HERE
TO HELP**

GET IN TOUCH WITH THE
REGIONAL NSW TEAM

scsf.enquiries@regional.nsw.gov.au
1300 679 673

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3

Attachment 1

Stronger Country Communities Fund Guidelines - Round 4 - 2021

GUIDELINES

Fund overview

The Stronger Country Communities Fund was established in 2017 by the NSW Government to deliver local projects that enhance the lives and wellbeing of regional communities.

Round Four of the Stronger Country Communities Fund will see a further \$100 million made available for community projects that increase the liveability of regional NSW communities, including up to \$50 million for projects that enhance female sporting facilities and increase female participation in sport.

The Stronger Country Communities Fund is administered by the Department of Regional NSW (DRNSW).



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Fund objectives

The objectives of the fund are:

1. to boost the liveability of communities in regional areas by providing new or upgraded social and sporting infrastructure or community programs that have strong local support
2. to deliver enhanced infrastructure and programs that remove barriers to female participation in sport across regional NSW.

Key dates

Applications open	1 May 2021
Applications close	12pm on Friday, 25 June 2021
Assessment and approval process	28 June 2021 – 20 August 2021
Announcement of successful projects	From September 2021
Funding deed contracted	From mid-September 2021
Program evaluation	To commence in January 2022

In extenuating circumstances, late applications may be accepted at the sole discretion of DRNSW.

Program funding

There is a total of \$100 million available in Round Four, including up to \$50 million for projects that enhance female sporting facilities and increase female participation in sport in regional NSW. The remaining funding is available for other local community and sporting infrastructure, street beautification, and community programs and local events.

Each eligible council will be notified in writing of the funding available for their Local Government Area.

If a council submits applications seeking funding above the nominated funding allocation for their Local Government Area, council is asked to rank projects, including joint projects (if applicable), in their order of local priority.

Where a Local Government Area's funding allocation is not fully exhausted, the option to utilise these funds in future will be assessed on a case by case basis.

Grant amounts

Project type	Minimum grant funding	Maximum funding
Infrastructure	\$50,000	Local Government Area allocation. For requests over \$1 million, a financial co-contribution of 25 percent is required.
Program	\$50,000	

Applicants requesting over \$1 million in grant funding for a sports project must obtain a letter of support from the relevant NSW sporting organisation.

Each Local Government Area is strongly encouraged to dedicate up to 50 percent of their funding allocation to projects relating to female sport either through enhanced infrastructure or relevant programs. The focus on female sports applies to both adult and youth sporting activities.

Co-contributions

Applicants requesting \$1 million or more in grant funding for an individual project are required to make at least a 25 percent financial co-contribution to their project. This is a mandatory eligibility requirement. Co-contributions can include leveraging applicant funds as well as funding from other sources including other NSW or Commonwealth Government programs.

The financial co-contribution source may be from the applicant or other funding sources but must be confirmed as part of the application process through the provision of supporting evidence.

Project delivery or viability should not be dependent on co-contributions that have not been secured.

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Attachment 1

Stronger Country Communities Fund Guidelines - Round 4 - 2021

ELIGIBILITY CRITERIA

All applications submitted under Round Four of the Stronger Country Communities Fund will need to meet the program eligibility criteria and will be assessed against the assessment criteria.

Eligible applicants

Applicants must be an incorporated entity and hold an Australian Business Number (ABN), Australian Company Number (ACN) or be registered with NSW Fair Trading under the Associations Incorporation Act 2009 or another Act. Unincorporated organisations are ineligible to apply.

Eligible applicants include:

- regional councils and Joint Organisations
- non-government organisations
- community organisations registered as incorporated associations
- Local Aboriginal Land Councils.

Councils are encouraged to work with community groups to identify priority projects and should consider project partnerships where council is the landowner. The public entity will be solely responsible for the project's delivery and reporting through a funding deed. Applicants are encouraged to work with their local Members of Parliament to identify priority projects in their electorate to ensure projects with high community support are submitted.

