



## ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 26 October 2022  
4pm

at

Armidale Council Chambers

ATTACHMENTS

INDEX

<b>5</b>	<b>CONFIRMATION OF MINUTES</b>	
<b>5.1</b>	<b>Minutes of Previous Meeting held 28 September 2022</b>	
	<b>Attachment 1:</b> Draft OCM Minutes 28 September 2022 .....	4
<b>8</b>	<b>LEADERSHIP FOR THE REGION</b>	
<b>8.1</b>	<b>Tabling of Disclosure of Pecuniary Interest</b>	
	<b>Attachment 1:</b> Combined Designated Staff Disclosures of Interest for 21-22.....	16
	<b>Attachment 2:</b> Combined Councillor Disclosures 21-22.....	159
	<b>Attachment 3:</b> Disclosures by Designated Persons - ARIC Chair Phil Thomas .....	202
	<b>Attachment 4:</b> Disclosures by Designated Persons - ARIC Member Jason Masters.....	206
	<b>Attachment 5:</b> Disclosures by Designated Persons - ARIC Member Michael O'Connor.....	211
<b>8.2</b>	<b>Government Information Public Access Act (GIPA) Annual Report 21-22</b>	
	<b>Attachment 1:</b> 21-22 Annual GIPA report .....	216
<b>8.5</b>	<b>Armidale Regional Council Code of Conduct</b>	
	<b>Attachment 1:</b> Code of Conduct for Review and council adoption 2022.....	222
<b>8.6</b>	<b>Council Actions Report January - September 2022</b>	
	<b>Attachment 1:</b> InfoCouncil Actions as at 17 October 2022 .....	258
<b>9</b>	<b>GROWTH, PROSPERITY AND ECONOMIC DEVELOPMENT</b>	
<b>9.4</b>	<b>Planning Agreement relating to developments on Faulkner Street, Armidale</b>	
	<b>Attachment 1:</b> Planning Agreement - Final Version - 91 Faulkner Street .....	273
<b>9.5</b>	<b>Updated Draft Annual Financial Statements for the year ended 30 June 2022</b>	
	<b>Attachment 1:</b> ARC Final Draft Annual_Financial_Statements-2022 (3in1).....	291
<b>9.6</b>	<b>Review of Local Approval Policy Street Trading</b>	
	<b>Attachment 1:</b> Local Approvals Policy Street Trading .....	391
<b>10</b>	<b>ENVIRONMENT AND INFRASTRUCTURE</b>	
<b>10.1</b>	<b>Dumaresq Dam Safety Upgrade Project - Progress Update &amp; Request to Increase Contract Purchase Order</b>	
	<b>Attachment 1:</b> Report - Dumaresq Dam Safety Upgrade Project - Progress Update and Request to increase Contract Purchase Order .....	415
	<b>Attachment 2:</b> DDSU August 2022 Monthly Report Final .....	424
<b>10.2</b>	<b>Armidale Regional Council Section 7.12 Contributions Plan Review</b>	



<b>Attachment 1:</b>	Armidale Regional Council Section 7.12 Development Contributions Plan 2018 (existing Plan) .....	510
<b>Attachment 2:</b>	Armidale Regional Council Section 7.12 Development Contributions Plan 2018 (revised Plan) with markup .....	535
<b>Attachment 3:</b>	Armidale Regional Council Section 7.12 Development Contributions Plan 2018 (revised Plan) .....	567
<b>10.3</b>	<b>Finalisation of Planning Proposal for 242 Rusden Street, Armidale</b>	
<b>Attachment 1:</b>	Gateway Determination for PP 19 - 242 Rusden Street, Armidale .....	593
<b>Attachment 2:</b>	Planning Proposal 242 Rusden St, Armidale - Consultation Version.....	595
<b>12</b>	<b>COMMITTEE REPORTS</b>	
<b>12.1</b>	<b>Sports Council - Minutes of the Meeting held on 15 September 2022</b>	
<b>Attachment 1:</b>	Agenda - Sports Council - 15 September 2022.....	672
<b>Attachment 2:</b>	Minutes - Sports Council - 15 September 2022.....	682
<b>12.2</b>	<b>Audit Risk and Improvement Committee - Minutes of 20 September 2022 Meeting</b>	
<b>Attachment 1:</b>	ARIC Meeting Minutes 20 September 2022 .....	687
<b>12.3</b>	<b>Traffic Advisory Committee - Minutes of the meeting held 13th September 2022.</b>	
<b>Attachment 1:</b>	Agenda - Traffic Advisory Committee - 13 September 2022.....	700
<b>Attachment 2:</b>	Minutes - Traffic Advisory Committee - 13 September 2022 .....	789



## ORDINARY MEETING OF COUNCIL

Held on

Wednesday, 28 September 2022  
4pm

at

Armidale Council Chambers

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

**IN ATTENDANCE:** Mr James Roncon (General Manager), Mr Darren Schaefer (Chief Officer Corporate and Community), Mr Daniel Boyce (Chief Officer Sustainable Development), Mr Alex Manners (Chief Officer Assets and Services), Mr Simon Paul (Acting Chief Financial Officer), Ms Ann Newsome (Chief Financial Officer), Ms Simone Mooketsi (Manager Governance and Strategy), Ms Jessica Bower (Executive Officer) and Ms Melissa Hoult (Executive Officer).

MINUTES

Armidale Regional Council  
Ordinary Council Meeting  
Wednesday, 28 September 2022

Page 2

## Index

<b>1. CIVIC AFFIRMATION AND ACKNOWLEDGEMENT OF COUNTRY</b>	
<b>2. STATEMENT IN RELATION TO LIVE STREAMING OF COUNCIL MEETINGS</b>	
<b>3. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS</b>	
<b>4. DISCLOSURES OF INTEREST</b>	
<b>5. CONFIRMATION OF MINUTES</b>	
5.1 Minutes of Previous Meeting held 24 August 2022 .....	4
<b>6. MAYORAL MINUTE</b>	
(Refer Closed Session)	
<b>7. NOTICES OF MOTION</b>	
<b>8. LEADERSHIP FOR THE REGION</b>	
8.1 Integrated Planning and Reporting - Delivery Program 2018-2022 and Operational Plan 2021-2022 Progress Report - January to June 2022 .....	5
8.2 Council Actions Report January - August 2022 .....	5
8.3 2021-2022 Fourth Quarter Budget Review.....	5
<b>9. GROWTH, PROSPERITY AND ECONOMIC DEVELOPMENT</b>	
9.1 Cash and Investment Report 31 August 2022 .....	6
9.2 Investment Policy - Annual Review.....	6
<b>10. ENVIRONMENT AND INFRASTRUCTURE</b>	
<b>11. OUR PEOPLE AND COMMUNITY</b>	
11.1 Increase the Annual Financial Contribution to the Armidale Neighbourhood Centre - For Adoption (Post Public Exhibition) .....	7
<b>12. COMMITTEE REPORTS</b>	
12.1 KPWG - Minutes of meetings held July - September 2022 .....	7
<b>13. MATTERS OF AN URGENT NATURE</b>	
13.1 Extend SRV Closing Date .....	8
<b>14. QUESTIONS ON NOTICE</b>	
14.1 Question on Notice - Cr Robinson.....	8
<b>15. CLOSED SESSION</b>	
15.1 Mayoral Minute - New England Regional Art Museum's Capital Works Program - Request for Support.....	10
<i>(General Manager's Note: The report considers NERAM and is deemed confidential under Section 10A(2)(d) of the Local Government Act 1993, as it</i>	

Armidale Regional Council  
 Ordinary Council Meeting  
 Wednesday, 28 September 2022

Page 3

*deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).*

- 15.2 Engagement of Acting Project Director for Kempsey - Armidale Road Recovery Project .....10  
*(General Manager's Note: The report considers an engagement and is deemed confidential under Section 10A(2)(a) (c) of the Local Government Act 1993, as it deals with personnel matters concerning a particular individual; AND as it deals with commercial information of a confidential nature which, if disclosed, confers a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business).*
- 15.3 Appledale Project - Clearing and Grubbing Tender - Endorsement .....11  
*(General Manager's Note: The report considers the award of tender RFT ARC22/5098 and is deemed confidential under Section 10A(2)(d) of the Local Government Act 1993, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).*
- 15.4 Armidale Regional Airport Security Screening Fee - Charges by Commercial Arrangement .....11  
*(General Manager's Note: The report considers Armidale Regional Airport and is deemed confidential under Section 10A(2)(d) of the Local Government Act 1993, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).*
- 15.5 Lease Extension and Fitout Contribution Value for Grafton Road Depot by Tenant Backtrack Youthworks.....12  
*(General Manager's Note: The report considers Backtrack Youthworks and is deemed confidential under Section 10A(2)(d) of the Local Government Act 1993, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).*

Armidale Regional Council  
 Ordinary Council Meeting  
 Wednesday, 28 September 2022 Page 4

#### 1. CIVIC AFFIRMATION AND ACKNOWLEDGEMENT OF COUNTRY

Cr Robinson delivered the Civic Affirmation and Cr O'Connor delivered the Acknowledgement of Country.

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

The General Manager delivered the statement.

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

Nil.

#### 4. DISCLOSURES OF INTEREST

Name	Item	Nature of Interest	Reason/Intended Action
Clr McMichael	11.1	<input type="checkbox"/> Pecuniary <input checked="" type="checkbox"/> Non Pecuniary – Significant Conflict <input type="checkbox"/> Non Pecuniary – Non Significant Conflict	Reason: Board member of ANC.  Intended action: Leave Chamber
Clr Gaddes	15.1	<input type="checkbox"/> Pecuniary <input checked="" type="checkbox"/> Non Pecuniary – Significant Conflict <input type="checkbox"/> Non Pecuniary – Non Significant Conflict	Reason: Board member of NERAM.  Intended action: Leave Chamber

#### 5. CONFIRMATION OF MINUTES

##### 5.1 Minutes of Previous Meeting held 24 August 2022 Ref: AINT/2022/35896 (ARC16/0025-6)

179/22

##### RESOLVED

That the Minutes of the Ordinary Council meeting held on 24 August 2022 be taken as read and accepted as a true record of the meeting.

Moved Cr McMichael                      Seconded Cr Mepham

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

#### 6. MAYORAL MINUTE - (REFER CLOSED SESSION)

#### 7. NOTICES OF MOTION

Nil.

Armidale Regional Council  
Ordinary Council Meeting  
Wednesday, 28 September 2022 Page 5

## 8. LEADERSHIP FOR THE REGION

### 8.1 Integrated Planning and Reporting - Delivery Program 2018-2022 and Operational Plan 2021-2022 Progress Report - January to June 2022

Ref: AINT/2022/32263 (ARC20/4344)

180/22

#### RESOLVED

That Council note the Delivery Program 2018-2022 and Operational Plan 2021-2022 Progress Report for the period January to June 2022.

Moved Cr Galletly

Seconded Cr Redwood

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

### 8.2 Council Actions Report January - August 2022

Ref: AINT/2022/34521 (ARC16/0001-7)

181/22

#### RESOLVED

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

Moved Cr Gaddes

Seconded Cr Widders

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

### 8.3 2021-2022 Fourth Quarter Budget Review

Ref: AINT/2022/39202 (ARC20/4311)

182/22

#### RESOLVED

That Council:

- Note the 2021-2022 Fourth Quarter Budget Review (QBR4).
- Note the revised 2021-2022 budget produces an unrestricted cash forecast of \$4.031 million and the following fund results:

Fund	Operating Surplus / (Deficit) (before capital grants)
General	\$238,000
Water	\$2,236,000
Sewerage	\$2,023,000
Consolidated Result	\$4,497,000

- Note the proposed reduction in capital expenditure from \$41m to \$28.7m as a result of the budget review.
- Resolve to amend the 2021-2022 budget in accordance with the Quarterly Budget Review Statement for the period 1 April 2022 to 30 June 2022 tabled at the attachment.
- Resolve to carry forward unspent amounts in order to provide funding for the projects

Armidale Regional Council  
Ordinary Council Meeting  
Wednesday, 28 September 2022 Page 6

commenced and expected to be completed in the 2022/23 financial year. The 2022/23 Carry Forwards represent incomplete capital projects as at 30 June 2022 that had a 2021/22 budget allocation.

**Moved Cr Galletly                      Seconded Cr Widders**

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

## **9. GROWTH, PROSPERITY AND ECONOMIC DEVELOPMENT**

### **9.1 Cash and Investment Report 31 August 2022                      Ref: AINT/2022/36692 (ARC20/4311)**

183/22

#### **RESOLVED**

That Council note the Cash and Investment Report for August 2022.

**Moved Cr Widders                      Seconded Cr Gaddes**

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

### **9.2 Investment Policy - Annual Review                      Ref: AINT/2022/39222 (ARC20/4311)**

184/22

#### **RESOLVED**

That Council:

1. note the annual review of the Investment Policy.
2. note that no proposed amendments or updates are recommended.
3. note that the Policy is not required to be placed on public exhibition given no changes are proposed.

**Moved Cr Widders                      Seconded Cr O'Brien**

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

## **10. ENVIRONMENT AND INFRASTRUCTURE**

Nil.



Armidale Regional Council  
 Ordinary Council Meeting  
 Wednesday, 28 September 2022 Page 7

## 11. OUR PEOPLE AND COMMUNITY

Cr Susan McMichael left the meeting, the time being 04:10 PM

### 11.1 Increase the Annual Financial Contribution to the Armidale Neighbourhood Centre - For Adoption (Post Public Exhibition) *Ref: AINT/2022/38597 (ARC18/2827)*

185/22

#### RESOLVED

That Council:

- a. Receive and note the submissions attached this report on the intention to increase the annual financial contribution to the Armidale Neighbourhood Centre (ANC) from \$20,000 pa to \$80,000 pa; and
- b. Adopt to increase the annual financial contribution to the Armidale Neighbourhood Centre and make the budget adjustment as part of the 2022/23 first quarter review.

Moved Cr O'Brien

Seconded Cr Robinson

**DIVISION** The result being:-

**FOR:** Crs S Coupland, P Gaddes, J Galletly, S Mephram, D O'Brien, M O'Connor, T Redwood, D Robinson and B Widders

**AGAINST:** Cr P Packham

**The Mayor declared the vote CARRIED.**

Cr Susan McMichael returned to the meeting, the time being 04:29 PM

## 12. COMMITTEE REPORTS

### 12.1 KPWG - Minutes of meetings held July - September 2022

*Ref: AINT/2022/34527 (ARC16/0001-7)*

186/22

#### RESOLVED

That the following Minutes of the Key Pillar Working Group meetings held from July 2022 to September 2022 be noted;

- Growing Region KPWG meeting held 26 July 2022
- Connected Region KPWG meeting held 28 July 2022
- Future Region KPWG meeting held 11 August 2022
- Enriched Region KPWG meeting held 12 August 2022
- Growing Region KPWG meeting held 1 September 2022
- Future Region KPWG meeting held 14 September 2022
- Liveable Region KPWG meeting held 15 September 2022

Moved Cr Galletly

Seconded Cr Redwood

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



Armidale Regional Council  
Ordinary Council Meeting  
Wednesday, 28 September 2022 Page 8

### 13. MATTERS OF AN URGENT NATURE

#### 13.1 EXTEND SRV CLOSING DATE (CR MARGARET O'CONNOR) REF: ARC16/0025-6

187/22

#### RESOLVED

IN VIEW OF THE QUEEN'S NATIONAL DAY OF MOURNING PUBLIC HOLIDAY HELD 22 SEPTEMBER 2022, THAT COUNCIL EXTEND THE CLOSING DATE FOR THE SPECIAL RATE VARIATION SUBMISSIONS FROM 30 SEPTEMBER 2022 TO 3 OCTOBER 2022.

**MOVED CR O'CONNOR                      SECONDED CR ROBINSON**

**DIVISION                      THE RESULT BEING:-**

**FOR:**                      CRS S MCMICHAEL, M O'CONNOR, P PACKHAM AND D ROBINSON

**AGAINST:**                      CRS S COUPLAND, P GADDES, J GALLETTY, S MEPHAM, D O'BRIEN, T REDWOOD AND B WIDDERS

**THE MAYOR DECLARED THE VOTE LOST.**

### 14. QUESTIONS ON NOTICE

#### 14.1 Question on Notice - Cr Robinson

Ref: AINT/2022/38671 (ARC16/0025-6)

188/22

#### RESOLVED

That Council note the further response to the Questions on Notice submitted by Cr Robinson.

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

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

### PROCEDURAL MOTION

189/22

#### RESOLVED

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

- 15.1 Mayoral Minute - New England Regional Art Museum's Capital Works Program - Request for Support. (AINT/2022/39156) - **(General Manager's Note: The report considers NERAM and is deemed confidential under Section 10A(2)(d) of the Local Government Act 1993, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).**
- 15.2 Engagement of Acting Project Director for Kempsey - Armidale Road Recovery Project. (AINT/2022/32172) - **(General Manager's Note: The report considers an engagement and**

Armidale Regional Council  
Ordinary Council Meeting  
Wednesday, 28 September 2022

Page 9

*is deemed confidential under Section 10A(2)(a) (c) of the Local Government Act 1993, as it deals with personnel matters concerning a particular individual; AND as it deals with commercial information of a confidential nature which, if disclosed, confers a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business).*

- 15.3 Appledale Project - Clearing and Grubbing Tender - Endorsement. (AINT/2022/37698) - **(General Manager's Note:** *The report considers the award of tender RFT ARC22/5098 and is deemed confidential under Section 10A(2)(d) of the Local Government Act 1993, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).*
- 15.4 Armidale Regional Airport Security Screening Fee - Charges by Commercial Arrangement. (AINT/2022/33452) - **(General Manager's Note:** *The report considers Armidale Regional Airport and is deemed confidential under Section 10A(2)(d) of the Local Government Act 1993, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).*
- 15.5 Lease Extension and Fitout Contribution Value for Grafton Road Depot by Tenant Backtrack Youthworks. (AINT/2022/38829) - **(General Manager's Note:** *The report considers Backtrack Youthworks and is deemed confidential under Section 10A(2)(d) of the Local Government Act 1993, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).*
- b) That Council exclude the press and public from the proceedings of the Council in Confidential Session pursuant to Section 10A, subsections 2 & 3 and section 10B of the Local Government Act 1993, on the basis that the items to be considered are of a confidential nature.
- c) That Council make the resolutions made in Confidential Session public as soon as practicable.

**Moved Cr Robinson**

**Seconded Cr O'Brien**

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

Council entered Closed Session at 4:46pm.

Council returned to Open Session at 5:04pm.

Armidale Regional Council  
Ordinary Council Meeting  
Wednesday, 28 September 2022 Page 10

### **RESUMPTION OF MEETING**

190/22 **RESOLVED**

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

**Moved Cr McMichael                      Seconded Cr Widders**

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

### **15. CLOSED SESSION**

Cr Paul Gaddes left the meeting, the time being 04:46 PM

#### **15.1 Mayoral Minute - New England Regional Art Museum's Capital Works Program - Request for Support** *Ref: AINT/2022/39156 (ARC16/0025-6)*

191/22 **RESOLVED**

That Council:

- a. Council endorses NERAM's plan for a major capital works program 'Building a New NERAM'.
- b. Council is willing to provide in-kind support for the project. The extent of the support will be subject to discussion as the project takes shape.
- c. Council provides a letter of intent to NERAM confirming that a decision to extend the current funding agreement be made by April 2026.

**Moved Cr Coupland                      Seconded Cr McMichael**

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

Cr Paul Gaddes returned to the meeting, the time being 04:54 PM

#### **15.2 Engagement of Acting Project Director for Kempsey - Armidale Road Recovery Project** *Ref: AINT/2022/32172 (ARC21/4742)*

192/22 **RESOLVED**

That Council:

- a) Approve the extended engagement of Ken Fox (FMP Consulting Pty Ltd) as an Acting Project Director up to the end of December 2022, with an option to extend to July 2023 if delays are experienced in procuring client side replacement resources;
- b) Endorse the variation of the existing contract for FMP Consulting Pty Ltd to an estimated expenditure of \$249,040.00 (incl. GST) in addition to the original contract value of \$332,500.00 (incl. GST);
- c) Delegate authority to General Manager to approve the expenditure for the project and FMP Consulting Pty Ltd up to \$581,540.00 (incl. GST) available from EPARW (Kempsey Road Recovery Works) fund approved by TfNSW; and

Armidale Regional Council  
Ordinary Council Meeting  
Wednesday, 28 September 2022 Page 11

- d) Delegate authority to the General Manager to extend the contract at a total weekly cost of \$11,320.00 (incl. GST) until the tender process for the engagement of ARC client side resources for Main Recovery Works Project Director, Senior Project Manager, Site Officers and administrative staff has been completed and the tender awarded by Council.

**Moved Cr Galletly**

**Seconded Cr Redwood**

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

### **15.3 Appledale Project - Clearing and Grubbing Tender - Endorsement**

*Ref: AINT/2022/37698 (ARC22/5098)*

193/22

#### **RESOLVED**

That Council:

- a. Note the engagement of O.S. Tree Pty Ltd for Clearing and Grubbing works totalling \$241,560 incl. GST; and
- b. Delegate authority to the General Manager to approve expenditure for the works up to the total budget available of \$300,000.

**Moved Cr O'Connor**

**Seconded Cr McMichael**

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

### **15.4 Armidale Regional Airport Security Screening Fee - Charges by Commercial Arrangement**

*Ref: AINT/2022/33452 (ARC20/4110)*

194/22

#### **RESOLVED**

That Council:

- a. Ensure cost recovery of airport security screening by applying charges to RPT service providers.
- b. Authorise the General Manager to commence engagement with RPT service providers and relevant stakeholders of ARC's intent to commence charging Security Screening fees on expiry of the Federal Government grant in December 2022, with the first month billing January 2023.
- c. Formalise charges with RPT service providers in individual commercial agreements.

**Moved Cr Robinson**

**Seconded Cr O'Connor**

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

Armidale Regional Council  
Ordinary Council Meeting  
Wednesday, 28 September 2022 Page 12

**15.5 Lease Extension and Fitout Contribution Value for Grafton Road Depot by  
Tenant Backtrack Youthworks** *Ref: AINT/2022/38829 (ARC16/1106)*

195/22

**RESOLVED**

That Council:

- a) Agree to exercise the next five year lease option early, totalling \$6,784 for seven years (from 2022 to 2029) for the lease of the Grafton Road depot.
- b) Agree to the proposed fit out works to a Council asset with a project value \$366,000 ex GST to be managed by Backtrack Youthworks.

**Moved Cr Galletly****Seconded Cr Gaddes****The Motion on being put to the vote was CARRIED unanimously.**

There being no further business the Mayor declared the meeting closed at 5:09pm.

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

## Disclosure of pecuniary interests and other matters

By: James Roncon

In respect of the period from 1/7/2021 to 30/6/2022



[Councillor's or designated person's signature]

[As at Date] 7 September 2022

## A. Real Property

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

Nature of interest

[Redacted] Armidale NSW 2350

Part owner

29 Evergreen Drive Alfredton Vic 3350

Part owner

3/448 Beach Road Sunshine Bay NSW 2536

Part owner

1/3 Beechwood Court Sunshine Bay NSW 2536

Part owner

7/2 Armadale Street Armadale Vic 3143

Part owner

## B. Sources of income

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

Description of occupation

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

Name under which partnership conducted (if applicable)

General Manager

Armidale Regional Council  
135 Rusden Street, Armidale2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from a **trust** since 30 June

Name and address of settlor

Name and address of trustee

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

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

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

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

Nil

**C. Gifts**

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

Nil

**D. Contributions to travel**

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

Nil

**E. Interests and positions in corporations**

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

Nil

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

No

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

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

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

**H. Debts**

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

Bankwest

**I. Dispositions of property**

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

Nil

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

Nil

**I. Discretionary disclosures**

Nil



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Model Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**Disclosure of pecuniary interests and other matters**

By: Aimee Hutton

In respect of the period from 1/7/2021 to 30/6/2022



[Councillor's or designated person's signature]

18/7/22

[As at Date]

**A. Real Property**

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

, Guyra NSW 2365

Nature of interest

Owner

**B. Sources of income**

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

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Coordinator Libraries, Museums & VIC	Armidale Regional Council 135 Rusden Street, Armidale	

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

Sources of income I received from a **trust** since 30 JuneName and address of settlor  
Nil

Name and address of trustee

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

Sources of other income I received at any time since 30 June  
[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Nil

**C. Gifts**

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

Nil

**D. Contributions to travel**

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

Nil

**E. Interests and positions in corporations**

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

Nil

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

No

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

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

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**H. Debts**

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

Nil

**I. Dispositions of property**

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

Nil

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

Nil

**I. Discretionary disclosures**

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Model Code of Conduct 2020 Schedule 2**

DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN  
[TRIM ARC16/0662-5]

**Disclosure of pecuniary interests and other matters**

**By:** **Alexander Manners**  
[REDACTED] Armidale NSW

In respect of the period from 1/7/2021 to 30/6/2022

[REDACTED]

8/9/2022

[Councillor's or designated person's signature]

[As at Date]

**A. Real Property**

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
66 Hill Street Tamworth NSW	Owner
98 Griffin Ave Taworth NSW	Owner
[REDACTED] Armidale NSW	Owner

**B. Sources of income**

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

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Engineer	Armidale Regional Council 135 Rusden Street, Armidale	

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

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

Name and address of settlor	Name and address of trustee
NIL	NIL



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

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

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

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

NIL

**C. Gifts**

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

NIL

**D. Contributions to travel**

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

NIL

**E. Interests and positions in corporations**

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

NIL

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

NO

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

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

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

**H. Debts**

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

Commonwealth Bank

**I. Dispositions of property**

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

NIL

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

NIL

**I. Discretionary disclosures**

NIL



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Mode Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]


## Disclosure of pecuniary interests and other matters

By: Anne Maree Harris

In respect of the period from 1/7/2021 to 30/6/2022

	30/08/2022
[Councillor's or designated person's signature]	[As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
 INVERGOWRIE NSW 2350	Owner

## B. Sources of income

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

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Executive Manager People & Culture	Armidale Regional Council 135 Rusden Street, Armidale	N/A

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

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

Name and address of settlor	Name and address of trustee
NIL	

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

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

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

Nil

**C. Gifts**

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

Nil

**D. Contributions to travel**

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

Nil

**E. Interests and positions in corporations**

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

Marble Hill Consulting Pty Ltd      Director

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

No

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

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

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**H. Debts**

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

Commonwealth Bank

Pepper Finance

**I. Dispositions of property**

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

NIL

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

Nil

**I. Discretionary disclosures**

N/A

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Mode Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

## Disclosure of pecuniary interests and other matters

By:

Brad Munns

In respect of the period from 1/7/2021 to 30/6/2022



[Councillor's or designated person's signature]


26/8/22

[As at Date]

## A. Real Property

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

Nature of interest

Residential Property – , Beaudesert, Qld 4285

50% Tenant in Common

## B. Sources of income

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

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Financial Accountant	Armidale Regional Council 135 Rusden Street, Armidale NSW 2350	Nil

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

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

Name and address of settlor	Name and address of trustee
Nil	Nil



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

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

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

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

Interest and Dividend income – bank accounts, ASX listed shares (eg BHP)

**C. Gifts**

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

Nil      Nil

**D. Contributions to travel**

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

**E. Interests and positions in corporations**

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

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

Nil

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

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
St Kilda Fishing Club (holds a lease for land with Armidale Regional Council at Malpas Dam and is a member of the Malpas Aquatic Association which has	Secretary

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

a separate arrangement with Armidale Regional Council.)

**H. Debts**

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

National Australia Bank

Bank loan for Residential Property, Credit Card facility

**I. Dispositions of property**

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

Nil

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

Nil

**I. Discretionary disclosures**



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Model Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

## Disclosure of pecuniary interests and other matters

By: Bradley Hault

In respect of the period from 1/7/2021 to 30/6/2022

[Redacted Signature]

[Councillor's or designated person's signature]

25/08/22

[As at Date]

## A. Real Property

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

Nature of interest

[Redacted Address] Invergowrie

## B. Sources of income

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

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Ranger	Armidale Regional Council 135 Rusden Street, Armidale	

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

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

Name and address of settlor

Name and address of trustee

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

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

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

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

Nil

**C. Gifts**

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

Nil

**D. Contributions to travel**

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

Nil

**E. Interests and positions in corporations**

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

Nil

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

Nil

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

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

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

**H. Debts**

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

Nil

**I. Dispositions of property**

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

Nil

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

Nil

**I. Discretionary disclosures**

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Model Code of Conduct 2020 Schedule 2**



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: Brett Hopkinson

In respect of the period from 1/7/2021 to 30/6/2022



[Councillor's or designated person's signature]

19/07/2022

[As at Date]

## A. Real Property

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

Nature of interest

NIL

## B. Sources of income

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
	Armidale Regional Council 135 Rusden Street, Armidale	

NIL

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

Name and address of settlor	Name and address of trustee

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

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

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

NIL

**C. Gifts**

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

NIL

**D. Contributions to travel**

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

NIL

**E. Interests and positions in corporations**

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

NIL

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

NIL

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

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

NIL



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**H. Debts**

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

NIL

**I. Dispositions of property**

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

NIL

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

NIL

**I. Discretionary disclosures**

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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


**Version: Model Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: Chris Bonning

In respect of the period from 1/7/2021 to 30/6/2022



[Councillor's or designated person's signature]

25/7/22

[As at Date]

## A. Real Property

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

Nature of interest

No A

## B. Sources of income

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

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

Description of occupation

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

Name under which partnership conducted (if applicable)

Armidale Regional Council  
135 Rusden Street, Armidale

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

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

Name and address of settlor

Name and address of trustee

N.A.

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

Sources of other income I received at any time since 30 June  
 [Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

N.A.

**C. Gifts**

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

N.A.

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June

Dates on which travel was undertaken

Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

N.A.

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June

Nature of interest (if any)

Description of position (if any)

Description of principal objects (if any) of corporation (except in case of listed company)

N.A.

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

N.A.

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

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

Description of position

N.A.

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**H. Debts**

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

N.A.

**I. Dispositions of property**

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

N.A.

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

N.A.

**I. Discretionary disclosures**

N.A.



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Model Code of Conduct 2020 Schedule 2**

DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN  
[TRIM ARC16/0662-5]

**Disclosure of pecuniary interests and other matters**

**By:** Daniel Boyce

In respect of the period from 1/7/2021 to 30/6/2022

	26 August 2022
	[As at Date]

**A. Real Property**

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

[REDACTED], Armidale	Part owner
6 Merindah Mews, Moree	Part owner
115 Greenbah Road, Moree	Part owner

**B. Sources of income**

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

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Planner	Armidale Regional Council 135 Rusden Street, Armidale	

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

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

Name and address of settlor	Name and address of trustee
-----------------------------	-----------------------------



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

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

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

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

Rental income 6 Merindah Mews, Moree

**C. Gifts**

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

**D. Contributions to travel**

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

**E. Interests and positions in corporations**

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

**F. Were you a property developer or a close associate of a property developer on the return date****G. Positions in trade unions and professional or business associations**

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

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

**H. Debts**

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

**I. Dispositions of property**

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

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

**I. Discretionary disclosures**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Model Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: Daryl Kliendienst

In respect of the period from 1/7/2021 to 30/6/2022

[Redacted Signature]

[Councillor's or designated person's signature]

21 Aug 22

[As at Date]

## A. Real Property

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

Nature of interest

8 Perrott street - Investment property.

[Redacted] Armidale - Home

25 @ 25 A Heath Ave Copparoo - Rent.

## B. Sources of income

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
8 Perrott street	Armidale Regional Council 135 Rusden Street, Armidale	
no other income		

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

Name and address of settlor	Name and address of trustee
Rent From House At Brisbane.	
Family trust	

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

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

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

no other income

**C. Gifts**

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

no Gifts

**D. Contributions to travel**

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

not Applicable

**E. Interests and positions in corporations**

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

not Applicable

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

N/A

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

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

NA

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**H. Debts**

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

NA

**I. Dispositions of property**

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

NA

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

NA

**I. Discretionary disclosures**

NA



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Model Code of Conduct 2020 Schedule 2**



DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN  
[TRIM ARC16/0662-5]

**Disclosure of pecuniary interests and other matters**

By: Emily Tischner

In respect of the period from 1/7/2021 to 30/6/2022

	29/08/2022
[Councillor's or designated person's signature]	[As at Date]

**A. Real Property**

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

 Armidale	Property owner
--	----------------

**B. Sources of income**

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

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Town Planner	Armidale Regional Council 135 Rusden Street, Armidale	

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

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

Name and address of settlor	Name and address of trustee
-----------------------------	-----------------------------

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

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

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

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

Nil

**C. Gifts**

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

Nil

**D. Contributions to travel**

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

Nil

**E. Interests and positions in corporations**

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

Nil

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

Nil

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

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

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

**H. Debts**

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

Nil

**I. Dispositions of property**

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

Nil

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

Nil

**I. Discretionary disclosures**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Model Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: Hannu Akerman

In respect of the period from 1/7/2021 to 30/6/2022



26/07/2022

[Councillor's or designated person's signature]

[As at Date]

## A. Real Property

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

Nature of interest

NIL

## B. Sources of income

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Coordinator Knowledge	Armidale Regional Council 135 Rusden Street, Armidale	

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

Name and address of settlor	Name and address of trustee
-----------------------------	-----------------------------

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

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

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

NIL

**C. Gifts**

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

NIL

**D. Contributions to travel**

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

NIL

**E. Interests and positions in corporations**

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

NIL

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

No.

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

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

NIL

**H. Debts**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

NIL

**I. Dispositions of property**

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

NIL

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

NIL

**I. Discretionary disclosures**

NIL



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Mode Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: Ian John Chetcuti

In respect of the period from 1/7/2021 to 30/6/2022

[Councillor's or designated person's signature]

[As at Date] 18 July 2022

## A. Real Property

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

Nature of interest

[REDACTED], Port Macquarie NSW 2444

Owner

## B. Sources of income

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

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Coordinator Regulations	Armidale Regional Council 135 Rusden Street, Armidale	

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

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

Name and address of settlor

Name and address of trustee

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

Sources of other income I received at any time since 30 June  
[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

NIL

**C. Gifts**

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

NIL

**D. Contributions to travel**

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

NIL

**E. Interests and positions in corporations**

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

NIL

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

NIL

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

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

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**H. Debts**

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

NIL

**I. Dispositions of property**

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

NIL

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

NIL

**I. Discretionary disclosures**

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Model Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: Jesse Dick

In respect of the period from 1/7/2021 to 30/6/2022



2-8-2022

## A. Real Property

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

Nature of interest

[Redacted] Armidale

Owner

## B. Sources of income

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Development Growth Planner	Armidale Regional Council 135 Rusden Street, Armidale	nil

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

Name and address of settlor	Name and address of trustee
nil	nil



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

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

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

nil

#### C. Gifts

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

nil

nil

#### D. Contributions to travel

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

nil

nil

nil

#### E. Interests and positions in corporations

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

nil

nil

nil

nil

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

nil

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

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

nil

nil



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**H. Debts**

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

Suncorp Metway bank

**I. Dispositions of property**

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

nil

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

nil

**I. Discretionary disclosures**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Model Code of Conduct 2020 Schedule 2**

DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN  
[TRIM ARC16/0662-5]

**Disclosure of pecuniary interests and other matters**

**By:** Joanna Harrison

In respect of the period from 1/7/2021 to 30/6/2022

[Councillor's or designated person's signature]



[As at Date] 1/7/2021

**A. Real Property**

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

Nature of interest

[Redacted], Armidale

Freehold - Home

**B. Sources of income**

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

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
NIL	Armidale Regional Council 135 Rusden Street, Armidale	

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

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

Name and address of settlor	Name and address of trustee
NIL	

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

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

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

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

NIL

**C. Gifts**

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

**D. Contributions to travel**

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

**E. Interests and positions in corporations**

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

NIL

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

NIL

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

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

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

**H. Debts**

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

NIL

**I. Dispositions of property**

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

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

**I. Discretionary disclosures**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Model Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: Kate Blackwood

In respect of the period from 1/7/2021 to 30/6/2022



2 August 2022

[Councillor's or designated person's signature]

[As at Date]

## A. Real Property

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

Nature of interest

Nil

## B. Sources of income

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

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Town Planner	Armidale Regional Council 135 Rusden Street, Armidale	

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

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

Name and address of settlor	Name and address of trustee
Nil	



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

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

**C. Gifts**

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

**D. Contributions to travel**

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

**E. Interests and positions in corporations**

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

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

No

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

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

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**H. Debts**

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

Nil

**I. Dispositions of property**

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

Nil

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

Nil

**I. Discretionary disclosures**

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Mode Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [CM:ARC19/3250]

## Disclosure of pecuniary interests and other matters

By Lisa Hallman:

In respect of the period from 1/7/2021 to 30/6/2022



[Councillor's or designated person's signature]


[As at Date]

Formatted: Tab stops: 4.01 cm, Left

## A. Real Property

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

Nature of interest

 ARMIDALE

Part owner

 ARMIDALE

Part owner

## B. Sources of income

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

Description of occupation

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

Name under which partnership conducted (if applicable)

Environmental Health &amp; Building Surveyor

Armidale Regional Council  
135 Rusden Street, Armidale2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from a **trust** since 30 June

Name and address of settlor

Ambrose Hallman



ARMIDALE

Name and address of trustee

Ambrose and Lisa Hallman



ARMIDALE

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

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

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

NIL

Description of each gift I received at any time during since 30 June

NIL

## D. Contributions to travel

Page 1

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [CM:ARC19/3250]

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

**E. Interests and positions in corporations**

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

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

NIL

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

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
Development & Environmental Professionals' Association (DEPA)	member

Association of Australian Certifiers (AAC)

Financial member

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June
ANZ Housing loan (x2)

**I. Dispositions of property**

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

NIL

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

NIL

**I. Discretionary disclosures**

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [CM:ARC19/3250]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Model Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: Mark Byrne

In respect of the period from 1/7/2021 to 30/6/2022

[Councillor's or designated person's signature]

[As at Date] 18<sup>th</sup> July 2022

## A. Real Property

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

Nature of interest

[Redacted] Armidale NSW 2350

Residence

## B. Sources of income

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Manager Utilities	Armidale Regional Council 135 Rusden Street, Armidale	Nil

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

Name and address of settlor	Name and address of trustee
Nil	Nil



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

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

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

Nil

**C. Gifts**

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

Nil

Nil

**D. Contributions to travel**

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

Nil

Nil

Nil

**E. Interests and positions in corporations**

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

Nil

Nil

Nil

Nil

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

No

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

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

Nil

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**H. Debts**

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

Nil

Nil

**I. Dispositions of property**

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

Nil

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

Nil

**I. Discretionary disclosures**

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Mode Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: Mark Wilson

In respect of the period from 1/7/2021 to 30/6/2022



22/8/22

[Councillor's or designated person's signature]

[As at Date]

## A. Real Property

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

Nature of interest

 Armidale

Home of residence

## B. Sources of income

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

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Co-ordinatorr Design & Resourcing	Armidale Regional Council 135 Rusden Street, Armidale	

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

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

Name and address of settlor

Name and address of trustee

N/A

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

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

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

Nil

**C. Gifts**

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

Nil

**D. Contributions to travel**

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

Nil

**E. Interests and positions in corporations**

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

Nil

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

No

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

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
Local Government Engineers Association	Union Staff Delegate

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**H. Debts**

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

N/A

**I. Dispositions of property**

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

N/A

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

N/A

**I. Discretionary disclosures**



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Model Code of Conduct 2020 Schedule 2**



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

## Disclosure of pecuniary interests and other matters

By: Michael Clynych

In respect of the period from 1/7/2021 to 30/6/2022

[  ] 26/08/2022

## A. Real Property

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



## B. Sources of income

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

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
	Armidale Regional Council 135 Rusden Street, Armidale	

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

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

Name and address of settlor	Name and address of trustee
	NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

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

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

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

**C. Gifts**

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

**D. Contributions to travel**

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

**E. Interests and positions in corporations**

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

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

**NIL**

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

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
<b>USU services union</b>	<b>Member</b>
<b>DEPA union</b>	<b>Member/Rep</b>

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

**H. Debts**

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

**Mortgage****I. Dispositions of property**

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

**Mortgage for** [REDACTED]

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

**I. Discretionary disclosures**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Model Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

## Disclosure of pecuniary interests and other matters

By: Michael Flynn

In respect of the period from 1/7/2021 to 30/6/2022



26/08/2022

[Councillor's or designated person's signature]

[As at Date]

## A. Real Property

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

Nature of interest

 ARMIDALE

rental

## B. Sources of income

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

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Development Engineer	Armidale Regional Council 135 Rusden Street, Armidale	

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

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

Name and address of settlor	Name and address of trustee
NIL	NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

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

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

NIL

**C. Gifts**

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

NIL

NIL

**D. Contributions to travel**

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

NIL

NIL

NIL

**E. Interests and positions in corporations**

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

NIL

NIL

NIL

NIL

**F. Were you a property developer or a close associate of a property developer on the return date****G. Positions in trade unions and professional or business associations**

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

NIL

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

**H. Debts**

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

NIL

NIL

**I. Dispositions of property**

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

NIL

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

NIL

**I. Discretionary disclosures**

NIL



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN

[TRIM ARC16/0662-5]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

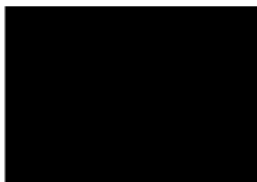
**Version: Model Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: Mr Michael Fox

In respect of the period from 1/7/2021 to 30/6/2022



Designated Person's Signature

22 July 2022

## A. Real Property

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

Nature of interest

[Redacted], Inverell

Owner

## B. Sources of income

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Building Surveyor	Armidale Regional Council 135 Rusden Street, Armidale	

## DISCLOSURES BY DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

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

Name and address of settlor

Name and address of trustee

NIL

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

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

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

NIL

**C. Gifts**

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

NIL

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June

Dates on which travel was undertaken

Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

NIL

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June

Nature of interest (if any)

Description of position (if any)

Description of principal objects (if any) of corporation (except in case of listed company)

NIL

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

NIL

## DISCLOSURES BY DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

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

NIL

**H. Debts**

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

NIL

**I. Dispositions of property**

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

NIL

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

NIL

**I. Discretionary disclosures**

NIL

## DISCLOSURES BY DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Mode Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: Michael Turner

In respect of the period from 1/7/2021 to 30/6/2022

[Councillor's or designated person's signature]

[As at Date]

## A. Real Property

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

Nature of interest

[Redacted] Armidale

## B. Sources of income

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

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
WHS Coordinator	Armidale Regional Council 135 Rusden Street, Armidale	
Wellsite Safety Manager	Arrow Energy. 111 Eagle St Brisbane QLD 4000	

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

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

Name and address of settlor

Name and address of trustee



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

Sources of other income I received at any time since 30 June  
[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

None

**C. Gifts**

Description of each gift I received at any time during Name and address of donor  
since 30 June  
None

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
None		

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
None			

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

N/A

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

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

N/A



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**H. Debts**

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

None

**I. Dispositions of property**

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

None

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

None

**I. Discretionary disclosures**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

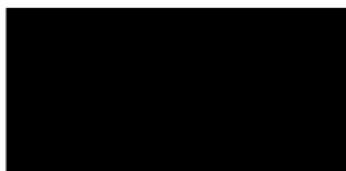
**Version: Model Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: Nathan Smith

In respect of the period from 1/7/2021 to 30/6/2022



18 July 2022

## A. Real Property

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

Nature of interest

Invergowrie

Owner/occupier

## B. Sources of income

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

Description of occupation

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

Name under which partnership conducted (if applicable)

Armidale Regional Council  
135 Rusden Street, ArmidaleEnvironmental Health and  
Building Surveyor

ARC

Nil

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

Name and address of settlor

Name and address of trustee

nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

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

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

Nil

#### C. Gifts

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

#### D. Contributions to travel

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

#### E. Interests and positions in corporations

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

nil

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

nil

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

Name of each trade union and each professional or business association in which I held any position	Description of position
--	-------------------------

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

(whether remunerated or not) at the return date/at  
any time 30 June

nil

**H. Debts**

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

CBA (mortgage and credit card)

**I. Dispositions of property**

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

nil

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

nil

**I. Discretionary disclosures**

nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Mode Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: Richard Mayled

In respect of the period from 1/7/2021 to 30/6/2022

  
 [Councillor's or designated person's signature]

 4/8/2022  
 19/7/2022 [As at Date]

## A. Real Property

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

Nature of interest

 Guyra

Family home

59 Ryanda Street, Guyra

Investment Property

## B. Sources of income

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

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

Description of occupation

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

Name under which partnership conducted (if applicable)

Armidale Regional Council  
135 Rusden Street, Armidale

Nil

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

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

Name and address of settlor

Name and address of trustee

Nil



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

Sources of other income I received at any time since 30 June  
[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Nil

**C. Gifts**

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

Nil

**D. Contributions to travel**

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

Nil

**E. Interests and positions in corporations**

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

Nil

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

Nil

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

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

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**H. Debts**

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

Nil

**I. Dispositions of property**

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

Nil

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

Nil

**I. Discretionary disclosures**

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

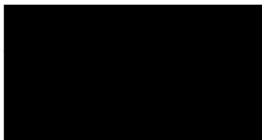
**Version: Model Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: Fredrick (Rick) Mickerts

In respect of the period from 1/7/2021 to 30/6/2022



2/08/2022

[Councillor's or designated person's signature]

[As at Date]

## A. Real Property

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

Nature of interest

 Armidale NSW

Property Owner

## B. Sources of income

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Plumbing, Drainage and TradeWaste Officer	Armidale Regional Council 135 Rusden Street, Armidale	

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

Name and address of settlor

Name and address of trustee

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

Nil

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

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

Nil

#### C. Gifts

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

Nil

#### D. Contributions to travel

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

Nil

#### E. Interests and positions in corporations

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

Nil

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

No

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

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



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Model Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**H. Debts**

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

Regional Australia Bank - Corner of Rusden and  
Dangar Streets Armidale NSW

**I. Dispositions of property**

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

Nil

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

Nil

**I. Discretionary disclosures**

Nil



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: Samuel Drake

In respect of the period from 1/7/2021 to 30/6/2022



[Councillor's or designated person's signature]

19/07/22

[As at Date]

## A. Real Property

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

None in Local Government Area

Nature of interest

## B. Sources of income

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

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Senior Property Specialist - employee	Armidale Regional Council 135 Rusden Street, Armidale	

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

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

Name and address of settlor	Name and address of trustee
No funds received in period	

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

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

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

Special Advisory Role – Samuel Drake Sole Trader – clients include NSW DET, Parramatta Council, Barangaroo Delivery Authority, Mat McLachlan Battlefield Tours

**C. Gifts**

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

None received

**D. Contributions to travel**

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

None known

**E. Interests and positions in corporations**

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

None in the period

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

None in the local government area

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

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

No positions held

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**H. Debts**

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

No in local government area

**I. Dispositions of property**

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

None in the local government area

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

None in the local government area

**I. Discretionary disclosures**

I have previously subcontracted to Brown and Krippner Surveyors for minor contract works advisory in 2019/20

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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


**Version: Model Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: Scott Goodhand

In respect of the period from 1/7/2021 to 30/6/2022

	2 August 2022
[Councillor's or designated person's signature]	[As at Date]

## A. Real Property

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

 Black Mountain.