Project location

Projects must be located in one of the 93 regional NSW Local Government Areas, Lord Howe Island or the Unincorporated Far West. Projects in Greater Sydney, Newcastle and Wollongong are not eligible.

Projects located across Local Government Areas are not eligible. If an applicant wishes to apply for a project across more than one Local Government Area, the project should be split into multiple projects. These applications will be assessed independent from applications in other Local Government Areas.

What types of projects are eligible?

Each Local Government Area is strongly encouraged to dedicate up to 50 percent of their allocated funding to projects relating to female sport either through enhanced infrastructure or relevant programs. The focus on female sports applies to both adult and youth sporting activities.

Female participation in sport

Projects under this stream must directly improve and support participation and performance opportunities in female sports at all levels through enhanced infrastructure and programs.

Female sporting related projects must meet one of the areas below:

- **encouraging engagement:** The removal of barriers to female participation in sport through the delivery of new or enhanced sporting infrastructure and programs
- **fostering a sense of safety:** Improving safety at sporting facilities by ensuring that female change rooms, amenities and recreational programs are appropriately designed
- **improving accessibility:** Upgrading sporting facilities to ensure accessibility and inclusion as well as equitable access for female participants
- **boosting capability:** Development of programs and facilities which encourage regular female participation in sport and fosters inclusive environments.

Community amenity

General community amenity projects must be for either:

- construction of new, or upgrades to existing, local community infrastructure
- capital works related to street beautification and other public places that promote the health, happiness and wellbeing of the community
- delivering programs that benefit the local community and provide public benefit
- infrastructure to assist the delivery of general community programs
- infrastructure or community projects or programs which improve and promote accessibility and inclusion.

Projects must deliver benefits and outcomes that contribute to the program objectives. Applicants will be expected to establish monitoring procedures to demonstrate the delivery of the expected benefits.

Projects can demonstrate public benefit by showing how the project will benefit the public generally, or a sufficient section of the public. Similarly, while projects can be located on private land they must not be solely for private benefit. The applicant will need to show how the facility will be open to the community.

Inclusion and accessibility

The NSW Government is seeking to help regional communities future-proof infrastructure and programs by funding universally designed amenities that move beyond compliance and provide dignified inclusion in social and community programs.

Applicants must demonstrate consideration of inclusion and accessibility measures in their application. Projects which demonstrate the provision of fit-for-purpose, accessible and safe facilities, and participation opportunities with the aim of increasing access and inclusion are encouraged.

This applies to both infrastructure projects and community or social programs aiming to improve existing accessibility and inclusion to encourage greater participation.



Attachment 1

Stronger Country Communities Fund Guidelines - Round 4 - 2021

ELIGIBILITY CRITERIA

What are eligible project costs?

Project costs may include those associated with:

- building new or upgrading existing local infrastructure
- delivering programs.

Applicants may include up to 20 percent of the total project cost for combined contingency, project management and administration costs.

TABLE ONE:

Examples of eligible female sporting infrastructure projects and programs

Area of focus	Programs/Events	Infrastructure
ENCOURAGING ENGAGEMENT	<ul style="list-style-type: none"> • New or redesigned programs aimed at increasing female participation and engagement with sport, recreational or adventure activities • Sporting club "come & try" days and demonstrations to encourage new membership 	<ul style="list-style-type: none"> • Development of facilities, such as change rooms and bathrooms which can accommodate female athletes, athletes and participants of all abilities • Development of childcare facilities to support female inclusion
FOSTERING A SENSE OF SAFETY	<ul style="list-style-type: none"> • Improving safety by scheduling programs at appropriate times at sporting and recreation facilities to encourage female participation 	<ul style="list-style-type: none"> • Improved lighting at sporting facilities and static infrastructure such as playing fields, walking/ cycling paths and change rooms • Improved "line of sight" inside change rooms and toilet facilities
IMPROVING ACCESSIBILITY	<ul style="list-style-type: none"> • Accommodating female participants of all abilities and ages through new or redesigned programs incorporating Accessibility and Inclusion principles 	<ul style="list-style-type: none"> • Construction of new or refurbishment of existing sporting facilities which are fully accessible and inclusive
BOOSTING CAPABILITY	<ul style="list-style-type: none"> • Sporting and recreational clubs/ organisations providing training and mentoring for female coaches, umpires and leaders 	<ul style="list-style-type: none"> • Upgrades to meeting rooms to accommodate multiple uses, such as AGMs, training and education programs

TABLE TWO:

Examples of eligible community amenity projects and programs

Community Programs and Events	Community Amenity and Community Service Infrastructure
<ul style="list-style-type: none"> • Community events • Aboriginal and Torres Strait Islander community cultural education programs for Indigenous and non-Indigenous participants • Multicultural festivals • Intergenerational activities - sharing knowledge through activity-based experience • Environmental education and working bees • Short-term disability and/or carer support programs • Workshops to identify accessibility and inclusion needs in the community • Cultural and/or disability awareness training sessions • Community programs which seek to remove barriers to participation through promoting accessibility and inclusion • Community wellbeing programs 	<ul style="list-style-type: none"> • Community centres and halls • Libraries • Community amenities and barbecue/picnic areas • Recreation facilities • Club houses, change rooms, canteens • Murals or community art instalments • Memorials or statues • Emergency services infrastructure (e.g. aerodrome water refilling) • Surf Life Saving Club infrastructure • Aquatic facilities and pools • Amenities for participants and spectators • Playgrounds, parks, shared paths and fixed fitness stations • Seating, planting boxes, landscaping and paving • Street lighting to improve safety • Street/footpath reconfigurations • Shade cloth, awnings and pergolas • Public toilets • Infrastructure for health and community services facilities (e.g. domestic violence centres for women) • Homeless shelters • Men's sheds • Children's special needs premises • Community aged care facilities • Infrastructure upgrade to local community radio station facilities • Infrastructure to support and improve accessibility to community facilities • Town and tourism signage • Main street beautification projects

Attachment 1

Stronger Country Communities Fund Guidelines - Round 4 - 2021

ELIGIBILITY CRITERIA -----●

Ineligible projects

Projects are not eligible for funding if they are:

- located outside an eligible regional Local Government Area
- not submitted by an eligible entity
- located across multiple Local Government Areas boundaries
- exclusively for planning activities (e.g. master planning or heritage studies)
- for the maintenance or construction of local roads or other ongoing core service infrastructure works that are the ordinary responsibility of council or other levels of government
- for the delivery of essential or core government services that should be funded from another source such as local government, the NSW Government or the Commonwealth Government
- seeking retrospective funding to cover any project component that is already complete before applicants are informed of the outcome or funding is announced
- seeking grant funding for ongoing staff or operational costs beyond two years from execution of funding deed for programs, or any ongoing staff or operational costs for infrastructure projects
- for a general works package without specific scope, costs and location (e.g. 'upgrading lighting at sports ovals' without identifying the work required, number of sites or the locations)
- exclusively for marketing, branding, advertising or product promotion, including tourism marketing
- providing direct commercial and/or exclusive private benefit to an individual or business
- not clearly providing benefits that will significantly contribute to the objectives of the Stronger Country Communities Fund.

What are ineligible project costs?

Ineligible project costs may include:

- costs related to buying or upgrading non-fixed equipment or supplies, unless considered essential to program delivery and are incidental costs to the overall project budget
- financing, including debt financing or rental costs
- costs relating to depreciation of plant and equipment beyond the life of the project
- non-project related staff training and development costs
- ongoing/recurrent funding that is required beyond the stated timeframe of the project
- for infrastructure projects, funding for any ongoing staff or operational costs
- for community programs, funding for ongoing staff or operational costs beyond the scope and timeframe of the funded project
- projects that seek to solely subsidise memberships for existing services.