## B. Sources of income

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
	Armidale Regional Council 135 Rusden Street, Armidale	

Nil

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

Name and address of settlor	Name and address of trustee
-----------------------------	-----------------------------

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

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

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

Nil

**C. Gifts**

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

Nil

**D. Contributions to travel**

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

Nil

**E. Interests and positions in corporations**

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

Nil

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

Nil

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

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

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**H. Debts**

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

Nil

**I. Dispositions of property**

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

Nil

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

Nil

**I. Discretionary disclosures**

Nil



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Mode Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: Sharn Woolnough

In respect of the period from 1/7/2021 to 30/6/2022



Sharn Woolnough

22/08/22

## A. Real Property

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

Nature of interest

[Redacted] Armidale

Owner/home

## B. Sources of income

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

Description of occupation

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

Name under which partnership conducted (if applicable)

Engineer

Armidale Regional Council  
135 Rusden Street, Armidale2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from a **trust** since 30 June

Name and address of settlor

Name and address of trustee

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

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

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

**C. Gifts**

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

**D. Contributions to travel**

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

**E. Interests and positions in corporations**

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

**F. Were you a property developer or a close associate of a property developer on the return date****G. Positions in trade unions and professional or business associations**

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

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**H. Debts**

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

**I. Dispositions of property**

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

██████████ Armidale 2350

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

**I. Discretionary disclosures**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Mode Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: Shili Wang

In respect of the period from 1/7/2021 to 30/6/2022



[Councillor's or designated person's signature]

31 Aug 2022

[As at Date]

## A. Real Property

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

, Armidale

Nature of interest

owner

## B. Sources of income

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

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Strategic Planner	Armidale Regional Council 135 Rusden Street, Armidale	Nil

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

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

Name and address of settlor  
Nil

Name and address of trustee  
Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

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

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

Rental income from the investment property with the amount of \$-2200.

**C. Gifts**

Description of each gift I received at any time during since 30 June

Nil

Name and address of donor

Nil

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June

Nil

Dates on which travel was undertaken

Nil

Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

Nil

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June

Nil

Nature of interest (if any)

Nil

Description of position (if any)

Nil

Description of principal objects (if any) of corporation (except in case of listed company)

Nil

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

NO.

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

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

DEPA

Description of position

Member



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**H. Debts**

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

ANZ

CBA

**I. Dispositions of property**

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

Nil

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

Nil

**I. Discretionary disclosures**

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Model Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Model Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**H. Debts**

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

Nil

**I. Dispositions of property**

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

Nil

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

Nil

**I. Discretionary disclosures**

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

Sources of other income I received at any time since 30 June  
[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Interest received NAB

**C. Gifts**

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

**D. Contributions to travel**

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

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
Breves Pty Ltd	Director Shareholder	Director	Trustee of Family Trust and ESF

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

No

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

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



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**Disclosure of pecuniary interests and other matters**

By: Simon Keith Paul

In respect of the period from 1/7/2021 to 30/6/2022



18 July 2022

[Councillor's or designated person's signature]

[As at Date]

**A. Real Property**

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

Nil

Nature of interest

**B. Sources of income**

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

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
CFO & Director of Corporate Services	Uralla Shire Council 32 Salisbury Street, Uralla 2358	

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

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

Name and address of settlor	Name and address of trustee
Nil	

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: Simone Mooketsi – Manager Governance &amp; Strategy

In respect of the period from 1/7/2021 to 30/6/2022

[REDACTED] 18/07/2022

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
[REDACTED] Armidale NSW 2350	Co -Owner
447 Stenner St Harristown Qld 4350	Co- Owner

## B. Sources of income

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Employee – Manager Governance & Strategy	Armidale Regional Council 135 Rusden Street, Armidale NSW 2350	
Magenta Community Services	88 Russell St Toowoomba Qld 4350	Note previous job. Employment ceased before commencing with Council.

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

Name and address of settlor	Name and address of trustee
Nil	



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

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

Rental income – 447 Stenner St

Share dividends./ capital gains from share sales – NIB and Woolworths

**C. Gifts**

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

Dinner – paid for dinner approx. value \$80. Adam Hellier – Account Manager State-Wide Mutual  
Statewide Mutual. Declared in gifts register NSW

**D. Contributions to travel**

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

**E. Interests and positions in corporations**

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

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

Nil

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

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

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**H. Debts**

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

Mortgage [REDACTED] Armidale & 447 Stenner St  
Harristown

**I. Dispositions of property**

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

Nil

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

Nil

**I. Discretionary disclosures**

Husband (Jerry Mooketsi) has consulting business – Meta HR Pty Ltd.

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Mode Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**Disclosure of pecuniary interests and other matters**

By: Sonia Broun

In respect of the period from 1/7/2021 to 30/6/2022

22.7.2022

**A. Real Property**

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
[REDACTED], Armidale	Owner
[REDACTED], Thalgarrah NSW 2350	Owner

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Town Planner	Armidale Regional Council 135 Rusden Street, Armidale	Sonia Broun

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

Name and address of settlor	Name and address of trustee
Nil	

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

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

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

Commercial Rental Property – RABO Bank Ltd

Residential Investment Property – L'Abode Accommodation Sydney

Lease - McKemey Pty Limited ATF McKemey Agricultural Trust

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

Nil

**D. Contributions to travel**

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

Nil

**E. Interests and positions in corporations**

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

Nil

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

Nil

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

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

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**H. Debts**

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

NAB Loan – Beardy Street Armidale

**I. Dispositions of property**

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

Nil

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

Nil

**I. Discretionary disclosures**

Nil



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Model Code of Conduct 2020 Schedule 2**



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**Disclosure of pecuniary interests and other matters**

By: Lilian Colmanetti

In respect of the period from 1/7/2021 to 30/6/2022



18/07/2022

[Councillor's or designated person's signature]

[As at Date]

**A. Real Property**

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

NIL

Nature of interest

**B. Sources of income**

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

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Acting Coordinator Strategic Infrastructure Planning	Armidale Regional Council 135 Rusden Street, Armidale	

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

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

Name and address of settlor

NIL

Name and address of trustee

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

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

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

NIL

**C. Gifts**

Description of each gift I received at any time during since 30 June

Name and address of donor

NIL

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June

Dates on which travel was undertaken

Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

NIL

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June

Nature of interest (if any)

Description of position (if any)

Description of principal objects (if any) of corporation (except in case of listed company)

NIL

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

NIL

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

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

Description of position

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**H. Debts**

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

NIL

**I. Dispositions of property**

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

NIL

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

NIL

**I. Discretionary disclosures**

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Model Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: Brad Nixon

In respect of the period from 1/7/2021 to 30/6/2022

[Councillor's or designated person's signature]

[As at Date]



## A. Real Property

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

[Redacted], Armidale NSW 2350  
 34 Trevally St, Korora 2450

Nature of interest

Owner occupier  
 Owner – Investment property

## B. Sources of income

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Project Delivery Lead	Armidale Regional Council 135 Rusden Street, Armidale	Nil

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

Name and address of settlor	Name and address of trustee
Nil	Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

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

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

Personal share portfolio

Rental property

**C. Gifts**

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

Nil

**D. Contributions to travel**

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

Nil

**E. Interests and positions in corporations**

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

Nil

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

No

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

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

Nil



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**H. Debts**

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

National Australia Bank

89 Danger St, Armidale NSW 2350

**I. Dispositions of property**

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

Nil

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

Nil

**I. Discretionary disclosures**

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Model Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: *Angela Teresa Garvey*

In respect of the period from 1/7/2021 to 30/6/2022



[Councillor's or designated person's signature]

*11/10/2022*

[As at Date]

## A. Real Property

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

Nature of interest

*Nil*

## B. Sources of income

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

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

Description of occupation

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

Name under which partnership conducted (if applicable)

Armidale Regional Council  
135 Rusden Street, Armidale

*Aviation Projects. (consultants  
with Tonkin acting in role)*

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

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

Name and address of settlor

Name and address of trustee

*Nil*

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

Sources of other income I received at any time since 30 June  
[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

*Nil*

**C. Gifts**

Description of each gift I received at any time during since 30 June

Name and address of donor

*Nil*

*Nil*

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June

Dates on which travel was undertaken

Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

*Nil*

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June

Nature of interest (if any)

Description of position (if any)

Description of principal objects (if any) of corporation (except in case of listed company)

*Nil*

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

*Nil*

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

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

Description of position

*Nil*

*Women in Aviation  
Australian Airports Assoc.  
Qld Aerobatic Club.*

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**H. Debts**

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

Nil

**I. Dispositions of property**

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

Nil

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

Nil

**I. Discretionary disclosures**

Nil



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

**Version: Model Code of Conduct 2020 Schedule 2**



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: Samuel Harcourt Coupland

In respect of the period from 1/7/2021 to 30/6/2022

[Councillor's or designated person's signature]

[As at Date]

25 August 2022

## A. Real Property

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

Nature of interest

[REDACTED], Armidale NSW 2350

Joint Owner with CA Coupland

## B. Sources of income

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

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Councillor	Armidale Regional Council 135 Rusden St, Armidale	
Director/Owner	FMRC Pty Ltd C/-200 Creek St, Brisbane	
Director/Owner	Carpentaria Cattle Company C/-121 Rusden St, Armidale	

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

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

Name and address of settlor	Name and address of trustee
Coupland Family Trust Settlor: Adam Dierselhuis 200 Creek St, Brisbane	Samuel and Caroline Coupland [REDACTED], Armidale
Coupland Family Trust Settlor: Adam Dierselhuis 200 Creek St, Brisbane	Samuel and Caroline Coupland [REDACTED], Armidale
379 Kent Street Unit Trust Settlor: Adam Dierselhuis 200 Creek St, Brisbane	Neil Oakes, 7 Eddy Close, Way Way Sam Coupland; [REDACTED], Armidale

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

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

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

Not applicable.

**C. Gifts**

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

Not applicable.

**D. Contributions to travel**

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

Not applicable.

**E. Interests and positions in corporations**

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

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

No

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

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

Not applicable.

**H. Debts**

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

Commonwealth Bank of Australia

Mortgage on family home

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**I. Dispositions of property**

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

**I. Discretionary disclosures**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

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

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: Todd Redwood

In respect of the period from 1/7/2021 to 30/6/2022



[Councillor's or designated person's signature]

17/06/2022

[As at Date]

## A. Real Property

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

Nature of interest

 Armidale 2350

Owner

## B. Sources of income

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

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Director	BSI Group Suite 1, Level 1, 54 Waterloo Road, Macquarie Park, NSW 2113, Australia	NIL

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

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

Name and address of settlor	Name and address of trustee
NIL	NIL



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

Sources of other income I received at any time since 30 June  
[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

NIL

**C. Gifts**

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

NIL

NIL

**D. Contributions to travel**

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

NIL

NIL

NIL

**E. Interests and positions in corporations**

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

NIL

NIL

NIL

NIL

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

No

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

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

NIL

NIL



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**H. Debts**

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

NIL

NIL

**I. Dispositions of property**

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

NIL

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

NIL

**I. Discretionary disclosures**

NIL

**DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]**

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

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

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: MARGARET IRIS O'CONNOR

In respect of the period from 12 January 2022

[Redacted signature]

30/06/22

[As at Date]

[Councillor's or designated person's signature]

## A. Real Property

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

Armidale NSW 2350  
 Armidale NSW 2350  
 "Lilygrove" New England Highway Cuyra 2365  
 "West Miti" Miti Road Murrumbidgee 2358

Nature of interest

R.P.  
 Registered Proprietor  
 Unit Holder Unit Trust \*  
 Unit Holder Unit Trust \*  
 \* Roscommon Unit Trust

## B. Sources of income

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

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

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

elected Councillor  
 " "

Armidale Regional Council  
 135 Rusden Street, Armidale

New England Weeds Authority  
 2/129 Rusden St Armidale

Secretary, Agman Investments P/L  
 Clive Patrick O'Connor (Grazier)  
 Lilygrove, Cuyra 2365

Agman Investments

Grazier  
 Labourer

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

NIL



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

Sources of income I received from a trust since 30 June

Name and address of settlor

Name and address of trustee

N/A.

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

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

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

divends from small share portfolio viz BHP Billiton, Telstra, Woolworths, Endeavour Group, etc.

## C. Gifts

Description of each gift I received at any time during since 30 June

Name and address of donor

NIL

## D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June

Dates on which travel was undertaken

Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

NIL

## E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June

Nature of interest (if any)

Description of position (if any)

Description of principal objects (if any) of corporation (except in case of listed company)

Agriculture Investments P/L - Shareholder

Secretary

Secretary  
SecretaryAgriculture  
Business Management

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

NO -

G. Positions in trade unions and professional or business associations

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

H. Debts

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

*da* NIL other than regular household expenses

I. Dispositions of property

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

NIL

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

NIL

DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

I. Discretionary disclosures



# DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

## Important information

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

Version: Model Code of Conduct 2018 Schedule 2

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: [YOUR NAME]

Debra Anne O'BRIEN

In respect of the period from 1/7/2021 to 30/6/2022

[Councillor's or designated person's signature]

[As at Date]

1/7/22

## A. Real Property

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

Nature of interest

[Redacted]

Armidale

residence

## B. Sources of income

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

Description of occupation

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

Name under which partnership conducted (if applicable)

Councillor

Armidale Regional Council  
Rusden St Armidale  
Own ABN -  
Contracts

Education Therapist

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

Name and address of settlor

Name and address of trustee

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

Sources of other income I received at any time since 30 June  
[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

NIL

**C. Gifts**

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

**D. Contributions to travel**

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

NIL

**E. Interests and positions in corporations**

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

NIL

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

Yes/No

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

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

NIL



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**H. Debts**

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

NIL

**I. Dispositions of property**

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

NIL

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

NIL

**I. Discretionary disclosures**

Live-in tenant pays me rent in my house

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: [YOUR NAME] SUSAN ELIZABETH MCMICHAEL

In respect of the period from 1/7/2021 to 30/6/2022

[Councillor's or designated person's signature]

22/6/2022  
[As at Date]

## A. Real Property

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

Nature of interest

[Redacted]  
Armidale NSW 2350

Home address

## B. Sources of income

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

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Family Support Worker	New England Family Support	N/A
Administrative Assistant	89 Rusden St Armidale 2350 Armidale Uniting Church 114 Rusden St Armidale	N/A

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

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

Name and address of settlor

Name and address of trustee

N/A

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

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

Sources of other income I received at any time since 30 June  
[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

**C. Gifts**

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

*none.*

**D. Contributions to travel**

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

*NIL*

**E. Interests and positions in corporations**

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

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

Yes/No *NO*

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

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

*Member of A. S U - ordinary member*  
*Board member of Neighbourhood Centre - 146 Beadly St*  
*- General Member*  
*(non remunerated)*



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**H. Debts**

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

None.

**I. Dispositions of property**

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

None

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

N/A.

**I. Discretionary disclosures**

The Neighbourhood Centre of which I am a board member, <sup>ARMIDALE</sup> is financially supported by ARC (see 6)

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW.

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

**Important information**

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

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

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

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

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

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: Cr. PAUL GADDES

In respect of the period from 1/7/2021 to 30/6/2022



[Councillor's or designated person's signature]

[As at Date]

## A. Real Property

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

Nature of interest

- |   |       |
|---|-------|
| 1. [REDACTED], ARMIDALE, NSW, 2350.                 | OWNER |
| 2. 4 ILLALLANGI CLOSE, ARMIDALE, NSW, 2350.         | OWNER |
| 3. 48 CLAUDE STREET, ARMIDALE, NSW, 2350.           | OWNER |
| 4. 2/1 WARRIGAL AVENUE, NAMBUCCA HEADS, NSW, 2448.  | OWNER |
| 5. 2/27 ANNABELLA DRIVE, PORT MACQUARIE, NSW, 2444. | OWNER |

## B. Sources of income

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

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

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
COUNCILLOR	ARMIDALE REGIONAL COUNCIL 135 RUSDEN STREET, ARMIDALE, NSW, 2350.	

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

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

Name and address of settlor	Name and address of trustee
LINDA LAWRENCE 8/166 BRIGHTON ROAD SCARBOROUGH, WA, 6019.	PAUL GADDES [REDACTED] ARMIDALE, NSW, 2350.

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

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

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**C. Gifts**

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

NIL

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
---	--------------------------------------	---

NIL

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
---	-----------------------------	----------------------------------	---

NIL

**F. Were you a property developer or a close associate of a property developer on the return date**

NO

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
---	-------------------------

New England Regional Art Museum (NERAM)	Board Member
---	--------------

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

NIL

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

**I. Discretionary disclosures**

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

- 1 The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW.
- 2 If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
- 3 If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
- 4 If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
- 5 This form must be completed using block letters or typed.
- 6 If there is insufficient space for all the information you are to disclose, you must attach an appendix which is to be properly identified and signed by you.
- 7 If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

**Important information**

This information is being collected for the purpose of compliance with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

**Version: Mode Code of Conduct 2018 Schedule 2**



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: **Dr Dorothy L Robinson**

In respect of the period from 1/7/2021 to 30/6/2022 (the return period).

This form has been prepared in good faith according to the instructions from the OLG that were received by Armidale Regional Council's governance division in the last week of April 2019, and assuming these instructions (that formed the basis of the previous year's return) are correct.



[Councillor's or designated person's signature]

1 July 2022

**A. Real Property**

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

 Armidale, NSW 2350

Joint Owner

49-83 Rowlands Road, Armidale NSW 2350  
(Lots 1 & 2 DP 1183541, Lot 2 DP 1221354)Joint Owner (via  
Superannuation Fund)

49 Rowlands Road, Armidale NSW 2350 (Lot 3 DP 1183541)

Joint Owner

**B. Sources of income**Sources of income I received from an **occupation** during the return period.

Description of occupation

Name and address of employer or  
description of office held (if applicable)Name under which partnership  
conducted (if applicable)

Councillor

Armidale Regional Council,  
135 Rusden Street, Armidale 2350

Councillor

New England Weeds Authority

1. Sources of income I received from a **trust** during the return period

Name and address of settlor

Name and address of trustee

NIL (apart from commercially managed trusts as  
part of my share portfolio)2. Sources of **other income** I received during the return period

JSS Superannuation – United Kingdom, UK Pensions

Dividends from Share portfolio

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**C. Gifts**

Description of each gift I received at any time during the return period      Name and address of donor

NIL

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
--	--------------------------------------	---

NIL

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position during the return period	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
---	-----------------------------	----------------------------------	---

NIL (except by receiving some dividends from my share portfolio).

**F. Were you a property developer or a close associate of a property developer during the return period**

I submitted a development application in February 2021 to build I house that I would like to live in.

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) during the return period	Description of position
---	-------------------------

NIL

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June 2021

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June 2021 as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

NIL

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June 2021, as a result of which I obtained, either wholly or in part, the use and benefit of the property

NIL

**I. Discretionary disclosures**

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

- 1 The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW.
- 2 If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
- 3 If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
- 4 If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
- 5 This form must be completed using block letters or typed.
- 6 If there is insufficient space for all the information you are to disclose, you must attach an appendix which is to be properly identified and signed by you.
- 7 If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

**Important information**

This information is being collected for the purpose of compliance with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

**Version: Model Code of Conduct 2018 Schedule 2**

# DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: Steve Mephram

In respect of the period from 1/7/2021 to 30/6/2022

[Redacted Signature]

[Councillor's or designated person's signature]

30.6.2022

[As at Date]

### A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

[Redacted Address] Llangothlin 2365

Residential and business property

### B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Casual Bus Driving	Glen Innes Bus Service New Hwy Glen Innes	
Management Services	Steve Mephram Management Services	Steve Mephram Sole Trader
Maintenance Service	New England Ninjas	Steve Mephram Sole Trader
Food Truck Vendor	Great Aussie Toasties	Steve Mephram Sole Trader
Sound, stage and lighting	High Country Productions	Steve Mephram Sole Trader
Production. Event Management		
Rent	Rental @ [Redacted Address]	Steve & Pam Mephram

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor

Name and address of trustee

# DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June  
[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Nil

## C. Gifts

Description of each gift I received at any time during since 30 June      Name and address of donor  
Nil

## D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
---	--------------------------------------	---

Nil

## E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
---	-----------------------------	----------------------------------	---

Nil

## F. Were you a property developer or a close associate of a property developer on the return date

No

## G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position	Description of position
---	-------------------------



**DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN** [TRIM ARC19/3250]  
 (whether remunerated or not) at the return date/at  
 any time 30 June

Nil

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Nil

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

Nil

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Nil

**I. Discretionary disclosures**

President Guyra Lamb & Potato Festival Committee inc  
 President Guyra Volunteer Rescue Assoc.  
 President Guyra Chamber of Commerce  
 President Armidale Show Ground Board  
 Treasure Guyra District Automotive Club  
 Secretary Guyra Men's Shed Management Committee  
 Consultant to Guyra Adult Learning Assoc. Board of Management.  
 Preventative Maintenance Contract Kolora Home Guyra - McLean Care

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

- 1 The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW.
- 2 If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
- 3 If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
- 4 If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
- 5 This form must be completed using block letters or typed.
- 6 If there is insufficient space for all the information you are to disclose, you must attach an appendix which is to be properly identified and signed by you.
- 7 If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

### Important information

This information is being collected for the purpose of compliance with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

Version: Model Code of Conduct 2018 Schedule 2

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: [YOUR NAME] Brad Widders

In respect of the period from 1/7/2021 to 30/6/2022



[Councillor's or designated person's signature]

1/7/22

[As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June



Armidale

Nature of interest

Renting

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
DCJ- ACCSO	S Moore St Armidale	DCJ
Joint Management Coordinator	Miller St Armidale	NPWS
Trainer	Mann St Armidale	Crossfit Armidale
Councillor	Rugden St Armidale	ARC

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor

Name and address of trustee

N/A Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June  
 [Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

N/A Nil

**C. Gifts**

Description of each gift I received at any time during Name and address of donor  
 since 30 June

Nil

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
Nil		

Nil

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
Nil			

Nil

**F. Were you a property developer or a close associate of a property developer on the return date**

Yes ☒ No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
N/A	Nil

N/A

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

N/A Nil

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

N/A Nil

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

N/A Nil

**I. Discretionary disclosures**

Nil

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: PACKHAM, Paul Dennis

In respect of the period from 1/7/2021 to 30/6/2022

27 June 2022

[Councillor's or designated person's signature]

[As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

106 Thorpleigh Rd, Armidale

Owner

[REDACTED], Armidale

Owner

60 Macdonald Dr, Armidale

Owner

248/250 Mann St, Armidale

Lessee

104 Mann St, Armidale

Lessee

177 Beardy St, Armidale

Lessee

36 Marsh St, Armidale

Lessee

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from an **occupation** at any time since 30 June

Description of occupation

Name and address of employer or description of office held (if applicable)

Name under which partnership conducted (if applicable)

NIL

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from a **trust** since 30 June

Name and address of settlor

Name and address of trustee



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

Link Rd Pty Ltd ATF Link Road Trust

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Councillor stipend&gt; Armidale Regional Council

Councillor stipend&gt; New England Weeds Authority

Independent ARIC Member Stipend&gt; Uralla Shire Council

**C. Gifts**Description of each gift I received at any time during Name and address of donor  
since 30 June**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
---	--------------------------------------	---

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
ifarm365 Pty Ltd	Director		Farming
lbake365 Pty Ltd	Director		Retail Bakery
Goods			

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions In trade unions and professional or business associations**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June

Description of position

Associate Member, Institute of Chartered Accountants, Australia & New Zealand

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

NIL debt owing

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

Nothing to Report

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Nothing to Report

**I. Discretionary disclosures**

**DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN** [TRIM ARC19/3250]

- 1** The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW.
- 2** If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
- 3** If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
- 4** If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
- 5** This form must be completed using block letters or typed.
- 6** If there is insufficient space for all the information you are to disclose, you must attach an appendix which is to be properly identified and signed by you.
- 7** If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

**Important information**

This information is being collected for the purpose of compliance with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

**Version: Model Code of Conduct 2018 Schedule 2**

DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM  
ARC19/3250]

Disclosure of pecuniary interests and other matters

By: [YOUR NAME] Jonathan GALLELY

In respect of the period from 1/7/2021 to 30/6/2022

[Redacted Signature]

[Councillor's or designated person's signature]

5/7/2022

[As at Date]

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

19 Roach St Hemel Hempstead  
27 Pelticote Lane Hatfield

Nature of interest

Owner  
Owner

B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation

Saddler

Name and address of employer or description of office held (if applicable)

Self Employed

Name under which partnership conducted (if applicable)

—

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor

W. I.

Name and address of trustee

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Nil

#### C. Gifts

Description of each gift I received at any time Name and address of donor during since 30 June

Nil

#### D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June

Dates on which travel was undertaken

Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken

Nil

#### E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June

Nature of interest (if any)

Description of position (if any)

Description of principal objects (if any) of corporation (except in case of listed company)

Nil

#### F. Were you a property developer or a close associate of a property developer on the return date

Yes ☒ No

#### G. Positions In trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June

Description of position

Nil

#### H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Nil



**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

NIL

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

NIL

**I. Discretionary disclosures**

NIL

- 1 ☐ The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW.
- 2 If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
- 3 If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
- 4 If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
- 5 This form must be completed using block letters or typed.
- 6 If there is insufficient space for all the information you are to disclose, you must attach an appendix which is to be properly identified and signed by you.
- 7 If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

**Important information**

This information is being collected for the purpose of compliance with clause 4.21 of the Model Code of Conduct.



.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

**Version: Model Code of Conduct 2018 Schedule 2**

*Page 4*

2021-2022

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: Philp Thomas

In respect of the period from 1/7/2021 to 30/6/2022



28 September 2022

[Councillor's or designated person's signature]

[As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest



CONNELLS POINT NSW 2221

owner

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
ARIC member	Armidale Regional Council 135 Rusden Street, Armidale	

Contractor/ chief audit executive    NSW Dept of Education  
105 Phillip, St  
PARRAMATA NSW 2150

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

Name and address of settlor

Name and address of trustee

nil

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

NIL

**C. Gifts**

Description of each gift I received at any time during Name and address of donor  
since 30 June

NIL

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL		

NIL

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
NIL			

NIL

**F. Were you a property developer or a close associate of a property developer on the return date**

NIL

**G. Positions In trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position	Description of position
NIL	

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

(whether remunerated or not) at the return date/at  
any time 30 June

NIL

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since  
30 June

NIL

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

NIL

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

NIL

**I. Discretionary disclosures**

NIL

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

- 1 The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW.
- 2 If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
- 3 If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
- 4 If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
- 5 This form must be completed using block letters or typed.
- 6 If there is insufficient space for all the information you are to disclose, you must attach an appendix which is to be properly identified and signed by you.
- 7 If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

**Important information**

This information is being collected for the purpose of compliance with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

**Version: Model Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By:

In respect of the period from 1/7/2021 to 30/6/2022



[Councillor's or designated person's signature]

[As at Date] 12/10/2022

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

 Road, North Ryde NSW 2113

Principal place of residence

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
	Armidale Regional Council 135 Rusden Street, Armidale	

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor

Name and address of trustee

Masters Family Trust ABN 58 436 692 658  
Level 11, 66 Clarence St, Sydney NSW 2000



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

My company, Masters Le Mesurier (International)  
(ABN 35 116 254 794) as Trustee for my Trust, the  
Masters Family Trust.

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Income from my company, Masters Le Mesurier (International), t/as APAC Probity, t/as Jason Masters Governance

**C. Gifts**

Description of each gift I received at any time during Name and address of donor  
since 30 June  
NIL

**D. Contributions to travel**

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL		

NIL

**E. Interests and positions in corporations**

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
NIL			

NIL

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June	Description of position
---	-------------------------

Fellow – Australian Institute of Company Directors  
 Professional Fellow – Institute of Internal Auditors Australia  
 Certified Professional and Senior Member, Australian Computer Society  
 NSW Justice of the Peace

Independent, NED – Uniting Financial Services & Chair of Audit Committee, Member of the Risk and Governance Committee and Nominee for Uniting Church NSW ACT Synod's Ethical Investments Monitoring Committee  
 Board Member – Far West Local Health District (NSW Health)  
 Chair – Australian Online Giving Foundation and Benevity (Australia)  
 Independent Chair - Audit and Risk Committee NSW Justice Health & Forensic Mental Health Network  
 Independent Member – Finance & Audit Committee ACON Health Limited  
 Member – Synod Audit and Risk Oversight Committee, Uniting Church in Australia NSW/ACT Synod  
 Co-Convenor, Uniting Network Australia, Treasurer Uniting Network NSW/ACT  
 Director - Equal Voice Australia  
 Council Member – Eastwood Uniting Church  
 Managing Director – Masters Le Mesurier (International)  
 Member – Sydney Swans Football Club  
 Member – Rainbow Swans  
 Member – Sydney University, Union and Schools Club

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Macquarie Bank – home loan for principal place of residence.

**I. Dispositions of property**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

NIL

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

NIL

**I. Discretionary disclosures**

**NIL**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

- 1 The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW.
- 2 If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
- 3 If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
- 4 If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
- 5 This form must be completed using block letters or typed.
- 6 If there is insufficient space for all the information you are to disclose, you must attach an appendix which is to be properly identified and signed by you.
- 7 If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

**Important information**

This information is being collected for the purpose of compliance with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

**Version: Mode Code of Conduct 2020 Schedule 2**

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## Disclosure of pecuniary interests and other matters

By: Michael O'Connor

In respect of the period from 1/7/2021 to 30/6/2022

	30SEP22
[Councillor's or designated person's signature]	[As at Date]

## A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

	Joint ownership with wife
Tamworth 2340	Joint ownership with wife

## B. Sources of income

1. Sources of income I reasonably expect to receive from an **occupation** in the period commencing on the first day after the return date and ending on the following 30 JuneSources of income I received from an **occupation** at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Audit Risk & Improvement Committees	Armidale Regional Council 135 Rusden Street, Armidale Tamworth regional Council Peel Street Tamworth Bathurst Regional Council Bathurst Liverpool Plains Council Quirindi Walcha Council Walcha New England Weeds Authority Armidale Namo Joint Organizations of Councils Tamworth	

Superannuation  
Rental Income  
Share Portfolio

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

2. Sources of income I reasonably expect to receive from a **trust** in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a **trust** since 30 June

Name and address of settlor

Name and address of trustee

Nil

3. Sources of **other income** I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

Nil

#### C. Gifts

Description of each gift I received at any time during since 30 June      Name and address of donor

Nil

#### D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
---	--------------------------------------	---

Armidale Regional Council

During 2022 and 2023

NSW

#### E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
---	-----------------------------	----------------------------------	---

Nil



## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

**F. Were you a property developer or a close associate of a property developer on the return date**

No

**G. Positions in trade unions and professional or business associations**

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time 30 June

Australian Institute of Company Directors	Member
Institute of Internal Auditors	Member
Institute of Managers and Leaders	Member
Health Employees Union	Member

**H. Debts**

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

Nil

**I. Dispositions of property**

1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

Nil

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Nil

**I. Discretionary disclosures**

Nil

DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

## DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS RETURN [TRIM ARC19/3250]

- 1 The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW.
- 2 If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
- 3 If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
- 4 If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
- 5 This form must be completed using block letters or typed.
- 6 If there is insufficient space for all the information you are to disclose, you must attach an appendix which is to be properly identified and signed by you.
- 7 If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

**Important information**

This information is being collected for the purpose of compliance with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on the form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

**Version: Mode Code of Conduct 2020 Schedule 2**

## Government Information (Public Access) Act – Annual Report for Agency Armidale Regional Council

Clause 8A: Details of the review carried out by the agency under section 7 (3) of the Act during the reporting year and the details of any information made publicly available by the agency as a result of the review

Reviews carried out by the agency	Information made publicly available by the agency
Yes	Yes

Clause 8B: The total number of access applications received by the agency during the reporting year (including withdrawn applications but not including invalid applications)

Total number of applications received
17

Clause 8C: The total number of access applications received by the agency during the reporting year that the agency refused either wholly or partly, because the application was for the disclosure of information referred to in Schedule 1 to the Act (information for which there is conclusive presumption of overriding public interest against disclosure)

Number of Applications Refused	Wholly	Partly	Total
	0	0	0
% of Total	0%	0%	

## Government Information (Public Access) Act – Annual Report for Agency Armidale Regional Council

## Schedule 2 Statistical information about access applications to be included in annual report

Table A: Number of applications by type of applicant and outcome\*

	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/Deny whether information is held	Application Withdrawn	Total	% of Total
Media	0	0	0	0	0	0	0	0	0	0%
Members of Parliament	0	0	0	0	0	0	0	0	0	0%
Private sector business	1	0	0	0	0	0	0	0	1	8%
Not for profit organisations or community groups	0	0	0	0	0	0	0	0	0	0%
Members of the public (by legal representative)	4	1	1	0	0	0	0	0	6	46%
Members of the public (other)	6	0	0	0	0	0	0	0	6	46%
Total	11	1	1	0	0	0	0	0	13	
% of Total	85%	8%	8%	0%	0%	0%	0%	0%		

\* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

## Government Information (Public Access) Act – Annual Report for Agency Armidale Regional Council

Table B: Number of applications by type of application and outcome\*

	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/Deny whether information is held	Application Withdrawn	Total	% of Total
Personal information applications*	1	0	0	0	0	0	0	0	1	8%
Access applications (other than personal information applications)	10	1	1	0	0	0	0	0	12	92%
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0	0	0%
Total	11	1	1	0	0	0	0	0	13	
% of Total	85%	8%	8%	0%	0%	0%	0%	0%		

\* A personal information application is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).



## Government Information (Public Access) Act – Annual Report for Agency Armidale Regional Council

Table C: Invalid applications

Reason for invalidity	No of applications	% of Total
Application does not comply with formal requirements (section 41 of the Act)	0	0%
Application is for excluded information of the agency (section 43 of the Act)	0	0%
Application contravenes restraint order (section 110 of the Act)	0	0%
Total number of invalid applications received	0	0%
Invalid applications that subsequently became valid applications	0	0%

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of Act

	Number of times consideration used*	% of Total
Overriding secrecy laws	0	0%
Cabinet information	0	0%
Executive Council information	0	0%
Contempt	0	0%
Legal professional privilege	0	0%
Excluded information	0	0%
Documents affecting law enforcement and public safety	0	0%
Transport safety	0	0%
Adoption	0	0%
Care and protection of children	0	0%
Ministerial code of conduct	0	0%
Aboriginal and environmental heritage	0	0%
Privilege generally - Sch 1(5A)	0	0%
Information provided to High Risk Offenders Assessment Committee	0	0%
Total	0	

\*More than one public interest consideration may apply in relation to a particular access application and if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E

## Government Information (Public Access) Act – Annual Report for Agency Armidale Regional Council

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of Act

	Number of times consideration used*	% of Total
Responsible and effective government	0	0%
Law enforcement and security	0	0%
Individual rights, judicial processes and natural justice	0	0%
Business interests of agencies and other persons	2	100%
Environment, culture, economy and general matters	0	0%
Secrecy provisions	0	0%
Exempt documents under interstate Freedom of Information legislation	0	0%
Total	2	

Table F: Timeliness

	Number of applications*	% of Total
Decided within the statutory timeframe (20 days plus any extensions)	14	100%
Decided after 35 days (by agreement with applicant)	0	0%
Not decided within time (deemed refusal)	0	0%
Total	14	

## Government Information (Public Access) Act – Annual Report for Agency Armidale Regional Council

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total	% of Total
Internal review	0	0	0	0%
Review by Information Commissioner*	0	0	0	0%
Internal review following recommendation under section 93 of Act	0	0	0	0%
Review by NCAT	0	0	0	0%
Total	0	0	0	
% of Total	0%	0%		

\*The Information Commissioner does not have the authority to vary decisions, but can make recommendations to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made by the Information Commissioner.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review	% of Total
Applications by access applicants	0	0%
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	0	0%
Total	0	

Table I: Applications transferred to other agencies.

	Number of applications transferred	% of Total
Agency-Initiated Transfers	0	0%
Applicant - Initiated Transfers	1	100%
Total	1	

TRIM: AINT/2021/25806



# Armidale Regional Council Code of Conduct

ADOPTED BY COUNCIL:

## Table of Contents

Part 1 Introduction .....	2
Part 2 Definitions .....	3
Part 3 General Conduct Obligations .....	5
Part 4 Pecuniary Interests .....	8
Part 5 Non-Pecuniary Conflicts Of Interest .....	13
Part 6 Personal Benefit .....	17
Part 7 Relationships Between Council Officials .....	19
Part 8 Access To Information And Council Resources .....	21
Part 9 Maintaining The Integrity Of This Code .....	24
Schedule 1: Disclosures Of Interests And Other Matters In Written Returns Submitted Under Clause 4.21 .....	25
Schedule 2: Form Of Written Return Of Interests Submitted Under Clause 4.21 .....	31
Schedule 3: Form Of Special Disclosure Of Pecuniary Interest Submitted Under Clause 4.37 .....	34

## PART 1 INTRODUCTION

This *Model Code of Conduct for Local Councils in NSW* ("the Model Code of Conduct") is made under section 440 of the *Local Government Act 1993* ("LGA") and the *Local Government (General) Regulation 2005* ("the Regulation").

The Model Code of Conduct sets the minimum standards of conduct for council officials. It is prescribed by regulation to assist council officials to:

- understand and comply with the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- act in a way that enhances public confidence in local government.

Section 440 of the LGA requires every council (including county councils) and joint organisation to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct. A council's or joint organisation's adopted code of conduct may also include provisions that supplement the Model Code of Conduct and that extend its application to persons that are not "council officials" for the purposes of the Model Code of Conduct (eg volunteers, contractors and members of wholly advisory committees).

A council's or joint organisation's adopted code of conduct has no effect to the extent that it is inconsistent with the Model Code of Conduct. However, a council's or joint organisation's adopted code of conduct may prescribe requirements that are more onerous than those prescribed in the Model Code of Conduct.

Councillors, administrators, members of staff of councils, delegates of councils, (including members of council committees that are delegates of a council) and any other person a council's adopted code of conduct applies to, must comply with the applicable provisions of their council's code of conduct. It is the personal responsibility of council officials to comply with the standards in the code and to regularly review their personal circumstances and conduct with this in mind.

Failure by a councillor to comply with the standards of conduct prescribed under this code constitutes misconduct for the purposes of the LGA. The LGA provides for a range of penalties that may be imposed on councillors for misconduct, including suspension or disqualification from civic office. A councillor who has been suspended on three or more occasions for misconduct is automatically disqualified from holding civic office for five years.

Failure by a member of staff to comply with a council's code of conduct may give rise to disciplinary action.

**Note:** References in the Model Code of Conduct to councils are also to be taken as references to county councils and joint organisations.

**Note:** In adopting the Model Code of Conduct, joint organisations should adapt it to substitute the terms "board" for "council", "chairperson" for "mayor", "voting representative" for "councillor" and "executive officer" for "general manager".

**Note:** In adopting the Model Code of Conduct, county councils should adapt it to substitute the term "chairperson" for "mayor" and "member" for "councillor".

**PART 2 DEFINITIONS**

In this code the following terms have the following meanings:

Administrator: an administrator of a council appointed under the LGA other than an administrator appointed under section 66

Committee: see the definition of “council committee”

Complaint: a code of conduct complaint made for the purposes of clauses 4.1 and 4.2 of the Procedures.

Conduct: includes acts and omissions

Council: includes county councils and joint organisations

Council committee: a committee established by a council comprising of councillors, staff or other persons that the council has delegated functions to and the council’s audit, risk and improvement committee

Council committee member: a person other than a councillor or member of staff of a council who is a member of a council committee other than a wholly advisory committee, and a person other than a councillor who is a member of the council’s audit, risk and improvement committee

Council official: includes councillors, members of staff of a council, administrators, council committee members, delegates of council and, for the purposes of clause 4.16, council advisers

Councillor: any person elected or appointed to civic office, including the mayor and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations

Delegate of council: a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated

Designated person: a person referred to in clause 4.8

Election campaign: includes council, state and federal election campaigns

Environmental planning instrument: has the same meaning as it has in the *Environmental Planning and Assessment Act 1979*

General Manager: includes the executive officer of a joint organisation

Joint organisation: a joint organisation established under section 4000 of the LGA

LGA: *Local Government Act 1993*

Local planning panel: a local planning panel constituted under the *Environmental Planning and Assessment Act 1979*

Mayor: includes the chairperson of a county council or a joint organisation

Members of staff of a council: includes members of staff of county councils and joint organisations



The Office: Office of Local Government

Personal information: information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion

The Procedures: the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW* prescribed under the Regulation

The Regulation: the *Local Government (General) Regulation 2005*

Voting representative: a voting representative of the board of a joint organisation

Wholly advisory: committee a council committee that the council has not delegated any functions to

## **PART 3 GENERAL CONDUCT OBLIGATIONS**

### **General conduct**

3.1 You must not conduct yourself in a manner that:

- a) is likely to bring the council or other council officials into disrepute
- b) is contrary to statutory requirements or the council's administrative requirements or policies
- c) is improper or unethical
- d) is an abuse of power
- e) causes, comprises or involves intimidation or verbal abuse
- f) involves the misuse of your position to obtain a private benefit
- g) constitutes harassment or bullying behaviour under this code, or is unlawfully discriminatory.

3.2 You must act lawfully and honestly, and exercise a reasonable degree of care and diligence in carrying out your functions under the LGA or any other Act. (*section 439*).

### **Fairness and equity**

3.3 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.

3.4 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.