Attachment 1

Stronger Country Communities Fund Guidelines - Round 4 - 2021

ASSESSMENT CRITERIA

All applications that meet the eligibility criteria must also meet the relevant assessment criteria to receive funding. Eligible applications will be assessed against:

1. **viability**
2. **community support**
3. **alignment with the Stronger Country Communities Fund objectives.**

Viability

A project will be considered viable if it:

- has a realistic budget based on quotes or detailed estimates, reasonable assumptions or previous experience with similar projects
- is cost-effective and represents value for money
- can be delivered within two years from the execution of the funding deed
- has estimated costs for combined project management, administration and contingencies that do not exceed a maximum of 20 percent of the total project cost
- demonstrates access to the necessary expertise and support to deliver the project
- does not require ongoing funding from the NSW Government
- demonstrates how it will be operated and/or maintained when the project is completed (where applicable).

DRNSW may seek information from relevant NSW Government departments to verify the viability of a project. DRNSW retains the discretion to disclose information to these agencies where relevant.

Community support

The project must have demonstrated community support.

Consultation is an important part of the process to ensure that projects are supported by the community and help to make regional communities even better places to live. Consultation will be different depending on whether the application is for general community or female participation in sport.

Applicants will be required to provide evidence of consultation and support for the projects they submit, such as:

- **community infrastructure and programs** – engagement through council's Community Strategic Plan, online surveys, letters of support, or other documents demonstrating community support for the projects
- **enhancement of female sporting facilities or programs** – engagement with local, regional, state or national sporting organisations, local female sports teams or evidence of consultation in a council's Community Strategic Plan or relevant strategy.

Alignment with the Stronger Country Communities Fund objectives

- The project clearly demonstrates that anticipated community benefits will directly contribute to the objectives of the fund.
- For female sporting facilities and programs, the project clearly aligns with at least one of the areas of focus for female sports: Encouraging engagement, Fostering a sense of safety, Improving accessibility, and Boosting capability.

DRNSW may request additional information or clarification from applicants to assist in the assessment.

What is the assessment process?

Following receipt of applications, DRNSW staff will review projects against the program eligibility requirements and then facilitate the assessment of projects against the assessment criteria.

Through the assessment process, DRNSW may request additional information from the applicant/s. DRNSW may also seek advice from other NSW Government agencies or other third-party providers (such as probity advisors) to assist with the assessment of projects. The Stronger Country Communities Fund Assessment Panel will review project eligibility and assessment outcomes and form a list of projects that are deemed suitable/not suitable for government consideration.

The Assessment Panel may recommend part-funding of projects where there is insufficient funding available for the whole project or where only a component of the project is considered suitable for funding.

Broader factors that may be considered when assessing the overall package of projects suitable for funding include:

- **amount of funding available**
- **suitability of projects for other government funding opportunities**
- **other factors deemed relevant and important in a local or whole of NSW context.**

A package of suitable projects for each Local Government Area will be submitted to the Deputy Premier for consideration with an overall target of up to 50 percent of all funding to be for female sporting projects or programs. The Deputy Premier will consider the package of suitable projects in consultation with the Minister for Women. Project funding recommendations will then be submitted to the NSW Cabinet Committee on Expenditure Review for a final funding decision.



Attachment 1

Stronger Country Communities Fund Guidelines - Round 4 - 2021

THE APPLICATION PROCESS -----●

Round Four of the Stronger Country Communities Fund will be a single stage application process. To facilitate assessment of applications, applicants are required to submit the application documents via the program's online portal.

How to apply

Visit regionaldevelopment.smartygrants.com.au/SCCF4 to submit an application to the Stronger Country Communities Fund Round Four.

What needs to be included in an application?

All applications need to include:

- a clear project scope
- a project plan using the departmental template
- a project budget using the departmental template
- quotes or detailed estimates, reasonable assumptions or previous experience with similar projects
- landowner consent (if applicable)
- evidence of \$20 million Public Liability Insurance
- evidence of project co-contribution for projects requesting \$1 million or more in funding
- a letter of support from the relevant NSW sporting organisation if a sports-related project is seeking over \$1 million in grant funding
- evidence of community consultation and strong community support for the project.