3.5 An act or omission in good faith, whether or not it involves error, will not constitute a breach of clauses 3.3 or 3.4.

### **Harassment and discrimination**

3.6 You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of age, disability, race (including colour, national or ethnic origin or immigrant status), sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding, sexual orientation, gender identity or intersex status or political, religious or other affiliation.

3.7 For the purposes of this code, "harassment" is any form of behaviour towards a person that:

- a) is not wanted by the person
- b) offends, humiliates or intimidates the person, and
- c) creates a hostile environment.

### **Bullying**

3.8 You must not engage in bullying behaviour towards others.

3.9 For the purposes of this code, "bullying behaviour" is any behaviour in which:

- a) a person or a group of people repeatedly behaves unreasonably towards another person or a group of persons, and
- b) the behaviour creates a risk to health and safety.

3.10 Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:

- a) aggressive, threatening or intimidating conduct
- b) belittling or humiliating comments
- c) spreading malicious rumours
- d) teasing, practical jokes or 'initiation ceremonies'
- e) exclusion from work-related events
- f) unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level
- g) displaying offensive material
- h) pressure to behave in an inappropriate manner.

3.11 Reasonable management action carried out in a reasonable manner does not constitute bullying behaviour for the purposes of this code. Examples of reasonable management action may include, but are not limited to:

- a) performance management processes
- b) disciplinary action for misconduct
- c) informing a worker about unsatisfactory work performance or inappropriate work behaviour
- d) directing a worker to perform duties in keeping with their job
- e) maintaining reasonable workplace goals and standards
- f) legitimately exercising a regulatory function
- g) legitimately implementing a council policy or administrative processes.

#### **Work health and safety**

3.12 All council officials, including councillors, owe statutory duties under the *Work Health and Safety Act 2011* (WHS Act). You must comply with your duties under the WHS Act and your responsibilities under any policies or procedures adopted by the council to ensure workplace health and safety. Specifically, you must:

- a) take reasonable care for your own health and safety
- b) take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
- c) comply, so far as you are reasonably able, with any reasonable instruction that is given to ensure compliance with the WHS Act and any policies or procedures adopted by the council to ensure workplace health and safety
- d) cooperate with any reasonable policy or procedure of the council relating to workplace health or safety that has been notified to council staff
- e) report accidents, incidents, near misses, to the general manager or such other staff member nominated by the general manager, and take part in any incident investigations
- f) so far as is reasonably practicable, consult, co-operate and coordinate with all others who have a duty under the WHS Act in relation to the same matter.

#### **Child Protection**

3.13 All council officials, including councillors, are required to support and promote the safety, wellbeing and empowerment of children under the age of 18. Specifically, you must:

- a) take all reasonable steps to protect children from harm
- b) listen and respond to the views and concerns of children, particularly if they have stated that they or another child have been harmed in any way and/or are worried about their safety or the safety of another child
- c) promote the cultural safety, participation and empowerment of Aboriginal children, and children with a disability, and with culturally or linguistically diverse backgrounds
- d) model appropriate adult behaviour in an open and transparent way
- e) respect the privacy of parents and children by not disclosing personal information

- f) where child abuse is suspected, ensure that children are safe and protected from harm as quickly as possible
- g) encourage children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

3.14 You must not:

- a) develop any 'special' relationships with children that may be seen as favouritism or inappropriate, including through the provision of gifts, showing inappropriate attention or exhibiting improper behaviour
- b) exhibit behaviours or engage in activities with children that may be construed as unnecessarily physical contact
- c) put children at risk of harm
- d) do things of a personal nature that a child can do for themselves such as toileting or changing clothes
- e) engage in open discussions of a mature or adult nature, or use inappropriate language in the presence of children
- f) express personal views on cultures, race or sexuality in the presence of children
- g) discriminate against any child, including on the basis of age, gender, sexuality, race, cultural background or disability
- h) ignore or disregard any concerns, suspicions or disclosures of child being harmed in any way

3.15 All council officials, including councillors, are required to immediately report any allegations of child abuse to Council's identified Child Protection Officer. In addition, you must:

- a) Report information to the Police if you know, believe or have been informed by a child, family member or community member that a child has been abused, even if it involves another employee council official.
- b) report any breach of the Child Protection standards in this Code of Conduct Council's identified Child Protection Officer.
- c) understand and comply with all reporting and/or disclosure obligations, including mandatory reporting and reportable conduct

#### **Land use planning, development assessment and other regulatory functions**

3.16 You must ensure that land use planning, development assessment and other regulatory decisions are properly made, and that all parties are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.

3.17 In exercising land use planning, development assessment and other regulatory functions, you must ensure that no action, statement or communication between yourself and others conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

#### **Binding caucus votes**

3.18 You must not participate in binding caucus votes in relation to matters to be considered at a council or committee meeting.

3.19 For the purposes of clause 3.15, a binding caucus vote is a process whereby a group of councillors are compelled by a threat of disciplinary or other adverse action to comply with a predetermined position on a matter before the council or committee, irrespective of the personal views of individual members of the group on the merits of the matter before the council or committee.

3.20 Clause 3.15 does not prohibit councillors from discussing a matter before the council or committee prior to considering the matter in question at a council or committee meeting, or from voluntarily holding a shared view with other councillors on the merits of a matter.

3.21 Clause 3.15 does not apply to a decision to elect the mayor or deputy mayor, or to nominate a person to be a member of a council committee or a representative of the council on an external body.

#### **Obligations in relation to meetings**

3.22 You must comply with rulings by the chair at council and committee meetings or other proceedings of the council unless a motion dissenting from the ruling is passed.

3.23 You must not engage in bullying behaviour (as defined under this Part) towards the chair, other council officials or any members of the public present during council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions).

3.24 You must not engage in conduct that disrupts council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions), or that would otherwise be inconsistent with the orderly conduct of meetings.

3.25 If you are a councillor, you must not engage in any acts of disorder or other conduct that is intended to prevent the proper or effective functioning of the council, or of a committee of the council. Without limiting this clause, you must not:

- a) leave a meeting of the council or a committee for the purposes of depriving the meeting of a quorum, or
- b) submit a rescission motion with respect to a decision for the purposes of voting against it to prevent another councillor from submitting a rescission motion with respect to the same decision, or
- c) deliberately seek to impede the consideration of business at a meeting.

#### **PART 4 PECUNIARY INTERESTS**

##### **What is a pecuniary interest?**

4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.

4.2 You will not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.

4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:

- a) your interest, or
- b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or
- c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.

4.4 For the purposes of clause 4.3:

- a) Your “relative” is any of the following:
  - i) your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
  - ii) your spouse’s or de facto partner’s parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
  - iii) the spouse or de facto partner of a person referred to in paragraphs (i) and (ii).



b) “de facto partner” has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c):

- a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
- b) just because the person is a member of, or is employed by, a council or a statutory body, or is employed by the Crown, or
- c) just because the person is a member of, or a delegate of a council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

#### What interests do not have to be disclosed?

4.6 You do not have to disclose the following interests for the purposes of this Part:

- a) your interest as an elector
- b) your interest as a ratepayer or person liable to pay a charge
- c) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this code
- d) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this code
- e) an interest you have as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not)
- f) if you are a council committee member, an interest you have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if you have been appointed to represent the organisation or group on the council committee
- g) an interest you have relating to a contract, proposed contract or other matter, if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company
- h) an interest you have arising from the proposed making by the council of an agreement between the council and a corporation, association or partnership, being a corporation, association or partnership that has more than 25 members, if the interest arises because your relative is a shareholder (but not a director) of the corporation, or is a member (but not a member of the committee) of the association, or is a partner of the partnership
- i) an interest you have arising from the making by the council of a contract or agreement with your relative for, or in relation to, any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the council in respect of similar matters with other residents of the area:
  - i. the performance by the council at the expense of your relative of any work or service in connection with roads or sanitation
  - ii. security for damage to footpaths or roads
  - iii. any other service to be rendered, or act to be done, by the council by or under any Act conferring functions on the council, or by or under any contract
- j) an interest relating to the payment of fees to councillors (including the mayor and deputy mayor)
- k) an interest relating to the payment of expenses and the provision of facilities to councillors (including the mayor and deputy mayor) in accordance with a policy under section 252 of the LGA,
- l) an interest relating to an election to the office of mayor arising from the fact that a fee for the following 12 months has been determined for the office of mayor
- m) an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person



- n) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a councillor or a council committee member
- o) an interest arising from the appointment of a councillor to a body as a representative or delegate of the council, whether or not a fee or other recompense is payable to the representative or delegate.

4.7 For the purposes of clause 4.6, “relative” has the same meaning as in clause 4.4, but includes your spouse or de facto partner.

**What disclosures must be made by a designated person?**

4.8 Designated persons include:

- a) the general manager
- b) other senior staff of the council for the purposes of section 332 of the LGA
- c) a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person’s duty as a member of staff or delegate and the person’s private interest
- d) a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council’s functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member’s duty as a member of the committee and the member’s private interest.

4.9 A designated person:

- a) must prepare and submit written returns of interests in accordance with clauses 4.21, and
- b) must disclose pecuniary interests in accordance with clause 4.10.

4.10 A designated person must disclose in writing to the general manager (or if the person is the general manager, to the council) the nature of any pecuniary interest the person has in any council matter with which the person is dealing as soon as practicable after becoming aware of the interest.

4.11 Clause 4.10 does not require a designated person who is a member of staff of the council to disclose a pecuniary interest if the interest relates only to the person’s salary as a member of staff, or to their other conditions of employment.

4.12 The general manager must, on receiving a disclosure from a designated person, deal with the matter to which the disclosure relates or refer it to another person to deal with.

4.13 A disclosure by the general manager must, as soon as practicable after the disclosure is made, be laid on the table at a meeting of the council and the council must deal with the matter to which the disclosure relates or refer it to another person to deal with.

**What disclosures must be made by council staff other than designated persons?**

4.14 A member of staff of council, other than a designated person, must disclose in writing to their manager or the general manager the nature of any pecuniary interest they have in a matter they are dealing with as soon as practicable after becoming aware of the interest.

4.15 The staff member's manager or the general manager must, on receiving a disclosure under clause 4.14, deal with the matter to which the disclosure relates or refer it to another person to deal with.

**What disclosures must be made by council advisers?**

4.16 A person who, at the request or with the consent of the council or a council committee, gives advice on any matter at any meeting of the council or committee, must disclose the nature of any pecuniary interest the person has in the matter to the meeting at the time the advice is given. The person is not required to disclose the person's interest as an adviser.

4.17 A person does not breach clause 4.16 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.

**What disclosures must be made by a council committee member?**

4.18 A council committee member must disclose pecuniary interests in accordance with clause 4.28 and comply with clause 4.29.

4.19 For the purposes of clause 4.18, a "council committee member" includes a member of staff of council who is a member of the committee.

**What disclosures must be made by a councillor?**

4.20 A councillor:

- a) must prepare and submit written returns of interests in accordance with clause 4.21, and
- b) must disclose pecuniary interests in accordance with clause 4.28 and comply with clause 4.29 where it is applicable.

**Disclosure of interests in written returns**

4.21 A councillor or designated person must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the councillor's or designated person's interests as specified in schedule 1 to this code within 3 months after:

- a) becoming a councillor or designated person, and
- b) 30 June of each year, and
- c) the councillor or designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).

4.22 A person need not make and lodge a return under clause 4.21, paragraphs (a) and (b) if:

- a) they made and lodged a return under that clause in the preceding 3 months, or
- b) they have ceased to be a councillor or designated person in the preceding 3 months.

4.23 A person must not make and lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.

4.24 The general manager must keep a register of returns required to be made and lodged with the general manager.

4.25 Returns required to be lodged with the general manager under clause 4.21(a) and (b) must be tabled at the first meeting of the council after the last day the return is required to be lodged.

4.26 Returns required to be lodged with the general manager under clause 4.21(c) must be tabled at the next council meeting after the return is lodged.

4.27 Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

#### **Disclosure of pecuniary interests at meetings**

4.28 A councillor or a council committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the council or committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.

4.29 The councillor or council committee member must not be present at, or in sight of, the meeting of the council or committee:

- a) at any time during which the matter is being considered or discussed by the council or committee, or
- b) at any time during which the council or committee is voting on any question in relation to the matter.

4.30 In the case of a meeting of a board of a joint organisation, a voting representative is taken to be present at the meeting for the purposes of clauses 4.28 and 4.29 where they participate in the meeting by telephone or other electronic means.

4.31 A disclosure made at a meeting of a council or council committee must be recorded in the minutes of the meeting.

4.32 A general notice may be given to the general manager in writing by a councillor or a council committee member to the effect that the councillor or council committee member, or the councillor's or council committee member's spouse, de facto partner or relative, is:

- a) a member of, or in the employment of, a specified company or other body, or
- b) a partner of, or in the employment of, a specified person.

Such a notice is, unless and until the notice is withdrawn or until the end of the term of the council in which it is given (whichever is the sooner), sufficient disclosure of the councillor's or council committee member's interest in a matter relating to the specified company, body or person that may be the subject of consideration by the council or council committee after the date of the notice.

4.33 A councillor or a council committee member is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the councillor or council committee member has an interest in the matter of a kind referred to in clause 4.6.

4.34 A person does not breach clauses 4.28 or 4.29 if the person did not know, and could not reasonably be expected to have known, that the matter under consideration at the meeting was a matter in which they had a pecuniary interest.

4.35 Despite clause 4.29, a councillor who has a pecuniary interest in a matter may participate in a decision to delegate consideration of the matter in question to another body or person.

4.36 Clause 4.29 does not apply to a councillor who has a pecuniary interest in a matter that is being considered at a meeting if:

- a) the matter is a proposal relating to:

- i. the making of a principal environmental planning instrument applying to the whole or a significant portion of the council's area, or
- ii. the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council's area, and
  - b) the pecuniary interest arises only because of an interest of the councillor in the councillor's principal place of residence or an interest of another person (whose interests are relevant under clause 4.3) in that person's principal place of residence, and
  - c) the councillor made a special disclosure under clause 4.37 in relation to the interest before the commencement of the meeting.

4.37 A special disclosure of a pecuniary interest made for the purposes of clause 4.36(c) must:

- a) be in the form set out in schedule 3 of this code and contain the information required by that form, and
- b) be laid on the table at a meeting of the council as soon as practicable after the disclosure is made, and the information contained in the special disclosure is to be recorded in the minutes of the meeting.

4.38 The Minister for Local Government may, conditionally or unconditionally, allow a councillor or a council committee member who has a pecuniary interest in a matter with which the council is concerned to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:

- a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
- b) that it is in the interests of the electors for the area to do so.

4.39 A councillor or a council committee member with a pecuniary interest in a matter who is permitted to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter under clause 4.38, must still disclose the interest they have in the matter in accordance with clause 4.28.

## **PART 5 NON-PECUNIARY CONFLICTS OF INTEREST**

### **What is a non-pecuniary conflict of interest?**

5.1 Non-pecuniary interests are private or personal interests a council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.

5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.

5.3 The personal or political views of a council official do not constitute a private interest for the purposes of clause 5.2.

5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.

5.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.



**Managing non-pecuniary conflicts of interest**

5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter. In the case of members of council staff other than the general manager, such a disclosure is to be made to the staff member's manager. In the case of the general manager, such a disclosure is to be made to the mayor.

5.7 If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.

5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.

5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:

- a) a relationship between a council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the council official's extended family that the council official has a close personal relationship with, or another person living in the same household
- b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
- c) an affiliation between the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.
- d) membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter
- e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
- f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.

5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:

- a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
- b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29.

5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider

that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.

5.12 If you are a member of staff of council other than the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of your manager. In the case of the general manager, the decision on which option should be taken to manage a non-pecuniary conflict of interest must be made in consultation with and at the direction of the mayor.

5.13 Despite clause 5.10(b), a councillor who has a significant non-pecuniary conflict of interest in a matter, may participate in a decision to delegate consideration of the matter in question to another body or person.

5.14 Council committee members are not required to declare and manage a non-pecuniary conflict of interest in accordance with the requirements of this Part where it arises from an interest they have as a person chosen to represent the community, or as a member of a non-profit organisation or other community or special interest group, if they have been appointed to represent the organisation or group on the council committee.

### Political donations

5.15 Councillors should be aware that matters before council or committee meetings involving their political donors may also give rise to a non-pecuniary conflict of interest.

5.16 Where you are a councillor and have received or knowingly benefitted from a reportable political donation:

- a) made by a major political donor in the previous four years, and
- b) the major political donor has a matter before council,

you must declare a non-pecuniary conflict of interest in the matter, disclose the nature of the interest, and manage the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29. A disclosure made under this clause must be recorded in the minutes of the meeting.

5.17 For the purposes of this Part:

- a) a “reportable political donation” has the same meaning as it has in section 6 of the *Electoral Funding Act 2018*
- b) “major political donor” has the same meaning as it has in the *Electoral Funding Act 2018*.

5.18 Councillors should note that political donations that are not a “reportable political donation”, or political donations to a registered political party or group by which a councillor is endorsed, may still give rise to a non-pecuniary conflict of interest. Councillors should determine whether or not such conflicts are significant for the purposes of clause 5.9 and take the appropriate action to manage them.

5.19 Despite clause 5.16, a councillor who has received or knowingly benefitted from a reportable political donation of the kind referred to in that clause, may participate in a decision to delegate consideration of the matter in question to another body or person.

### Loss of quorum as a result of compliance with this Part

5.20 A councillor who would otherwise be precluded from participating in the consideration of a matter under this Part because they have a non-pecuniary conflict of interest in the matter is permitted to participate in consideration of the matter if:

- a) the matter is a proposal relating to:
  - i. the making of a principal environmental planning instrument applying to the whole or a significant portion of the council’s area, or



- ii. the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant portion of the council's area, and
- b) the non-pecuniary conflict of interest arises only because of an interest that a person has in that person's principal place of residence, and
- c) the councillor discloses the interest they have in the matter that would otherwise have precluded their participation in consideration of the matter under this Part in accordance with clause 5.6.

5.21 The Minister for Local Government may, conditionally or unconditionally, allow a councillor or a council committee member who is precluded under this Part from participating in the consideration of a matter to be present at a meeting of the council or committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:

- a) that the number of councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business, or
- b) that it is in the interests of the electors for the area to do so.

5.22 Where the Minister exempts a councillor or committee member from complying with a requirement under this Part under clause 5.21, the councillor or committee member must still disclose any interests they have in the matter the exemption applies to, in accordance with clause 5.6.

#### **Other business or employment**

5.23 The chief executive officer must not engage, for remuneration, in private employment, contract work or other business outside the service of the council without the approval of the council.

5.24 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the council that relates to the business of the council or that might conflict with the staff member's council duties unless they have notified the general manager in writing of the employment, work or business and the general manager has given their written approval for the staff member to engage in the employment, work or business.

5.25 The general manager may at any time prohibit a member of staff from engaging, for remuneration, in private employment, contract work or other business outside the service of the council that relates to the business of the council, or that might conflict with the staff member's council duties.

5.26 A member of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the council if prohibited from doing so.

5.27 Members of staff must ensure that any outside employment, work or business they engage in will not:

- a) conflict with their official duties
- b) involve using confidential information or council resources obtained through their work with the council including where private use is permitted
- c) require them to work while on council duty
- d) discredit or disadvantage the council
- e) pose, due to fatigue, a risk to their health or safety, or to the health and safety of their co-workers.

#### **Fraud and Corruption Prevention**

5.28 You must not engage or participate in any act that may constitute fraud and corruption.

5.29 You must report any concerns that you reasonably believe may constitute fraud and/or corruption to Council's Fraud Prevention Manager or the Chief Executive Officer. Further, you must not ignore or condone any act that you reasonably suspect to constitute fraud or corruption. Failure to report or disclose any potential fraud or corruption may be a breach of this code.

5.30 You must disclose to Council administration any criminal conviction you incur during the course of your tenure with Council. Further, staff are obligated to disclose any change in their working rights (e.g. change of visa status or loss of licence) during the course of their employment.

5.31 Councillors and staff are obligated to notify Council of any credit to their account, which they know or believe to be an incorrect overpayment.

#### **Personal dealings with council**

5.32 You may have reason to deal with your council in your personal capacity (for example, as a ratepayer, recipient of a council service or applicant for a development consent granted by council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead members of the public to believe that you are seeking preferential treatment.

5.33 You must undertake any personal dealings you have with the council in a manner that is consistent with the way other members of the community deal with the council. You must also ensure that you disclose and appropriately manage any conflict of interest you may have in any matter in accordance with the requirements of this code.

#### **PART 6 PERSONAL BENEFIT**

6.1 For the purposes of this Part, a gift or a benefit is something offered to or received by a council official or someone personally associated with them for their personal use and enjoyment.

6.2 A reference to a gift or benefit in this Part does not include:

- a) items with a value of \$10 or less
- b) a political donation for the purposes of the *Electoral Funding Act 2018*
- c) a gift provided to the council as part of a cultural exchange or sister-city relationship that is not converted for the personal use or enjoyment of any individual council official or someone personally associated with them
- d) a benefit or facility provided by the council to an employee or councillor
- e) attendance by a council official at a work-related event or function for the purposes of performing their official duties, or
- f) free or subsidised meals, beverages or refreshments provided to council officials in conjunction with the performance of their official duties such as, but not limited to:
  - i. the discussion of official business
  - ii. work-related events such as council-sponsored or community events, training, education sessions or workshops
  - iii. conferences
  - iv. council functions or events
  - v. social functions organised by groups, such as council committees and community organisations.

**Gifts and benefits**

6.3 You must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you or from the council, through the provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you.

6.4 A gift or benefit is deemed to have been accepted by you for the purposes of this Part, where it is received by you or someone personally associated with you.

**How are offers of gifts and benefits to be dealt with?**

6.5 You must not:

- a) seek or accept a bribe or other improper inducement
- b) seek gifts or benefits of any kind
- c) accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty
- d) subject to clause 6.7, accept any gift or benefit of more than token value as defined by clause 6.9
- e) accept an offer of cash or a cash-like gift as defined by clause 6.13, regardless of the amount
- f) participate in competitions for prizes where eligibility is based on the council being in or entering into a customer–supplier relationship with the competition organiser
- g) personally benefit from reward points programs when purchasing on behalf of the council.

6.6 Where you receive a gift or benefit of any value other than one referred to in clause 6.2, you must disclose this promptly to your manager or the general manager in writing. The recipient, manager, or general manager must ensure that, at a minimum, the following details are recorded in the council's gift register:

- a) the nature of the gift or benefit
- b) the estimated monetary value of the gift or benefit
- c) the name of the person who provided the gift or benefit, and
- d) the date on which the gift or benefit was received.

6.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to the council, unless the nature of the gift or benefit makes this impractical.

**Gifts and benefits of token value**

6.8 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$100. They include, but are not limited to:

- a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$100
- b) gifts of alcohol that do not exceed a value of \$100
- c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like
- d) prizes or awards that do not exceed \$100 in value.

**Gifts and benefits of more than token value**

6.9 Gifts or benefits that exceed \$100 in value are gifts or benefits of more than token value for the purposes of clause 6.5(d) and, subject to clause 6.7, must not be accepted.

6.10 Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds \$100, corporate hospitality at a corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.

6.11 Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organisation, or a person associated with that person or organisation, during the same 12-month period would exceed \$100 in value.

6.12 For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

**“Cash-like gifts”**

6.13 For the purposes of clause 6.5(e), “cash-like gifts” include, but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

**Improper and undue influence**

6.14 You must not use your position to influence other council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else. A councillor will not be in breach of this clause where they seek to influence other council officials through the proper exercise of their role as prescribed under the LGA.

6.15 You must not take advantage (or seek to take advantage) of your status or position with council, or of functions you perform for council, in order to obtain a private benefit for yourself or for any other person or body.

**PART 7 RELATIONSHIPS BETWEEN COUNCIL OFFICIALS**

**Obligations of councillors and administrators**

7.1 Each council is a body politic. The councillors or administrator/s are the governing body of the council. Under section 223 of the LGA, the role of the governing body of the council includes the development and endorsement of the strategic plans, programs, strategies and policies of the council, including those relating to workforce policy, and to keep the performance of the council under review.

7.2 Councillors or administrators must not:

- a) direct council staff other than by giving appropriate direction to the general manager by way of council or committee resolution, or by the mayor or administrator exercising their functions under section 226 of the LGA
- b) in any public or private forum, direct or influence, or attempt to direct or influence, any other member of the staff of the council or a delegate of the council in the exercise of the functions of the staff member or delegate



- c) contact a member of the staff of the council on council-related business unless in accordance with the policy and procedures governing the interaction of councillors and council staff that have been authorised by the council and the general manager
- d) contact or issue instructions to any of the council's contractors, including the council's legal advisers, unless by the mayor or administrator exercising their functions under section 226 of the LGA.

7.3 Despite clause 7.2, councillors may contact the council's external auditor or the chair of the council's audit risk and improvement committee to provide information reasonably necessary for the external auditor or the audit, risk and improvement committee to effectively perform their functions.

#### **Obligations of staff**

7.4 Under section 335 of the LGA, the role of the general manager includes conducting the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council, implementing without undue delay, lawful decisions of the council and ensuring that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their official functions.

7.5 Members of staff of council must:

- a) give their attention to the business of the council while on duty
- b) ensure that their work is carried out ethically, efficiently, economically and effectively
- c) carry out reasonable and lawful directions given by any person having authority to give such directions
- d) give effect to the lawful decisions, policies and procedures of the council, whether or not the staff member agrees with or approves of them
- e) ensure that any participation in political activities outside the service of the council does not interfere with the performance of their official duties.

#### **Inappropriate interactions**

7.6 You must not engage in any of the following inappropriate interactions:

- a) councillors and administrators approaching staff and staff organisations to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
- b) council staff approaching councillors and administrators to discuss individual or operational staff matters (other than matters relating to broader workforce policy), grievances, workplace investigations and disciplinary matters
- c) subject to clause 8.6, council staff refusing to give information that is available to other councillors to a particular councillor
- d) councillors and administrators who have lodged an application with the council, discussing the matter with council staff in staff-only areas of the council
- e) councillors and administrators approaching members of local planning panels or discussing any application that is either before the panel or that will come before the panel at some future time, except during a panel meeting where the application forms part of the agenda and the councillor or administrator has a right to be heard by the panel at the meeting
- f) councillors and administrators being overbearing or threatening to council staff
- g) council staff being overbearing or threatening to councillors or administrators
- h) councillors and administrators making personal attacks on council staff or engaging in conduct towards staff that would be contrary to the general conduct provisions in Part 3 of this code in public forums including social media
- i) councillors and administrators directing or pressuring council staff in the performance of their work, or recommendations they should make

- j) council staff providing ad hoc advice to councillors and administrators without recording or documenting the interaction as they would if the advice was provided to a member of the community
- k) council staff meeting with applicants or objectors alone AND outside office hours to discuss planning applications or proposals
- l) councillors attending on-site inspection meetings with lawyers and/or consultants engaged by the council associated with current or proposed legal proceedings unless permitted to do so by the council's general manager or, in the case of the mayor or administrator, unless they are exercising their functions under section 226 of the LGA.

## **PART 8 ACCESS TO INFORMATION AND COUNCIL RESOURCES**

### **Councillor and administrator access to information**

8.1 The general manager is responsible for ensuring that councillors and administrators can access information necessary for the performance of their official functions. The general manager and public officer are also responsible for ensuring that members of the public can access publicly available council information under the *Government Information (Public Access) Act 2009* (the GIPA Act).

8.2 The general manager must provide councillors and administrators with the information necessary to effectively discharge their official functions.

8.3 Members of staff of council must provide full and timely information to councillors and administrators sufficient to enable them to exercise their official functions and in accordance with council procedures.

8.4 Members of staff of council who provide any information to a particular councillor in the performance of their official functions must also make it available to any other councillor who requests it and in accordance with council procedures.

8.5 Councillors and administrators who have a private interest only in council information have the same rights of access as any member of the public.

8.6 Despite clause 8.4, councillors and administrators who are precluded from participating in the consideration of a matter under this code because they have a conflict of interest in the matter, are not entitled to request access to council information in relation to the matter unless the information is otherwise available to members of the public, or the council has determined to make the information available under the GIPA Act.

### **Councillors and administrators to properly examine and consider information**

8.7 Councillors and administrators must ensure that they comply with their duty under section 439 of the LGA to act honestly and exercise a reasonable degree of care and diligence by properly examining and considering all the information provided to them relating to matters that they are required to make a decision on.

### **Refusal of access to information**

8.8 Where the general manager or public officer determine to refuse access to information requested by a councillor or administrator, they must act reasonably. In reaching this decision they must take into account whether or not the information requested is necessary for the councillor or administrator to perform their official functions (see clause 8.2) and whether they have disclosed a conflict of interest in the matter the information relates to that would preclude their participation in consideration of the matter (see clause 8.6). The general manager or public officer must state the reasons for the decision if access is refused.



**Use of certain council information**

8.9 In regard to information obtained in your capacity as a council official, you must:

- a) subject to clause 8.14, only access council information needed for council business
- b) not use that council information for private purposes
- c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have access by virtue of your office or position with council
- d) only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.

**Use and security of confidential information**

8.10 You must maintain the integrity and security of confidential information in your possession, or for which you are responsible.

8.11 In addition to your general obligations relating to the use of council information, you must:

- a) only access confidential information that you have been authorised to access and only do so for the purposes of exercising your official functions
- b) protect confidential information
- c) only release confidential information if you have authority to do so
- d) only use confidential information for the purpose for which it is intended to be used
- e) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person
- f) not use confidential information with the intention to cause harm or detriment to the council or any other person or body
- g) not disclose any confidential information discussed during a confidential session of a council or committee meeting or any other confidential forum (such as, but not limited to, workshops or briefing sessions).

**Personal information**

8.12 When dealing with personal information you must comply with:

- a) the *Privacy and Personal Information Protection Act 1998*
- b) the *Health Records and Information Privacy Act 2002*
- c) the Information Protection Principles and Health Privacy Principles
- d) the council's privacy management plan
- e) the Privacy Code of Practice for Local Government

**Use of council resources**

8.13 You must use council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes, except when supplied as part of a contract of employment (but not for private business purposes), unless this use is lawfully authorised and proper payment is made where appropriate.

8.14 Union delegates and consultative committee members may have reasonable access to council resources and information for the purposes of carrying out their industrial responsibilities, including but not limited to:

- a) the representation of members with respect to disciplinary matters
- b) the representation of employees with respect to grievances and disputes
- c) functions associated with the role of the local consultative committee.

8.15 You must be scrupulous in your use of council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.

8.16 You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.

8.17 You must not use council resources (including council staff), property or facilities for the purpose of assisting your election campaign or the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.

8.18 You must not use the council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material:

- a) for the purpose of assisting your election campaign or the election campaign of others, or
- b) for other non-official purposes.

8.19 You must not convert any property of the council to your own use unless properly authorised.

#### **Internet access and Use of Social Media**

8.20 You must not use council's computer resources or mobile or other devices to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature, or that could otherwise lead to criminal penalty or civil liability and/or damage the council's reputation.

8.21 You must not use social media to post or share comments, photos, videos, electronic recordings or other information that:

- a) is offensive, humiliating, threatening or intimidating to other council officials or those that deal with the council
- b) contains content about the council that is misleading or deceptive
- c) divulges confidential council information
- d) breaches the privacy of other council officials or those that deal with council
- e) contains allegations of suspected breaches of this code or information about the consideration of a matter under the Procedures, or
- f) could be perceived to be an official comment on behalf of the council where you have not been authorised to make such comment.

#### **Council record keeping**

8.22 You must comply with the requirements of the *State Records Act 1998* and the council's records management policy.

8.23 All information created, sent and received in your official capacity is a council record and must be managed in accordance with the requirements of the *State Records Act 1998* and the council's approved records management policies and practices.

8.24 All information stored in either soft or hard copy on council supplied resources (including technology devices and email accounts) is deemed to be related to the business of the council and will be treated as council records, regardless of whether the original intention was to create the information for personal purposes.

8.25 You must not destroy, alter, or dispose of council information or records, unless authorised to do so. If you need to alter or dispose of council information or records, you must do so in consultation with the council's records manager and comply with the requirements of the *State Records Act 1998*.

#### **Councillor access to council buildings**

8.26 Councillors and administrators are entitled to have access to the council chamber, committee room, mayor's office (subject to availability), councillors' rooms, and public areas of council's buildings during normal business hours and for meetings. Councillors and administrators needing access to these facilities at other times must obtain authority from the general manager.

8.27 Councillors and administrators must not enter staff-only areas of council buildings without the approval of the general manager (or their delegate) or as provided for in the procedures governing the interaction of councillors and council staff.

8.28 Councillors and administrators must ensure that when they are within a staff only area they refrain from conduct that could be perceived to improperly influence council staff decisions.

### **PART 9 MAINTAINING THE INTEGRITY OF THIS CODE**

#### **Complaints made for an improper purpose**

9.1 You must not make or threaten to make a complaint or cause a complaint to be made alleging a breach of this code for an improper purpose.

9.2 For the purposes of clause 9.1, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:

- a) to bully, intimidate or harass another council official
- b) to damage another council official's reputation
- c) to obtain a political advantage
- d) to influence a council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
- e) to influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions
- f) to avoid disciplinary action under the Procedures
- g) to take reprisal action against a person for making a complaint alleging a breach of this code
- h) to take reprisal action against a person for exercising a function prescribed under the Procedures
- i) to prevent or disrupt the effective administration of this code under the Procedures.

#### **Detrimental action**

9.3 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made alleging a breach of this code.

9.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under the Procedures.

9.5 For the purposes of clauses 9.3 and 9.4, a detrimental action is an action causing, comprising or involving any of the following:

- a) injury, damage or loss

- b) intimidation or harassment
- c) discrimination, disadvantage or adverse treatment in relation to employment
- d) dismissal from, or prejudice in, employment
- e) disciplinary proceedings.

#### **Compliance with requirements under the Procedures**

9.6 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under the Procedures.

9.7 You must comply with a reasonable and lawful request made by a person exercising a function under the Procedures. A failure to make a written or oral submission invited under the Procedures will not constitute a breach of this clause.

9.8 You must comply with a practice ruling made by the Office under the Procedures.

#### **Disclosure of information about the consideration of a matter under the Procedures**

9.9 All allegations of breaches of this code must be dealt with under and in accordance with the Procedures.

9.10 You must not allege breaches of this code other than by way of a complaint made or initiated under the Procedures.

9.11 You must not make allegations about, or disclose information about, suspected breaches of this code at council, committee or other meetings, whether open to the public or not, or in any other forum, whether public or not.

9.12 You must not disclose information about a complaint you have made alleging a breach of this code or any other matter being considered under the Procedures except for the purposes of seeking legal advice, unless the disclosure is otherwise permitted under the Procedures.

9.13 Nothing under this Part prevents a person from making a public interest disclosure to an appropriate public authority or investigative authority under the *Public Interest Disclosures Act 1994*.

#### **Complaints alleging a breach of this Part**

9.14 Complaints alleging a breach of this Part by a councillor, the general manager or an administrator are to be managed by the Office. This clause does not prevent the Office from referring an alleged breach of this Part back to the council for consideration in accordance with the Procedures.

9.15 Complaints alleging a breach of this Part by other council officials are to be managed by the general manager in accordance with the Procedures.

### **SCHEDULE 1: DISCLOSURES OF INTERESTS AND OTHER MATTERS IN WRITTEN RETURNS SUBMITTED UNDER CLAUSE 4.21**

#### **Part 1: Preliminary**

##### **Definitions**



1. For the purposes of the schedules to this code, the following definitions apply:

*address* means:

- a) in relation to a person other than a corporation, the last residential or business address of the person known to the councillor or designated person disclosing the address, or
- b) in relation to a corporation, the address of the registered office of the corporation in New South Wales or, if there is no such office, the address of the principal office of the corporation in the place where it is registered, or
- c) in relation to any real property, the street address of the property.

*de facto partner* has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

*disposition of property* means a conveyance, transfer, assignment, settlement, delivery, payment or other alienation of property, including the following:

- a) the allotment of shares in a company
- b) the creation of a trust in respect of property
- c) the grant or creation of a lease, mortgage, charge, easement, licence, power, partnership or interest in respect of property
- d) the release, discharge, surrender, forfeiture or abandonment, at law or in equity, of a debt, contract or chose in action, or of an interest in respect of property
- e) the exercise by a person of a general power of appointment over property in favour of another person
- f) a transaction entered into by a person who intends by the transaction to diminish, directly or indirectly, the value of the person's own property and to increase the value of the property of another person.

*gift* means a disposition of property made otherwise than by will (whether or not by instrument in writing) without consideration, or with inadequate consideration, in money or money's worth passing from the person to whom the disposition was made to the person who made the disposition, but does not include a financial or other contribution to travel.

*interest* means:

- a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or
- b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth) in securities issued or made available by the corporation.

*listed company* means a company that is listed within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth.

*occupation* includes trade, profession and vocation.

*professional or business association* means an incorporated or unincorporated body or organisation having as one of its objects or activities the promotion of the economic interests of its members in any occupation.

*property* includes money.

*return date* means:

- a) in the case of a return made under clause 4.21(a), the date on which a person became a councillor or designated person
- b) in the case of a return made under clause 4.21(b), 30 June of the year in which the return is made

- c) in the case of a return made under clause 4.21(c), the date on which the councillor or designated person became aware of the interest to be disclosed.

*relative* includes any of the following:

- a) a person's spouse or de facto partner
- b) a person's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- c) a person's spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- d) the spouse or de facto partner of a person referred to in paragraphs (b) and (c).

*travel* includes accommodation incidental to a journey.

#### **Matters relating to the interests that must be included in returns**

- 2. *Interests etc. outside New South Wales:* A reference in this schedule or in schedule 2 to a disclosure concerning a corporation or other thing includes any reference to a disclosure concerning a corporation registered, or other thing arising or received, outside New South Wales.
- 3. *References to interests in real property:* A reference in this schedule or in schedule 2 to real property in which a councillor or designated person has an interest includes a reference to any real property situated in Australia in which the councillor or designated person has an interest.
- 4. *Gifts, loans etc. from related corporations:* For the purposes of this schedule and schedule 2, gifts or contributions to travel given, loans made, or goods or services supplied, to a councillor or designated person by two or more corporations that are related to each other for the purposes of section 50 of the *Corporations Act 2001* of the Commonwealth are all given, made or supplied by a single corporation.

#### **Part 2: Pecuniary interests to be disclosed in returns**

##### **Real property**

- 5. A person making a return under clause 4.21 of this code must disclose:
  - a) the street address of each parcel of real property in which they had an interest on the return date, and
  - b) the street address of each parcel of real property in which they had an interest in the period since 30 June of the previous financial year, and
  - c) the nature of the interest.
- 6. An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  - a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  - b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to their duties as the holder of a position required to make a return.
- 7. An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a councillor or designated person.
- 8. For the purposes of clause 5 of this schedule, "interest" includes an option to purchase.

##### **Gifts**



9. A person making a return under clause 4.21 of this code must disclose:
- a) a description of each gift received in the period since 30 June of the previous financial year, and
  - b) the name and address of the donor of each of the gifts.
10. A gift need not be included in a return if:
- a) it did not exceed \$500, unless it was among gifts totalling more than \$500 made by the same person during a period of 12 months or less, or
  - b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
  - c) the donor was a relative of the donee, or
  - d) subject to paragraph (a), it was received prior to the person becoming a councillor or designated person.
11. For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

#### Contributions to travel

12. A person making a return under clause 4.21 of this code must disclose:
- a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and
  - b) the dates on which the travel was undertaken, and
  - c) the names of the states and territories, and of the overseas countries, in which the travel was undertaken.
13. A financial or other contribution to any travel need not be disclosed under this clause if it:
- a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or council vehicles), or
  - b) was made by a relative of the traveller, or
  - c) was made in the ordinary course of an occupation of the traveller that is not related to their functions as the holder of a position requiring the making of a return, or
  - d) did not exceed \$250, unless it was among gifts totalling more than \$250 made by the same person during a 12-month period or less, or
  - e) was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
  - f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales, or to enable the traveller to represent the party within Australia, or
  - g) subject to paragraph (d) it was received prior to the person becoming a councillor or designated person.
14. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

#### Interests and positions in corporations

15. A person making a return under clause 4.21 of this code must disclose:
- a) the name and address of each corporation in which they had an interest or held a position (whether remunerated or not) on the return date, and
  - b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and

- c) the nature of the interest, or the position held, in each of the corporations, and
  - d) a description of the principal objects (if any) of each of the corporations, except in the case of a listed company.
16. An interest in, or a position held in, a corporation need not be disclosed if the corporation is:
- a) formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  - b) required to apply its profits or other income in promoting its objects, and
  - c) prohibited from paying any dividend to its members.
17. An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
18. An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a councillor or designated person.

#### **Interests as a property developer or a close associate of a property developer**

19. A person making a return under clause 4.21 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.
20. For the purposes of clause 19 of this schedule:

*close associate*, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the *Electoral Funding Act 2018*.

*property developer* has the same meaning as it has in Division 7 of Part 3 of the *Electoral Funding Act 2018*.

#### **Positions in trade unions and professional or business associations**

21. A person making a return under clause 4.21 of the code must disclose:
- a) the name of each trade union, and of each professional or business association, in which they held any position (whether remunerated or not) on the return date, and
  - b) the name of each trade union, and of each professional or business association, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and
  - c) a description of the position held in each of the unions and associations.
22. A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a councillor or designated person.

#### **Dispositions of real property**

23. A person making a return under clause 4.21 of this code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
24. A person making a return under clause 4.21 of this code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period

since 30 June of the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.

25. A disposition of real property need not be disclosed if it was made prior to a person becoming a councillor or designated person.

#### Sources of income

26. A person making a return under clause 4.21 of this code must disclose:
- a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
  - b) each source of income received by the person in the period since 30 June of the previous financial year.
27. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:
- a) in relation to income from an occupation of the person:
    - i. a description of the occupation, and
    - ii. if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
    - iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  - b) in relation to income from a trust, the name and address of the settlor and the trustee, or
  - c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.
28. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed \$500, or is not reasonably expected to exceed \$500, as the case may be.
29. The source of any income received by the person that they ceased to receive prior to becoming a councillor or designated person need not be disclosed.
30. A fee paid to a councillor or to the mayor or deputy mayor under sections 248 or 249 of the LGA need not be disclosed.

#### Debts

31. A person making a return under clause 4.21 of this code must disclose the name and address of each person to whom the person was liable to pay any debt:
- a) on the return date, and
  - b) at any time in the period since 30 June of the previous financial year.
32. A liability to pay a debt must be disclosed by a person in a return made under clause 4.21 whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.
33. A liability to pay a debt need not be disclosed by a person in a return if:
- a) the amount to be paid did not exceed \$500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:

- i. the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the period since 30 June of the previous financial year, as the case may be, and
- ii. the amounts to be paid exceeded, in the aggregate, \$500, or
- b) the person was liable to pay the debt to a relative, or
- c) in the case of a debt arising from a loan of money the person was liable to pay the debt to an authorised deposit-taking institution or other person whose ordinary business includes the lending of money, and the loan was made in the ordinary course of business of the lender, or
- d) in the case of a debt arising from the supply of goods or services:
  - i. the goods or services were supplied in the period of 12 months immediately preceding the return date, or were supplied in the period since 30 June of the previous financial year, as the case may be, or
  - ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to their duties as the holder of a position required to make a return, or
- e. subject to paragraph (a), the debt was discharged prior to the person becoming a councillor or designated person.

#### Discretionary disclosures

- 34. A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

### SCHEDULE 2: FORM OF WRITTEN RETURN OF INTERESTS SUBMITTED UNDER CLAUSE 4.21

#### 'Disclosures by councillors and designated persons' return

- 1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).
- 2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
- 3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
- 4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
- 5. This form must be completed using block letters or typed.
- 6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.



7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

### Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

### Disclosure of pecuniary interests and other matters

by [full name of councillor or designated person]

as at [return date]

in respect of the period from [date] to [date]

[councillor's or designated person's signature] [date]

#### A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June

Nature of interest

#### B. Sources of income

1 Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an occupation at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)

2 Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee

3 Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

*[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]*

#### C. Gifts

Description of each gift I received at any time since 30 June      Name and address of donor

#### D. Contributions to travel

Name and address of each person	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
who made any financial or other contribution to any travel undertaken by me at any time since 30 June		

#### E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
---	-----------------------------	----------------------------------	---

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

#### G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
---	-------------------------

#### H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

#### I. Dispositions of property

1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

#### J. Discretionary disclosures



**SCHEDULE 3: FORM OF SPECIAL DISCLOSURE OF PECUNIARY INTEREST SUBMITTED UNDER CLAUSE 4.37**

1. This form must be completed using block letters or typed.
2. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

**Important information**

This information is being collected for the purpose of making a special disclosure of pecuniary interests under clause 4.36(c) of the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).

The special disclosure must relate only to a pecuniary interest that a councillor has in the councillor's principal place of residence, or an interest another person (whose interests are relevant under clause 4.3 of the Model Code of Conduct) has in that person's principal place of residence.

Clause 4.3 of the Model Code of Conduct states that you will have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative or because your business partner or employer has a pecuniary interest. You will also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.

"Relative" is defined by clause 4.4 of the Model Code of Conduct as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting at which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

**Special disclosure of pecuniary interests by matters**

[full name of councillor]

in the matter of [insert name of environmental planning instrument]

which is to be considered at a meeting of the [name of council or council committee (as the case requires)] to be held on the day of 20 .

Pecuniary interest	
Address of the affected principal place of residence of the councillor or an associated person, company or body (the identified land)	
Relationship of identified land to the councillor [Tick or cross one box.]	<input type="checkbox"/> The councillor has an interest in the land (e.g. is the owner or has another interest arising out of a mortgage, lease, trust, option or contract, or otherwise). <input type="checkbox"/> An associated person of the councillor has an interest in the land. <input type="checkbox"/> An associated company or body of the councillor has an interest in the land.
Matter giving rise to pecuniary interest <sup>1</sup>	
Nature of the land that is subject to a change in zone/planning control by the proposed LEP (the subject land) <sup>2</sup> [Tick or cross one box]	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control [Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]	
Proposed change of zone/planning control [Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]	
Effect of proposed change of zone/planning control on councillor or associated person [Insert one of the following: "Appreciable financial gain" or "Appreciable financial loss"]	

1 Clause 4.1 of the Model Code of Conduct provides that a pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter, or if the interest is of a kind specified in clause 4.6 of the Model Code of Conduct.

2 A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in clause 4.3 of the Model Code of Conduct has a proprietary interest.

*[If more than one pecuniary interest is to be declared, reprint the above box and fill in for each additional interest.]*

Councillor's signature

Date

[This form is to be retained by the council's general manager and included in full in the minutes of the meeting]

# ACTIONS TRACKING SUMMARY SHEET


Ordinary and Extraordinary Council Meetings 2022



Meeting Date	Report Title	Res #	Detail	Officer	Notes
28/04/2022	Standard Instrument LEP Natural Disasters Clause	85/22	<p><b>RESOLVED</b></p> <p>a. That Council advise the Department of Planning and Environment to incorporate the Dwelling house or secondary dwelling affected by natural disaster clause (Clauses 5.9), into the <i>Armidale Dumaresq Local Environmental Plan 2012</i> and <i>Guyra Local Environmental Plan 2012</i> or <i>Armidale Regional Local Environmental Plan</i> (as applicable), applying in the zones that currently permit dwelling house or secondary dwelling.</p> <p>b. That Council develop a policy that assists building owners to recover from disasters including but not limited to:</p> <p>i. the use of the Orders provisions in the Environmental Planning and Assessment Act 1979 and Local Government Act 1993 to the maximum extent possible to permit the repair and rebuild of buildings without the need for the DA,</p> <p>ii. an appropriate reduction in DA fees for replacement buildings that require a DA,</p> <p>iii. provide a concierge advisory and fast-track approval service for disaster affected building owners.</p> <p><b>Moved Cr Packham                      Seconded Cr Galletly</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p> <p><b>AMENDMENT</b></p> <p>iii. provide a concierge advisory and fast-track approval service for disaster affected building owners that also provides advice on information on building back better to meet desirable energy-efficiency standards and passive solar design.</p>	Boyce, Daniel	<p><b>13 May 2022 8:07am Boyce, Daniel</b></p> <p>Disaster clause package sent to NSW Department of Planning and Environment., Policy to be developed.</p>


\*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST.

Current as at 17 October 2022 - Page 1

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <h2 style="margin: 0;">ACTIONS TRACKING SUMMARY SHEET</h2> <p style="margin: 0;">Ordinary and Extraordinary Council Meetings 2022</p> </div> <div style="text-align: right;">  </div> </div>					
Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p><b>Moved Cr Robinson                      Seconded Cr O'Brien</b></p> <p><i>FOR:                      Cr D O'Brien, M O'Connor and D Robinson</i></p> <p><i>AGAINST:              Crs S Coupland, P Gaddes, J Galletly, S McMichael, S Mephram, P Packham, T Redwood, and B Widders</i></p> <p><b>The Motion on being put to the vote was LOST.</b></p> <p>Cr Bradley Widders left the meeting, the time being 4:56 PM Cr Bradley Widders returned to the meeting, the time being 4:58 PM</p>		
25/05/2022	Simpler Financial Information	102/22	<p><b>RESOLVED</b></p> <p>That Councillors and Council Staff collaborate on the development of a format to provide financial information that is easy for councillors and lay people to understand.</p> <p><b>Moved Cr Robinson                      Seconded Cr O'Brien</b></p> <p><i>DIVISION              The result being:-</i></p> <p><i>FOR:                      Crs S Coupland, P Gaddes, S McMichael, S Mephram, D O'Brien, M O'Connor, P Packham, T Redwood, D Robinson and B Widders</i></p> <p><i>AGAINST:              Cr J Galletly</i></p> <p><b>The Motion on being put to the vote was CARRIED.</b></p>	Hoult, Melissa	<p><b>20 Jun 2022 11:39am Bower, Jessica</b> Manager Financial Services to meet with Cr Robinson week of 20 June to discuss.</p> <p><b>15 Aug 2022 4:16pm Hoult, Melissa</b> Due to staff resourcing and other imperatives, staff will seek to provide a response towards the end of October 2022.</p> <p><b>15 Aug 2022 4:19pm Hoult, Melissa - Target Date Revision</b></p>

\*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST.


Current as at 17 October 2022 - Page 2

ACTIONS TRACKING SUMMARY SHEET					
Ordinary and Extraordinary Council Meetings 2022					
Meeting Date	Report Title	Res #	Detail	Officer	Notes
					<p>Target date changed by Hoult, Melissa from 08 June 2022 to 31 October 2022 - Due to staff resourcing and other imperatives, staff will seek to provide a response towards the end of October 2022.</p> <p><b>13 Sep 2022 4:18pm Hoult, Melissa</b></p> <p>Owing to annual financial statements being due and the SRV consultation, a meeting between Cr Robinson and the acting CFO, to facilitate simpler financial information, has not progressed further than the first meeting. A meeting with the new CFO will be scheduled towards the end of the year.</p> <p><b>13 Sep 2022 4:18pm Hoult, Melissa - Target Date Revision</b></p> <p>Target date changed by Hoult, Melissa from 31 October 2022 to 23 November 2022 - Due to staff resourcing and other imperatives, staff will seek to provide a response towards the end of November 2022.</p>
29/06/2022	Grids and Gates Policy	129/22	<p><b>RESOLVED</b></p> <p>That Council:</p>	Schaefer, Darren	<p><b>19 Jul 2022 9:20am Schaefer, Darren</b></p> <p>This item will be referred to the Connected Key Pillar Working Group once established.</p>

\*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST.

Current as at 17 October 2022 - Page 3



<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <h2 style="margin: 0;">ACTIONS TRACKING SUMMARY SHEET</h2> <p style="margin: 0;">Ordinary and Extraordinary Council Meetings 2022</p> </div> <div style="text-align: right;">  </div> </div>				
Meeting Date	Report Title	Res #	Detail	Officer
			<p>a. Refer POL087 – Gates and Stock Grids on Public Roads and public feedback to the Connected Region Key Pillar Working Group to discuss and make comment on proposed grid ownership, maintenance liabilities and transition options;</p> <p>b. Extend the ownership nomination period for an additional 12 months for Council staff, in consultation with the relevant working group, to determine ownership of existing grids and gates on Council roads where ownership is uncertain.</p> <p>c. Extend the current transition period for an additional 12 months from the 1st July 2022 for existing grid and gate owners to upgrade, repair, remove or replace non-compliant grids and bring them into compliance with the updated policy POL087, noting all associated costs are currently the responsibility of the grid or gate owner as per the policy.</p> <p style="text-align: center;"><b>Moved Cr Packham                      Seconded Cr Mepham</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	
27/07/2022	Look Up! Make the State of our Planet BAU Pilot Program	145/22	<p><b>MOVED</b></p> <p>That Council:</p> <p>a. Endorse the Leadership Principles and Climate Action Plan initiatives contained within the outcomes of the pilot program <i>"Look-Up! Make the State of our Planet BAU."</i></p> <p>b. Reaffirm Council's resolution on 25 September 2019 to commit to achieving the goals of Project Zero30.</p>	Bower, Jessica

\*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST.

Current as at 17 October 2022 - Page 4

# ACTIONS TRACKING SUMMARY SHEET


Ordinary and Extraordinary Council Meetings 2022



Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p>c. Request that the General Manager prepare an organisational plan to minimise our contribution to the global temperature rise and achieve Climate Active certification which will be reported back to Council with costings.</p> <p><b>Moved Cr Robinson                      Seconded Cr Widders</b></p> <p><b>PROCEDURAL MOTION</b></p> <p>That the items be voted on in seriatim.</p> <p><b>Moved Cr O'Connor                      Seconded Cr Packham</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p> <p><b>RESOLVED</b></p> <p>That Council:</p> <p>a. Endorse the Leadership Principles and Climate Action Plan initiatives contained within the outcomes of the pilot program <i>"Look-Up! Make the State of our Planet BAU."</i></p> <p><i>DIVISION                      The result being:-</i></p> <p><i>FOR:                      Crs S Coupland, P Gaddes, J Galletly, S McMichael, D O'Brien, T Redwood, D Robinson; S Mephram and B Widders</i></p> <p><i>AGAINST:                      Crs P Packham and M O'Connor</i></p>		<p>Correspondence forwarded to Project Zero30 Board members advising councils resolution. GM advised a further report will be provided to Council in Sep/Oct 2022 relating to item C once it is fully scoped and resource commitment better understood.</p> <p><b>14 Sep 2022 3:10pm Bower, Jessica</b></p> <p>GM advised: Item C to be addressed once the Renewable Energy Action Plan (REAP) has been formally adopted.</p>

\*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST.

Current as at 17 October 2022 - Page 5

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <h2 style="margin: 0;">ACTIONS TRACKING SUMMARY SHEET</h2> <p style="margin: 0;">Ordinary and Extraordinary Council Meetings 2022</p> </div> <div style="text-align: right;">  </div> </div>				
Meeting Date	Report Title	Res #	Detail	Officer
			<p><b>The Motion on being put to the vote was CARRIED</b></p> <p>b. Reaffirm Council's resolution on 25 September 2019 to commit to achieving the goals of Project Zero30.</p> <p><i>DIVISION      The result being:-</i></p> <p><i>FOR:            Crs S Coupland, P Gaddes, J Galletly, S McMichael, D O'Brien, T Redwood, D Robinson; S Mephram and B Widders</i></p> <p><i>AGAINST:      Crs P Packham and M O'Connor</i></p> <p><b>The Motion on being put to the vote was CARRIED</b></p> <p>c. Request that the General Manager prepare an organisational plan to minimise our contribution to the global temperature rise and achieve Climate Active certification which will be reported back to Council with costings.</p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p> <p><b>Moved Cr Robinson                      Seconded Cr Widders</b></p>	
24/08/2022	ARC Renewable Energy Action Plan for Public Exhibition	168/22	<p><b>RESOLVED</b></p> <p>That Council:</p> <p>a. Endorse the Renewable Energy Action Plan noting the recommendations and priorities contained in section 7.2 of the report, including:</p> <ul style="list-style-type: none"> <li>- Increase energy awareness: ARC understands and controls energy usage to optimise productivity.</li> </ul>	Schaefer, Darren
				<p><b>17 Oct 2022 9:49am Schaefer, Darren</b></p> <p>The REAP has been placed on public exhibition and feedback has been received and is being collated. Feedback will be presented to Councillors in readiness for adoption November OCM.</p>

\*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST.

Current as at 17 October 2022 - Page 6

# ACTIONS TRACKING SUMMARY SHEET


Ordinary and Extraordinary Council Meetings 2022



Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<ul style="list-style-type: none"> <li>- Move towards energy autonomy: ARC generates and supplies renewable energy to itself at a known and affordable price.</li> <li>- Engage carefully with Retailers: ARC is serviced by flexible, fair retail arrangements.</li> <li>- Electrify vehicles, plant, and equipment: Ensuring ARC fleet, plant and equipment is low-emission, affordable and effective.</li> <li>- Lead energy innovation: ARC becomes known as an attractive place for R&amp;D, trials and implementation of new technology.</li> <li>- Have a stake in energy asset ownership: ARC receives additional revenue streams through the provision of utility services (micro grids, embedded networks, and alike).</li> <li>- Plan for energy security and climate resilience: Consider the relative importance of energy security at key sites and factor this into considerations for Behind the Meter installations</li> </ul> <p>b. Place the Renewable Energy Action Plan on public exhibition for a period of 28 days to obtain community feedback before returning to Council for adoption.</p> <p><b>Moved Cr Robinson                      Seconded Cr Gaddes</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>		
24/08/2022	Question on Notice - Cr Robinson	173/22	<p><b>RESOLVED</b></p> <p>That Council note the response to the Questions on Notice submitted by Cr Robinson.</p> <p><b>Moved Cr Robinson                      Seconded Cr McMichael</b></p>	Hoult, Melissa	<b>13 Sep 2022 4:07pm Hoult, Melissa</b>

\*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST.

Current as at 17 October 2022 - Page 7

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <h2 style="margin: 0;">ACTIONS TRACKING SUMMARY SHEET</h2> <p style="margin: 0;">Ordinary and Extraordinary Council Meetings 2022</p> </div> <div style="text-align: right;">  </div> </div>				
Meeting Date	Report Title	Res #	Detail	Officer
			The Motion on being put to the vote was CARRIED unanimously.	
28/09/2022	Integrated Planning and Reporting - Delivery Program 2018-2022 and Operational Plan 2021-2022 Progress Report - January to June 2022	180/22	<p><b>RESOLVED</b></p> <p>That Council note the Delivery Program 2018-2022 and Operational Plan 2021-2022 Progress Report for the period January to June 2022.</p> <p><b>Moved Cr Galletly                      Seconded Cr Redwood</b></p> <p>The Motion on being put to the vote was CARRIED unanimously.</p>	Schaefer, Darren
				<p>Owing to annual financial statements being due and the SRV consultation, a meeting between Cr Robinson and the acting CFO, to facilitate simpler financial information, has not progressed further than the first meeting. A meeting with the new CFO will be scheduled towards the end of the year., Report on item c. to be submitted to September OCM.</p> <p><b>13 Sep 2022 4:14pm Hoult, Melissa - Target Date Revision</b></p> <p>Target date changed by Hoult, Melissa from 07 September 2022 to 23 November 2022 - I meeting will be scheduled with the new CFO towards the end of the year.</p>
				<p><b>17 Oct 2022 9:47am Schaefer, Darren - Completion</b></p> <p>Action completed by Schaefer, Darren - Complete and council noted the report. Comment from GM briefing session to ascertain how incomplete items have influenced programing of the 22/23 Operational Plan.</p>

\*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST.

Current as at 17 October 2022 - Page 8

# ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022




Meeting Date	Report Title	Res #	Detail	Officer	Notes										
28/09/2022	Council Actions Report January - August 2022	181/22	<p><b>RESOLVED</b></p> <p>That Council notes the report summarising the actions taken on the resolutions of Council.</p> <p><b>Moved Cr Gaddes                      Seconded Cr Widders</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Bower, Jessica	<p><b>05 Oct 2022 3:57pm Bower, Jessica - Completion</b></p> <p>Action completed by Bower, Jessica - NFA.</p>										
28/09/2022	2021-2022 Fourth Quarter Budget Review	182/22	<p><b>RESOLVED</b></p> <p>That Council:</p> <p>a.     Note the 2021-2022 Fourth Quarter Budget Review (QBR4).</p> <p>b.     Note the revised 2021-2022 budget produces an unrestricted cash forecast of \$4.031 million and the following fund results:</p> <table><tr><th>Fund</th><th>Operating Surplus / (Deficit) (before capital grants)</th></tr><tr><td>General</td><td>\$238,000</td></tr><tr><td>Water</td><td>\$2,236,000</td></tr><tr><td>Sewerage</td><td>\$2,023,000</td></tr><tr><td>Consolidated Result</td><td>\$4,497,000</td></tr></table> <p>c.     Note the proposed reduction in capital expenditure from \$41m to \$28.7m as a result of the budget review.</p>	Fund	Operating Surplus / (Deficit) (before capital grants)	General	\$238,000	Water	\$2,236,000	Sewerage	\$2,023,000	Consolidated Result	\$4,497,000	Newsome, Ann	<p><b>12 Oct 2022 4:03pm Newsome, Ann</b></p> <p>Noted - complete</p> <p><b>12 Oct 2022 4:04pm Newsome, Ann - Completion</b></p> <p>Action completed by Newsome, Ann - noted</p>
Fund	Operating Surplus / (Deficit) (before capital grants)														
General	\$238,000														
Water	\$2,236,000														
Sewerage	\$2,023,000														
Consolidated Result	\$4,497,000														

\*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST.

Current as at 17 October 2022 - Page 9






<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <h2 style="margin: 0;">ACTIONS TRACKING SUMMARY SHEET</h2> <p style="margin: 0;">Ordinary and Extraordinary Council Meetings 2022</p> </div> <div style="text-align: right;">  </div> </div>				
Meeting Date	Report Title	Res #	Detail	Officer
			The Motion on being put to the vote was <b>CARRIED</b> unanimously.	
28/09/2022	Increase the Annual Financial Contribution to the Armidale Neighbourhood Centre - For Adoption (Post Public Exhibition)	185/22	<p><b>RESOLVED</b></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>Receive and note the submissions attached this report on the intention to increase the annual financial contribution to the Armidale Neighbourhood Centre (ANC) from \$20,000 pa to \$80,000 pa; and</li> <li>Adopt to increase the annual financial contribution to the Armidale Neighbourhood Centre and make the budget adjustment as part of the 2022/23 first quarter review.</li> </ol> <p><b>Moved Cr O'Brien                      Seconded Cr Robinson</b></p> <p><b>DIVISION</b>                      The result being:-</p> <p><b>FOR:</b>                      Crs S Coupland, P Gaddes, J Galletly, S Mephram, D O'Brien, M O'Connor, T Redwood, D Robinson and B Widders</p> <p><b>AGAINST:</b>                      Cr P Packham</p> <p><b>The Mayor declared the vote CARRIED.</b></p>	Roncon, James
28/09/2022	KPWG - Minutes of meetings held July - September 2022	186/22	<p><b>RESOLVED</b></p> <p>That the following Minutes of the Key Pillar Working Group meetings held from July 2022 to September 2022 be noted;</p> <ul style="list-style-type: none"> <li>Growing Region KPWG meeting held 26 July 2022</li> </ul>	Hoult, Melissa

\*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST.

Current as at 17 October 2022 - Page 11


ACTIONS TRACKING SUMMARY SHEET					
Ordinary and Extraordinary Council Meetings 2022					
Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<ul style="list-style-type: none"><li>Connected Region KPWG meeting held 28 July 2022</li><li>Future Region KPWG meeting held 11 August 2022</li><li>Enriched Region KPWG meeting held 12 August 2022</li><li>Growing Region KPWG meeting held 1 September 2022</li><li>Future Region KPWG meeting held 14 September 2022</li><li>Liveable Region KPWG meeting held 15 September 2022</li></ul> <p><b>Moved Cr Galletly                      Seconded Cr Redwood</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>		
28/09/2022	Question on Notice - Cr Robinson	188/22	<p><b>RESOLVED</b></p> <p>That Council note the further response to the Questions on Notice submitted by Cr Robinson.</p> <p><b>Moved Cr Robinson                      Seconded Cr O'Brien</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Bower, Jessica	<b>05 Oct 2022 3:56pm Bower, Jessica - Completion</b> Action completed by Bower, Jessica - NFA.
28/09/2022	Mayoral Minute - New England Regional Art Museum's Capital Works Program - Request for Support	191/22	<p><b>RESOLVED</b></p> <p>That Council:</p> <ul style="list-style-type: none"><li>a. Council endorses NERAM's plan for a major capital works program 'Building a New NERAM'.</li><li>b. Council is willing to provide in-kind support for the project. The extent of the support will be subject to discussion as the project takes shape.</li></ul>	Hoult, Melissa	<b>12 Oct 2022 10:45am Hoult, Melissa - Completion</b> Action completed by Hoult, Melissa - Letter sent to NERAM 4 October 2022

\*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST.

Current as at 17 October 2022 - Page 12

# ACTIONS TRACKING SUMMARY SHEET


Ordinary and Extraordinary Council Meetings 2022



Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p>c. Council provides a letter of intent to NERAM confirming that a decision to extend the current funding agreement be made by April 2026.</p> <p><b>Moved Cr Coupland                      Seconded Cr McMichael</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>		
28/09/2022	Engagement of Acting Project Director for Kempsey - Armidale Road Recovery Project	192/22	<p><b>RESOLVED</b></p> <p>That Council:</p> <ul style="list-style-type: none"> <li>a) Approve the extended engagement of Ken Fox (FMP Consulting Pty Ltd) as an Acting Project Director up to the end of December 2022, with an option to extend to July 2023 if delays are experienced in procuring client side replacement resources;</li> <li>b) Endorse the variation of the existing contract for FMP Consulting Pty Ltd to an estimated expenditure of \$249,040.00 (incl. GST) in addition to the original contract value of \$332,500.00 (incl. GST);</li> <li>c) Delegate authority to General Manager to approve the expenditure for the project and FMP Consulting Pty Ltd up to \$581,540.00 (incl. GST) available from EPARW (Kempsey Road Recovery Works) fund approved by TfNSW; and</li> <li>d) Delegate authority to the General Manager to extend the contract at a total weekly cost of \$11,320.00 (incl. GST) until the tender process for the engagement of ARC client side resources for Main Recovery Works Project Director, Senior Project Manager, Site Officers and administrative staff has been completed and the tender awarded by Council.</li> </ul> <p><b>Moved Cr Galletly                      Seconded Cr Redwood</b></p>	Manners, Alex	<p><b>04 Oct 2022 10:34am Manners, Alex - Completion</b></p> <p>Action completed by Ackling, Belinda - Approved no further action required</p>


\*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST.

Current as at 17 October 2022 - Page 13

ACTIONS TRACKING SUMMARY SHEET					
Ordinary and Extraordinary Council Meetings 2022					
Meeting Date	Report Title	Res #	Detail	Officer	Notes
			The Motion on being put to the vote was CARRIED unanimously.		
28/09/2022	Appledale Project - Clearing and Grubbing Tender - Endorsement	193/22	<p><b>RESOLVED</b></p> <p>That Council:</p> <p>a. Note the engagement of O.S. Tree Pty Ltd for Clearing and Grubbing works totalling \$241,560 incl. GST; and</p> <p>b. Delegate authority to the General Manager to approve expenditure for the works up to the total budget available of \$300,000.</p> <p><b>Moved Cr O'Connor                      Seconded Cr McMichael</b></p> <p>The Motion on being put to the vote was CARRIED unanimously.</p>	Manners, Alex	<p><b>04 Oct 2022 10:26am Manners, Alex - Completion</b></p> <p>Action completed by Ackling, Belinda - Approved, no further action required.</p>
28/09/2022	Armidale Regional Airport Security Screening Fee - Charges by Commercial Arrangement	194/22	<p><b>RESOLVED</b></p> <p>That Council:</p> <p>a. Ensure cost recovery of airport security screening by applying charges to RPT service providers.</p> <p>b. Authorise the General Manager to commence engagement with RPT service providers and relevant stakeholders of ARC’s intent to commence charging Security Screening fees on expiry of the Federal Government grant in December 2022, with the first month billing January 2023.</p> <p>c. Formalise charges with RPT service providers in individual commercial agreements.</p> <p><b>Moved Cr Robinson                      Seconded Cr O'Connor</b></p>	Schaefer, Darren	<p><b>12 Oct 2022 10:49am Bower, Jessica</b></p> <p>Letters sent to stakeholders on 6 and 10 October 2022 advising of Councils intention to charge for security screening as of January 2023. Negotiations commencing with Airlines.</p> <p><b>18 Oct 2022 12:19pm Schaefer, Darren - Completion</b></p> <p>Action completed by Bower, Jessica - NFA.</p>

\*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST.

Current as at 17 October 2022 - Page 14

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <h2 style="margin: 0;">ACTIONS TRACKING SUMMARY SHEET</h2> <p style="margin: 0;">Ordinary and Extraordinary Council Meetings 2022</p> </div> <div style="text-align: right;">  </div> </div>				
Meeting Date	Report Title	Res #	Detail	Officer
			The Motion on being put to the vote was CARRIED unanimously.	
28/09/2022	Lease Extension and Fitout Contribution Value for Grafton Road Depot by Tenant Backtrack Youthworks	196/22	<p><b>RESOLVED</b></p> <p>That Council:</p> <ul style="list-style-type: none"> <li>a) Agree to exercise the next five year lease option early, totalling \$6,784 for seven years (from 2022 to 2029) for the lease of the Grafton Road depot.</li> <li>b) Agree to the proposed fit out works to a Council asset with a project value \$366,000 ex GST to be managed by Backtrack Youthworks.</li> </ul> <p><b>Moved Cr Galletly                      Seconded Cr Gaddes</b></p> <p>The Motion on being put to the vote was CARRIED unanimously.</p>	Drake, Sam
				<p><b>07 Oct 2022 9:14am Drake, Sam</b> Lease sent to Backtrack lawyers for execution - no changes to date, media release also prepared and sent for comment.</p> <p><b>18 Oct 2022 12:38pm Drake, Sam - Completion</b> Action completed by Bower, Jessica - NFA.</p>

\*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST.

Current as at 17 October 2022 - Page 15



Dated ...../...../.....

## PLANNING AGREEMENT

Parties

**Armidale Regional Council (Council)**  
(ABN 39 642 954 203)

**Nox Supa Pty Limited**  
**(Developer)**  
(ACN 114 388 920)

Noxta2 Pty Ltd ACN 627 730 009

#19239517v1

## Contents

1	Definitions and interpretation .....	3
2	Planning agreement under the Act.....	4
3	Application of this Agreement .....	4
4	Operation of this Agreement .....	4
5	Development Contribution to be made by the Developer .....	4
6	Timing for the payment of the Development Contribution to Council.....	5
7	Application of the Development Contribution by Council.....	5
8	Provisions in Default of Payment .....	5
9	Application of s94 and s94A of the Act to the Development .....	5
10	Registration of this Agreement .....	5
11	Work as condition of Development Consent.....	6
12	Dispute resolution .....	6
13	Confidentiality .....	6
14	Severability .....	6
15	No fetter.....	7
16	Goods and services tax .....	7
17	Further assurance.....	8
18	Entire understanding .....	8
19	Variation .....	8
20	Waiver .....	8
21	Costs and outlays .....	8
22	Notices.....	8
23	Governing law and jurisdiction .....	9
	Schedule 1 .....	11
	Schedule 2 .....	12

#19239517v1

Planning agreement dated ...../...../.....

**Parties**      **Armidale Regional Council** - ABN 39 642 954 203  
 of 135 Rusden Street  
 Armidale NSW 2350 (**Council**)  
**Nox Supa Pty Ltd**  
**Nexta2 Pty Ltd** – ACN ##  
 of PO Box 1955, ARMIDALE NSW 2350  
 Armidale NSW 2350  
 (**Developer**)

## Background

- A**      The Developer is the owner of the Subject Land comprising 956.9m<sup>2</sup> of land at 91 Faulkner Street Armidale.
- B**      The Subject Land is currently zoned B3 Commercial Core under the Armidale Dumaresq Local Environmental Plan 2012.
- C**      A deferred commencement Development Consent has been granted to development application DA-147-2019.
- D**      Deferred commencement condition A1 requires satisfactory evidence to be provided to the Council that not less than 24 car parking spaces are to be provided in a location nearby to the Subject Site for the benefit of Lot 31 DP735727 and, if considered acceptable by the Council, for a suitable covenant/restriction to be placed on the title of that lot. The deferred commencement condition also requires the existing covenants that are registered on Lot 1 DP1044780 and Lot 31 DP735727 to be amended or modified accordingly.
- E**      The Council and the Developer enter into this planning agreement in connection with a proposed modification to the deferred commencement condition A1 to allow for 19 car spaces provided alternative arrangements for the shortfall of 5 car spaces are provided by the developer on such terms and conditions as required by the Council.
- F**      The Council and the Developer also enter into this planning agreement in connection with a proposed modification to DA-604-1986/A in connection to Lot 31 DP 735727 to allow for 19 car spaces to be provided at Lot 102 Deposited Plan 1265976 on such terms and conditions as required by the Council in lieu of the existing requirement that 24 car spaces be provided at Lot 1 DP 1044780 .
- G**      The Council and the Developer also enter into this planning agreement in relation to the matters specified in the modified deferred commencement condition.
- C.**      The Developer and Council have agreed that if deferred commencement condition A1 and DA-604-1986/A are modified, Positive Covenants AH 266710D and AH266709 will be released and replaced with Positive Covenants over 31/735727 and Lot 102/1265976 on the same terms with the exception that the number of car spaces referred to in the substitute Positive Covenant shall be 19 .
- D**      If deferred commencement condition A1 and DA-604-1986/A are modified, the Developer proposes to make a monetary contribution to Council comprising a single payment being the Development Contribution.

#19239517v1

- E This Agreement describes the components of the Development Contribution and provides for the manner and the terms upon which, the Developer will make the Development Contribution.
- F The Development Contribution is to be applied towards master planning and design of improvements for East Mall, Beardy Street, Armidale as determined by Council

DRAFT

#19239517v1

## Operative Provisions

### 1 Definitions and interpretation

#### 1.1 Definitions

In this Agreement:

- (1) **Act** means the Environmental Planning and Assessment Act 1979 (NSW).
- (2) **Agreement** means this document, including any schedule or annexure to it, signed by the parties.
- (3) **Business Day** means a day that is not a Saturday, Sunday or any other day which is a public holiday or a bank holiday in the place where an act is to be performed or a payment is to be made.
- (4) **Car Parking Contribution** means the Development Contribution.
- (5) **Conveyancing Rules** means the rules made under s12E of the Real Property Act 1900
- (6) **Council's Discretion** means:
  - (a) the Council's power to make any lawful decision; or
  - (b) the Council's exercise of any statutory power or discretion.
- (7) **Development** means the development described in Item 2 of Schedule 1.
- (8) **Development Contribution** means the payment of monetary contribution described in clause 5.1(1) and Item 3 of Schedule 1
- (9) **Development Consent** means consent under Part 4 of the Environmental Planning and Assessment Act 1979 to carry out development and includes, unless expressly excluded, a complying development certificate.
- (10) **ECLN** means the Electronic Conveyancing National Law
- (11) **Electronic Transaction** means a conveyancing transaction to be conducted for the parties by their legal representatives in accordance with the ECLN and the participation rules under the ECLN
- (12) **Event of Default** means a breach of a requirement of clauses 5, 6 or 11 or the happening of an event identified in clause 9.2.
- (13) **Monetary Contribution** means the monetary contribution to be made by the Developer under Clause 5.1.
- (14) **Modification Applications** means an application under s4.55 of the Act to modify DA-604-1986/A and the deferred commencement condition of the Development Consent to the Development to allow for 19 car spaces to be provided benefitting Lot 31 DP735727 on condition that alternative arrangements for the shortfall of 5 car spaces are provided by the developer on such terms and conditions as required by the Council
- (15) **Positive Covenant** means an instrument in registrable form approved by the Registrar-General to register positive covenants on the title to Lot 102 DP1265976 and Lot 31 DP735727 on the terms set out in Part 2 of Schedule 4, an example of such approved form being attached at Part 1 of Schedule 4.
- (16) **Release of Positive Covenants** means an instrument in registrable form approved by the Registrar-General to release the registered positive covenants AH266710D and AH266709M from the titles of Lot 31 DP735727 and Lot 1 DP1044780, an example of such approved form

#19239517v1

being attached at Schedule 3 .

(17) **Regulations** mean the *Environmental Planning and Assessment Regulation 2000* (NSW).

(18) **Subject Land** means the land described in Item 1 of Schedule 1.

## 1.2 Interpretation

(1) Reference to:

- (a) one gender includes the others;
- (b) the singular includes the plural and the plural includes the singular;

DRAFT

#19239517v1



- (c) a person includes a body corporate;
  - (d) a party includes the party's executors, administrators, successors and permitted assigns;
  - (e) a thing includes the whole and each part of it separately;
  - (f) a statute, regulation, code or other law or a provision of any of them includes:
    - (i) any amendment or replacement of it; and
    - (ii) another regulation or other statutory instrument made under it, or made under it as amended or replaced;
  - (g) dollars means Australian dollars unless otherwise stated; and
  - (h) an Item means an item in the Schedule.
- (2) "Including" and similar expressions are not words of limitation.
  - (3) Where a word or expression is given a particular meaning, other parts of speech and grammatical forms of that word or expression have a corresponding meaning.
  - (4) Headings and any table of contents or index are for convenience only and do not form part of this Agreement or affect its interpretation.
  - (5) A provision of this Agreement must not be construed to the disadvantage of a party merely because that party was responsible for the preparation of the Agreement or the inclusion of the provision in the Agreement.
  - (6) If an act must be done on a specified day which is not a Business Day, it must be done instead on the next Business Day.

## **2 Planning agreement under the Act**

- 2.1 The parties agree that this Agreement is a planning agreement governed by Subdivision 2 of Division 7.1 to Part 7 of the Act.

## **3 Application of this Agreement**

- 3.1 This Agreement applies to the Subject Land and the Development.

## **4 Operation of this Agreement**

- 4.1 This Agreement commences on the date on which all the parties have signed this Agreement.

## **5 Development Contribution to be made by the Developer**

- 5.1 If the Modification Applications are approved the Developer must pay to Council the following Development Contribution:
  - (1) The amount of \$50,000 based on the formula described in Item 3 to Schedule 1

#19239517v1

- 5.2 The Developer must pay the Development Contribution to Council required by clause 5.1 in the timing identified in clause 6.

## **6 Timing of the Development Contribution**

- 6.1 If the Modification Applications are approved, the Developer must pay the Development Contribution required by clause 5.1 as follows:-

- (1) The Developer shall pay the Car Parking Contribution to Council prior to the Council giving any notice under deferred commencement condition A1 of the Development Consent to DA-147-2019 (as modified) of the date from which the Development Consent will begin to operate

- 6.2 A monetary Development Contribution is made for the purposes of this Agreement when the Council receives the full amount of the contribution payable under this Deed in cash or by unendorsed bank cheque or by the deposit by means of electronic funds transfer of cleared funds into a bank account nominated by the Council.

- 6.3 Upon payment of the Car Parking Contribution to Council by the Developer, the Council shall give notice under deferred commencement condition A1 of the Development Consent to DA-147-2019 (as modified) that the Development Consent will begin to operate

## **7 Application of the Development Contribution**

- 7.1 Development Contribution payments received by Council shall be applied towards master planning and design of improvements for East Mall, Beady Street, Armidale as determined by Council.

## **8 Preparation and Registration of Release of Positive Covenant and Positive Covenant**

- 8.1 Subject to clause 8.3:

- (1) within 21 days after the Developer's payment of the Development Contribution, the Developer is to provide to the Council the registrable form of the Positive Covenant duly executed by all persons (other than the Council) required by the Registrar-General to execute such a dealing,
- (2) within 21 days of receiving the duly executed Positive Covenant from the Developer under clause 8.1(1), the Council will deliver to the Developer duly executed:

- (a) Release of Positive Covenants, and
- (b) Positive Covenant,

- (3) within 7 days after the delivery of the duly executed Release of Positive Covenants and Positive Covenants referred to in clause 8.1(2), the Developer, at its cost, is to lodge them together and at the same time with the NSWLRS for registration and provide Council with written evidence of such lodgement.

- 8.2 If the Conveyancing Rules require the Release of Positive Covenants and Positive Covenant to be conducted as Electronic Transactions, or the parties otherwise agree that those dealings are to be conducted as Electronic Transactions, then the Developer and the Council, at the Developer's cost, are to do all things reasonably necessary to enable the Release of the Positive Covenants and the Positive Covenant to be prepared and registered by way of Electronic Transactions within 30 days of the Developer's payment of the Development Contributions under this Agreement.

#19239517v1

- 8.3 If the Release of the Positive Covenants and the Positive Covenant are to be conducted as an Electronic Transaction the parties must conduct the Electronic Transaction in accordance with the participation rules and the ECLN

## **9 Provisions in Default of Payment**

- 9.1 If an Event of Default occurs:-
- (1) The Development Contribution in clause 5.1 shall become due and payable in full forthwith.
  - (2) Interest on the outstanding balance of the Development Contribution shall be payable by the Developer to Council at the Cash Rate Target percentage last published by the Reserve Bank of Australia prior to the date of default plus 4% per annum payable monthly from the date of default with payment of the Development Contribution.
- 9.2 It shall be an event of default for the Developer to be placed into liquidation, receivership, voluntary administration or to otherwise assign its debts for the benefit of creditors where upon the provisions of clause 9.1 shall apply.

## **10 Application of s7.11 and s7.12 and s7.24 of the Act to the Development**

- 10.1 This Agreement does not exclude the application of sections 7.11, 7.12 and 7.24 of the Act to the Development.
- 10.2 The benefits provided under this Agreement are not to be taken into when determining a development contribution under s7.11 of the Act in relation to the Development.

## **11 Registration of this Agreement**

- 11.1 The parties agree that this Agreement shall be registered on the title to the Subject Land at the cost of the Developer.
- 11.2 Upon the commencement of this Agreement, and subject to clause 11.4, the Developer is to deliver to the Council:
- (1) the registrable form of an instrument requesting registration of this Agreement on the title to the Subject Land duly executed by the registered proprietor, and
  - (2) the written irrevocable consent of each person referred to in s7.6(1) of the Act to that registration, and,
  - (3) if Certificates of Title are required by the NSW Land Registry Services to be produced for the purposes of registering this Agreement, the Certificates of Title to the Subject Land or written evidence that the Certificates of Title have been produced to the NSW Land Registry Services for the purpose of registration of this Agreement.
- 11.3 The Developer is to do such other things as are reasonably necessary to enable registration of this Agreement to occur.
- 11.4 If upon commencement of this Agreement the Conveyancing Rules require the registration of this Agreement to be conducted as an Electronic Transaction, or the parties otherwise agree that the registration of this Agreement is to be conducted as an Electronic Transaction, then the Developer and the Council, at the Developer's cost, are to do all things reasonably necessary to enable this Agreement to be registered on title to the Subject Land by way of Electronic Transaction within 14 days of the commencement of this Agreement.
- 11.5 If the registration of this Agreement to be conducted as an Electronic Transaction the parties must conduct the Electronic Transaction in accordance with the ECLN and the participation rules under the ECLN.

#19239517v1

11.6 The Parties, at the Developer's cost, are to do such things as are reasonably necessary to remove any notation relating to this Agreement from the title to the Subject Land once all the following have occurred:

- (1) the Developer has paid in full the monetary Development Contributions required to be paid under this Agreement,
- (2) the Positive Covenants have been registered on title to Lot 102 DP1265976 and Lot 31 DP735727,
- (3) the Release of Positive Covenants have been lodged and registered, and
- (4) the Developer is not in breach of any obligation of this Agreement.

## **12 Dispute resolution**

12.1 If a dispute arises in connection with this Agreement, a party to the dispute must give to the other party to the dispute notice specifying the dispute and requiring its resolution under this clause 11 (**Notice of Dispute**).

12.2 The chief executive officers of each party, or their respective authorised senior representatives, must confer within 3 days after the Notice of Dispute is given to try to resolve the dispute and must negotiate in good faith for this purpose.

12.3 If the dispute is not resolved within 7 days after the Notice of Dispute is given to the other party or parties, a party at any time may commence proceedings in a Court of competent jurisdiction in relation to any dispute or claim arising under or in connection with this Agreement, or to enforce this Agreement.

12.4 Having regard to the time for payment of the Development Contribution as set out in clause 6.1, the parties agree that it is unnecessary for this Agreement to require the provision of a bond or guarantee.

## **13 Confidentiality**

13.1 The terms of this Agreement are not confidential. This Agreement may be exhibited by either party.

13.2 If requested by a party, the other party must:

- (1) not issue, publish or authorise any media release, advertisement or publicity concerning this Agreement without obtaining the prior written consent of the other party; and
- (2) ensure that its officers, employees, agents, contractors and related companies do the same.

13.3 This clause 13 does not apply to any information which:-

- (1) is generally available to the public (other than as a result of the wrongful disclosure by the Council); or
- (2) is required to be disclosed by any law.

## **14 Severability**

14.1 If any provision in this Agreement is unenforceable, illegal or void or makes this Agreement or any part of it unenforceable, illegal or void, then that provision is severed and the rest of this Agreement remains in force.

#19239517v1

**15 No fetter****15.1 The parties:**

- (1) acknowledge that the Council is a consent authority, having statutory rights and obligations under the Legislation;
- (2) do not intend this Agreement to fetter Council's Discretion.

**15.2 If, contrary to the parties' intention, any provision in this Agreement is held by a court of competent jurisdiction to constitute an unlawful fetter on Council's Discretion:**

- (1) the parties must take all practical steps, including the execution of any further documents, to ensure that the objective of this Clause is substantially satisfied; and
- (2) if clause 15.2(1) cannot be achieved without unlawfully fettering Council's Discretion, the relevant provision is severed and the rest of this Agreement remains in force.

**15.3 If:**

- (1) the Legislation permits the Council to contract out of a provision of that Legislation or gives the Council power to exercise Council's Discretion; and
- (2) the Council has in this Agreement contracted out of a provision or exercised Council's Discretion, then to that extent this Agreement is to be regarded as consistent with the Legislation.

**16 Goods and services tax****16.1 Definitions**

In this clause 16:

- (1) **GST** means GST as defined in *A New Tax System (Goods and Services Tax) Act 1999* as amended (**GST Act**) or any replacement or other relevant legislation and regulations; and
- (2) words or expressions used in this clause which have a particular meaning in the **GST law** (as defined in the GST Act, and also including any applicable legislative determinations and Australian Taxation Office public rulings) have the same meaning, unless the context otherwise requires.

**16.2 No taxable supply**

The parties believe that there is no GST liability in respect of the amendment of a Local Environmental Plan or the payment or provision of the Development Contribution because:

- (1) the Development Contribution is a monetary contribution and:
  - (a) it is not consideration for the grant of the Development Consent by Council in accordance with section 81-5(2) of the GST Act; and
  - (b) the payment of a monetary Developer's Contribution is not a supply by the Developer under section 9-10(4) of the GST Act.

**16.3 If supply is a taxable supply**

#19239517v1



Despite clause 16.2, to the extent that the Commissioner of Taxation, a court or tribunal determines that any supply made under or in connection with this Agreement is a taxable supply, the GST exclusive consideration otherwise to be paid or provided for that taxable supply is increased by the amount of any GST payable in respect of that taxable supply and that amount must be paid at the same time and in the same manner as the GST exclusive consideration is otherwise to be paid or provided. A party's right to payment under this clause is subject to a valid tax invoice being delivered to the recipient of the taxable supply.

## **17 Further assurance**

- 17.1 Each party must promptly at its own cost do all things (including executing and if necessary delivering all documents) necessary or desirable to give full effect to this Agreement.

## **18 Entire understanding**

- 18.1 This Agreement:

- (1) is the entire agreement and understanding between the parties on everything connected with the subject matter of this Agreement; and
- (2) supersedes any prior agreement or understanding on anything connected with that subject matter.

- 18.2 The explanatory note prepared in relation to this Agreement under clause 205(1) of the *Environmental Planning and Assessment Regulation 2021* (NSW) is not to be used to assist in construing this Agreement.