Templates can be found at nsw.gov.au/SCCF

Can ineligible projects be referred to a more appropriate funding program?

Yes. Projects that are more suitable for other NSW Government programs may be referred to those programs. Applications that are referred will be subject to the full assessment criteria of the other NSW Government program to which they are referred. Applicants may need to update their application to meet the criteria of the referred program.

**What happens if the project is successful?**

- All projects must demonstrate they can commence within six months of the announcement of funding and be completed within two years as outlined in the project plan.
- Successful applicants must not make financial commitments for funded activities until funding deeds have been executed.
- Requests for variations or changes to the project will only be considered in limited circumstances.
- Grants will be paid via milestone payments set out in the funding deed. A sample funding deed is available at nsw.gov.au/SCCF.
- Successful applicants will be required to pay back unspent funds or those funds which have not been spent in accordance with the funding deed.
- Successful applicants will be required to submit project progress reports to the NSW Government as outlined in the funding deed.
- Successful applicants will be required to participate in a program evaluation to determine the extent to which their projects have contributed to the objectives of the fund. The evaluation will require applicants to provide evidence of how projects have resulted in a measurable change to the lives of local residents/ female sporting facilities that is consistent with the objectives of the fund.

- Applicants must hold all relevant insurances, including a minimum \$20 million Public Liability Insurance or other insurance depending on the project.
- Any information submitted by an applicant may be used for promotional material prepared by the NSW Government.
- All recipients of NSW Government funding should acknowledge this financial support as per the Funding Acknowledgement Guidelines for Recipients of NSW Government Grants available at www.nsw.gov.au/nsw-government-communications/branding.

Unsuccessful projects

Applicants will be notified in writing of the outcome of each application and unsuccessful applicants will be provided with the opportunity to arrange a feedback information session.



Attachment 1

Stronger Country Communities Fund Guidelines - Round 4 - 2021



Available support

For help preparing applications, information and resources including relevant application templates are available from nsw.gov.au/SCCF. A webinar will be held during the application open period.

The DRNSW can assist applicants to develop strong applications. Please contact scf.enquiries@regional.nsw.gov.au or call 1300 679 673 for a referral.

16
nsw.gov.au/SCCF

nsw.gov.au/SCCF
17

Important Terms and Conditions

Applicants should note:

- the NSW Government may choose to publicly announce funding for individual applications. It may also use information provided in the grant to develop case studies
- all awarded grants will be GST exclusive. If you are registered for GST, this will be applied on top of the agreed grant value when payment is made to you. Grants are assessable income for taxation purposes, unless exempted by taxation law. It is recommended applicants seek independent professional advice about taxation obligations or seek assistance from the Australian Taxation Office. The NSW Government does not provide advice on individual taxation circumstances
- DRNSW reserves the right to undertake an audit of grant funding within seven years.

Complaints

Any concerns about the program or individual applications should be submitted in writing to scf.enquiries@regional.nsw.gov.au

If applicants do not agree with the way the DRNSW handled the issue, they may wish to contact the NSW Ombudsman via ombo.nsw.gov.au.

Government Information (Public Access) Act

Applicants should be aware that information submitted in applications and all related correspondence, attachments and other documents, may be made publicly available under the Government Information (Public Access) Act 2009 (NSW). Information that is deemed to be commercially sensitive will be withheld.

The Government Information (Public Access) Act 2009 (NSW) makes government information accessible to the public by:

- requiring government agencies to make certain sorts of information freely available
- encouraging government agencies to release as much other information as possible
- giving the public an enforceable right to make access applications for government information
- restricting access to information only when there is an overriding public interest against disclosure.