## **19 Variation**

- 19.1 An amendment or variation to this Agreement is not effective unless it is in writing and signed by the parties and publicly notified in accordance with the Regulations.

## **20 Waiver**

- 20.1 A party's failure or delay to exercise a power or right does not operate as a waiver of that power or right.
- 20.2 The exercise of a power or right does not preclude either its exercise in the future or the exercise of any other power or right.
- 20.3 A waiver is not effective unless it is in writing.
- 20.4 Waiver of a power or right is effective only in respect of the specific instance to which it relates and for the specific purpose for which it is given.

## **21 Costs and outlays**

- 21.1 All legal costs and disbursements incurred by the Council in connection with the negotiation, preparation, execution, registration and removal of registration of this Agreement and any document related to this Agreement, must be paid by the Developer within 7 days of a written request from the Council.

## **22 Notices**

- 22.1 A notice or other communication connected with this Agreement (**Notice**) has no legal effect unless it is in writing.

#19239517v1



- 22.2 In addition to any other method of service provided by law, the Notice may be:
- (1) sent by prepaid ordinary post to the address for service of the addressee, if the address is in Australia and the Notice is sent from within Australia;
  - (2) sent by prepaid airmail to the address for service of the addressee, if the address is outside Australia or if the Notice is sent from outside Australia;
  - (3) sent by facsimile to the facsimile number of the addressee; or
  - (4) delivered at the address for service of the addressee.
- 22.3 If a Notice is served by a method which is provided by law but is not provided by clause 23.2, and the service takes place after 5pm on a business Day, or on a day which is not a Business Day, it must be treated as taking place on the next Business Day.
- 22.4 A Notice sent or delivered in a manner provided by clause 23.2, it must be treated as validly given to and received by the party to which it is addressed even if:
- (1) the addressee has been liquidated or deregistered or is absent from the place at which the Notice is delivered or to which it is sent; or
  - (2) the Notice is returned unclaimed.
- 22.5 Council's address for service and facsimile number are:
- Name: Armidale Regional Council  
Attention: The General Manager  
Address: PO Box 75A, ARMIDALE NSW 2350  
Facsimile no: (02) 6772 9275
- 22.6 Developer's address for service and facsimile number are:
- Name: **Nox Supa Pty Limited and Noxta2 Pty Ltd**  
Attention: Jim Knox  
Address: PO Box 1955, ARMIDALE NSW 2350
- 22.7 A party may change its address for service or facsimile number by giving Notice of that change to each other party.
- 22.8 If the party to which a Notice is intended to be given consists of more than 1 person then the Notice must be treated as given to that party if given to any of those persons.
- 22.9 Any Notice by a party may be given and may be signed by its solicitor.

## 23 Governing law and jurisdiction

- 23.1 The law of New South Wales governs this Agreement.
- 23.2 The parties submit to the non-exclusive jurisdiction of the courts of New South Wales and of the Commonwealth of Australia.

#19239517v1

**Executed** as an agreement.

THE COMMON SEAL OF **Nox Supa Pty Limited** ACN ##### was affixed on in accordance with its constitution in the presence of:

.....  
Signature of Authorised Person

.....  
Signature of Authorised Person

.....  
Name of Authorised Person in full  
(BLOCK LETTERS)

.....  
Name of Authorised Person in full  
(BLOCK LETTERS)

.....  
THE SEAL OF **ARMIDALE REGIONAL COUNCIL** was hereunto affixed on 2021 pursuant to a Resolution (##) of the Council made### on in the presence of:

.....Signature of Mayor

.....  
Name  
(BLOCK LETTERS)

THE COMMON SEAL OF **Noxta2 Pty Ltd** ACN ##### was affixed on in accordance with its constitution in the presence of:

.....  
Signature of Authorised Person

.....  
Signature of Authorised Person

.....  
Name of Authorised Person in full  
(BLOCK LETTERS)

.....  
Signature of General Manager

.....  
Name  
(BLOCK LETTERS)

#19239517v1

## Schedule 1

Item 1      **Subject Land**

Lot 1 DP 1044780, 91 Faulkner Street Armidale

Item 2      **Development**

Development, within the meaning of the Act, of the Subject Land the subject of Development Consent to DA-147-2019 being for alterations and Additions - Alterations to Facades, and Inside of Existing Building and Change of Use - Storage and Carpark to Commercial Office Building with Internal Carpark.

Item 3      **Car Parking Contribution = (A x B)**

Car parking Contribution per space = (A x B)

When: A = number of car parking spaces by which the

Development is short of 24, being '5'

B = Cost per space \$10,000

## Schedule 2

Not used

#19239517v1

## Schedule 3

### Approved Form of Release of Positive Covenants

Form: 13PRE  
Release: 3.2

#### RELEASE OR EXTINGUISHMENT OF POSITIVE COVENANT

New South Wales  
Sections 88D(12), 88E(7) or 89(8)  
Conveyancing Act 1919

Leave this space clear. Affix additional  
pages to the top left-hand corner.

**PRIVACY NOTE:** Section 31B of the Real Property Act 1900 (RP Act) authorises the Registrar General to collect the information required by this form for the establishment and maintenance of the Real Property Act Register. Section 96B RP Act requires that the Register is made available to any person for search upon payment of a fee, if any.

(A) TORRENS TITLE			
(B) LODGED BY	Document Collection Box	Name, Address or DX, Telephone, and Customer Account Number if any  Email: _____ Reference: _____	CODE  <b>EP</b>
(C) POSITIVE COVENANT No.			
(D) APPLICANT	The prescribed authority in the case of a release, the registered proprietor in the case of an extinguishment		
(E)	<p>1. RELEASE: SECTION 88D(12) CONVEYANCING ACT 1919 <span style="float: right;">[NOT APPLICABLE]</span></p> <p>The applicant, being the prescribed authority entitled to enforce the above positive covenant, applies to have a recording made in the Register of the order dated N.A. _____ and annexed hereto marked _____ releasing that positive covenant.</p> <p>2. RELEASE: SECTION 88E(7) CONVEYANCING ACT 1919</p> <p>The applicant, being the prescribed authority entitled to enforce the above positive covenant, releases that positive covenant and applies to have a recording made in the Register giving effect to the release.</p> <p>3. EXTINGUISHMENT: SECTION 89(8) CONVEYANCING ACT 1919 <span style="float: right;">[NOT APPLICABLE]</span></p> <p>The applicant, being the registered proprietor of the above land, applies to have all necessary recordings made in the Register to give effect to the order of the Supreme Court of New South Wales dated _____ an office copy of which is annexed hereto marked _____ which _____ extinguishes the above positive covenant.</p> <p>DATE _____</p>		
(F)	<p style="text-align: center;"><i>From the list below select the required form of execution by the APPLICANT</i></p> <p> <input type="radio"/> Standard  <input type="radio"/> Company with seal  <input type="radio"/> Company without seal  <input type="radio"/> Attorney  <input type="radio"/> Solicitor, licensed conveyancer or barrister for the APPLICANT  <input type="radio"/> Authorised officer of a company or of a government department or authority  <input type="radio"/> Prescribed Authority         </p>		

\* s117 RP Act requires that you must have known the signatory for more than 12 months or have sighted identifying documentation.  
ALL HANDWRITING MUST BE IN BLOCK CAPITALS Page 1 of 2005

#19239517v1

## Schedule 4

### Part 1 – Approved form of Positive Covenants

Form: 13PC  
Release: 3.2

**POSITIVE COVENANT**  
New South Wales  
Section 88E(3) Conveyancing Act 1919

Leave this space clear. Affix additional pages to the top left-hand corner.

**PRIVACY NOTE:** Section 31B of the Real Property Act 1900 (RP Act) authorises the Registrar General to collect the information required by this form for the establishment and maintenance of the Real Property Act Register. Section 96B RP Act requires that the Register is made available to any person for search upon payment of a fee, if any.

(A) **TORRENS TITLE**

(B) **LODGED BY**

Document Collection Box	Name, Address or DX, Telephone, and Customer Account Number if any	CODE
	Email: _____	<b>PC</b>
	Reference: _____	

(C) **REGISTERED PROPRIETOR**

Of the above land

(D) **LESSEE MORTGAGEE or CHARGE**

Of the above land agreeing to be bound by this positive covenant		
Nature of Interest	Number of Instrument	Name
CLICK >>>	???	???

(E) **PRESCRIBED AUTHORITY**

Within the meaning of section 88E(1) of the Conveyancing Act 1919

(F) The prescribed authority having imposed on the above land a positive covenant in the terms set out in annexure \_\_\_\_\_ hereto applies to have it recorded in the Register and certifies this application correct for the purposes of the Real Property Act 1900.

**DATE**

(G) **Execution by the prescribed authority**

I certify that an authorised officer of the prescribed authority who is personally known to me or as to whose identity I am otherwise satisfied signed this application in my presence.

Signature of witness: \_\_\_\_\_ Signature of authorised officer: \_\_\_\_\_  
Name of witness: \_\_\_\_\_ Name of authorised officer: \_\_\_\_\_  
Address of witness: \_\_\_\_\_ Position of authorised officer: \_\_\_\_\_

(G) **Execution by the registered proprietor**

Certified correct for the purposes of the Real Property Act 1900 and executed on behalf of the company named below by the authorised person(s) whose signature(s) appear(s) below pursuant to the authority specified.

Company: \_\_\_\_\_  
Authority: \_\_\_\_\_

Signature of authorised person: \_\_\_\_\_ Signature of authorised person: \_\_\_\_\_  
Name of authorised person: \_\_\_\_\_ Name of authorised person: \_\_\_\_\_  
Office held: \_\_\_\_\_ Office held: \_\_\_\_\_

(H) **Consent of the ???**

The ??? under ??? No. ???, agrees to be bound by this positive covenant.

I certify that the above ??? who is personally known to me or as to whose identity I am otherwise satisfied signed this application in my presence.

Signature of witness: \_\_\_\_\_ Signature of ??? \_\_\_\_\_  
Name of witness: \_\_\_\_\_  
Address of witness: \_\_\_\_\_

\* s117 RP Act requires that you must have known the signatory for more than 12 months or have sighted identifying documentation.  
ALL HANDWRITING MUST BE IN BLOCK CAPITALS

Page 1 of

2005

#19239517v1

## Part 2 – Terms of Positive Covenants

The Prescribed Authority imposes the following public positive covenant on the properties comprised in Lot 102 Deposited Plan 1265976 and Lot 31 Deposited Plan 735727 ("the Properties").

The Registered Proprietor of the Properties covenants with the Prescribed Authority as follows: -

1. The Registered Proprietor must: -
  - a) Ensure that the property comprised in Lot 102 Deposited Plan 1265976 is maintained as a carparking facility containing no less than 19 car parking spaces for the benefit of property comprised in Lot 31 Deposited Plan 735727;
  - b) Not sell, transfer or otherwise dispose of its interest in the property comprised in Lot 102 Deposited Plan 1265976 without at the same time selling, transferring or otherwise disposing of its interest in the property comprised in Lot 31 Deposited Plan 735727 to the same purchaser or transferee;
  - c) Not sell, transfer or otherwise dispose of its interest in the property comprised in Lot 31 Deposited Plan 735727 without at the same time selling, transferring or otherwise disposing of its interest in the property comprised in Lot 102 Deposited Plan 1265976 to the same purchaser or transferee;
2. The terms of this public positive covenant can only be released or varied by the Prescribed Authority.
3. The Prescribed Authority irrevocably agrees and acknowledges that it will release this public positive covenant upon receipt of an application from the Registered Proprietor together with evidence that either of the following conditions have been satisfied: -
  - a) If the Registered Proprietor has secured to the satisfaction of the Prescribed Authority not less than 19 carparking spaces in another location nearby in Armidale for the benefit of the property comprised in Lot 31 Deposited Plan 735727; or
  - b) If the Registered Proprietor and the Prescribed Authority agree in writing that on payment of a specified sum under a legally binding developer contributions plan or agreement the Registered Proprietor is no longer obliged to provide the minimum of 19 car spaces off site for use in connection with the office building at 97-101 Faulkner Street Armidale.

#19239517v1



# Armidale Regional Council

ANNUAL FINANCIAL STATEMENTS  
for the year ended 30 June 2022

---

*Restore and thrive*



DRAFT

# Armidale Regional Council

GENERAL PURPOSE FINANCIAL STATEMENTS  
for the year ended 30 June 2022

---

*Restore and thrive*



## Armidale Regional Council

### General Purpose Financial Statements

for the year ended 30 June 2022

Contents	Page
<b>1. Understanding Council's Financial Statements</b>	<b>3</b>
<b>2. Statement by Councillors and Management</b>	<b>4</b>
<b>3. Primary Financial Statements:</b>	
Income Statement	5
Statement of Comprehensive Income	6
Statement of Financial Position	7
Statement of Changes in Equity	8
Statement of Cash Flows	9
<b>4. Notes to the Financial Statements</b>	<b>10</b>
<b>5. Independent Auditor's Reports:</b>	
On the Financial Statements (Sect 417 [2])	78
On the Financial Statements (Sect 417 [3])	79

#### Overview

Armidale Regional Council is constituted under the Local Government Act 1993 (NSW) and has its principal place of business at:

135 Rusden Street  
Armidale NSW 2350

Council's guiding principles are detailed in Chapter 3 of the LGA and includes:

- principles applying to the exercise of functions generally by council,
- principles to be applied when making decisions,
- principles of community participation,
- principles of sound financial management, and
- principles for strategic planning relating to the development of an integrated planning and reporting framework.

A description of the nature of Council's operations and its principal activities are provided in Note B1-2.

Through the use of the internet, we have ensured that our reporting is timely, complete and available at minimum cost. All press releases, financial statements and other information are publicly available on our website: [www.armidale.nsw.gov.au](http://www.armidale.nsw.gov.au).

## Armidale Regional Council

### General Purpose Financial Statements

for the year ended 30 June 2022

### Understanding Council's Financial Statements

---

#### Introduction

Each year NSW local governments are required to present audited financial statements to their council and community.

#### What you will find in the Statements

The financial statements set out the financial performance, financial position and cash flows of Council for the financial year ended 30 June 2022.

The format of the financial statements is standard across all NSW Councils and complies with both the accounting and reporting requirements of Australian Accounting Standards and requirements as set down by the Office of Local Government.

#### About the Councillor/Management Statement

The financial statements must be certified by senior staff as 'presenting fairly' the Council's financial results for the year and are required to be adopted by Council – ensuring both responsibility for and ownership of the financial statements.

#### About the Primary Financial Statements

The financial statements incorporate five "primary" financial statements:

##### 1. The Income Statement

Summarises Council's financial performance for the year, listing all income and expenses. This statement also displays Council's original adopted budget to provide a comparison between what was projected and what actually occurred.

##### 2. The Statement of Comprehensive Income

Primarily records changes in the fair value of Council's Infrastructure, property, plant and equipment.

##### 3. The Statement of Financial Position

A 30 June snapshot of Council's financial position indicating its assets, liabilities and "net wealth".

##### 4. The Statement of Changes in Equity

The overall change for the year (in dollars) of Council's "net wealth".

##### 5. The Statement of Cash Flows

Indicates where Council's cash came from and where it was spent. This statement also displays Council's original adopted budget to provide a comparison between what was projected and what actually occurred.

#### About the Notes to the Financial Statements

The Notes to the Financial Statements provide greater detail and additional information on the five primary financial statements.

#### About the Auditor's Reports

Council's financial statements are required to be audited by the NSW Audit Office.

In NSW the auditor provides 2 audit reports:

1. an opinion on whether the financial statements present fairly the Council's financial performance and position, and
2. their observations on the conduct of the audit, including commentary on the Council's financial performance and financial position.

#### Who uses the Financial Statements?

The financial statements are publicly available documents and must be presented at a Council meeting between seven days and five weeks after the date of the audit report.

The public can make submissions to Council up to seven days subsequent to the public presentation of the financial statements.

Council is required to forward an audited set of financial statements to the Office of Local Government.

## Armidale Regional Council

### General Purpose Financial Statements

for the year ended 30 June 2022

Statement by Councillors and Management made pursuant to Section 413 (2c) of the *Local Government Act 1993* (NSW)

The attached general purpose financial statements have been prepared in accordance with:

- the *Local Government Act 1993* and the regulations made thereunder,
- the Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board
- the Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these statements:

- present fairly the Council's operating result and financial position for the year
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 26 October 2022.

\_\_\_\_\_  
Sam Coupland  
Mayor  
26 October 2022

\_\_\_\_\_  
Todd Redwood  
Deputy Mayor  
26 October 2022

\_\_\_\_\_  
James Roncon  
General Manager  
26 October 2022

\_\_\_\_\_  
Ann Newsome  
Responsible Accounting Officer  
26 October 2022

## Armidale Regional Council

## Income Statement

for the year ended 30 June 2022

Original unaudited budget 2022 \$ '000		Notes	Actual 2022 \$ '000	Actual 2021 \$ '000
<b>Income from continuing operations</b>				
36,731	Rates and annual charges	B2-1	37,609	35,117
24,551	User charges and fees	B2-2	30,622	24,991
2,585	Other revenues	B2-3	3,593	3,181
12,681	Grants and contributions provided for operating purposes	B2-4	14,782	15,780
36,207	Grants and contributions provided for capital purposes	B2-4	21,339	13,984
673	Interest and investment income	B2-5	466	628
807	Other income	B2-6	794	726
–	Net gain from the disposal of assets	B4-1	230	–
114,235	<b>Total income from continuing operations</b>		<b>109,435</b>	<b>94,407</b>
<b>Expenses from continuing operations</b>				
25,724	Employee benefits and on-costs	B3-1	26,309	24,549
29,681	Materials and services	B3-2	31,146	26,277
1,259	Borrowing costs	B3-3	1,349	1,562
18,472	Depreciation, amortisation and impairment of non-financial assets	B3-4	23,193	21,956
1,860	Other expenses	B3-5	1,681	2,814
–	Net loss from the disposal of assets	B4-1	–	1,731
76,996	<b>Total expenses from continuing operations</b>		<b>83,678</b>	<b>78,889</b>
37,239	<b>Operating result from continuing operations</b>		<b>25,757</b>	<b>15,518</b>
37,239	<b>Net operating result for the year attributable to Council</b>		<b>25,757</b>	<b>15,518</b>
<b>Net operating result for the year before grants and contributions provided for capital purposes</b>				
1,033			4,418	1,534

The above Income Statement should be read in conjunction with the accompanying notes.



## Armidale Regional Council

## Statement of Comprehensive Income

for the year ended 30 June 2022

	Notes	2022 \$ '000	2021 \$ '000
<b>Net operating result for the year – from Income Statement</b>		<b>25,757</b>	<b>15,518</b>
<b>Other comprehensive income:</b>			
Amounts which will not be reclassified subsequently to the operating result			
Gain (loss) on revaluation of infrastructure, property, plant and equipment	C1-8	67,918	75,707
<b>Total items which will not be reclassified subsequently to the operating result</b>		<b>67,918</b>	<b>75,707</b>
<b>Total other comprehensive income for the year</b>		<b>67,918</b>	<b>75,707</b>
<b>Total comprehensive income for the year attributable to Council</b>		<b>93,675</b>	<b>91,225</b>

The above Statement of Comprehensive Income should be read in conjunction with the accompanying notes.

DRAFT

## Armidale Regional Council

## Statement of Financial Position

as at 30 June 2022

	Notes	2022 \$ '000	2021 \$ '000
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalents	C1-1	20,283	21,927
Investments	C1-2	85,987	59,379
Receivables	C1-4	13,545	11,200
Inventories	C1-5	2,632	2,235
Contract assets and contract cost assets	C1-6	1,611	3,338
Other		741	697
<b>Total current assets</b>		<b>124,799</b>	<b>98,776</b>
<b>Non-current assets</b>			
Receivables	C1-4	261	284
Inventories	C1-5	1,147	1,013
Infrastructure, property, plant and equipment (IPPE)	C1-8	1,041,287	965,752
Right of use assets	C2-1	532	240
Non-current assets classified as held for sale	C1-7	–	612
<b>Total non-current assets</b>		<b>1,043,227</b>	<b>967,901</b>
<b>Total assets</b>		<b>1,168,026</b>	<b>1,066,677</b>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Payables	C3-1	11,100	9,038
Contract liabilities	C3-2	11,794	6,852
Lease liabilities	C2-1	143	27
Borrowings	C3-3	3,169	2,988
Employee benefit provisions	C3-4	6,749	7,153
Provisions	C3-5	1,791	–
<b>Total current liabilities</b>		<b>34,746</b>	<b>26,058</b>
<b>Non-current liabilities</b>			
Lease liabilities	C2-1	450	241
Borrowings	C3-3	20,532	17,944
Employee benefit provisions	C3-4	432	350
Provisions	C3-5	10,402	14,295
<b>Total non-current liabilities</b>		<b>31,816</b>	<b>32,830</b>
<b>Total liabilities</b>		<b>66,562</b>	<b>58,888</b>
<b>Net assets</b>		<b>1,101,464</b>	<b>1,007,789</b>
<b>EQUITY</b>			
Accumulated surplus	C4-1	926,756	900,999
IPPE revaluation reserve	C4-1	174,708	106,790
<b>Council equity interest</b>		<b>1,101,464</b>	<b>1,007,789</b>
<b>Total equity</b>		<b>1,101,464</b>	<b>1,007,789</b>

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

## Armidale Regional Council

## Statement of Changes in Equity

for the year ended 30 June 2022

	2022			2021		
	Accumulated surplus \$ '000	IPPE revaluation reserve \$ '000	Total equity \$ '000	Accumulated surplus \$ '000	IPPE revaluation reserve \$ '000	Total equity \$ '000
Notes						
Opening balance at 1 July	900,999	106,790	1,007,789	885,481	31,083	916,564
<b>Restated opening balance</b>	<b>900,999</b>	<b>106,790</b>	<b>1,007,789</b>	<b>885,481</b>	<b>31,083</b>	<b>916,564</b>
Net operating result for the year	25,757	–	25,757	15,518	–	15,518
<b>Net operating result for the period</b>	<b>25,757</b>	<b>–</b>	<b>25,757</b>	<b>15,518</b>	<b>–</b>	<b>15,518</b>
<b>Other comprehensive income</b>						
Gain (loss) on revaluation of infrastructure, property, plant and equipment	–	67,918	67,918	–	75,707	75,707
<b>Other comprehensive income</b>	<b>–</b>	<b>67,918</b>	<b>67,918</b>	<b>–</b>	<b>75,707</b>	<b>75,707</b>
<b>Total comprehensive income</b>	<b>25,757</b>	<b>67,918</b>	<b>93,675</b>	<b>15,518</b>	<b>75,707</b>	<b>91,225</b>
<b>Closing balance at 30 June</b>	<b>926,756</b>	<b>174,708</b>	<b>1,101,464</b>	<b>900,999</b>	<b>106,790</b>	<b>1,007,789</b>

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

## Armidale Regional Council

## Statement of Cash Flows

for the year ended 30 June 2022

Original unaudited budget 2022 \$ '000		Notes	Actual 2022 \$ '000	Actual 2021 \$ '000
<b>Cash flows from operating activities</b>				
<b>Receipts:</b>				
36,731	Rates and annual charges		37,267	35,185
24,551	User charges and fees		35,674	26,503
673	Interest received		444	773
48,889	Grants and contributions		42,016	29,191
—	Bonds, deposits and retentions received		53	—
3,392	Other		1,022	4,738
<b>Payments:</b>				
(25,724)	Payments to employees		(26,552)	(24,956)
(20,133)	Payments for materials and services		(37,535)	(28,619)
(1,134)	Borrowing costs		(1,163)	(1,971)
(11,408)	Other		(1,309)	(4,556)
55,837	<b>Net cash flows from operating activities</b>	G1-1	49,917	36,288
<b>Cash flows from investing activities</b>				
<b>Receipts:</b>				
1,010	Redemption of term deposits		47,331	46,000
—	Sale of real estate assets		803	—
—	Proceeds from sale of IPPE		518	1,874
—	Deferred debtors receipts		23	28
<b>Payments:</b>				
—	Purchase of investments		—	(12,069)
—	Acquisition of term deposits		(73,939)	(42,042)
(65,275)	Payments for IPPE		(28,049)	(23,819)
—	Payment of Real Estate Development costs		(924)	(2,333)
(64,265)	<b>Net cash flows from investing activities</b>		(54,237)	(32,361)
<b>Cash flows from financing activities</b>				
<b>Receipts:</b>				
9,770	Proceeds from borrowings		5,770	—
<b>Payments:</b>				
(2,988)	Repayment of borrowings		(3,001)	(2,845)
—	Principal component of lease payments		(93)	(11)
6,782	<b>Net cash flows from financing activities</b>		2,676	(2,856)
(1,646)	<b>Net change in cash and cash equivalents</b>		(1,644)	1,071
21,897	Cash and cash equivalents at beginning of year		21,927	20,856
20,251	<b>Cash and cash equivalents at end of year</b>	C1-1	20,283	21,927
48,423	plus: Investments on hand at end of year	C1-2	85,987	59,379
68,674	<b>Total cash, cash equivalents and investments</b>		106,270	81,306

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

## Armidale Regional Council

### Contents for the notes to the Financial Statements for the year ended 30 June 2022

<b>A About Council and these financial statements</b>	<b>13</b>
A1-1 Basis of preparation	13
<b>B Financial Performance</b>	<b>16</b>
<b>B1 Functions or activities</b>	<b>16</b>
B1-1 Functions or activities – income, expenses and assets	16
B1-2 Components of functions or activities	17
<b>B2 Sources of income</b>	<b>18</b>
B2-1 Rates and annual charges	18
B2-2 User charges and fees	19
B2-3 Other revenues	20
B2-4 Grants and contributions	21
B2-5 Interest and investment income	24
B2-6 Other income	25
<b>B3 Costs of providing services</b>	<b>25</b>
B3-1 Employee benefits and on-costs	25
B3-2 Materials and services	26
B3-3 Borrowing costs	26
B3-4 Depreciation, amortisation and impairment of non-financial assets	27
B3-5 Other expenses	28
<b>B4 Gains or losses</b>	<b>28</b>
B4-1 Gain or loss from the disposal, replacement and de-recognition of assets	28
<b>B5 Performance against budget</b>	<b>30</b>
B5-1 Material budget variations	30
<b>C Financial position</b>	<b>32</b>
<b>C1 Assets we manage</b>	<b>32</b>
C1-1 Cash and cash equivalents	32
C1-2 Financial investments	32
C1-3 Restricted and allocated cash, cash equivalents and investments	33
C1-4 Receivables	35
C1-5 Inventories	36

## Armidale Regional Council

## Contents for the notes to the Financial Statements for the year ended 30 June 2022

C1-6 Contract assets and Contract cost assets	36
C1-7 Non-current assets classified as held for sale	37
C1-8 Infrastructure, property, plant and equipment	38
<b>C2 Leasing activities</b>	<b>42</b>
C2-1 Council as a lessee	42
C2-2 Council as a lessor	44
<b>C3 Liabilities of Council</b>	<b>45</b>
C3-1 Payables	45
C3-2 Contract Liabilities	46
C3-3 Borrowings	46
C3-4 Employee benefit provisions	48
C3-5 Provisions	49
<b>C4 Reserves</b>	<b>51</b>
C4-1 Nature and purpose of reserves	51
<b>D Council structure</b>	<b>52</b>
<b>D1 Results by fund</b>	<b>52</b>
D1-1 Income Statement by fund	52
D1-2 Statement of Financial Position by fund	53
<b>D2 Interests in other entities</b>	<b>54</b>
D2-1 Unconsolidated structured entities	54
<b>E Risks and accounting uncertainties</b>	<b>56</b>
E1-1 Risks relating to financial instruments held	56
E2-1 Fair value measurement	59
E3-1 Contingencies	63
<b>F People and relationships</b>	<b>66</b>
<b>F1 Related party disclosures</b>	<b>66</b>
F1-1 Key management personnel (KMP)	66
F1-2 Councillor and Mayoral fees and associated expenses	67
<b>F2 Other relationships</b>	<b>67</b>
F2-1 Audit fees	67
<b>G Other matters</b>	<b>68</b>
G1-1 Statement of Cash Flows information	68
G2-1 Commitments	69
G3-1 Events occurring after the reporting date	69
<b>G4 Statement of developer contributions as at 30 June 2022</b>	<b>70</b>
G4-1 Summary of developer contributions	70
G4-2 Developer contributions by plan	71
<b>G5 Statement of performance measures</b>	<b>72</b>
G5-1 Statement of performance measures – consolidated results	72
G5-2 Statement of performance measures by fund	73

continued on next page ...

Page 11 of 79



## A1-1 Basis of preparation (continued)

<b>H Additional Council disclosures (unaudited)</b>	<b>75</b>
H1-1 Statement of performance measures – consolidated results (graphs)	75
H1-2 Council information and contact details	77

DRAFT

## A About Council and these financial statements

### A1-1 Basis of preparation

These financial statements were authorised for issue by Council on 26 October 2022. Council has the power to amend and reissue these financial statements in cases where critical information is received from public submissions or where the OLG directs Council to amend the financial statements.

The principal accounting policies adopted in the preparation of these consolidated financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

These general purpose financial statements have been prepared in accordance with Australian Accounting Standards and Australian Accounting Interpretations, the *Local Government Act 1993 (NSW)* and *Local Government (General) Regulation 2005 (Regulation)*, and the Local Government Code of Accounting Practice and Financial Reporting.

Council is a not for-profit entity.

The financial statements are presented in Australian dollars and are rounded to the nearest thousand dollars.

Unless otherwise indicated, all amounts disclosed in the financial statements are actual amounts. Specific budgetary amounts have been included for comparative analysis (to actuals) in the following reports and notes:

- Income statement
- Statement of cash flows
- Note B5-1 - Material budget variations

and are clearly marked.

Where relevant, comparative information has been reclassified to align with current year treatment.

#### COVID-19

The outbreak of the Novel Coronavirus (COVID-19), declared by the World Health Organisation as a "Global Pandemic" on 11 March 2020, has impacted global financial markets. Travel restrictions have been implemented by many countries.

Council operations, in particular the airport, have experienced a downturn in revenue due to COVID-19. The assets associated with these operations are not considered to be impaired as they are valued at depreciated replacement cost and not linked to valuation methods dependent on cash flows or income. Council is not aware of any post balance sheet date events which would result in separate disclosures or adjustments to the 30 June 2022 financial results. Hence, 30 June 2022 financial statements were prepared on a going concern basis.

#### Historical cost convention

These financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain infrastructure, property, plant and equipment and investment property.

#### Significant accounting estimates and judgements

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the Council's accounting policies. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that may have a financial impact on the Council and that are believed to be reasonable under the circumstances.

#### Critical accounting estimates and assumptions

Council makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year include:

- i. estimated fair values of infrastructure, property, plant and equipment – refer Note C1-8
- ii. estimated landfill and quarry remediation provisions – refer Note C3-5
- iii. employee benefit provisions – refer Note C3-4.

#### Significant judgements in applying the Council's accounting policies

- i. Impairment of receivables – refer Note C1-4.
- ii. Determination of whether performance obligations are sufficiently specific and whether the contract is within the scope of AASB 15 *Revenue from Contracts with Customers* and / or AASB 1058 *Income of Not-for-Profit Entities* – refer to Notes B2-2 – B2-4.

continued on next page ...

Page 13 of 79

## A1-1 Basis of preparation (continued)

- iii. Determination of the lease term, discount rate (when not implicit in the lease) and whether an arrangement contains a lease – refer to Note C2-1.

### Monies and other assets received by Council

#### The Consolidated Fund

In accordance with the provisions of Section 409(1) of the Local Government Act 1993 (NSW), all money and property received by Council is held in the Council's Consolidated Fund unless it is required to be held in the Council's Trust Fund.

The Consolidated Fund has been included in the financial statements of the Council.

Cash and other assets of the following entities have been included as part of the Consolidated Fund:

- General purpose operations
- Water service
- Sewerage service

#### The Trust Fund

In accordance with the provisions of Section 411 of the *Local Government Act 1993 (NSW)* (as amended), a separate and distinct Trust Fund is maintained to account for all money and property received by the council in trust which must be applied only for the purposes of, or in accordance with, the trusts relating to those monies. Trust monies and property subject to Council's control have been included in these reports.

A separate statement of monies held in the Trust Fund is available for inspection at the council office by any person free of charge.

#### Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the taxation authority. In this case it is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the Statement of Financial Position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities that are recoverable from, or payable to, the taxation authority, are presented as operating cash flows.

#### Volunteer services

Council acknowledges the important contribution that volunteers make in the provision of some of Council's community services. Volunteer services are not formally costed or recorded in the financial records, as the quantum of volunteer services is not considered to represent a material part of Council's service delivery nor impact on results.

#### New accounting standards and interpretations issued but not yet effective

Certain new accounting standards and interpretations (ie. pronouncements) have been published by the Australian Accounting Standards Board that are not mandatory for the 30 June 2022 reporting period.

Council has elected not to apply any of these pronouncements in these financial statements before their operative dates.

As at the date of authorisation of these financial statements Council does not consider that any of these new (and still to be applied) standards and interpretations are likely to have a material impact on the Council's future financial statements, financial position, financial performance or cash flows.

#### New accounting standards adopted during the year

During the year Council adopted the following accounting standards and interpretations (as issued by the Australian Accounting Standards Board) which were mandatorily effective from 1 July 2021:

- AASB 2020-8 *Amendments to Australian Accounting Standards – Interest Rate Benchmark Reform – Phase 2*
- AASB 2020-9 *Amendments to Australian Accounting Standards – Tier 2 Disclosures: Interest Rate Benchmark Reform (Phase 2) and Other Amendments*

continued on next page ...

Page 14 of 79

## A1-1 Basis of preparation (continued)

- AASB 2020-7 *Amendments to Australian Accounting Standards – COVID-19 Related Rent Concessions: Tier 2 disclosures [AASB 16 and AASB 1060]*
- AASB 2021-3 *Amendments to Australian Accounting Standards – COVID-19 Related Rent Concessions beyond 30 June 2021*
- AASB 2021-1 *Amendments to Australian Accounting Standards – Transition to Tier 2: Simplified Disclosures for Not-for-Profit Entities*

None of the above standards had a material impact on Council's reported financial position, financial performance and/or associated financial statement disclosures.

DRAFT

## B Financial Performance

### B1 Functions or activities

#### B1-1 Functions or activities – income, expenses and assets

Income, expenses and assets have been directly attributed to the following functions or activities. Details of those functions or activities are provided in Note B1-2.

	Income		Expenses		Operating result		Grants and contributions		Carrying amount of assets	
	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000
<b>Functions or activities</b>										
Growth, Prosperity, and Economic Development	65,928	47,037	49,722	44,805	16,206	2,232	31,372	13,549	–	–
People and Community	5,187	5,603	14,492	13,360	(9,305)	(7,757)	3,826	4,329	146,623	112,006
Leadership for the Region	23,107	25,404	6,751	8,897	16,356	16,507	479	5,247	121,367	99,483
Environment and Infrastructure	15,213	19,138	12,713	12,060	2,500	7,078	444	6,639	900,036	855,188
<b>Total functions and activities</b>	<b>109,435</b>	<b>97,182</b>	<b>83,678</b>	<b>79,122</b>	<b>25,757</b>	<b>18,060</b>	<b>36,121</b>	<b>29,764</b>	<b>1,168,026</b>	<b>1,066,677</b>

## B1-2 Components of functions or activities

---

Details relating to the Council's functions or activities as reported in B1-1 are as follows:

### **Growth, Prosperity, and Economic Development**

Includes tourism, economic development, private works and industrial development promotion.

### **People and Community**

Includes public halls and community facilities, parks, gardens and recreation facilities, swimming pools, community development and support including aboriginal services, youth services, aged and disabled services. Also includes libraries, museums and other cultural facilities as well as bush fire and emergency services.

### **Leadership for the Region**

Includes civic governance and executive, finance and human resources services, risk management and occupational health and safety, ranger services, fleet and depot services and customer services.

### **Environment and Infrastructure**

Includes urban and rural sealed and unsealed roads, bridges, footpaths, kerb and gutter, parking areas, airports, water and sewerage operations, cemeteries, footpaths and cycleways, street lighting, waste management and catchment management. Also includes development control, strategic planning, environmental management and animal control.

DRAFT



Armidale Regional Council | Notes to the Financial Statements 30 June 2022

**B2 Sources of income****B2-1 Rates and annual charges**

	2022 \$ '000	2021 \$ '000
<b>Ordinary rates</b>		
Residential	11,500	11,167
Farmland	5,019	4,853
Mining	62	62
Business	2,784	2,653
Less: pensioner rebates (mandatory)	(322)	(328)
<b>Rates levied to ratepayers</b>	<b>19,043</b>	<b>18,407</b>
Pensioner rate subsidies received	163	160
<b>Total ordinary rates</b>	<b>19,206</b>	<b>18,567</b>
<b>Annual charges</b>		
(pursuant to s.496, s.496A, s.496B, s.501 & s.611)		
Domestic waste management services	5,647	5,226
Water supply services	3,134	2,595
Sewerage services	6,690	5,841
Drainage	470	466
Waste management services (non-domestic)	2,683	2,659
Less: pensioner rebates (Council policy)	(409)	(420)
<b>Annual charges levied</b>	<b>18,215</b>	<b>16,367</b>
Pensioner subsidies received:		
– Water	69	67
– Sewerage	65	63
– Domestic waste management	54	53
<b>Total annual charges</b>	<b>18,403</b>	<b>16,550</b>
<b>Total rates and annual charges</b>	<b>37,609</b>	<b>35,117</b>

Council has used 2019 year valuations provided by the NSW Valuer General in calculating its rates.

**Accounting policy**

Rates and annual charges are recognised as revenue at the beginning of the rating period to which they relate. Prepaid rates are recognised as a financial liability until the beginning of the rating period.

Pensioner rebates relate to reductions in rates and certain annual charges for eligible pensioners' place of residence in the local government council area that are not subsidised by the NSW Government.

Pensioner rate subsidies are received from the NSW Government to provide a contribution towards the pensioner rebates and are recognised within the underlying revenue item based on their substance.

Armidale Regional Council | Notes to the Financial Statements 30 June 2022

**B2-2 User charges and fees**

	2022 \$ '000	2021 \$ '000
<b>Specific user charges</b>		
(per s.502 - specific 'actual use' charges)		
Water supply services	8,178	7,664
Sewerage services	161	109
Drainage services	66	67
Waste management services (non-domestic)	3,493	4,132
<b>Total specific user charges</b>	<b>11,898</b>	<b>11,972</b>
<b>Other user charges and fees</b>		
<b>(i) Fees and charges – statutory and regulatory functions (per s.608)</b>		
Inspection services	107	156
Planning and building regulation	264	233
Private works – section 67	316	370
Regulatory/ statutory fees	135	130
Registration fees	53	75
Regulatory fees	165	162
Section 10.7 certificates (EP&A Act)	94	110
Section 603 certificates	164	145
<b>Total fees and charges – statutory/regulatory</b>	<b>1,298</b>	<b>1,381</b>
<b>(ii) Fees and charges – other (incl. general user charges (per s.608))</b>		
Aerodrome	981	524
Cemeteries	264	227
Child care	662	610
Leaseback fees – Council vehicles	101	100
Quarry revenues	483	440
Transport for NSW works (state roads not controlled by Council)	14,439	9,406
Swimming centres	157	158
Other	339	173
<b>Total fees and charges – other</b>	<b>17,426</b>	<b>11,638</b>
<b>Total other user charges and fees</b>	<b>18,724</b>	<b>13,019</b>
<b>Total user charges and fees</b>	<b>30,622</b>	<b>24,991</b>
<b>Timing of revenue recognition for user charges and fees</b>		
User charges and fees recognised over time	12,962	9,406
User charges and fees recognised at a point in time	17,660	15,585
<b>Total user charges and fees</b>	<b>30,622</b>	<b>24,991</b>

**Accounting policy**

Revenue arising from user charges and fees is recognised when or as the performance obligation is completed and the customer receives the benefit of the goods / services being provided.

The performance obligation relates to the specific services which are provided to the customers and generally the payment terms are within 30 days of the provision of the service or in some cases, the customer is required to pay at the time of receiving the service or pay a deposit in advance. There is no material obligation for Council in relation to refunds or returns.

Where an upfront fee is charged and where considered to be material, the fee is recognised on a straight-line basis over the expected term of the income stream.

Licences granted by Council are all either short-term or low value and all revenue from licences is recognised at the time that the licence is granted rather than over the term of the licence.

## B2-3 Other revenues

	2022 \$ '000	2021 \$ '000
Fines – parking	386	271
Legal fees recovery – rates and charges (extra charges)	67	37
Commissions and agency fees	3	6
Insurance claims recoveries	31	89
Sales – general	510	412
Items for resale	166	205
Sales – cattle	1,301	1,216
Rebates	628	747
Other	501	198
<b>Total other revenue</b>	<b>3,593</b>	<b>3,181</b>

**Timing of revenue recognition for other revenue**

Other revenue recognised over time	–	–
Other revenue recognised at a point in time	3,593	3,181
<b>Total other revenue</b>	<b>3,593</b>	<b>3,181</b>

**Accounting policy for other revenue**

Where the revenue is earned for the provision of specified goods / services under an enforceable contract, revenue is recognised when or as the obligations are satisfied.

Statutory fees and fines are recognised as revenue when the service has been provided, the payment is received or when the penalty has been applied, whichever occurs first.

Other revenue is recorded when the payment is due, the value of the payment is notified, or the payment is received, whichever occurs first.

Armidale Regional Council | Notes to the Financial Statements 30 June 2022

## B2-4 Grants and contributions

	Operating 2022 \$ '000	Operating 2021 \$ '000	Capital 2022 \$ '000	Capital 2021 \$ '000
<b>General purpose grants and non-developer contributions (untied)</b>				
<b>General purpose (untied)</b>				
<b>Current year allocation</b>				
Financial assistance – general component	2,337	2,106	–	–
Financial assistance – local roads component	1,213	1,227	–	–
<b>Payment in advance - future year allocation</b>				
Financial assistance – general component	3,594	2,253	–	–
Financial assistance – local roads component	1,865	1,317	–	–
<b>Amount recognised as income during current year</b>	<b>9,009</b>	<b>6,903</b>	<b>–</b>	<b>–</b>
<b>Special purpose grants and non-developer contributions (tied)</b>				
<b>Cash contributions</b>				
Aged care	29	210	–	–
Bushfire and emergency services	230	485	40	–
Child care	177	199	–	–
Community care	477	4	392	385
Economic development	19	415	200	–
Employment and training programs	7	23	–	–
Heritage and cultural	6	6	–	–
Library	45	138	70	–
LIRS subsidy	42	55	–	–
Noxious weeds	–	411	–	–
NSW rural fire services	345	345	–	–
Recreation and culture	153	264	603	1,389
Storm/flood damage	–	43	8,982	4,491
Airport	1,160	–	343	3,340
Waste Management	61	4	–	49
Sewerage services	–	55	–	–
Water supplies	–	77	1,617	1,403
Street lighting	85	85	–	–
Transport (roads to recovery)	1,430	2,145	–	–
Transport (other roads and bridges funding)	–	32	2,092	817
Merger Grant Funding	–	1,522	588	–
Other specific grants	–	727	1,625	–
<b>Previously contributions:</b>				
Bushfire services	286	220	–	–
Community services	225	245	–	–
Other councils – joint works/services	99	111	–	–
Recreation and culture	39	–	–	–
Transport for NSW contributions (regional roads, block grant)	835	1,036	200	184
Tourism	8	16	–	–
Other contributions	–	–	417	–
<b>Total special purpose grants and non-developer contributions – cash</b>	<b>5,758</b>	<b>8,873</b>	<b>17,169</b>	<b>12,058</b>

continued on next page ...