Attachment 1

Stronger Country Communities Fund Guidelines - Round 4 - 2021



FIND OUT MORE

Contact us

sccf.enquiries@regional.nsw.gov.au

1300 679 673

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SPORTS COUNCIL

Held on

Wednesday, 5 May 2021
5:30pm

at

Armidale Council Chambers

PRESENT:

Major I Tiley, Councillor J Galletly (Chair), Mr S McMillan, Mr M Porter, Mr M Fittler,
Mr G Parsons, Ms S Sincock, Mr J Cohen, Mr B Smith (Armidale Regional Council) and
Ms A Biggs (Armidale Regional Council)

Quorum: 5 Members to be Present

MINUTES

Armidale Regional Council
Sports Council
Wednesday, 5 May 2021

Page 2

1. APOLOGIES
Mr Des Copeland was an apology for the meeting.
2. CONFIRMATION OF PREVIOUS MINUTES -

CONFIRMATION OF THE MINUTES OF THE SPORTS COUNCIL MEETING HELD ON 7 APRIL 2021

RECOMMENDATION:

That the minutes be taken as read and be accepted as a true record of the Meeting.

MOVED: S. Sincok

SECONDED: M. Fittler

3. DECLARATIONS OF INTEREST
4. BUSINESS ARISING

4.1 Sports Council Priority List

Ref: AINT/2021/13777 (ARC16/0330)

2. OFFICERS' RECOMMENDATION:

That the committee:

- a. Review the Sports Council Priority List
- b. Make amendments to the list as necessary

RESOLVED:

- a) To amend the current Sports Council Priority List to have the extension of the Armidale District Cricket Association clubhouse in priority position number 1 and to move the renovation of the grass cricket pitch at Moran Oval to priority position number 4 on the 'Medium' projects list (projects \$50,000 and under)
- b) To amend the current Sports Council Priority list to have the Rologas Cricket Storage Shed project in first priority position and the Guyra Tennis Club house security improvement project moved to priority position number 2 on the minor projects list (projects \$20,000 and under)
- c) To combine the Jack Vallance field renovation project with the Jack Vallance Oval lighting installation project to form one large project rather than 2 individual projects.
- d) To create a project priority list that does not categorise projects based on cost (currently categorised as 'Major', 'medium' and 'minor')
- e) To create a Project list of all projects on the Sports Council Priority List that have current applications submitted for grant funding opportunities.

ACTION: A. Biggs to make amendments to the Sports Council Priority list and create additional lists as stipulated above.

Armidale Regional Council
Sports Council
Wednesday, 5 May 2021

Page 3

5. ADMINISTRATION REPORTS

5.1 Sports Council Financial Report to 30 April 2021 *Ref: AINT/2021/13489 (ARC16/0330)*

2. OFFICERS' RECOMMENDATION:

That the committee note the financial report for the period to 30 April 2021.

NOTED.

5.2 Stronger Country Communities Fund - round 4 *Ref: AINT/2021/13794 (ARC16/0330)*

2. OFFICERS' RECOMMENDATION:

That the committee;

- a. Note the details of the Stronger Country Communities Fund – Round 4 grant opportunity.
- b. Discuss projects on the Sports Council Priority List that fit the criteria for the grant opportunity.
- c. Determine who will be responsible for submitting any grant applications (noting that for any applications submitted by either Council or Clubs, a report must go to council seeking permission to apply for the grant).

RESOLVED:

To request approval from Council for applications to be submitted in the Stronger Country Communities Fund round 4 grant opportunity as follows:

- a) Armidale District Cricket Association to apply for \$110,000 for stage 4 of the Armidale Cricket Indoor Training Facility project.
- b) Armidale Regional Council to apply for:
 - Newling Oval field lighting installation - \$400,000
 - Jack Vallance Oval upgrade including field lighting installation and field surface renovation - \$400,000
 - Lynches Road Netball Courts lighting installation - \$380,000

6. CORRESPONDENCE

7. GENERAL BUSINESS

There being no further business the Chairman declared the meeting closed at 6:47pm.