Page 21 of 79

Armidale Regional Council | Notes to the Financial Statements 30 June 2022

## B2-4 Grants and contributions (continued)

	Operating 2022 \$ '000	Operating 2021 \$ '000	Capital 2022 \$ '000	Capital 2021 \$ '000
<b>Non-cash contributions</b>				
Land	–	–	–	39
NSW State Government - Crown Land	–	–	–	227
NSW State Government - RFS Assets	–	–	2,344	–
<b>Total other contributions – non-cash</b>	<b>–</b>	<b>–</b>	<b>2,344</b>	<b>266</b>
<b>Total special purpose grants and non-developer contributions (tied)</b>	<b>5,758</b>	<b>8,873</b>	<b>19,513</b>	<b>12,324</b>
<b>Total grants and non-developer contributions</b>	<b>14,767</b>	<b>15,776</b>	<b>19,513</b>	<b>12,324</b>
<b>Comprising:</b>				
– Commonwealth funding	10,311	10,690	110	1,799
– State funding	2,284	4,493	9,465	10,486
– Other funding	2,172	593	9,938	39
	<b>14,767</b>	<b>15,776</b>	<b>19,513</b>	<b>12,324</b>
<b>Developer contributions</b>				
<b>Developer contributions: (s7.4 &amp; s7.11 - EP&amp;A Act, s64 of the LGA):</b>				
<b>Cash contributions</b>				
S 7.4 – contributions using planning agreements	15	4	–	28
S 7.11 – contributions towards amenities/services	–	–	19	6
S 7.12 – fixed development consent levies	–	–	540	344
S 64 – water supply contributions	–	–	684	569
S 64 – sewerage service contributions	–	–	487	498
Other developer contributions	–	–	96	215
<b>Total developer contributions – cash</b>	<b>15</b>	<b>4</b>	<b>1,826</b>	<b>1,660</b>
<b>Total developer contributions</b>	<b>15</b>	<b>4</b>	<b>1,826</b>	<b>1,660</b>
<b>Total contributions</b>	<b>15</b>	<b>4</b>	<b>1,826</b>	<b>1,660</b>
<b>Total grants and contributions</b>	<b>14,782</b>	<b>15,780</b>	<b>21,339</b>	<b>13,984</b>
<b>Timing of revenue recognition for grants and contributions</b>				
Grants and contributions recognised over time	2,658	3,647	7,548	5,068
Grants and contributions recognised at a point in time	12,124	12,133	13,791	8,916
<b>Total grants and contributions</b>	<b>14,782</b>	<b>15,780</b>	<b>21,339</b>	<b>13,984</b>

continued on next page ...

Page 22 of 79

## B2-4 Grants and contributions (continued)

### Unspent grants and contributions

Certain grants and contributions are obtained by Council on the condition they be spent in a specified manner or in a future period but which are not yet spent in accordance with those conditions are as follows:

	Operating 2022 \$ '000	Operating 2021 \$ '000	Capital 2022 \$ '000	Capital 2021 \$ '000
<b>Unspent grants</b>				
Unspent funds at 1 July	3,965	5,143	2,936	2,827
<b>Add:</b> Funds recognised as revenue in the reporting year but not yet spent in accordance with the conditions	144	6	1	8
<b>Add:</b> Funds received and not recognised as revenue in the current year	1,273	1,396	8,572	2,412
<b>Less:</b> Funds recognised as revenue in previous years that have been spent during the reporting year	(334)	(349)	114	–
<b>Less:</b> Funds received in prior year but revenue recognised and funds spent in current year	(698)	(2,231)	(1,034)	(2,311)
<b>Unspent grants at 30 June</b>	<b>4,350</b>	<b>3,965</b>	<b>10,589</b>	<b>2,936</b>
<b>Unspent contributions</b>				
Unspent funds at 1 July	343	139	8,382	6,766
<b>Add:</b> contributions recognised as revenue in the reporting year but not yet spent in accordance with the conditions	218	154	1,862	1,706
<b>Add:</b> contributions received and not recognised as revenue in the current year	55	189	–	–
<b>Add:</b> contributions recognised as income in the current period obtained in respect of a future rating identified by Council for the purpose of establishing a rate	(83)	(76)	–	(90)
<b>Less:</b> contributions recognised as revenue in previous years that have been spent during the reporting year	–	(63)	–	–
<b>Unspent contributions at 30 June</b>	<b>533</b>	<b>343</b>	<b>10,244</b>	<b>8,382</b>

### Accounting policy

#### Grants and contributions – enforceable agreement with sufficiently specific performance obligations

Grant and contribution revenue from an agreement which is enforceable and contains sufficiently specific performance obligations is recognised as or when control of each performance obligations is transferred.

The performance obligations vary according to the agreement and include events and the provision of particular services. Payment terms vary depending on the terms of the grant, cash is received upfront for some grants and on the achievement of certain payment milestones for others.

Performance obligations may be satisfied either at a point in time or over time and this is reflected in the revenue recognition pattern. Point in time recognition occurs when the beneficiary obtains control of the goods / services at a single time (e.g. completion of the project when a report / outcome is provided), whereas over time recognition is where the control of the services is ongoing throughout the project (e.g. provision of community health services through the year).

Where control is transferred over time, generally the input methods being either costs or time incurred are deemed to be the most appropriate methods to reflect the transfer of benefit.



## B2-4 Grants and contributions (continued)

### Capital grants

Capital grants received by Council under an enforceable contract for the acquisition or construction of infrastructure, property, plant and equipment to identified specifications which will be under Council's control on completion are recognised as revenue as and when the obligation to construct or purchase is completed.

For construction projects, this is generally as the construction progresses in accordance with costs incurred since this is deemed to be the most appropriate measure of the completeness of the construction project.

For acquisitions of assets, the revenue is recognised when the asset is acquired and controlled by the Council.

### Developer contributions

Council has obligations to provide facilities from contribution revenues levied on developers under the provisions of sections 7.4, 7.11 and 7.12 of the *Environmental Planning and Assessment Act 1979* (EP&A Act).

While Council generally incorporates these amounts as part of a Development Consents Order, such developer contributions are only recognised as income upon receipt by Council, due to the possibility that individual development consents may not be acted upon by the applicant and, accordingly, would not be payable to Council.

Developer contributions may only be expended for the purposes for which the contributions were required, but Council may apply contributions according to the priorities established in work schedules for the contribution plan.

### Other grants and contributions

Assets, including cash, received from other grants and contributions are recognised at fair value when the asset is received. Council considers whether there are any related liability or equity items associated with the asset which are recognised in accordance with the relevant accounting standard.

Once the assets and liabilities have been recognised then income is recognised for any remaining asset value at the time that the asset is received.

## B2-5 Interest and investment income

	2022 \$ '000	2021 \$ '000
<b>Interest on financial assets measured at amortised cost</b>		
– Overdue rates and annual charges (incl. special purpose rates)	105	28
– Cash and investments	350	581
– Deferred debtors	11	19
<b>Total interest and investment income (losses)</b>	<b>466</b>	<b>628</b>
<b>Interest and investment income is attributable to:</b>		
<b>Unrestricted investments/financial assets:</b>		
Overdue rates and annual charges (general fund)	65	25
General Council cash and investments	123	92
<b>Restricted investments/funds – external:</b>		
Development contributions		
– Section 7.11, Section 7.12	39	74
Water fund operations	135	253
Sewerage fund operations	104	184
<b>Total interest and investment income</b>	<b>466</b>	<b>628</b>

### Accounting policy

Interest income is recognised using the effective interest rate at the date that interest is earned.

Armidale Regional Council | Notes to the Financial Statements 30 June 2022

**B2-6 Other income**

	Notes	2022 \$ '000	2021 \$ '000
<b>Rental income</b>			
<b>Other lease income</b>			
Council owned property		794	726
<b>Total other lease income</b>		<b>794</b>	<b>726</b>
<b>Total rental income</b>	C2-2	<b>794</b>	<b>726</b>
<b>Total other income</b>		<b>794</b>	<b>726</b>

**B3 Costs of providing services****B3-1 Employee benefits and on-costs**

	2022 \$ '000	2021 \$ '000
Salaries and wages	19,940	18,882
Employee termination costs	362	710
Travel expenses	51	85
Employee leave entitlements (ELE)	3,911	3,604
Superannuation	2,383	2,230
Workers' compensation insurance	773	612
Fringe benefit tax (FBT)	79	20
Payroll tax	61	69
Training costs (other than salaries and wages)	304	172
Protective clothing	113	103
Other	59	30
<b>Total employee costs</b>	<b>28,036</b>	<b>26,517</b>
Less: capitalised costs	(1,727)	(1,968)
<b>Total employee costs expensed</b>	<b>26,309</b>	<b>24,549</b>
Number of 'full-time equivalent' employees (FTE) at year end	278	269

**Accounting policy**

Employee benefit expenses are recorded when the service has been provided by the employee.

All employees of the Council are entitled to benefits on retirement, disability or death. Council contributes to various defined benefit plans and defined contribution plans on behalf of its employees.

Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

Council participates in a defined benefit plan under the Local Government Superannuation Scheme, however, sufficient information to account for the plan as a defined benefit is not available and therefore Council accounts for its obligations to defined benefit plans on the same basis as its obligations to defined contribution plans, i.e. as an expense when it becomes payable – refer to Note E3-1 for more information.

Armidale Regional Council | Notes to the Financial Statements 30 June 2022

**B3-2 Materials and services**

	Notes	2022 \$ '000	2021 \$ '000
Raw materials and consumables		16,217	17,006
Contractor and consultancy costs		34,955	25,625
Audit Fees	F2-1	198	150
<b>Previously other expenses:</b>			
Councillor and Mayoral fees and associated expenses	F1-2	345	352
Advertising		97	115
Bank charges		147	137
Computer software charges		586	725
Election expenses		259	–
Electricity and heating		810	873
Insurance		1,241	1,153
Postage		206	166
Printing and stationery		168	226
Street lighting		273	602
Subscriptions and publications		450	108
Telephone and communications		356	432
Valuation fees		102	110
Items for resale - Cattle		1,280	752
Items for resale - Other		70	96
Promotion and publicity		594	241
Security		63	129
Licences		623	334
Other expenses		119	686
Council water expenses		716	672
<b>Legal expenses:</b>			
– Legal expenses: planning and development		95	22
– Legal expenses: debt recovery		2	11
– Legal expenses: other		109	132
<b>Total materials and services</b>		<b>60,081</b>	<b>50,855</b>
Less: capitalised costs		(28,935)	(24,578)
<b>Total materials and services</b>		<b>31,146</b>	<b>26,277</b>

**Accounting policy**

Expenses are recorded on an accruals basis as the Council receives the goods or services.

**B3-3 Borrowing costs**

	Notes	2022 \$ '000	2021 \$ '000
<b>(i) Interest bearing liability costs</b>			
Interest on leases	C2-1c	32	16
Interest on loans		1,155	1,279
<b>Total interest bearing liability costs</b>		<b>1,187</b>	<b>1,295</b>
<b>Total interest bearing liability costs expensed</b>		<b>1,187</b>	<b>1,295</b>
<b>(ii) Other borrowing costs</b>			
Amortisation of discount of Landfill & Quarry remediation liabilities	C3-5	162	267
<b>Total other borrowing costs</b>		<b>162</b>	<b>267</b>
<b>Total borrowing costs expensed</b>		<b>1,349</b>	<b>1,562</b>

**Accounting policy**

Borrowing costs incurred for the construction of any qualifying asset are capitalised during the period of time that is required to complete and prepare the asset for its intended use or sale. Other borrowing costs are expensed as incurred.

**B3-4 Depreciation, amortisation and impairment of non-financial assets**

	Notes	2022 \$ '000	2021 \$ '000
<b>Depreciation and amortisation</b>			
Plant and equipment	C1-8	1,187	2,015
Office equipment	C1-8	53	83
<b>Infrastructure:</b>			
– Buildings	C1-8	2,934	3,194
– Other structures		130	153
– Roads		5,663	4,165
– Bridges		622	681
– Footpaths		285	258
– Stormwater drainage		2,076	646
– Water supply network		3,432	3,422
– Sewerage network		1,620	2,112
– Airport infrastructure		579	373
Right of use assets	C2-1a	126	39
<b>Other assets:</b>			
– Heritage collections	C1-8	9	9
– Other	C1-8	1,021	1,065
<b>Reinstatement, rehabilitation and restoration assets:</b>			
– Landfill and quarry assets	C1-8	1,530	1,620
<b>Total gross depreciation and amortisation costs</b>		<b>21,267</b>	<b>19,835</b>
<b>Total depreciation and amortisation costs</b>		<b>21,267</b>	<b>19,835</b>
<b>Impairment / revaluation decrement of IPPE</b>			
<b>Infrastructure:</b>			
– Roads	C1-8	169	27
– Capital work in progress	C1-8	1,544	1,461
– Bulk earthworks (non-depreciable)	C1-8	213	443
Non-current assets held for sale		–	–
Inventory - Land held for resale		–	190
<b>Total gross IPPE impairment / revaluation decrement costs</b>		<b>1,926</b>	<b>2,121</b>
<b>Total IPPE impairment / revaluation decrement costs charged to Income Statement</b>		<b>1,926</b>	<b>2,121</b>
<b>Total depreciation, amortisation and impairment for non-financial assets</b>		<b>23,193</b>	<b>21,956</b>

**Accounting policy****Depreciation and amortisation**

Depreciation and amortisation are calculated using the straight line method to allocate their cost, net of their residual values, over their estimated useful lives.

**Impairment of non-financial assets**

Council assets held at fair value that are not held primarily for their ability to generate net cash flow, and that are deemed to be specialised, are not tested for impairment since these assets are assessed on an annual basis to ensure that the carrying amount is not materially different from fair value and therefore an impairment loss would be captured during this assessment.

Intangible assets not yet available for use, are tested annually for impairment, or more frequently if events or changes in circumstances indicate that they might be impaired.

Other non-financial assets that do not meet the criteria above are tested for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

For the purposes of assessing impairment, assets are grouped at the lowest levels for which there are separately identifiable cash inflows that are largely independent of the cash inflows from other assets or groups of assets (cash-generating units).

continued on next page ...

Page 27 of 79

Armidale Regional Council | Notes to the Financial Statements 30 June 2022

**B3-4 Depreciation, amortisation and impairment of non-financial assets (continued)**

Impairment losses for revalued assets are firstly offset against the amount in the revaluation surplus for the class of asset, with only the excess to be recognised in the Income Statement.

**B3-5 Other expenses**

	Notes	2022 \$ '000	2021 \$ '000
<b>Impairment of receivables</b>			
Other		30	191
<b>Total impairment of receivables</b>	C1-4	30	191
<b>Other</b>			
Contributions/levies to other levels of government		806	1,459
Donations, contributions and assistance to other organisations (Section 356)		845	1,164
<b>Total other</b>		1,651	2,623
<b>Total other expenses</b>		1,681	2,814

**Accounting policy**

Other expenses are recorded on an accruals basis when Council has an obligation for the expenses.

Impairment expenses are recognised when identified.

**B4 Gains or losses****B4-1 Gain or loss from the disposal, replacement and de-recognition of assets**

	Notes	2022 \$ '000	2021 \$ '000
<b>Operational Land &amp; Building assets</b>			
Proceeds from disposal – property		55	1,174
Less: carrying amount of property assets sold/written off		(190)	(1,136)
<b>Gain (or loss) on disposal</b>		(135)	38
<b>Plant and equipment assets</b>			
Proceeds from disposal – plant and equipment		463	700
Less: carrying amount of plant and equipment assets sold/written off	C1-8	(267)	(684)
<b>Gain (or loss) on disposal</b>		196	16
<b>Infrastructure assets</b>			
Proceeds of disposal of Infrastructure assets		–	–
Less: carrying amount of infrastructure assets sold/written off	C1-8	(476)	(1,785)
<b>Gain (or loss) on disposal</b>		(476)	(1,785)
<b>Gain (or loss) on disposal of real estate assets held for sale</b>	C1-5		
Proceeds from disposal – real estate assets		803	–
Less: carrying amount of real estate assets sold/written off		(158)	–
<b>Gain (or loss) on disposal</b>		645	–
<b>Gain (or loss) on disposal of term deposits</b>			
Proceeds from disposal/redemptions/maturities – term deposits		47,331	46,000
Less: carrying amount of term deposits sold/redeemed/matured		(47,331)	(46,000)
<b>Gain (or loss) on disposal</b>		–	–
<b>Net gain (or loss) from disposal of assets</b>		230	(1,731)

continued on next page ...

Page 28 of 79

## B4-1 Gain or loss from the disposal, replacement and de-recognition of assets

---

### Accounting policy

Gains and losses on disposals are determined by comparing proceeds with carrying amount. The gain or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer and the asset is de-recognised.

DRAFT



## B5 Performance against budget

### B5-1 Material budget variations

Council's original budget was adopted by the Council on 29/06/2021 and is not required to be audited. The original projections on which the budget was based have been affected by a number of factors. These include state and federal government decisions, including new grant programs, changing economic activity, environmental factors, and by decisions made by Council.

While these General Purpose Financial Statements include the original budget adopted by Council, the Act requires Council to review its financial budget on a quarterly basis, so it is able to manage the variation between actuals and budget that invariably occur during the year.

**Material variations of more than 10%** between original budget and actual results or where the variance is considered material by nature are explained below.

**Variation Key:** **F** = Favourable budget variation, **U** = Unfavourable budget variation.

\$ '000	2022 Budget	2022 Actual	2022 Variance	
<b>Revenues</b>				
<b>Rates and annual charges</b>	36,731	37,609	878	2% <b>F</b>
<b>User charges and fees</b>	24,551	30,622	6,071	25% <b>F</b>
This positive material variation has occurred due to an increase in the state government contracted roadwork revenue. This has been offset by an increase in material and services costs.				
<b>Other revenues</b>	2,585	3,593	1,008	39% <b>F</b>
Council received higher cattle sales as a consequence of market conditions, higher diesel fuel rebates due to higher fuel prices, additional revenue for the Big Chill event and higher waste sales.				
<b>Operating grants and contributions</b>	12,681	14,782	2,101	17% <b>F</b>
Operating grants exceeded budget principally due to the higher prepayment of the Financial Assistance Grant of \$1.76M and the one-off airport grant for security screening and Regional Airport Program.				
<b>Capital grants and contributions</b>	36,207	21,339	(14,868)	(41)% <b>U</b>
Council capital grants were less than budget mainly due to major projects like Kempsey Road, Dumaresq Dam wall and Puddledock Dam water main being behind schedule due to a number of factors.				
<b>Interest and investment revenue</b>	673	466	(207)	(31)% <b>U</b>
Revenue from interest on investments has been negatively impacted by the pandemic and the decision by the RBA to keep interest rates lower than anticipated.				
<b>Net gains from disposal of assets</b>	–	230	230	∞ <b>F</b>
<b>Other income</b>	807	794	(13)	(2)% <b>U</b>
<b>Expenses</b>				
<b>Employee benefits and on-costs</b>	25,724	26,309	(585)	(2)% <b>U</b>
<b>Materials and services</b>	29,681	31,146	(1,465)	(5)% <b>U</b>
<b>Borrowing costs</b>	1,259	1,349	(90)	(7)% <b>U</b>
<b>Depreciation, amortisation and impairment of non-financial assets</b>	18,472	23,193	(4,721)	(26)% <b>U</b>
Depreciation is higher than budget due to the revaluation increase of road and stormwater assets that were finalised after adoption of the budget.				
<b>Other expenses</b>	1,860	1,681	179	10% <b>F</b>
Variation to budget relates to lower costs of over \$300,000 for RFS, SES and the Fire Brigade Service.				
<b>Net losses from disposal of assets</b>	–	–	–	∞ <b>F</b>

continued on next page ...

Page 30 of 79

Armidale Regional Council | Notes to the Financial Statements 30 June 2022

**B5-1 Material budget variations (continued)**

\$ '000	2022 Budget	2022 Actual	2022 ----- Variance -----	
<b>Statement of cash flows</b>				
<b>Cash flows from operating activities</b>	<b>55,837</b>	<b>49,917</b>	<b>(5,920)</b>	<b>(11)% U</b>
The unfavourable variance relates to the reduced capital grants as noted above and the higher material costs offset by the increased user charges associated with state government contracted roadwork revenue.				
<b>Cash flows from investing activities</b>	<b>(64,265)</b>	<b>(54,237)</b>	<b>10,028</b>	<b>(16)% F</b>
The favourable variance reflects a lower than forecast progression of some capital projects due to a range of factors including additional storm and flood damage impacting planned works.				
<b>Cash flows from financing activities</b>	<b>6,782</b>	<b>2,676</b>	<b>(4,106)</b>	<b>(61)% U</b>
The unfavourable variance relates to the decision to only borrow for the Puddledock pipeline and not draw funds for some of the Dumaresq Dam remediation works.				

DRAFT

**C Financial position****C1 Assets we manage****C1-1 Cash and cash equivalents**

	2022 \$ '000	2021 \$ '000
<b>Cash assets</b>		
Cash on hand and at bank	20,283	21,927
<b>Total cash and cash equivalents</b>	<b>20,283</b>	<b>21,927</b>

**Reconciliation of cash and cash equivalents**

Total cash and cash equivalents per Statement of Financial Position	20,283	21,927
<b>Balance as per the Statement of Cash Flows</b>	<b>20,283</b>	<b>21,927</b>

**Accounting policy**

For Statement of Cash Flow presentation purposes, cash and cash equivalents include: cash on hand; deposits held at call with financial institutions; other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value; and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities on the Statement of Financial Position.

**C1-2 Financial investments**

	2022 Current \$ '000	2022 Non-current \$ '000	2021 Current \$ '000	2021 Non-current \$ '000
<b>Debt securities at amortised cost</b>				
Medium term deposits	85,987	–	59,379	–
<b>Total</b>	<b>85,987</b>	<b>–</b>	<b>59,379</b>	<b>–</b>
<b>Total financial investments</b>	<b>85,987</b>	<b>–</b>	<b>59,379</b>	<b>–</b>
<b>Total cash assets, cash equivalents and investments</b>	<b>106,270</b>	<b>–</b>	<b>81,306</b>	<b>–</b>

**Accounting policy**

Financial instruments are recognised initially on the date that the Council becomes party to the contractual provisions of the instrument.

On initial recognition, all financial instruments are measured at fair value plus transaction costs (except for instruments measured at fair value through profit or loss where transaction costs are expensed as incurred).

**Financial assets**

All recognised financial assets are subsequently measured in their entirety at either amortised cost or fair value, depending on the classification of the financial assets.

**Classification**

On initial recognition, Council classifies its financial assets into the following categories – those measured at:

- amortised cost
- fair value through profit and loss (FVTPL)
- fair value through other comprehensive income – equity instrument (FVOCI-equity)

Financial assets are not reclassified subsequent to their initial recognition.

**Amortised cost**

Assets measured at amortised cost are financial assets where:

- the business model is to hold assets to collect contractual cash flows, and

continued on next page ...

Page 32 of 79

## C1-2 Financial investments (continued)

- the contractual terms give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding.

Council's financial assets measured at amortised cost, comprise trade and other receivables, term deposits and cash and cash equivalents in the Statement of Financial Position. Term Deposits (with maturities of less than 365 days) and the NSW Government T-Corp Investment Management Funds (Cash Fund and Short Term Income Fund) are considered to have a short - medium term investment horizon.

Subsequent to initial recognition, these assets are carried at amortised cost using the effective interest rate method less provision for impairment.

Interest income, impairment and gains or loss on de-recognition are recognised in profit or loss.

## C1-3 Restricted and allocated cash, cash equivalents and investments

	2022 \$ '000	2021 \$ '000
(a) Externally restricted cash, cash equivalents and investments		
<b>Total cash, cash equivalents and investments</b>	<b>106,270</b>	<b>81,306</b>
Less: Externally restricted cash, cash equivalents and investments	(79,095)	(61,086)
<b>Cash, cash equivalents and investments not subject to external restrictions</b>	<b>27,175</b>	<b>20,220</b>
<b>External restrictions</b>		
<b>External restrictions – included in liabilities</b>		
External restrictions included in cash, cash equivalents and investments above comprise:		
Specific purpose unexpended loans – general	2,102	2,228
NIRW grant from EPA	351	726
Specific purpose unexpended grants – general fund	11,794	6,852
<b>External restrictions – included in liabilities</b>	<b>14,247</b>	<b>9,806</b>
<b>External restrictions – other</b>		
External restrictions included in cash, cash equivalents and investments above comprise:		
Developer contributions – general	3,968	3,253
Developer contributions – water fund	3,542	2,871
Developer contributions – sewer fund	2,734	2,258
Transport for NSW contributions	478	154
Specific purpose unexpended grants (recognised as revenue) – general fund	3,145	1,058
Water fund	25,468	20,375
Sewer fund	20,416	17,253
Domestic waste management	3,514	2,377
Deposits, Retentions & Bonds	1,528	1,492
Other Contributions	55	189
<b>External restrictions – other</b>	<b>64,848</b>	<b>51,280</b>
<b>Total external restrictions</b>	<b>79,095</b>	<b>61,086</b>

Cash, cash equivalents and investments subject to external restrictions are those which are only available for specific use by Council due to a restriction placed by legislation or third-party contractual agreement.

continued on next page ...

Page 33 of 79

Armidale Regional Council | Notes to the Financial Statements 30 June 2022

**C1-3 Restricted and allocated cash, cash equivalents and investments (continued)**

	2022 \$ '000	2021 \$ '000
--	-----------------	-----------------

**(b) Internal allocations****Cash, cash equivalents and investments not subject to external restrictions**

	27,175	20,220
--	--------	--------

Less: Internally restricted cash, cash equivalents and investments

	(21,394)	(16,813)
--	----------	----------

**Unrestricted and unallocated cash, cash equivalents and investments**

	5,781	3,407
--	-------	-------

**Internal allocations**

At 30 June, Council has internally allocated funds to the following:

Plant and vehicle replacement	3,073	2,302
Infrastructure replacement	4,713	5,349
Employees leave entitlement	3,735	3,904
Carry over works	1,036	1,400
Economic Development	2,468	1,131
Waste Management, Landfill & Quarry Rehabilitation	2,966	1,380
Performance Improvement Initiatives	1,219	374
Natural Disasters	700	700
Technology Strategy	594	-
Other	890	273
<b>Total internal allocations</b>	<b>21,394</b>	<b>16,813</b>

Cash, cash equivalents and investments not subject to external restrictions may be internally allocated by resolution or policy of the elected Council.

Armidale Regional Council | Notes to the Financial Statements 30 June 2022

## C1-4 Receivables

	2022 Current \$ '000	2022 Non-current \$ '000	2021 Current \$ '000	2021 Non-current \$ '000
Rates and annual charges	2,145	–	1,945	–
Interest and extra charges	166	–	166	–
User charges and fees	2,138	–	3,060	–
Private works	148	–	2,707	–
Accrued revenues				
– Interest on investments	263	–	241	–
– TfNSW Roads Maintenance Council Contract (RMCC) income accruals	6,014	–	–	–
Deferred debtors	–	261	–	284
Government grants and subsidies	1,050	–	2,620	–
Net GST receivable	1,326	–	815	–
Other debtors	852	–	195	–
<b>Total</b>	<b>14,102</b>	<b>261</b>	<b>11,749</b>	<b>284</b>
<b>Less: provision for impairment</b>				
Rates and annual charges	(300)	–	(258)	–
User charges and fees	(257)	–	(291)	–
<b>Total provision for impairment – receivables</b>	<b>(557)</b>	<b>–</b>	<b>(549)</b>	<b>–</b>
<b>Total net receivables</b>	<b>13,545</b>	<b>261</b>	<b>11,200</b>	<b>284</b>

	2022 \$ '000	2021 \$ '000
<b>Movement in provision for impairment of receivables</b>		
Balance at the beginning of the year (calculated in accordance with AASB 139)	549	392
Less Debts written off during the year	(22)	(191)
Add additional provision for impairment in the current year	30	348
<b>Balance at the end of the year</b>	<b>557</b>	<b>549</b>

## Accounting policy

Receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less provision for impairment. Receivables are generally due for settlement within 30 days.

## Impairment

Impairment of financial assets measured at amortised cost is recognised on an expected credit loss (ECL) basis.

When estimating ECL, Council considers reasonable and supportable information that is relevant and available without undue cost or effort. This includes both quantitative and qualitative information and analysis based on Council's historical experience and informed credit assessment, and including forward-looking information.

Council uses the simplified approach for trade receivables where the expected lifetime credit losses are recognised on day 1.

When considering the ECL for rates and annual charges debtors, Council takes into account that unpaid rates represent a charge against the rateable property that will be recovered when the property is next sold.

Credit losses are measured at the present value of the difference between the cash flows due to the entity in accordance with the contract, and the cash flows expected to be received. This is applied using a probability weighted approach.

Council writes off a receivable when there is information indicating that the debtor is in severe financial difficulty and there is no realistic prospect of recovery, e.g. when the debtor has been placed under liquidation or has entered into bankruptcy proceedings. None of the receivables that have been written off are subject to enforcement activity.

Where Council renegotiates the terms of receivables due from certain customers, the new expected cash flows are discounted at the original effective interest rate and any resulting difference to the carrying value is recognised in profit or loss.



Armidale Regional Council | Notes to the Financial Statements 30 June 2022

## C1-5 Inventories

		2022 Current \$ '000	2022 Non-current \$ '000	2021 Current \$ '000	2021 Non-current \$ '000
	Notes				
<b>(i) Inventories at cost</b>					
Real estate for resale	(a)	1,091	1,147	1,071	1,013
Stores and materials		600	–	561	–
Cattle stock		941	–	603	–
<b>Total inventories</b>		<b>2,632</b>	<b>1,147</b>	<b>2,235</b>	<b>1,013</b>

		2022 Current \$ '000	2022 Non-current \$ '000	2021 Current \$ '000	2021 Non-current \$ '000
	Notes				
<b>(a) Details of real estate for resale</b>					
Residential Land		66	74	–	194
Airport Business Park Development		1,025	1,073	1,071	819
<b>Total real estate for resale</b>		<b>1,091</b>	<b>1,147</b>	<b>1,071</b>	<b>1,013</b>

Real estate assets at beginning of the year		1,071	1,013	–	–
- Add Capitalised holding costs		–	313	–	–
- Transfer between current/non-current		179	(179)	(623)	194
- Less WDV of assets disposed	B4-1	(158)	–	–	–
- Disposals		–	–	–	–
- Purchases and other costs		1	–	(820)	819
<b>Total real estate for resale</b>		<b>1,091</b>	<b>1,147</b>	<b>1,071</b>	<b>1,013</b>

**Accounting policy****Raw materials and stores, work in progress and finished goods**

Raw materials and stores, work in progress and finished goods are stated at the lower of cost and net realisable value. Costs are assigned to individual items of inventory on the basis of weighted average costs. Costs of purchased inventory are determined after deducting rebates and discounts. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**Land held for resale**

Land held for resale is stated at the lower of cost and net realisable value. Cost is assigned by specific identification and includes the cost of acquisition, and development and borrowing costs during development. When development is completed, borrowing costs and other holding charges are expensed as incurred.

No borrowings have been taken out for this development.

## C1-6 Contract assets and Contract cost assets

	2022 Current \$ '000	2021 Current \$ '000
Contract assets	1,611	3,338
<b>Total contract assets and contract cost assets</b>	<b>1,611</b>	<b>3,338</b>

**Contract assets**

Contract Asset (AASB 15)	1,295	2,918
Accrued Income (AASB 1058)	316	420
<b>Total contract assets</b>	<b>1,611</b>	<b>3,338</b>

continued on next page ...

Page 36 of 79

## C1-6 Contract assets and Contract cost assets (continued)

**Significant changes in contract assets**

The increase in AASB15 Contract Assets relates to accrued revenue recognised at 30 June 2022 for the TfNSW Roads Maintenance Council Contract compared with last year. The decrease in AASB1058 Contract Assets relates to accrued revenue recognised for the Airport Airside Works project in the prior period.

**Accounting policy****Contract assets**

Contract assets represent Council's right to payment in exchange for goods or services the Council has transferred to a customer when that right is conditional on something other than the passage of time.

Contract assets arise when the amounts billed to customers are based on the achievement of various milestones established in the contract and therefore the amounts recognised as revenue in a given period do not necessarily coincide with the amounts billed to or certified by the customer. Once an invoice or payment claim is raised or the relevant milestone is reached, Council recognises a receivable.

Impairment of contract assets is assessed using the simplified expected credit loss model where lifetime credit losses are recognised on initial recognition.

## C1-7 Non-current assets classified as held for sale

	2022 Current \$ '000	2022 Non-current \$ '000	2021 Current \$ '000	2021 Non-current \$ '000
Land & Buildings	—	—	—	612
<b>Total non-current assets classified as held for sale</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>612</b>

**Details of assets and disposal groups**

At 30 June 2021, "The Croft" property and associated land and buildings, adjacent to the Airport Business Park Development, were available for sale. The property failed to sell and was returned to their respective asset categories at 30 June 2022. The property was recorded at cost, as representative of lower of cost and net market value and depreciation ceased during the period of marketing.

**Reconciliation of non-current assets 'held for sale'**

	2022 Assets 'held for sale' \$ '000	2021 Assets 'held for sale' \$ '000
<b>Opening balance</b>	<b>612</b>	1,359
Add Land & Buildings transferred from Operational Land & Building category	—	612
Less Transfer to Inventories - Real estate for resale	—	(464)
Less Properties Sold	—	(895)
<b>Balance still unsold after 12 months:</b>	<b>612</b>	<b>612</b>
Less: assets no longer classified as held for sale	(612)	—
<b>Closing balance of held for sale non-current assets and operations</b>	<b>—</b>	<b>612</b>

**Accounting policy**

Non-current assets (or disposal groups) are classified as held for sale if their carrying amount will be recovered principally through a sale transaction rather than through continued use and are measured at the lower of their carrying amount and fair value less costs to sell.

Non-current assets (including those that are part of a disposal group) are not depreciated or amortised while they are classified as held for sale.

Armidale Regional Council | Notes to the Financial Statements 30 June 2022

## C1-8 Infrastructure, property, plant and equipment

By aggregated asset class	At 1 July 2021			Asset movements during the reporting period								At 30 June 2022		
	Gross carrying amount \$ '000	Accumulated depreciation and impairment \$ '000	Net carrying amount \$ '000	Additions renewals <sup>1</sup> \$ '000	Additions new assets \$ '000	Carrying value of disposals \$ '000	Depreciation expense \$ '000	Impairment loss / revaluation decrements (recognised in P/L) \$ '000	Adjustments and transfers \$ '000	Tfns from/(to) real estate assets for sale and inventory \$ '000	Revaluation increments to equity (ARR) \$ '000	Gross carrying amount \$ '000	Accumulated depreciation and impairment \$ '000	Net carrying amount \$ '000
Capital work in progress	23,053	–	23,053	–	8,726	(291)	–	(1,544)	407	–	–	30,351	–	30,351
Plant and equipment	24,018	(13,159)	10,859	153	804	(267)	(1,187)	–	2,345	–	–	31,536	(18,829)	12,707
Office equipment	5,235	(5,111)	124	–	–	–	(53)	–	5	–	–	5,235	(5,159)	76
<b>Land:</b>														
– Operational land	25,149	–	25,149	–	–	(187)	–	–	(5)	213	3,574	28,744	–	28,744
– Community land	27,108	–	27,108	–	–	–	–	–	–	–	3,849	30,957	–	30,957
– Land under roads (post 30/6/08)	725	–	725	–	–	–	–	–	–	–	125	850	–	850
<b>Infrastructure:</b>														
– Buildings	118,233	(59,616)	58,617	1,153	790	(11)	(2,934)	–	59	399	3,576	126,001	(64,352)	61,649
– Other structures	13,048	(4,423)	8,625	9,871	37	(10)	(130)	–	–	–	526	23,684	(4,765)	18,919
– Roads	251,171	(48,968)	202,203	3,291	493	–	(5,663)	(169)	3	–	15,630	274,372	(58,584)	215,788
– Bridges	49,547	(16,378)	33,169	–	2,221	(56)	(622)	–	–	–	2,564	55,484	(18,208)	37,276
– Footpaths	12,200	(4,075)	8,125	4	–	–	(285)	–	–	–	628	13,147	(4,675)	8,472
– Bulk earthworks (non-depreciable)	143,127	–	143,127	–	–	–	–	(213)	(1)	–	11,064	153,977	–	153,977
– Stormwater drainage	172,756	(54,098)	118,658	–	–	–	(2,076)	–	(1)	–	9,172	186,109	(60,356)	125,753
– Water supply network	244,289	(82,302)	161,987	1,466	493	–	(3,432)	–	–	–	9,282	260,672	(90,876)	169,796
– Sewerage network	140,477	(40,691)	99,786	86	98	–	(1,620)	–	(2)	–	5,718	149,088	(45,022)	104,066
– Airport infrastructure	15,108	(2,941)	12,167	–	392	–	(579)	–	1	–	742	16,422	(3,699)	12,723
<b>Other assets:</b>														
– Heritage collections	130	(87)	43	–	–	–	(9)	–	1	–	3	138	(100)	38
– Artworks	112	(1)	111	–	–	(111)	–	–	–	–	–	–	–	–
– Other	30,996	(6,985)	24,011	306	74	–	(1,021)	–	(1)	–	1,465	33,266	(8,432)	24,834
<b>Reinstatement, rehabilitation and restoration assets (refer Note C3-5):</b>														
– Landfill & quarry assets	13,767	(5,662)	8,105	–	–	–	(1,530)	–	(2,264)	–	–	11,504	(7,193)	4,311
<b>Total infrastructure, property, plant and equipment</b>	<b>1,310,249</b>	<b>(344,497)</b>	<b>965,752</b>	<b>16,330</b>	<b>14,128</b>	<b>(933)</b>	<b>(21,141)</b>	<b>(1,926)</b>	<b>547</b>	<b>612</b>	<b>67,918</b>	<b>1,431,537</b>	<b>(390,250)</b>	<b>1,041,287</b>

(1) Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

continued on next page ...

Page 38 of 79

Armidale Regional Council | Notes to the Financial Statements 30 June 2022

## C1-8 Infrastructure, property, plant and equipment (continued)

By aggregated asset class	At 1 July 2020			Asset movements during the reporting period									At 30 June 2021 <sup>2</sup>		
	Gross carrying amount <sup>2</sup> \$ '000	Accumulated depreciation and impairment <sup>2</sup> \$ '000	Net carrying amount \$ '000	Additions renewals <sup>1</sup> \$ '000	Additions new assets \$ '000	Carrying value of disposals \$ '000	Depreciation expense \$ '000	Impairment loss / revaluation decrements (recognised in P/L) \$ '000	Adjustments and transfers \$ '000	Tfns from/(to) real estate assets (Note C1-5) \$ '000	Revaluation decrements to equity (ARR) \$ '000	Revaluation increments to equity (ARR) \$ '000	Gross carrying amount <sup>2</sup> \$ '000	Accumulated depreciation and impairment <sup>2</sup> \$ '000	Net carrying amount <sup>2</sup> \$ '000
Capital work in progress	21,741	–	21,741	–	6,422	(65)	–	(1,461)	1	(1,870)	–	–	23,053	–	23,053
Plant and equipment	24,074	(12,645)	11,429	–	3,173	(684)	(2,015)	–	15	–	–	–	24,018	(13,159)	10,859
Office equipment	5,235	(5,044)	191	–	–	–	(83)	–	16	–	–	–	5,235	(5,111)	124
<b>Land:</b>															
– Operational land	24,962	–	24,962	–	30	(150)	–	–	39	(245)	–	513	25,149	–	25,149
– Community land	27,516	–	27,516	–	–	–	–	–	227	–	(635)	–	27,108	–	27,108
– Land under roads (post 30/6/08)	657	–	657	–	–	–	–	–	1	–	–	67	725	–	725
<b>Infrastructure:</b>															
– Buildings	118,483	(56,723)	61,760	544	19	(85)	(3,194)	–	(28)	(399)	–	–	118,233	(59,616)	58,617
– Other structures	10,878	(4,270)	6,608	278	1,892	–	(153)	–	–	–	–	–	13,048	(4,423)	8,625
– Roads <sup>2</sup>	225,440	(68,482)	156,958	70	4,662	–	(4,165)	(27)	(1)	–	–	44,706	251,171	(48,968)	202,203
– Bridges <sup>2</sup>	55,217	(20,274)	34,943	121	729	(1,634)	(681)	–	(8,636)	–	–	8,327	49,547	(16,378)	33,169
– Footpaths	14,219	(6,872)	7,347	–	109	–	(258)	–	–	–	–	927	12,200	(4,075)	8,125
– Bulk earthworks (non-depreciable)	142,100	–	142,100	–	–	–	–	(443)	1	–	–	1,469	143,127	–	143,127
– Stormwater drainage <sup>2</sup>	139,866	(48,348)	91,518	–	1,218	–	(646)	–	8,638	–	–	17,930	172,756	(54,098)	118,658
– Water supply network	241,378	(78,110)	163,268	65	574	–	(3,422)	–	–	–	–	1,502	244,289	(82,302)	161,987
– Sewerage network	136,138	(38,197)	97,941	2,535	521	–	(2,112)	–	–	–	–	901	140,477	(40,691)	99,786
– Airport infrastructure	9,545	(2,568)	6,977	–	5,563	–	(373)	–	–	–	–	–	15,108	(2,941)	12,167
<b>Other assets:</b>															
– Heritage collections	130	(78)	52	–	–	–	(9)	–	–	–	–	–	130	(87)	43
– Artworks	112	–	112	–	–	–	–	–	(1)	–	–	–	112	(1)	111
– Other	30,174	(5,919)	24,255	342	480	–	(1,065)	–	(1)	–	–	–	30,996	(6,985)	24,011
<b>Reinstatement, rehabilitation and restoration assets (refer Note C3-5):</b>															
– Landfill & Quarry assets	23,343	(4,042)	19,301	–	–	–	(1,620)	–	(9,576)	–	–	–	13,767	(5,662)	8,105
<b>Total infrastructure, property, plant and equipment <sup>2</sup></b>	<b>1,251,208</b>	<b>(351,572)</b>	<b>899,636</b>	<b>3,955</b>	<b>25,392</b>	<b>(2,618)</b>	<b>(19,796)</b>	<b>(1,931)</b>	<b>(9,305)</b>	<b>(2,514)</b>	<b>(635)</b>	<b>76,342</b>	<b>1,310,249</b>	<b>(344,497)</b>	<b>965,752</b>

(1) Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

(2) Comparative disclosures at 30 June 2020 were restated - Refer to Note G4-1 of the 30 June 2021 Financial Statements.

continued on next page ...

Page 39 of 79

## C1-8 Infrastructure, property, plant and equipment (continued)

### Accounting policy

#### Initial recognition of infrastructure, property, plant and equipment (IPPE)

IPPE is measured initially at cost. Cost includes the fair value of the consideration given to acquire the asset (net of discounts and rebates) and any directly attributable cost of bringing the asset to working condition for its intended use (inclusive of import duties and taxes).

When infrastructure, property, plant and equipment is acquired by Council at significantly below fair value, the assets are initially recognised at their fair value at acquisition date.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to Council and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the Income Statement during the financial period in which they are incurred.

#### Useful lives of IPPE

Land is not depreciated. Depreciation on other assets is calculated using the straight-line method to allocate their cost, net of their residual values, over their estimated useful lives as follows:

Plant and equipment	Years	Other equipment	Years
Office equipment	5 to 10	Playground equipment	5 to 15
Office furniture	10 to 20	Benches, seats etc.	10 to 20
Computer equipment	4		
Vehicles	5 to 8	<b>Buildings</b>	
Heavy plant/road making equipment	5 to 20	Buildings: masonry	50 to 100
Other plant and equipment	5 to 20	Buildings: other	20 to 40
<b>Water and sewer assets</b>		<b>Stormwater assets</b>	
Dams and reservoirs	80 to 100	Drains	80 to 100
Bores	20 to 40	Culverts	50 to 80
Reticulation pipes: PVC	70 to 80	Flood control structures	80 to 100
Reticulation pipes: other	25 to 75		
Pumps and telemetry	15 to 20		
<b>Transportation assets</b>		<b>Other infrastructure assets</b>	
Sealed roads: surface	20	Bulk earthworks	Infinite
Sealed roads: structure	50	Swimming pools	50
Unsealed roads	20	Other open space/recreational assets	20
Bridge: concrete	100	Other infrastructure	20
Bridge: other	50		
Road pavements	60		
Kerb, gutter and footpaths	40		

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each reporting date.

#### Revaluation model

Infrastructure, property, plant and equipment are held at fair value. Comprehensive valuations are performed at least every 5 years, however the carrying amount of assets is assessed by Council at each reporting date to confirm that it is not materially different from current fair value.

Water and sewerage network assets are indexed at each reporting period in accordance with the Rates Reference Manual issued by Department of Planning, Industry and Environment – Water.

Increases in the carrying amounts arising on revaluation are credited to the IPPE revaluation reserve. To the extent that the increase reverses a decrease previously recognising profit or loss relating to that asset class, the increase is first recognised as profit or loss. Decreases that reverse previous increases of assets in the same class are first charged against IPPE revaluation reserve to the extent of the remaining reserve attributable to the class; all other decreases are charged to the Income Statement.

continued on next page ...

Page 40 of 79



## C1-8 Infrastructure, property, plant and equipment (continued)

---

### Land under roads

Land under roads is land under roadways and road reserves including land under footpaths, nature strips and median strips.

Council has elected not to recognise land under roads acquired before 1 July 2008. Land under roads acquired after 1 July 2008 is recognised in accordance with the IPPE accounting policy.

### Crown reserves

Crown reserves under Council's care and control are recognised as assets of the Council. While ownership of the reserves remains with the Crown, Council retains operational control of the reserves and is responsible for their maintenance and use in accordance with the specific purposes to which the reserves are dedicated. Where the Crown reserves are under a lease arrangement they are accounted for under AASB 16 Leases, refer to Note C2-1.

Improvements on Crown reserves are also recorded as assets, while maintenance costs incurred by Council and revenues relating to the reserves are recognised within Council's Income Statement.

### Rural Fire Service assets

Under Section 119 of the *Rural Fire Services Act 1997 (NSW)*, "all firefighting equipment purchased or constructed wholly or from money to the credit of the Fund is to be vested in the council of the area for or on behalf of which the firefighting equipment has been purchased or constructed".

For the year ended 30 June 2022, Council amended its accounting policy and recognised the Rural Fire Service fleet assets as assets of the Council in these financial statements.

## Infrastructure, property, plant and equipment – current year impairments

---

Council has recognised impairment losses on certain Infrastructure, Property, Plant and Equipment during the reporting period, as disclosed in Note B3-4.



## C2 Leasing activities

### C2-1 Council as a lessee

Council has leases over a range of assets including land and buildings, and some office equipment. Information relating to the leases in place and associated balances and transactions is provided below.

#### Terms and conditions of leases

##### Buildings

Council leases land and buildings as part of access arrangements and for the provision of services. The leases are generally between 2 to 99 years and some include a renewal option to allow Council to renew the lease. The leases contain an annual pricing mechanism based on either fixed increases or CPI movements at each anniversary of the lease inception.

##### Office and IT equipment

Leases for office and IT equipment are generally for low value assets, except for significant items such as photocopiers. A new photocopier lease commenced 1st October 2021 for a three year period.

#### (a) Right of use assets

	Photocopier \$ '000	Various Other Property, Plant & Equipment \$ '000	Total \$ '000
<b>2022</b>			
Opening balance at 1 July	–	240	240
Additions to right-of-use assets	272	95	367
Depreciation charge	(70)	(56)	(126)
Other movement	–	51	51
<b>Balance at 30 June</b>	<b>202</b>	<b>330</b>	<b>532</b>
<b>2021</b>			
Opening balance at 1 July	–	279	279
Depreciation charge	–	(39)	(39)
<b>Balance at 30 June</b>	<b>–</b>	<b>240</b>	<b>240</b>

#### (b) Lease liabilities

	2022 Current \$ '000	2022 Non-current \$ '000	2021 Current \$ '000	2021 Non-current \$ '000
Lease liabilities	143	450	27	241
<b>Total lease liabilities</b>	<b>143</b>	<b>450</b>	<b>27</b>	<b>241</b>

continued on next page ...

Page 42 of 79

## C2-1 Council as a lessee (continued)

## (i) Maturity analysis

The maturity analysis of lease liabilities based on contractual undiscounted cash flows is shown in the table below:

	< 1 year \$ '000	1 – 5 years \$ '000	> 5 years \$ '000	Total \$ '000	Total per Statement of Financial Position \$ '000
<b>2022</b>					
Cash flows	150	109	759	1,018	593
<b>2021</b>					
Cash flows	27	74	730	831	268

## (c) Income Statement

The amounts recognised in the Income Statement relating to leases where Council is a lessee are shown below:

	2022 \$ '000	2021 \$ '000
Interest on lease liabilities	32	16
Depreciation of right of use assets	126	39
	<b>158</b>	<b>55</b>

## (d) Statement of Cash Flows

Total cash outflow for leases	150	28
	<b>150</b>	<b>28</b>

## (e) Leases at significantly below market value – concessionary / peppercorn leases

Council has a number of leases at significantly below market for land and buildings which are used for:

- community services
- historical purposes

The leases are generally between 3 and 5 years and require payments of a maximum amount of \$1,000 per year. The use of the right-to-use asset is restricted by the lessors to specified community services and other purposes which Council either facilitates or provides, these services are detailed in the leases.

Council does not believe that any of the leases in place are individually material from a statement of financial position or performance perspective.

## Accounting policy

At inception of a contract, Council assesses whether a lease exists – i.e. does the contract convey the right to control the use of an identified asset for a period of time in exchange for consideration?

Council has elected not to separate non-lease components from lease components for any class of asset and has accounted for payments as a single component.

At the lease commencement, Council recognises a right-of-use asset and associated lease liability for the lease term. The lease term includes extension periods where Council believes it is reasonably certain that the option will be exercised.

The right-of-use asset is measured using the cost model where cost on initial recognition comprises: the lease liability, initial direct costs, prepaid lease payments, estimated cost of removal and restoration, less any lease incentives received. The right-

continued on next page ...

Page 43 of 79

## C2-1 Council as a lessee (continued)

of-use asset is depreciated over the lease term on a straight-line basis and assessed for impairment in accordance with the impairment of asset accounting policy.

The lease liability is initially recognised at the present value of the remaining lease payments at the commencement of the lease. The discount rate is the rate implicit in the lease, however where this cannot be readily determined then the Council's incremental borrowing rate for a similar term with similar security is used.

Subsequent to initial recognition, the lease liability is measured at amortised cost using the effective interest rate method. The lease liability is re-measured when there is a lease modification, or change in estimate of the lease term or index upon which the lease payments are based (e.g. CPI).

Where the lease liability is re-measured, the right-of-use asset is adjusted to reflect the re-measurement.

### Exceptions to lease accounting

Council has applied the exceptions to lease accounting for both short-term leases (i.e. leases with a term of less than or equal to 12 months) and leases of low-value assets. Council recognises the payments associated with these leases as an expense on a straight-line basis over the lease term.

### Leases at significantly below market value / Concessionary leases

Council has elected to measure the right of use asset arising from the concessionary leases at cost which is based on the associated lease liability at initial recognition.

## C2-2 Council as a lessor

### Operating leases

	2022 \$ '000	2021 \$ '000
--	-----------------	-----------------

#### (i) Assets held as property, plant and equipment

Council provides operating leases on Council buildings for the purpose of achieving improved community service provision outcomes, the amounts below relate to operating leases on assets disclosed in C1-8.

Lease income (excluding variable lease payments not dependent on an index or rate)	794	726
<b>Total income relating to operating leases for Council assets</b>	<b>794</b>	<b>726</b>

#### (ii) Maturity analysis of undiscounted lease payments to be received after reporting date for all operating leases:

Maturity analysis of future lease income receivable showing the undiscounted lease payments to be received after reporting date for operating leases:

< 1 year	663	683
1–2 years	221	645
2–3 years	199	213
3–4 years	183	191
4–5 years	145	175
> 5 years	2,654	2,345
<b>Total undiscounted lease payments to be received</b>	<b>4,065</b>	<b>4,252</b>

### Accounting policy

When Council is a lessor, the lease is classified as either an operating or finance lease at inception date, based on whether substantially all of the risks and rewards incidental to ownership of the asset have been transferred to the lessee. If the risks and rewards have been transferred then the lease is classified as a finance lease, otherwise it is an operating lease.

continued on next page ...

Page 44 of 79

## C2-2 Council as a lessor (continued)

When Council has a sub-lease over an asset and is the intermediate lessor then the head lease and sub-lease are accounted for separately. The classification of the sub-lease is based on the right-of-use asset which arises from the head lease rather than the useful life of the underlying asset.

If the lease contains lease and non-lease components, the non-lease components are accounted for in accordance with AASB 15 *Revenue from Contracts with Customers*.

The lease income is recognised on a straight-line basis over the lease term for an operating lease and as finance income using amortised cost basis for finance leases.

## C3 Liabilities of Council

### C3-1 Payables

	2022 Current \$ '000	2022 Non-current \$ '000	2021 Current \$ '000	2021 Non-current \$ '000
Goods and services – operating expenditure	3,615	–	4,453	–
Accrued expenses:				
– Borrowings	133	–	109	–
– Salaries and wages	843	–	653	–
– Contractors	2,388	–	261	–
– Other expenditure accruals	1,485	–	400	–
Security bonds, deposits and retentions	93	–	40	–
NIRW grant from EPA	351	–	726	–
Trust	1,435	–	1,455	–
Prepaid rates	757	–	941	–
<b>Total payables</b>	<b>11,100</b>	<b>–</b>	<b>9,038</b>	<b>–</b>

#### Accounting policy

Council measures all financial liabilities initially at fair value less transaction costs, subsequently financial liabilities are measured at amortised cost using the effective interest rate method.

Payables represent liabilities for goods and services provided to Council prior to the end of financial year that are unpaid. The amounts are unsecured and are usually paid within 30 days of recognition.

Armidale Regional Council | Notes to the Financial Statements 30 June 2022

## C3-2 Contract Liabilities

		2022 Current \$ '000	2022 Non-current \$ '000	2021 Current \$ '000	2021 Non-current \$ '000
	Notes				
<b>Grants and contributions received in advance:</b>					
Unexpended capital grants (to construct Council controlled assets)	(i)	8,593	—	3,946	—
Unexpended operating grants (received prior to performance obligation being satisfied)	(ii)	1,119	—	2,717	—
Unexpended operating grants	(i)	2,027	—	—	—
Unexpended operating contributions (received prior to performance obligation being satisfied)	(ii)	55	—	189	—
<b>Total grants received in advance</b>		<b>11,794</b>	<b>—</b>	<b>6,852</b>	<b>—</b>
<b>Total contract liabilities</b>		<b>11,794</b>	<b>—</b>	<b>6,852</b>	<b>—</b>

**Notes**

(i) Council has received funding to construct assets including sporting facilities, bridges, library and other infrastructure. The funds received are under an enforceable contract which require Council to construct an identified asset which will be under Council's control on completion. The revenue is recognised as Council constructs the asset and the contract liability reflects the funding received which cannot yet be recognised as revenue. The revenue is expected to be recognised in the next 12 months.

(ii) The contract liability relates to grants received prior to the revenue recognition criteria in AASB 15 and AASB 1058 being satisfied since the performance obligations are ongoing.

**Revenue recognised that was included in the contract liability balance at the beginning of the period**

	2022 \$ '000	2021 \$ '000
<b>Grants and contributions received in advance:</b>		
Capital grants (to construct Council controlled assets)	3,946	2,312
Operating grants (received prior to performance obligation being satisfied)	1,598	2,232
Operating contributions (received prior to performance obligation being satisfied)	134	63
<b>Total revenue recognised that was included in the contract liability balance at the beginning of the period</b>	<b>5,678</b>	<b>4,607</b>

**Significant changes in contract liabilities**

The increase in unexpended operating grants predominantly relates to additional grant funding received but not yet expended during the reporting period and the associated recognition of revenue.

**Accounting policy**

Contract liabilities are recorded when consideration is received from a customer / fund provider prior to Council transferring a good or service to the customer, Council presents the funds which exceed revenue recognised as a contract liability.

## C3-3 Borrowings

	2022 Current \$ '000	2022 Non-current \$ '000	2021 Current \$ '000	2021 Non-current \$ '000
Loans – secured <sup>1</sup>	3,169	20,532	2,988	17,944
<b>Total borrowings</b>	<b>3,169</b>	<b>20,532</b>	<b>2,988</b>	<b>17,944</b>

(1) Loans are secured over the general rating income of Council.

continued on next page ...

Page 46 of 79

Armidale Regional Council | Notes to the Financial Statements 30 June 2022

## C3-3 Borrowings (continued)

(1) Disclosures of liability interest rate risk exposures, fair value disclosures and security can be found in Note E.

## (a) Changes in liabilities arising from financing activities

	2021		Non-cash movements				2022
	Opening Balance \$ '000	Cash flows \$ '000	Acquisition \$ '000	Fair value changes \$ '000	Acquisition due to change in accounting policy \$ '000	Other non-cash movement \$ '000	Closing balance \$ '000
Loans – secured	20,932	(3,001)	5,770	–	–	–	23,701
Lease liability (Note C2-1b)	268	(92)	417	–	–	–	593
<b>Total liabilities from financing activities</b>	<b>21,200</b>	<b>(3,093)</b>	<b>6,187</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>24,294</b>

	2020		Non-cash movements				2021
	Opening Balance \$ '000	Cash flows \$ '000	Acquisition \$ '000	Fair value changes \$ '000	Acquisition due to change in accounting policy \$ '000	Other non-cash movement \$ '000	Closing balance \$ '000
Loans – secured	23,777	(2,845)	–	–	–	–	20,932
Lease liability (Note C2-1b)	279	(11)	–	–	–	–	268
<b>Total liabilities from financing activities</b>	<b>24,056</b>	<b>(2,856)</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>–</b>	<b>21,200</b>

## (b) Financing arrangements

	2022 \$ '000	2021 \$ '000
<b>Total facilities</b>		
Bank overdraft facilities <sup>1</sup>	1,000	1,000
Credit cards/purchase cards	210	210
<b>Total financing arrangements</b>	<b>1,210</b>	<b>1,210</b>
<b>Drawn facilities</b>		
– Credit cards/purchase cards	3	22
<b>Total drawn financing arrangements</b>	<b>3</b>	<b>22</b>
<b>Undrawn facilities</b>		
– Bank overdraft facilities	1,000	1,000
– Credit cards/purchase cards	207	188
<b>Total undrawn financing arrangements</b>	<b>1,207</b>	<b>1,188</b>

## Additional financing arrangements information

## Breaches and defaults

During the current and prior year, there were no defaults or breaches of any of the loans.

## Security over loans

The general rating income of Council is provided as security for loans.

## Unused limits and facilities

Council has access to an unused overdraft with a limit of \$1,000,000.

(1) The bank overdraft facility may be drawn at any time and may be terminated by the bank without notice.

continued on next page ...

Page 47 of 79



### C3-3 Borrowings (continued)

#### Accounting policy

Council measures all financial liabilities initially at fair value less transaction costs, subsequently financial liabilities are measured at amortised cost using the effective interest rate method.

Fees paid on the establishment of loan facilities are recognised as transaction costs of the loan to the extent that it is probable that some or all of the facility will be drawn down.

Borrowings are removed from the Statement of Financial Position when the obligation specified in the contract is discharged, cancelled or expired. The difference between the carrying amount of a financial liability that has been extinguished or transferred to another party and the consideration paid, including any non-cash assets transferred or liabilities assumed, is recognised in other income or borrowing costs.

### C3-4 Employee benefit provisions

	2022 Current \$ '000	2022 Non-current \$ '000	2021 Current \$ '000	2021 Non-current \$ '000
Annual leave	2,225	–	2,120	–
Long service leave	4,367	432	4,846	350
Other leave – Accrued leave	157	–	187	–
<b>Total employee benefit provisions</b>	<b>6,749</b>	<b>432</b>	<b>7,153</b>	<b>350</b>

#### Current employee benefit provisions not anticipated to be settled within the next twelve months

	2022 \$ '000	2021 \$ '000
The following provisions, even though classified as current, are not expected to be settled in the next 12 months.		
Provisions – employees benefits	3,925	4,518
	<b>3,925</b>	<b>4,518</b>

#### Description of and movements in provisions

	ELE provisions			
	Annual leave \$ '000	Long service leave \$ '000	Other employee benefits \$ '000	Total \$ '000
<b>2022</b>				
At beginning of year	2,120	5,196	187	7,503
Leave Taken	(1,806)	(345)	(1,760)	(3,911)
Leave Accrued	1,911	(52)	1,730	3,589
<b>Total ELE provisions at end of year</b>	<b>2,225</b>	<b>4,799</b>	<b>157</b>	<b>7,181</b>
<b>2021</b>				
At beginning of year	2,247	5,293	172	7,712
Leave Taken	(1,671)	(612)	(1,564)	(3,847)
Leave Accrued	1,544	515	1,579	3,638
<b>Total ELE provisions at end of year</b>	<b>2,120</b>	<b>5,196</b>	<b>187</b>	<b>7,503</b>

#### Accounting policy

Employee benefit provisions are presented as current liabilities in the Statement of Financial Position if Council does not have an unconditional right to defer settlement for at least 12 months after the reporting date, regardless of when the actual settlement is expected to occur and therefore all annual leave and vested long service leave (or that which vests within 12 months) is presented as current.

continued on next page ...

Page 48 of 79

### C3-4 Employee benefit provisions (continued)

#### Short-term obligations

Liabilities for wages and salaries (including non-monetary benefits, annual leave and accumulating sick leave expected to be wholly settled within 12 months after the end of the period in which the employees render the related service) are recognised in respect of employees' services up to the end of the reporting period and are measured at the amounts expected to be paid when the liabilities are settled. The liability for annual leave and accumulating sick leave is recognised in the provision for employee benefits. All other short-term employee benefit obligations are presented as payables.

#### Other long-term employee benefit obligations

The liability for long-service leave and annual leave that is not expected to be wholly settled within 12 months after the end of the period in which the employees render the related service is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures, and periods of service. Expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

#### On-costs

The employee benefit provisions include the aggregate on-cost liabilities that will arise when payment of current employee benefits is made in future periods.

These amounts include superannuation, payroll tax and workers compensation expenses which will be payable upon the future payment of certain leave liabilities which employees are entitled to at the reporting period.

### C3-5 Provisions

	2022 Current \$ '000	2022 Non-Current \$ '000	2021 Current \$ '000	2021 Non-Current \$ '000
<b>Asset remediation/restoration:</b>				
Asset remediation/restoration (future works)	1,791	10,402	–	14,295
<b>Sub-total – asset remediation/restoration</b>	<b>1,791</b>	<b>10,402</b>	<b>–</b>	<b>14,295</b>
<b>Total provisions</b>	<b>1,791</b>	<b>10,402</b>	<b>–</b>	<b>14,295</b>

#### Description of and movements in provisions

	Other provisions	
	Asset remediation \$ '000	Total \$ '000
<b>2022</b>		
At beginning of year	14,295	14,295
Unwinding of discount	162	162
Reduction in Provision	(2,264)	(2,264)
Total other provisions at end of year	12,193	12,193
<b>2021</b>		
At beginning of year	23,604	23,604
<b>Changes to provision:</b>		
– Revised discount rate	(665)	(665)
Unwinding of discount	267	267
Rehabilitation performed	(90)	(90)
Reduction in Provision	(8,821)	(8,821)
Total other provisions at end of year	14,295	14,295

#### Nature and purpose of provisions

##### Landfill and Quarry remediation

continued on next page ...

Page 49 of 79

### C3-5 Provisions (continued)

Council has a legal and public obligation to make, restore, rehabilitate and reinstate council landfill sites and quarries in-line with relevant licencing agreements.

During the 2019/20 Financial year, Council made a significant adjustment to the provision to restore, rehabilitate and restate Council's landfill sites.

During the 2019/20 financial year, Council engaged an external consultant to visit Council's three (3) landfill sites (Long Swamp Road Landfill, the former Guyra Landfill and the new Waterfall Way Regional Landfill). The consultant provided updated rehabilitation costs for all three landfill sites and a rehabilitation model for Council to use to value the Rehabilitation provision in accordance with required Accounting Standards. The comprehensive model resulted in an increase in the Landfill Rehabilitation Provision from \$3.8 million at 30 June 2019 to \$22.4 million at 30 June 2020. The Long Swamp Road Landfill continues to accept landfill as an active landfill and includes transfer station operations. The Guyra Landfill is no longer an active landfill and only operates as a Transfer Station. The Waterfall Way Regional Landfill site was licensed by the EPA to accept landfill from 1 July 2020.

During the 2020/21 financial year, Council's Waste Engineer conducted a detailed review of costings in the Rehabilitation Model and determined savings in several input costs and capping procedures, while still retaining the EPA approved capping methodology. The identified savings amounted to approximately \$8.8 million for the year ended 30 June 2021.

Council notes that the phytocap method of rehabilitation is only in testing phase with a limited number of councils in NSW. The EPA have not yet provided approval for Council to use phytocap technology so a full capping methodology is applied in valuing the Landfill Rehabilitation Provision at 30 June 2022. Apart from the impact of inflation for the year ended 30 June 2022, no other significant amendments were made to the Landfill Rehabilitation Provision at 30 June 2022. The reduction of \$2.264m in the provision balance is due to the impact of increased interest rates on the discounted valuation model.

For Council's Quarry Rehabilitation Provision, during the 2019/20 financial year, Council performed an annual internal review of the provision and determined an additional \$1.0 million was required to rehabilitate the quarry sites. This resulted in a total Quarry Rehabilitation Provision of \$1.2 million at 30 June 2020. Apart from the impact of inflation on costs, no other changes were identified during the annual review of the Quarry Rehabilitation Provision at 30 June 2021 and 30 June 2022.

Any changes to these provisions will be reflected in future Financial Statements.

#### Accounting policy

Provisions are recognised when Council has a present legal or constructive obligation as a result of past events, it is probable that an outflow of resources will be required to settle the obligation, and the amount has been reliably estimated.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

Provisions are measured at the present value of management's best estimate of the expenditure required to settle the present obligation at the reporting date. The discount rate used to determine the present value reflects current market assessments of the time value of money and the risks specific to the liability. The increase in the provision due to the passage of time is recognised as a borrowing cost.

#### Provisions for close-down and restoration, and environmental clean-up costs – landfills and quarries

Close-down and restoration costs include the dismantling and demolition of infrastructure, and the removal of residual materials and remediation of disturbed areas. Estimated close-down and restoration costs are provided for in the accounting period when the obligation arising from the related disturbance occurs, whether this occurs during the development or during the operation phase, based on the net present value of estimated future costs. Provisions for close-down and restoration costs do not include any additional obligations which are expected to arise from future disturbance. The cost estimates are calculated annually during the life of the operation to reflect known developments, e.g. updated cost estimates and revisions to the estimated lives of operations, and are subject to formal review at regular intervals.

The ultimate cost of environmental remediation is uncertain and cost estimates can vary in response to many factors, including changes to the relevant legal requirements, the emergence of new restoration techniques, or experience at other locations. The expected timing of expenditure can also change, for example in response to changes in quarry reserves or production rates. As a result, there could be significant adjustments to the provision for close down and restoration and environmental clean-up, which would affect future financial results.

Other movements in the provisions for close-down and restoration costs, including those resulting from new disturbance, updated cost estimates, changes to the estimated lives of operations, and revisions to discount rates, are capitalised within infrastructure, property, plant and equipment. These costs are then depreciated over the lives of the assets to which they relate.

## C4 Reserves

### C4-1 Nature and purpose of reserves

#### **IPPE Revaluation reserve**

The infrastructure, property, plant and equipment (IPPE) revaluation reserve is used to record increments and decrements in the revaluation of infrastructure, property, plant and equipment.

DRAFT

## D Council structure

### D1 Results by fund

General fund refers to all Council activities other than water and sewer. All amounts disclosed in this note are gross i.e. inclusive of internal charges and recoveries made between the funds. Assets and liabilities shown in the water and sewer columns are restricted for use for these activities.

#### D1-1 Income Statement by fund

	General 2022 \$ '000	Water 2022 \$ '000	Sewer 2022 \$ '000
<b>Income from continuing operations</b>			
Rates and annual charges	27,955	3,046	6,608
User charges and fees	22,031	8,337	254
Interest and investment revenue	227	135	104
Other revenues	1,843	38	1,712
Grants and contributions provided for operating purposes	14,787	(5)	–
Grants and contributions provided for capital purposes	18,545	2,307	487
Net gains from disposal of assets	230	–	–
Other income	794	–	–
<b>Total income from continuing operations</b>	<b>86,412</b>	<b>13,858</b>	<b>9,165</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	23,238	1,760	1,311
Materials and services	23,680	3,873	3,593
Borrowing costs	969	380	–
Depreciation, amortisation and impairment of non-financial assets	17,955	3,534	1,704
Other expenses	1,659	22	–
<b>Total expenses from continuing operations</b>	<b>67,501</b>	<b>9,569</b>	<b>6,608</b>
<b>Operating result from continuing operations</b>	<b>18,911</b>	<b>4,289</b>	<b>2,557</b>
<b>Net operating result for the year</b>	<b>18,911</b>	<b>4,289</b>	<b>2,557</b>
<b>Net operating result attributable to each council fund</b>	<b>18,911</b>	<b>4,289</b>	<b>2,557</b>
<b>Net operating result for the year before grants and contributions provided for capital purposes</b>	<b>366</b>	<b>1,982</b>	<b>2,070</b>



Armidale Regional Council | Notes to the Financial Statements 30 June 2022

## D1-2 Statement of Financial Position by fund

	General 2022 \$ '000	Water 2022 \$ '000	Sewer 2022 \$ '000
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalents	20,283	–	–
Investments	33,827	29,010	23,150
Receivables	10,983	2,308	254
Inventories	1,691	–	941
Contract assets and contract cost assets	1,367	244	–
Other	741	–	–
<b>Total current assets</b>	<b>68,892</b>	<b>31,562</b>	<b>24,345</b>
<b>Non-current assets</b>			
Receivables	261	–	–
Inventories	1,147	–	–
Infrastructure, property, plant and equipment	739,561	192,277	109,449
Right of use assets	532	–	–
<b>Total non-current assets</b>	<b>741,501</b>	<b>192,277</b>	<b>109,449</b>
<b>Total assets</b>	<b>810,393</b>	<b>223,839</b>	<b>133,794</b>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Payables	10,271	72	–
Income received in advance	598	159	–
Contract liabilities	11,690	104	–
Lease liabilities	143	–	–
Borrowings	2,888	281	–
Employee benefit provision	6,749	–	–
Provisions	1,791	–	–
<b>Total current liabilities</b>	<b>34,130</b>	<b>616</b>	<b>–</b>
<b>Non-current liabilities</b>			
Lease liabilities	450	–	–
Borrowings	11,175	9,357	–
Employee benefit provision	432	–	–
Provisions	10,402	–	–
<b>Total non-current liabilities</b>	<b>22,459</b>	<b>9,357</b>	<b>–</b>
<b>Total liabilities</b>	<b>56,589</b>	<b>9,973</b>	<b>–</b>
<b>Net assets</b>	<b>753,804</b>	<b>213,866</b>	<b>133,794</b>
<b>EQUITY</b>			
Accumulated surplus	611,242	194,113	121,401
Revaluation reserves	142,562	19,753	12,393
<b>Council equity interest</b>	<b>753,804</b>	<b>213,866</b>	<b>133,794</b>
<b>Total equity</b>	<b>753,804</b>	<b>213,866</b>	<b>133,794</b>



## D2 Interests in other entities

### D2-1 Unconsolidated structured entities

Council did not consolidate the following structured entities:

#### 1. New England Weeds Authority

New England Weeds Authority (NEWA), is the registered trading name of The New England Tablelands Noxious Plants County Council. NEWA is a single purpose Council which is a Local Control Authority for priority and invasive weeds under the NSW Biosecurity Act, 2015. The present area of operation of NEWA is the local government areas of Armidale Regional, Walcha, Uralla Shire, and Glen Innes Severn (under a Memorandum of Understanding). These Councils are located in the Northern Tablelands region of New South Wales.

The County Council's governance is in accordance with the Local Government Act 1993 (LGA 1993) with the County Council first proclaimed in 1947.

NEWA is funded by contributions from its four Constituent Councils, grants and private works. Each Constituent Council has delegated its Noxious weeds control function to NEWA and contributes in accordance with NEWA's proclamation. NEWA's governing body consists of five Councillors elected by each of the Constituent Councils.

NEWA leases property from Council for office accommodation, parking and storage of chemicals under a month-to-month lease agreement. Council also provides servicing of vehicles owned by NEWA at cost. Management assessed the impact of the NEWA's operations to be insignificant to the financial statements of Council.

#### Nature of risks relating to the Unconsolidated Structured Entity

NEWA is a separately constituted and proclaimed County Council. The proclamation determined the contribution of each participating Council. These contributions are the total financial support required of each Constituent Council.

Council has no further obligations should NEWA become insolvent. As a proclaimed entity of the State of NSW, any additional funding obligations remain with the State.

#### Non-contractual financial support provided

Council did not provide any non contractual support to NEWA.

#### Current intention to provide financial support

Council will continue to provide a contribution to NEWA in accordance with NEWA's proclamation. Council's contribution for the 2022/2023 year is \$239,575 including GST (2021/2022: \$239,575 including GST).

#### 2. New England Regional Art Museum (NERAM)

New England Regional Art Museum (NERAM) is a not for profit company limited by guarantee, and a Charitable Trust which has received endorsed deductible gift recipient status. NERAM is an organisation built with a combination of state and local government funding and community contributions. Council does not hold any ownership interest in NERAM.

NERAM's income is derived from several sources, including a 20 year funding agreement with Council (38%), NSW government (5%), with the balance made up from membership fees, art classes, commercial sponsorship and fundraising.

The 20 year funding agreement commenced on 15 April 2009 at \$265,000 per annum plus GST, indexed at Councils rate peg increase at each anniversary date. The funding agreement is due to expire on 14 April 2028. Under the funding agreement, Council also provides 'in kind' support for building maintenance, up to a capped amount of \$10,000 per annum indexed with CPI each year, on the building that NERAM occupies and leases from Council under a separate lease agreement.

Council has assessed the impact of the organisation's operations to be insignificant to the financial statements of Council.

#### Nature of risks relating to the Unconsolidated Structured Entity

Council provides 38% of funding for NERAM. As a public company limited by guarantee, the organisation is responsible for its own funding, while it may not exist without Council's ongoing support. Council makes 4 quarterly payments to NERAM in accordance with the funding agreement.

The main assets of NERAM are artworks. The nature of the Hinton and Coventry Trust prevent sale and usage of funds to fund operations. The assets and liabilities of NERAM are not considered significant to the financial statements of Council.

Income received by Council relating to the Structured Entity

– Rental Income	(11)	(11)
Assets in Council's Statement of Financial Position relating to the Structured Entity	6,310	6,711
<b>Net assets in Council's Statement of Financial Position</b>	<b>6,310</b>	<b>6,711</b>

continued on next page ...

Page 54 of 79

## D2-1 Unconsolidated structured entities (continued)

Difference – net asset/(net exposure) relating to the Structured Entity:	6,310	6,711
--	-------	-------

### Non-contractual financial support provided

Council did not provide any non contractual support to NERAM.

### Current intention to provide financial support

Council's current position is to maintain support and contributions in accordance with the 20 year funding agreement which commenced on 15 April 2009 and concludes on 14 April 2028.

Under the funding agreement, the commencement funding amount is \$265,000 per annum plus GST, increased on each anniversary date by what is commonly referred to as the rate pegging percentage for Council. Council's contribution for the 2022/23 year is estimated at \$374,336 plus GST.

Council also provides 'in kind' support to NERAM in terms of a lease of the building and maintenance of the land upon which NERAM is located, capped at a dollar value of \$10,000 per annum indexed to CPI.

### 3. New England Joint Organisation (NEJO)

The New England Joint Organisation ("NEJO") was established on 11 May 2018 and is a separately constituted entity pursuant to Part 7 (Sections 400O to 400ZH) of the Local Government Act (NSW) 1993, as amended, and the Local Government (General) Regulation 2008.

The principal purpose of the NEJO is to establish strategic regional priorities and to provide regional leadership to the geographical area for which it serves, and to identify and take up opportunities for intergovernmental cooperation on matters relating to the joint organisation area.

The NEJO comprises seven voting member councils: Armidale Regional Council, Glen Innes Severn Council, Inverell Shire Council, Moree Plains Shire Council, Narrabri Shire Council, Tenterfield Shire Council and Uralla Shire Council.

The Board of the NEJO consists of the Mayors of each Member Council, who are entitled to one (1) vote at Meetings, and a non-voting representative of the NSW Government, who is the Regional Director of the Department of Premier and Cabinet.

The Chairperson is to be elected by the voting representatives of the Board from one (1) of the Mayoral representatives. The Chairperson does not have a casting vote.

A decision of the Board is supported by a majority at which a quorum is present.

Armidale Regional Council, as a member of the NEJO, has a one-seventh voting right in respect to the decisions of the Board. Decision making is based on majority votes, so Council does not have control, joint control or significant influence over relevant activities of the organisation.

In accordance with the NEJO's Charter, each member is required to contribute annual fees towards the operation of the organisation. In the 2021/2022 year, the contribution made by Council was \$31,774 GST inclusive (2020/2021 \$31,152 GST inclusive). The contribution by Council for the 2022/2023 financial year has not yet been determined.

The net operating result for the year ended 30 June 2022 has not yet been reported. (2021: \$81,000). Council is not entitled to any share or distribution of the NEJO net operating result.

## E Risks and accounting uncertainties

### E1-1 Risks relating to financial instruments held

Council's activities expose it to a variety of financial risks including (1) price risk, (2) credit risk, (3) liquidity risk and (4) interest rate risk.

The Council's overall risk management program focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Council.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by Council's finance section under policies approved by the Council.

The fair value of Council's financial assets and financial liabilities approximates their carrying amount.

	Carrying value 2022 \$ '000	Carrying value 2021 \$ '000	Fair value 2022 \$ '000	Fair value 2021 \$ '000
<b>Financial assets</b>				
<b>Measured at amortised cost</b>				
Cash and cash equivalents	20,283	21,927	20,283	21,927
Receivables	13,806	11,484	7,792	11,484
Investments				
– Debt securities at amortised cost	85,987	59,379	85,987	59,379
<b>Total financial assets</b>	<b>120,076</b>	<b>92,790</b>	<b>114,062</b>	<b>92,790</b>
<b>Financial liabilities</b>				
Payables	11,100	9,038	10,343	8,097
Loans/advances	23,701	20,932	23,701	20,932
<b>Total financial liabilities</b>	<b>34,801</b>	<b>29,970</b>	<b>34,044</b>	<b>29,029</b>

Fair value is determined as follows:

- **Cash and cash equivalents, receivables, payables** – are estimated to be the carrying value that approximates market value.
- **Borrowings and held-to-maturity investments** – are based upon estimated future cash flows discounted by the current market interest rates applicable to assets and liabilities with similar risk profiles, unless quoted market prices are available.
- Financial assets classified (i) 'at fair value through profit and loss' or (ii) 'available-for-sale' – are based upon quoted market prices (in active markets for identical investments) at the reporting date or independent valuation.

Council's objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital.

Council's finance area manages the cash and Investments portfolio with the assistance of independent advisors.

Council has an investment policy which complies with the Local Government Act 1993 and Ministerial Investment order 625. This policy is regularly reviewed by Council and its staff and an investment report is tabled before Council on a monthly basis setting out the portfolio breakup and its performance as required by Local Government regulations.

The risks associated with the instruments held are:

- **Price risk** – the risk that the capital value of Investments may fluctuate due to changes in market prices, whether the changes are caused by factors specific to individual financial instruments or their issuers or are caused by factors affecting similar instruments traded in a market.
- **Interest rate risk** – the risk that movements in interest rates could affect returns and income.
- **Liquidity risk** – the risk that Council will not be able to pay its debts as and when they fall due.

continued on next page ...

Page 56 of 79

## E1-1 Risks relating to financial instruments held (continued)

- **Credit risk** – the risk that the investment counterparty will not complete their obligations particular to a financial instrument, resulting in a financial loss to Council – be it of a capital or income nature.

Council manages these risks (amongst other measures) by diversifying its portfolio and only purchasing investments with high credit ratings or capital guarantees.

Council also seeks advice from independent advisers before placing any funds in cash equivalents and investments.

### (a) Market risk – interest rate and price risk

	2022 \$ '000	2021 \$ '000
The impact on result for the year and equity of a reasonably possible movement in the price of investments held and interest rates is shown below. The reasonably possible movements were determined based on historical movements and economic conditions in place at the reporting date.		
Impact of a 1% movement in interest rates		
– Equity / Income Statement	860	594
Impact of a 10% movement in price of investments		
– Equity / Income Statement	8,599	5,938

### (b) Credit risk

Council's major receivables comprise (i) rates and annual charges and (ii) user charges and fees.

Council manages the credit risk associated with these receivables by monitoring outstanding debt and employing stringent debt recovery procedures. Council also encourages ratepayers to pay their rates by the due date through incentives.

The credit risk for liquid funds and other short-term financial assets is considered negligible, since the counterparties are reputable banks with high quality external credit ratings.

There are no significant concentrations of credit risk, whether through exposure to individual customers, specific industry sectors and/or regions.

The level of outstanding receivables is reported to Council and benchmarks are set and monitored for acceptable collection performance.

Council makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

There are no material receivables that have been subjected to a re-negotiation of repayment terms.

#### Credit risk profile

##### Receivables – rates and annual charges

Credit risk on rates and annual charges is minimised by the ability of Council to recover these debts as a secured charge over the land; that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue rates and annual charges at higher than market rates which further encourages payment.

	Not yet overdue \$ '000	overdue rates and annual charges < 5 years \$ '000	≥ 5 years \$ '000	Total \$ '000
<b>2022</b>				
Gross carrying amount	–	2,051	94	2,145
<b>2021</b>				
Gross carrying amount	–	1,878	67	1,945

##### Receivables - non-rates and annual charges and contract assets

Council applies the simplified approach for non-rates and annual charges debtors and contract assets to provide for expected credit losses, which permits the use of the lifetime expected loss provision at inception. To measure the expected credit losses,

continued on next page ...

Page 57 of 79



## E1-1 Risks relating to financial instruments held (continued)

non-rates and annual charges debtors and contract assets have been grouped based on shared credit risk characteristics and the days past due.

The loss allowance provision is determined as follows. The expected credit losses incorporate forward-looking information.

	Not yet overdue \$ '000	0 - 30 days \$ '000	Overdue debts 31 - 60 days \$ '000	61 - 90 days \$ '000	> 91 days \$ '000	Total \$ '000
<b>2022</b>						
Gross carrying amount	12,793	335	478	5	218	13,829
Expected loss rate (%)	0.00%	0.00%	7.10%	100.00%	100.00%	1.86%
<b>ECL provision</b>	–	–	<b>34</b>	<b>5</b>	<b>218</b>	<b>257</b>
<b>2021</b>						
Gross carrying amount	10,714	1,895	80	51	686	13,426
Expected loss rate (%)	0.00%	0.00%	0.00%	0.00%	42.40%	2.17%
<b>ECL provision</b>	–	–	–	–	<b>291</b>	<b>291</b>

### (c) Liquidity risk

Payables, lease liabilities and borrowings are both subject to liquidity risk; that is, the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due.

Council manages this risk by monitoring its cash flow requirements and liquidity levels, and by maintaining an adequate cash buffer. Payment terms can be extended, and overdraft facilities drawn upon in extenuating circumstances.

Borrowings are also subject to interest rate risk: the risk that movements in interest rates could adversely affect funding costs. Council manages this risk through diversification of borrowing types, maturities and interest rate structures.

The finance team regularly reviews interest rate movements to determine if it would be advantageous to refinance or renegotiate part or all of the loan portfolio.

The timing of cash flows presented in the table below to settle financial liabilities reflects the earliest contractual settlement dates. The timing of expected outflows is not expected to be materially different from contracted cashflows.

The amounts disclosed in the table are the undiscounted contracted cash flows for non-lease liabilities (refer to Note C2-1(b) for lease liabilities) and therefore the balances in the table may not equal the balances in the Statement of Financial Position due to the effect of discounting.

	Weighted average interest rate %	Subject to no maturity \$ '000	≤ 1 Year \$ '000	payable in: 1 - 5 Years \$ '000	> 5 Years \$ '000	Total cash outflows \$ '000	Actual carrying values \$ '000
<b>2022</b>							
Payables	0.00%	93	10,250	–	–	10,343	11,100
Borrowings	5.49%	–	4,542	16,284	10,434	31,260	23,701
<b>Total financial liabilities</b>		<b>93</b>	<b>14,792</b>	<b>16,284</b>	<b>10,434</b>	<b>41,603</b>	<b>34,801</b>
<b>2021</b>							
Payables	0.00%	40	8,057	–	–	8,097	9,038
Borrowings	5.57%	–	4,138	16,565	5,491	26,194	20,932
<b>Total financial liabilities</b>		<b>40</b>	<b>12,195</b>	<b>16,565</b>	<b>5,491</b>	<b>34,291</b>	<b>29,970</b>

### Loan agreement breaches

No breaches of any loan agreements occurred during the year.

## E2-1 Fair value measurement

The Council measures the following asset and liability classes at fair value on a recurring basis:

– Infrastructure, property, plant and equipment

The fair value of assets and liabilities must be estimated in accordance with various accounting standards for either recognition and measurement requirements or for disclosure purposes.

AASB 13 Fair Value Measurement requires all assets and liabilities measured at fair value to be assigned to a 'level' in the fair value hierarchy as follows:

**Level 1:** Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.

**Level 2:** Inputs other than quoted prices included within level 1 that are observable for the asset or liability, either directly or indirectly.

**Level 3:** Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

Fair value measurement hierarchy									
\$ '000	Notes	Date of latest valuation		Level 2 Significant observable inputs		Level 3 Significant unobservable inputs <sup>1</sup>		Total <sup>1</sup>	
		2022	2021	2022	2021	2022	2021	2022	2021
Recurring fair value measurements									
Infrastructure, property, plant and equipment	C1-8								
Plant and equipment		30/06/20		—	—	13,048	13,666	13,048	13,666
Office equipment		30/06/20		—	—	76	124	76	124
Operational Land		30/06/19	25,172	25,149	—	—	—	25,172	25,149
Community Land		30/06/19		—	—	27,108	27,108	27,108	27,108
Land Under Roads		30/06/19		—	—	747	725	747	725
Buildings (specialised and non-specialised)		30/06/18	62,268	58,617	—	—	—	62,268	58,617
Other structures		13/05/16		—	—	18,393	8,625	18,393	8,625
Roads		30/06/21	30/06/21	—	—	200,157	202,203	200,157	202,203
Bridges		30/06/21	30/06/21	—	—	34,712	33,169	34,712	33,169
Footpaths		30/06/21	30/06/21	—	—	7,844	8,125	7,844	8,125
Bulk earthworks (non-depreciable)		30/06/21	30/06/21	—	—	142,914	143,127	142,914	143,127
Stormwater drainage		30/06/21	30/06/21	—	—	116,581	118,658	116,581	118,658
Water supply network		30/06/17	30/06/17	—	—	169,796	161,987	169,796	161,987
Sewerage network		30/06/17	30/06/17	—	—	104,066	99,786	104,066	99,786
Airport infrastructure		30/06/17	30/06/17	—	—	11,980	12,167	11,980	12,167
Heritage collections		13/05/16	13/05/16	—	—	35	43	35	43
Artworks		13/05/16	13/05/16	—	—	—	111	—	111
Other		13/05/16	13/05/16	—	—	23,370	24,011	23,370	24,011
Landfill & quarry assets		30/06/21	30/06/21	—	—	4,311	8,105	4,311	8,105
Total infrastructure, property, plant and equipment				87,440	83,766	875,138	861,740	962,578	945,506

### Valuation techniques

Where Council is unable to derive fair valuations using quoted market prices of identical assets (ie. level 1 inputs) Council instead utilises a spread of both observable inputs (level 2 inputs) and unobservable inputs (level 3 inputs).

The fair valuation techniques Council has employed while utilising level 2 and level 3 inputs are as follows:

continued on next page ...

Page 59 of 79



## E2-1 Fair value measurement (continued)

### Infrastructure, property, plant and equipment (IPPE)

#### Plant and equipment, and office equipment – Level 3

Valuation Techniques – Depreciated historic cost. The nature and value of plant and equipment and office equipment recognises that depreciated historic cost is a representation of fair value. Observable inputs - Available market data to assess the replacement cost of the asset. Unobservable inputs - Estimates of useful life and residual value.

#### Operational Land – Level 2

This asset class comprises all of Council's land classified as Operational Land under the NSW Local Government Act 1993. Valuation Techniques – at 30 June 2020, valuation information was obtained from the NSW Valuer-General and their valuations undertaken at 1 July 2019 for rating purposes. Operational land was previously valued by an external independent valuer at 30 June 2018. Where the valuation information obtained from the NSW Valuer-General indicated an increment or decrement in the value, the increment/decrement was recorded to represent a more current reflection of value. The valuation undertaken by the external independent valuer at 30 June 2018 involved the analysis of sales evidence of other properties within the region and adjustment for differences between key attributes of the properties. Observable inputs - Valuation information obtained from the NSW Valuer-General and sales evidence of price per square metre of land.

#### Community Land and Land under roads – Level 3

Valuations of all of Council's Community Land and Council-managed land were based on either the Unimproved Capital Value (UCV) provided by the NSW Valuer-General or an average unit rate based on the UCV for similar properties where the Valuer-General did not provide a UCV having regard to the highest and best use for this land. As these rates were not considered to be observable market evidence they have been classified as Level 3.

At 30 June 2020, valuation information was obtained from the NSW Valuer-General and their valuations undertaken at 1 July 2019 for rating purposes. Community Land was previously recorded at fair value following the engagement of an external, independent and qualified valuer to determine the fair value of Community Land at 30 June 2018.

#### Buildings - Level 2

The approach taken with buildings, estimated the replacement cost of each building by componentising the buildings into significant parts with different useful lives and taking into account a range of factors. While all buildings were physically inspected and the unit rates based on square metres could be supported from market evidence (Level 2), other inputs (such as obsolescence) require extensive professional judgement, and impact significantly on the final determination of fair value. In forming valuations of each building, the market to which the asset could be sold in was taken into account and compared back against the cost. Many of the buildings that council owns are specific purpose and valued using current replacement cost approach, and as such, these assets were classified as having been valued using Level 3 valuation inputs.

Buildings were recorded at fair value following the engagement of an external, independent and qualified valuer to determine the fair value of Buildings at 30 June 2018.

#### Transport Assets - Roads, bridges, footpaths, bulk earthworks, stormwater drainage assets – Level 3

Valuation Techniques – Depreciated Replacement Cost.

Due to the specialised nature of Local Government Assets, observable market inputs are often unavailable. The cost approach has been adopted for Council's Transport Assets and deemed level 3. These assets were valued at 30 June 2021, by Australis Asset Advisory Group. The cost approach to valuation involves the following process:

- The fair value is a reflection of gross value (replacement cost) less accumulated depreciation.
- Actual construction cost data was used to establish unit rates and applied to the asset's attributes to determine the gross value
- A sample of assets were inspected to arrive at a condition score. This is applied along with the asset age to determine the remaining useful life.
- Roads were categorised into appropriate groupings such as Sealed and Unsealed.
- The network was broken into segments linked to defining geographical features
- Assets were disaggregated into significant components which exhibit different patterns of consumption (useful lives) i.e. seal, pavement, subbase, earthworks.

Observable inputs - Construction costs used to assess the replacement cost of the asset. For example Seal cost per m2, Pavement construction per m2, gravel cost.

Unobservable inputs - Estimates of useful life, condition and residual value.

#### Water supply network and Sewerage network – Level 3

Valuation Techniques – Cost Approach Method.

Due to the specialised nature of Local Government Assets observable market inputs are often unavailable. The cost approach has been adopted for Council Water and Sewer deemed level 3 and was applied as part of 30 June 2017 fair value process. This involves the following process:

continued on next page ...

Page 60 of 79

## E2-1 Fair value measurement (continued)

- Council engaged independent external valuer, to perform a comprehensive revaluation of its water and sewerage supply network assets
- Council used data published in the NSW Reference Rates Manual as published by the Office of Water, assets's condition assessment and observation and asset useful life for Valuation of Water & Sewerage Assets

Unobservable inputs - Estimates of useful life, condition and residual value.

Water and Sewerage Infrastructure Assets were revalued at 30 June 2017 by an independent, external valuer.

### Landfill & Quarry assets – reinstatement, rehabilitation and restoration – Level 3

Valuation Techniques - cost inputs, unit rates, useful life, asset condition, dimensions and specifications.

At the time a landfill site becomes full and the site is required to be closed, there are significant costs associated with the rehabilitation of the site.

During the year ended 30 June 2020, Council engaged an external consultant to provide a Rehabilitation Provision model for all three of Council's landfill sites. The model enabled Council to arrive at a revalued cost of rehabilitation work to be completed on Council's landfill sites. A significant increase in the rehabilitation provision is recorded at 30 June 2020 with a corresponding adjustment to the value of the Landfill asset.

During the year ended 30 June 2021, Council's in-house Waste Engineer performed an annual review of the Rehabilitation Model including a detailed review of input costings. Savings were determined in several input costs and capping procedures, while still retaining the EPA approved full capping methodology.

### Heritage collections, artworks and other assets – Level 3

Valuation Technique – Depreciated Cost Approach. The depreciated cost of the asset category is considered a close proxy for fair value.

Due to the specialised nature of Local Government Assets observable market inputs are often unavailable. The depreciated cost approach has been adopted for this asset class and deemed level 3. This involves the following process:

- The fair value is a reflection of gross value less accumulated depreciation. Published project and cost data applied to the asset's attributes is used to determine the gross value (replacement cost)
- Age and asset condition is applied to determine the level of depreciation.
- Major assets were disaggregated into significant components which exhibit different patterns of consumption (useful lives).

Observable inputs - Available market data to assess the replacement cost of the asset.

Unobservable inputs - Estimates of useful life, and condition.

Heritage collections, Artworks and Other Assets were recorded at fair value from merged councils which engaged external, independent valuers to determine the fair value at 13 May 2016.

Armidale Regional Council | Notes to the Financial Statements 30 June 2022

## E2-1 Fair value measurement (continued)

## Fair value measurements using significant observable and unobservable inputs (levels 2 &amp; 3)

A reconciliation of the movements in recurring fair value measurements allocated to Level 2 and 3 of the hierarchy is provided below:

	Operational land		Community land		Buildings		Infrastructure assets		Other assets		Total	
	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000
Opening balance	25,149	24,962	27,108	27,516	58,617	61,760	812,583	732,572	22,049	33,067	945,506	879,877
Total gains or losses for the period												
Recognised in other comprehensive income – revaluation surplus	–	513	–	(635)	–	–	15,022	75,829	–	–	15,022	75,707
Other movements												
Transfers from/(to) another asset class	213	(206)	–	227	399	(427)	–	2	–	–	612	(404)
Other Movements	(3)	–	–	–	4,254	–	(1)	–	(2,263)	(9,546)	1,987	(9,546)
Purchases (GBV)	–	30	–	–	1,943	563	18,832	19,159	962	3,172	21,737	22,924
Disposals (WDV)	(187)	(150)	–	–	(11)	(85)	(66)	(1,634)	(378)	(684)	(642)	(2,553)
Depreciation and impairment	–	–	–	–	(2,934)	(3,194)	(15,810)	(13,345)	(2,900)	(3,960)	(21,644)	(20,499)
Closing balance	25,172	25,149	27,108	27,108	62,268	58,617	830,560	812,583	17,470	22,049	962,578	945,506

continued on next page ...

Page 62 of 79

## E2-1 Fair value measurement (continued)

### Highest and best use

All of Council's non-financial assets are considered as being utilised for their highest and best use.

## E3-1 Contingencies

The following assets and liabilities do not qualify for recognition in the Statement of Financial Position, but their knowledge and disclosure is considered relevant to the users of Council's financial report.

### LIABILITIES NOT RECOGNISED

#### 1. Guarantees

##### (i) Defined benefit superannuation contribution plans

Council contributes to a Defined Benefit Superannuation Plan under the Local Government Superannuation Scheme, named Active Super (formerly The Local Government Superannuation Scheme – Pool B) ("the Scheme"). The Scheme is a defined benefit superannuation plan that has been deemed to be a 'multi-employer fund' for the purposes of AASB119 Employee Benefits, for the following reasons:

- Assets are not segregated within the sub-group according to the employees of each sponsoring employer.
- The contribution rates have been the same for all sponsoring employers. That is, contribution rates have not varied for each sponsoring employer according to the experience relating to the employees of that sponsoring employer.
- Benefits for employees of all sponsoring employers are determined according to the same formulae and without regard to the sponsoring employer.
- The same actuarial assumptions are currently used in respect of the employees of each sponsoring employer.

Given the factors above, each sponsoring employer is exposed to the actuarial risks associated with current and former employees of other sponsoring employers, and hence shares in the associated gains and losses (to the extent that they are not borne by members).

##### *Description of the funding arrangements.*

Pooled employers are required to pay standard employer contributions and additional lump sum contributions to the Scheme.

The standard employer contributions were determined using the new entrant rate method under which a contribution rate sufficient to fund the total benefits over the working life-time of a typical new entrant is calculated. The current standard employer contribution rates are:

Division B	1.9 times member contributions for non-180 Point Member; Nil for 180 Point Members*
Division C	2.5% salaries
Division D	1.64 times member contributions

\* For the year ended 30 June 2022, for 180 Point Members, Employers are required to contribute 7.5% of salaries to these members' accumulation accounts, which are paid in addition to members' defined benefits. From 1 July 2022, the required contribution rate increases to 8% in line with the increase in the Superannuation Guarantee contribution level.

The additional lump sum contribution for each Pooled Employer is a share of the total additional contributions of \$40 million per annum from 1 July 2019 to 31 December 2021 and \$20 million per annum for 1 January to 31 December 2024, apportioned according to each employer's share of the accrued liabilities as at 30 June 2021. These additional lump sum contributions for past service are used to maintain the adequacy of the funding position for the accrued liabilities.

The adequacy of contributions is assessed at each triennial actuarial investigation and monitored annually between triennials.

##### *Description of the extent to which Council can be liable to the Scheme for other Council's obligations under the terms and conditions of the multi-employer Scheme*

As stated above, each sponsoring employer (Council) is exposed to the actuarial risks associated with current and former employees of other sponsoring employers and hence shares in the associated gains and losses.

There is no relief under the Scheme's trust deed for employers to relinquish their defined benefit obligations. Under limited circumstances, an employer may withdraw from the Scheme when there are no active members, on full payment of outstanding

continued on next page ...

Page 63 of 79



## E3-1 Contingencies (continued)

additional contributions. There is no provision for allocation of any surplus which may be present at the date of withdrawal of the Council.

There are no specific provisions under the Scheme's trust deed dealing with deficits or surplus on wind-up.

The amount of Council employer contributions to the defined benefit section of the Local Government Superannuation Scheme (Active Super) and recognised as an expense for the year ended 30 June 2022 was \$227,286. The last formal valuation of the Fund was undertaken by the Fund Actuary, Richard Boyfield FIAA as at 30 June 2021.

Council's expected contribution to the Scheme for the next annual reporting period is \$177,872.

The estimated employer reserves in the Scheme for the Pooled Employers at 30 June 2022 is:

Employer reserves only *	\$millions	Asset Coverage
Assets	2,376.6	
Past Service Liabilities	2,380.7	99.8%
Vested Benefits	2,391.7	99.4%

\* excluding member accounts and reserves in both assets and liabilities.

The share of this surplus that is broadly attributed to Council is estimated to be in the order of 0.58% as at 30 June 2022.

Council's share of the surplus cannot be accurately calculated as the Scheme is a mutual arrangement where assets and liabilities are pooled together for all member councils. For this reason, no liability for any deficiency or gain for any surplus is recognised in Council's accounts. Council has a possible obligation that may arise should the Scheme require immediate payment to correct any future deficiency.

The key economic long term assumptions used to calculate the present value of accrued benefits are:

Investment return	5.5% per annum
Salary inflation *	3.5% per annum
Increase in CPI	2.5% per annum

\* Plus promotional increases

The contribution requirements may vary from the current rates if the overall sub-group experience is not in line with the actuarial assumptions in determining the funding program; however, any adjustment to the funding program would be the same for all sponsoring employers in the Pooled Employers group. Please note the estimated employer reserves financial position above is a preliminary calculation, and once all the relevant information has been received by the Funds Actuary, the final end of year review will be completed by December 2022.

### (ii) Statewide Mutual

Council is a member of Statewide Mutual, a mutual pool scheme providing liability insurance to local government.

Membership includes the potential to share in either the net assets or liabilities of the Mutual depending on its past performance. Council's share of the net assets or liabilities reflects Council's contributions to the Mutual pool and the result of insurance claims within each of the Mutual years.

The future realisation and finalisation of claims incurred but not reported to 30 June 2022 may result in future liabilities or benefits as a result of past events that Council will be required to fund or share in respectively.

### (iii) StateCover Mutual Limited

Council is a member of StateCover Mutual Limited and holds a partly paid share in the entity.

StateCover Mutual Limited is a public company providing workers compensation insurance cover to the NSW local government industry and specifically Council.

Council has a contingent liability to contribute further equity in the event of the erosion of the company's capital base as a result of the company's past performance and/or claims experience or as a result of any increased prudential requirements from APRA.

These future equity contributions would be required to maintain the company's minimum level of net assets in accordance with its licence requirements.

continued on next page ...

Page 64 of 79

## E3-1 Contingencies (continued)

### (iv) Other guarantees

During the 2018/19 year, Council provided two bank guarantees for \$10,000 each relating to easements over an independent party's land. The bank guarantees remain in place as at 30 June 2022.

In May 2021, Council resolved to act as Guarantor for the Armidale City Gymnastics Club Incorporated, for a \$150,000 loan from an independent lender. The borrowings assisted the Club to expand its facilities. The application to Council to act as Guarantor was supported by a business case including financial projections. The arrangements remains in place as at 30 June 2022.

Council has provided no other guarantees other than those listed above.

## 2. Other liabilities

### (i) Third party claims

The Council is involved from time to time in various claims incidental to the ordinary course of business including claims for damages relating to its services.

Council believes that it is appropriately covered for all claims through its insurance coverage and does not expect any material liabilities to eventuate.

### (ii) Potential land acquisitions due to planning restrictions imposed by Council

Council has classified a number of privately owned land parcels as local open space or bushland.

As a result, where notified in writing by the various owners, Council will be required to purchase these land parcels.

At reporting date, reliable estimates as to the value of any potential liability (and subsequent land asset) from such potential acquisitions has not been possible.

## 3. Contingent liabilities

### (i) Contingent Remediation Work

Council has one site where future potential remediation work may be required to comply with environmental requirements.

The former Armidale Gas Works site, may require certain land and waterway rehabilitation work. Council continues to test and monitor the site for contamination and leaching. At this stage, there is no present obligation for Council to incur costs of remediation. Council continues to work with the relevant authorities to monitor the site. Should the ongoing testing and monitoring indicate leaked contamination and leaching, remediation may be required to further rehabilitate the site.

The Guyra recycling centre and waste transfer station, previously used as the Guyra Landfill, was previously disclosed as potentially requiring remediation and therefore as a contingent liability. During the 2020 financial year, in consultation with the environmental regulator, Council determined the site requires remediation work and the costs associated with this work have been recognised as a provision for rehabilitation, and included in Note C3-5 above.

## ASSETS NOT RECOGNISED

### (i) Infringement notices/fines

Fines and penalty income, the result of Council issuing infringement notices is followed up and collected by the Infringement Processing Bureau.

Council's revenue recognition policy for such income is to account for it as revenue on receipt.

Accordingly, at year end, there is a potential asset due to Council representing issued but unpaid infringement notices.

Due to the limited information available on the status, value and duration of outstanding notices, Council is unable to determine the value of outstanding income.



## F People and relationships

### F1 Related party disclosures

#### F1-1 Key management personnel (KMP)

Key management personnel (KMP) of the council are those persons having the authority and responsibility for planning, directing and controlling the activities of the council, directly or indirectly.

The aggregate amount of KMP compensation included in the Income Statement is:

	2022 \$ '000	2021 \$ '000
<b>Compensation:</b>		
Short-term benefits	1,509	1,213
Post-employment benefits	104	66
Other long-term benefits	101	53
Termination benefits	31	631
<b>Total</b>	<b>1,745</b>	<b>1,963</b>

#### Other transactions with KMP and their related parties

Other transactions that occur between KMP and their related parties and Council, as part of Council delivering a public service objective (e.g. access by KMP to use library facilities or Council swimming pools), occur on an arm's length basis, with no additional benefits being provided to KMP over and above those benefits provided to the public.

There are no other disclosures to be made by KMP.

Armidale Regional Council | Notes to the Financial Statements 30 June 2022

**F1-2 Councillor and Mayoral fees and associated expenses**

	2022 \$ '000	2021 \$ '000
The aggregate amount of Councillor and Mayoral fees and associated expenses included in materials and services expenses in the Income Statement are:		
Mayoral fee	57	46
Councillors' fees	211	80
Interim Administrator fees	–	110
Other Councillors' expenses (including Mayor)	37	37
Temporary Advisor / Financial Controller	40	79
<b>Total</b>	<b>345</b>	<b>352</b>

**F2 Other relationships****F2-1 Audit fees**

	2022 \$ '000	2021 \$ '000
During the year, the following fees were incurred for services provided by the auditor of Council, related practices and non-related audit firms		
<b>(i) Audit and other assurance services</b>		
Audit and review of financial statements (NSW Auditor-General)	122	128
Other Assurance services including acquittal audits (other Audit service providers)	76	22
<b>Total audit fees</b>	<b>198</b>	<b>150</b>

## G Other matters

### G1-1 Statement of Cash Flows information

#### (a) Reconciliation of net operating result to cash provided from operating activities

	2022 \$ '000	2021 \$ '000
<b>Net operating result from Income Statement</b>	<b>25,757</b>	<b>15,518</b>
<b>Add / (less) non-cash items:</b>		
Depreciation and amortisation	21,267	19,835
(Gain) / loss on disposal of assets	(230)	1,731
Non-cash capital grants and contributions	136	–
RFS Fleet assets contributed to Council	(2,480)	(2,542)
Losses/(gains) recognised on fair value re-measurements through the P&L:		
– Revaluation decrements / impairments of IPP&E direct to P&L	1,926	2,121
Unwinding of discount rates on reinstatement provisions	162	(398)
<b>Movements in operating assets and liabilities and other cash items:</b>		
(Increase) / decrease of receivables	(2,353)	(2,182)
Increase / (decrease) in provision for impairment of receivables	8	157
(Increase) / decrease of inventories	(377)	(137)
(Increase) / decrease of other current assets	(44)	(91)
(Increase) / decrease of contract asset	1,727	(265)
Increase / (decrease) in payables	(838)	2,466
Increase / (decrease) in accrued interest payable	24	(11)
Increase / (decrease) in other accrued expenses payable	1,275	(1,400)
Increase / (decrease) in other liabilities	1,601	(454)
Increase / (decrease) in contract liabilities	4,942	(393)
Increase / (decrease) in employee benefit provision	(322)	(209)
Increase / (decrease) in other provisions	(2,264)	–
<b>Net cash flows from operating activities</b>	<b>49,917</b>	<b>33,746</b>

#### (b) Non-cash investing and financing activities

The following non-cash investing activities occurred:

1. During the 2020/21 financial year, Council was devolved one Crown Land parcel from the NSW State Government. Council attributed the 2019 Valuer General value of \$227,000. The NSW Valuer General conducts valuations each 3 years with the last valuation conducted as at 1 July 2019. Council has recognised the parcel of land in the Community Land asset class in Note C1-8. A corresponding credit as a Non-cash Capital contribution is recognised in Note B2-4. Consistent accounting treatment has been applied from financial year 2019/20.

2. By way of background information, during the 2019/20 financial year, Council recognised Rural Fire Service (RFS) fleet assets based upon non-cash capital funding contributions made by the RFS. The cost of the fleet assets recognised at 1 July 2019 was \$4,115,000 less accumulated depreciation of \$2,688,000, giving a written down value of \$1,427,000. Due to a change in accounting policy during the 2020/21 year, no new RFS fleet assets were recognised during the 2020/21 financial year. During the 2021/22 financial year, the accounting policy was amended to again recognise RFS fleet assets, as advised to Council by RFS and NSW Treasury sources up to 30 June 2022. The recognition of the additional RFS fleet assets as at 30 June 2022 was at a cost of \$7,728,000, less accumulated depreciation of \$5,384,000, giving a written down value of \$2,344,000. These values are included in Council's Infrastructure, Property, Plant and Equipment at Note C1-8.

## G2-1 Commitments

### Capital commitments (exclusive of GST)

	2022 \$ '000	2021 \$ '000
--	-----------------	-----------------

Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:

#### Property, plant and equipment

Plant and equipment	340	316
Bridges	–	695
Netball Court Lighting	169	–
Kempsey Road Restoration	14,378	–
Puddledock Pipeline Project	9,281	–
Swimming Pools	–	343
Dumaresq Dam Wall	626	3,209
Roads	2,342	2,308
Buildings	213	69
Airport Infrastructure	28	1,106
Landfill	–	108
<b>Total commitments</b>	<b>27,377</b>	<b>8,154</b>

#### These expenditures are payable as follows:

Within the next year	27,377	8,154
<b>Total payable</b>	<b>27,377</b>	<b>8,154</b>

#### Sources for funding of capital commitments:

Unrestricted general funds	1	–
Externally restricted reserves	26,695	7,177
Internally restricted reserves	681	977
<b>Total sources of funding</b>	<b>27,377</b>	<b>8,154</b>

#### Details of capital commitments

For each of the commitments, tenders have been called and orders placed prior to year end, with an expectation of delivery early in the 2022/23 financial year.

## G3-1 Events occurring after the reporting date

No other matters have arisen subsequent to balance date that would require these financial statements to be amended.

Armidale Regional Council | Notes to the Financial Statements 30 June 2022

## G4 Statement of developer contributions as at 30 June 2022

## G4-1 Summary of developer contributions

	Opening balance at 1 July 2021 \$ '000	Contributions received during the year		Interest and investment income earned \$ '000	(Expenditure) & Other Adjustments during year \$ '000	Internal borrowings \$ '000	Held as restricted asset at 30 June 2022 \$ '000	Cumulative balance of internal borrowings (to)/from \$ '000
		Cash \$ '000	Non-cash \$ '000					
Drainage	47	—	—	—	—	—	47	—
Roads	992	—	—	4	—	—	996	—
Traffic facilities	18	—	—	—	—	—	18	—
Parking	33	18	—	—	—	—	51	—
Open space	338	—	—	2	—	—	340	—
Community facilities	54	—	—	—	—	—	54	—
Other	8	—	—	—	—	—	8	—
Bushfire	1	—	—	—	—	—	1	—
Street Trees	93	1	—	—	—	—	94	—
<b>S7.11 contributions – under a plan</b>	<b>1,584</b>	<b>19</b>	<b>—</b>	<b>6</b>	<b>—</b>	<b>—</b>	<b>1,609</b>	<b>—</b>
<b>S7.12 levies – under a plan</b>	<b>1,403</b>	<b>538</b>	<b>—</b>	<b>7</b>	<b>—</b>	<b>—</b>	<b>1,948</b>	<b>—</b>
<b>Total S7.11 and S7.12 revenue under plans</b>	<b>2,987</b>	<b>557</b>	<b>—</b>	<b>13</b>	<b>—</b>	<b>—</b>	<b>3,557</b>	<b>—</b>
S7.4 planning agreements	55	65	—	1	—	—	121	—
S64 contributions	5,123	1,171	—	24	—	—	6,318	—
Contributions not under any plan	217	30	—	1	—	—	248	—
<b>Total contributions</b>	<b>8,382</b>	<b>1,823</b>	<b>—</b>	<b>39</b>	<b>—</b>	<b>—</b>	<b>10,244</b>	<b>—</b>

Under the Environmental Planning and Assessment Act 1979, Council has significant obligations to provide Section 7.11 (contributions towards provision or improvement of amenities or services) infrastructure in new release areas. It is possible that the funds contributed may be less than the cost of this infrastructure, requiring Council to borrow or use general revenue to fund the difference.

Armidale Regional Council | Notes to the Financial Statements 30 June 2022

## G4-2 Developer contributions by plan

	Opening balance at 1 July 2021 \$ '000	Contributions received during the year		Interest and investment income earned \$ '000	(Expenditure) & Other Adjustments during year \$ '000	Internal borrowings \$ '000	Held as restricted asset at 30 June 2022 \$ '000	Cumulative balance of internal borrowings (to)/from \$ '000
		Cash \$ '000	Non-cash \$ '000					
<b>CONTRIBUTION PLAN</b>								
Drainage	47	—	—	—	—	—	47	—
Roads	992	—	—	4	—	—	996	—
Traffic facilities	18	—	—	—	—	—	18	—
Bridges	33	18	—	—	—	—	51	—
Open space	338	—	—	2	—	—	340	—
Community facilities	54	—	—	—	—	—	54	—
Bushfire	1	—	—	—	—	—	1	—
Street Trees	93	1	—	—	—	—	94	—
Other	8	—	—	—	—	—	8	—
<b>Total</b>	<b>1,584</b>	<b>19</b>	<b>—</b>	<b>6</b>	<b>—</b>	<b>—</b>	<b>1,609</b>	<b>—</b>

## S7.12 Levies – under a plan

<b>CONTRIBUTION PLAN</b>								
Other	1,403	538	—	7	—	—	1,948	—
<b>Total</b>	<b>1,403</b>	<b>538</b>	<b>—</b>	<b>7</b>	<b>—</b>	<b>—</b>	<b>1,948</b>	<b>—</b>



Armidale Regional Council | Notes to the Financial Statements 30 June 2022

## G5 Statement of performance measures

## G5-1 Statement of performance measures – consolidated results

\$ '000	Amounts 2022	Indicator 2022	Indicators 2021	Indicators 2020	Benchmark
<b>1. Operating performance ratio</b>					
Total continuing operating revenue excluding capital grants and contributions less operating expenses <sup>1,2</sup>	6,144	6.99%	6.93%	1.00%	> 0.00%
Total continuing operating revenue excluding capital grants and contributions <sup>1</sup>	87,866				
<b>2. Own source operating revenue ratio</b>					
Total continuing operating revenue excluding all grants and contributions <sup>1</sup>	73,084	66.92%	68.47%	58.56%	> 60.00%
Total continuing operating revenue <sup>1</sup>	109,205				
<b>3. Unrestricted current ratio</b>					
Current assets less all external restrictions	41,957	2.27x	2.41x	2.64x	> 1.50x
Current liabilities less specific purpose liabilities	18,515				
<b>4. Debt service cover ratio</b>					
Operating result before capital excluding interest and depreciation/impairment/amortisation <sup>1</sup>	28,760	6.47x	6.11x	4.08x	> 2.00x
Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)	4,443				
<b>5. Rates and annual charges outstanding percentage</b>					
Rates and annual charges outstanding	2,011	5.07%	4.98%	5.74%	< 10.00%
Rates and annual charges collectable	39,634				
<b>6. Cash expense cover ratio</b>					
Current year's cash and cash equivalents plus all term deposits	106,270	18.31	15.50	13.91	> 3.00
Monthly payments from cash flow of operating and financing activities	5,804	mths	mths	mths	mths

(1) Excludes fair value increments on investment properties, reversal of revaluation decrements, reversal of impairment losses on receivables, net gain on sale of assets and net share of interests in joint ventures and associates using the equity method and includes pensioner rate subsidies

(2) Excludes impairment/revaluation decrements of IPPE, fair value decrements on investment properties, net loss on disposal of assets and net loss on share of interests in joint ventures and associates using the equity method

Armidale Regional Council | Notes to the Financial Statements 30 June 2022

## G5-2 Statement of performance measures by fund

\$ '000	General Indicators <sup>3</sup>		Water Indicators		Sewer Indicators		Benchmark
	2022	2021	2022	2021	2022	2021	
<b>1. Operating performance ratio</b>							
Total continuing operating revenue excluding capital grants and contributions less operating expenses <sup>1,2</sup>	<b>3.09%</b>	7.27%	<b>17.16%</b>	2.01%	<b>23.85%</b>	11.14%	> 0.00%
Total continuing operating revenue excluding capital grants and contributions <sup>1</sup>							
<b>2. Own source operating revenue ratio</b>							
Total continuing operating revenue excluding capital grants and contributions <sup>1</sup>	<b>61.32%</b>	63.21%	<b>83.39%</b>	83.77%	<b>94.69%</b>	93.04%	> 60.00%
Total continuing operating revenue <sup>1</sup>							
<b>3. Unrestricted current ratio</b>							
Current assets less all external restrictions	<b>2.27x</b>	2.41x	<b>51.24x</b>	48.13x	∞	∞	> 1.50x
Current liabilities less specific purpose liabilities							
<b>4. Debt service cover ratio</b>							
Operating result before capital excluding interest and depreciation/impairment/amortisation <sup>1</sup>	<b>4.70x</b>	5.18x	<b>15.52x</b>	7.01x	∞	∞	> 2.00x
Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)							
<b>5. Rates and annual charges outstanding percentage</b>							
Rates and annual charges outstanding	<b>5.35%</b>	5.51%	<b>5.45%</b>	1.81%	<b>3.71%</b>	3.80%	< 10.00%
Rates and annual charges collectable							
<b>6. Cash expense cover ratio</b>							
Current year's cash and cash equivalents plus all term deposits	<b>11.41 mths</b>	8.83 mths	<b>41.97 mths</b>	44.71 mths	<b>60.90 mths</b>	53.87 mths	> 3.00 mths
Monthly payments from cash flow of operating and financing activities							

(1) - (2) Refer to Notes at Note G6-1 above.

(3) General fund refers to all of Council's activities except for its water and sewer activities which are listed separately.

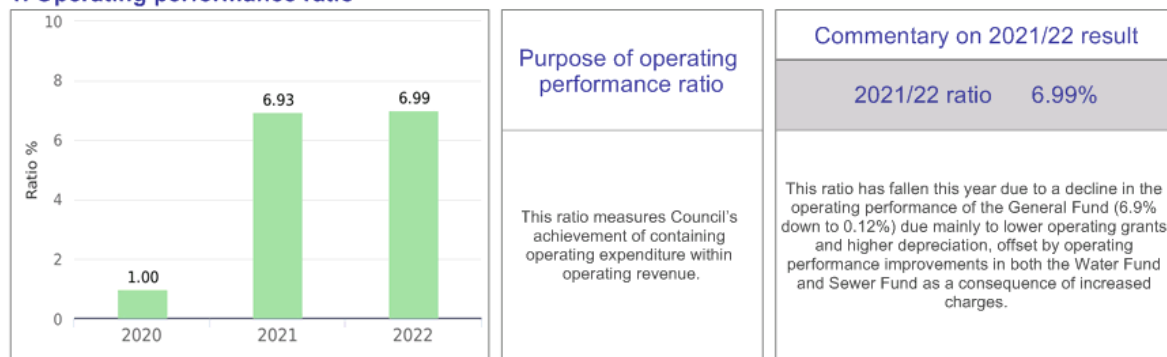
End of the audited financial statements

DRAFT

## H Additional Council disclosures (unaudited)

### H1-1 Statement of performance measures – consolidated results (graphs)

#### 1. Operating performance ratio



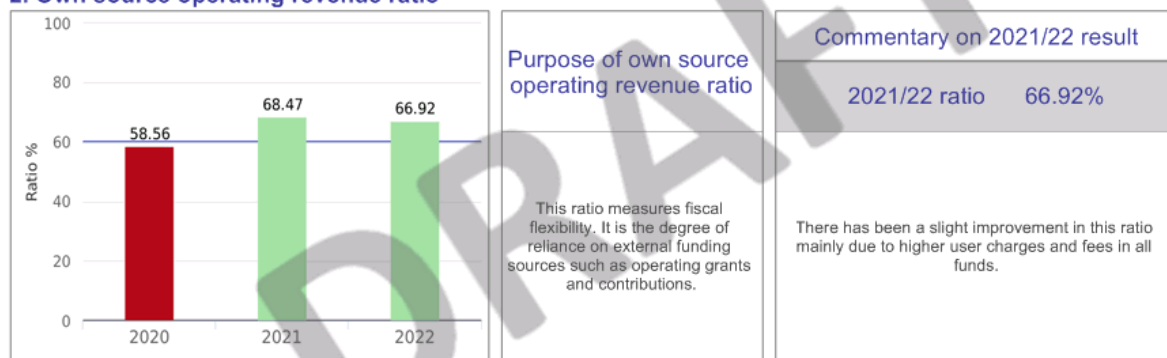
Benchmark: — > 0.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

#### 2. Own source operating revenue ratio



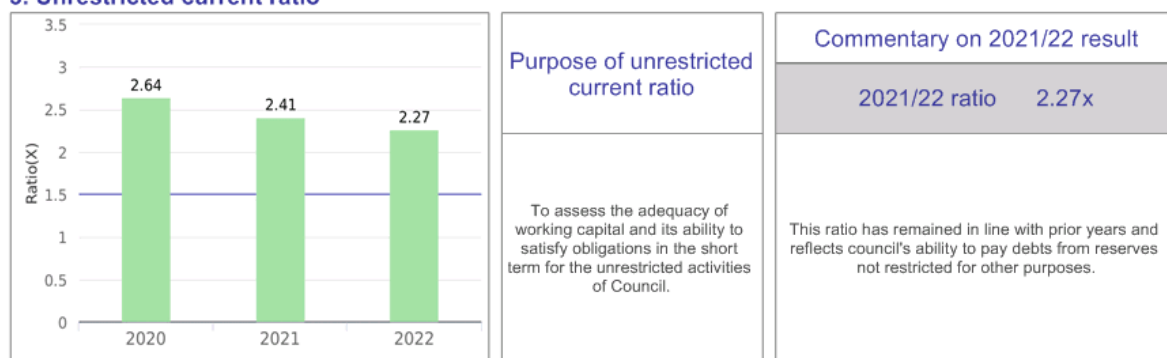
Benchmark: — > 60.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

#### 3. Unrestricted current ratio



Benchmark: — > 1.50x

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

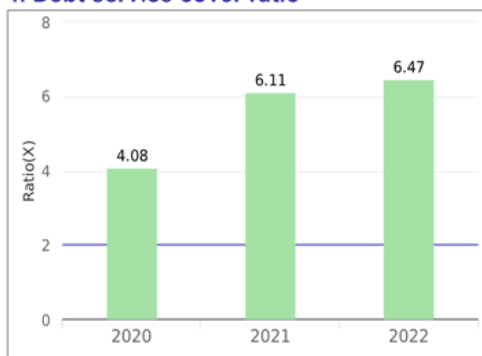
Ratio is outside benchmark

continued on next page ...

Page 75 of 79

## H1-1 Statement of performance measures – consolidated results (graphs) (continued)

## 4. Debt service cover ratio



## Purpose of debt service cover ratio

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments

## Commentary on 2021/22 result

2021/22 ratio 6.47x

This ratio has remained high due to the improved operating performance in all funds. This capacity allows council to consider borrowing as a means of addressing long term capital expenditure requirements.

Benchmark: — > 2.00x

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

## 5. Rates and annual charges outstanding percentage



## Purpose of rates and annual charges outstanding percentage

To assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts.

## Commentary on 2021/22 result

2021/22 ratio 5.07%

This ratio remains well within the benchmark range due to the proactive management of outstanding rates and charges, mostly through payment arrangements.

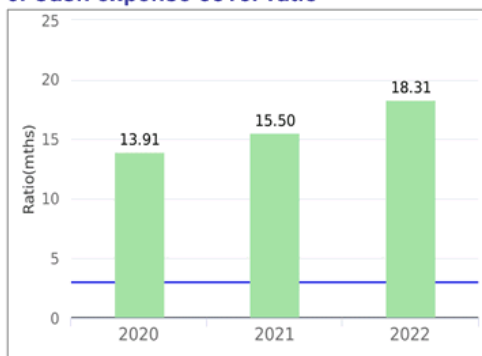
Benchmark: — < 10.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

## 6. Cash expense cover ratio



## Purpose of cash expense cover ratio

This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow.

## Commentary on 2021/22 result

2021/22 ratio 18.31 mths

This ratio continues to climb due to the high level of cash held for the Water and Sewer Funds (for future capital works) together with higher than usual unspent capital grants.

Benchmark: — > 3.00mths

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio achieves benchmark

Ratio is outside benchmark

## H1-2 Council information and contact details

**Principal place of business:**

135 Rusden Street  
Armidale NSW 2350

**Contact details****Mailing Address:**

PO Box 75A  
Armidale NSW 2350

**Opening hours:**

8:30am - 4:00pm  
Monday to Friday

**Telephone:** 1300 136 833

**Internet:** [www.armidaleregional.nsw.gov.au](http://www.armidaleregional.nsw.gov.au)

**Email:** [council@armidale.nsw.gov.au](mailto:council@armidale.nsw.gov.au)

**Officers****General Manager**

James Roncon

**Responsible Accounting Officer**

Ann Newsome

**Public Officer**

Simone Mooketsi

**Auditors**

Audit Office of New South Wales  
GPO Box 12  
Sydney NSW 2001

**Elected members****Mayor**

Sam Coupland

**Councillors**

Todd Redwood (Deputy Mayor)  
Margaret O'Connor  
Debra O'Brien  
Susan McMichael  
Paul Gaddes  
Dorothy Robinson  
Steven Mephram  
Bradley Widders  
Paul Packham  
Jon Galletly

**Other information**

**ABN:** 39 642 954 203



## Armidale Regional Council

### General Purpose Financial Statements

for the year ended 30 June 2022

#### Independent Auditor's Reports:

---

On the Financial Statements (Sect 417 [2])

#### Independent Auditor's Report

Please uplift Council's Audit Report PDF (opinion) for inclusion in the GPFS report (via the Home screen).

DRAFT

continued on next page ...

Page 78 of 79

## Armidale Regional Council

### General Purpose Financial Statements

for the year ended 30 June 2022

#### Independent Auditor's Reports: (continued)

---

#### On the Financial Statements (Sect 417 [3])

#### Independent Auditor's Report

Please uplift Council's Audit Report PDF (commentary) for inclusion in the GPFS report (via the Home screen).

DRAFT

DRAFT

# Armidale Regional Council

SPECIAL PURPOSE FINANCIAL STATEMENTS  
for the year ended 30 June 2022

---

*Restore and thrive*



## Armidale Regional Council

### Special Purpose Financial Statements

for the year ended 30 June 2022

Contents	Page
<b>Statement by Councillors and Management</b>	<b>3</b>
<b>Special Purpose Financial Statements:</b>	
Income Statement of water supply business activity	4
Income Statement of sewerage business activity	5
Statement of Financial Position of water supply business activity	6
Statement of Financial Position of sewerage business activity	7
<b>Note – Significant Accounting Policies</b>	<b>8</b>
<b>Auditor's Report on Special Purpose Financial Statements</b>	<b>11</b>

#### Background

- i. These Special Purpose Financial Statements have been prepared for the use by both Council and the Office of Local Government in fulfilling their requirements under National Competition Policy.
- ii. The principle of competitive neutrality is based on the concept of a 'level playing field' between persons/entities competing in a market place, particularly between private and public sector competitors.

Essentially, the principle is that government businesses, whether Commonwealth, state or local, should operate without net competitive advantages over other businesses as a result of their public ownership.

- iii. For Council, the principle of competitive neutrality and public reporting applies only to declared business activities.

These include **(a)** those activities classified by the Australian Bureau of Statistics as business activities being water supply, sewerage services, abattoirs, gas production and reticulation, and **(b)** those activities with a turnover of more than \$2 million that Council has formally declared as a business activity (defined as Category 1 activities).

- iv. In preparing these financial statements for Council's self-classified Category 1 businesses and ABS-defined activities, councils must **(a)** adopt a corporatisation model and **(b)** apply full cost attribution including tax-equivalent regime payments and debt guarantee fees (where the business benefits from Council's borrowing position by comparison with commercial rates).

## Armidale Regional Council

### Special Purpose Financial Statements

for the year ended 30 June 2022

#### Statement by Councillors and Management made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

The attached Special Purpose Financial Statements have been prepared in accordance with:

- the NSW Government Policy Statement 'Application of National Competition Policy to Local Government',
- the Division of Local Government Guidelines 'Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality',
- the Local Government Code of Accounting Practice and Financial Reporting,
- the NSW Office of Water Best-Practice Management of Water and Sewerage Guidelines.

To the best of our knowledge and belief, these statements:

- present fairly the operating result and financial position for each of Council's declared business activities for the year, and
- accord with Council's accounting and other records.
- present overhead reallocation charges to the water and sewerage businesses as fair and reasonable.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 26 October 2022.

---

Sam Coupland  
Mayor  
26 October 2022

---

Todd Redwood  
Deputy Mayor  
26 October 2022

---

James Roncon  
General Manager  
26 October 2022

---

Ann Newsome  
Responsible Accounting Officer  
26 October 2022

## Armidale Regional Council

## Income Statement of water supply business activity

for the year ended 30 June 2022

	2022 \$ '000	2021 \$ '000
<b>Income from continuing operations</b>		
Access charges	3,046	2,502
User charges	8,160	7,650
Fees	177	137
Interest and investment income	135	253
Grants and contributions provided for operating purposes	(5)	77
Other income	38	36
<b>Total income from continuing operations</b>	<b>11,551</b>	<b>10,655</b>
<b>Expenses from continuing operations</b>		
Employee benefits and on-costs	1,760	1,980
Borrowing costs	380	313
Materials and services	3,873	4,610
Depreciation, amortisation and impairment	3,534	3,517
Other expenses	22	21
<b>Total expenses from continuing operations</b>	<b>9,569</b>	<b>10,441</b>
<b>Surplus (deficit) from continuing operations before capital amounts</b>	<b>1,982</b>	<b>214</b>
Grants and contributions provided for capital purposes	2,307	1,972
<b>Surplus (deficit) from continuing operations after capital amounts</b>	<b>4,289</b>	<b>2,186</b>
<b>Surplus (deficit) from all operations before tax</b>	<b>4,289</b>	<b>2,186</b>
Less: corporate taxation equivalent (25%) [based on result before capital]	(496)	(56)
<b>Surplus (deficit) after tax</b>	<b>3,793</b>	<b>2,130</b>
<b>Plus accumulated surplus</b>	<b>189,824</b>	<b>187,638</b>
<b>Plus adjustments for amounts unpaid:</b>		
– Corporate taxation equivalent	496	56
<b>Closing accumulated surplus</b>	<b>194,113</b>	<b>189,824</b>
<b>Return on capital %</b>	<b>1.2%</b>	<b>0.3%</b>
<b>Subsidy from Council</b>	<b>4,675</b>	<b>2,129</b>
<b>Calculation of dividend payable:</b>		
Surplus (deficit) after tax	3,794	2,130
Less: capital grants and contributions (excluding developer contributions)	(1,623)	(1,403)
<b>Surplus for dividend calculation purposes</b>	<b>2,171</b>	<b>727</b>
<b>Potential dividend calculated from surplus</b>	<b>1,085</b>	<b>364</b>



## Armidale Regional Council

## Income Statement of sewerage business activity

for the year ended 30 June 2022

	2022 \$ '000	2021 \$ '000
<b>Income from continuing operations</b>		
Access charges	6,608	5,753
User charges	161	109
Liquid trade waste charges	66	67
Fees	27	28
Interest and investment income	104	184
Grants and contributions provided for operating purposes	—	55
Other income	1,712	1,255
<b>Total income from continuing operations</b>	<b>8,608</b>	<b>7,451</b>
<b>Expenses from continuing operations</b>		
Employee benefits and on-costs	1,311	1,231
Materials and services	3,593	3,191
Depreciation, amortisation and impairment	1,704	2,199
<b>Total expenses from continuing operations</b>	<b>6,608</b>	<b>6,621</b>
<b>Surplus (deficit) from continuing operations before capital amounts</b>	<b>2,070</b>	<b>830</b>
Grants and contributions provided for capital purposes	487	498
<b>Surplus (deficit) from continuing operations after capital amounts</b>	<b>2,557</b>	<b>1,328</b>
<b>Surplus (deficit) from all operations before tax</b>	<b>2,557</b>	<b>1,328</b>
Less: corporate taxation equivalent (25%) [based on result before capital]	(518)	(216)
<b>Surplus (deficit) after tax</b>	<b>2,039</b>	<b>1,112</b>
<b>Plus accumulated surplus</b>	<b>118,844</b>	<b>117,516</b>
<b>Plus adjustments for amounts unpaid:</b>		
– Corporate taxation equivalent	518	216
<b>Closing accumulated surplus</b>	<b>121,401</b>	<b>118,844</b>
<b>Return on capital %</b>	<b>1.9%</b>	<b>0.8%</b>
<b>Subsidy from Council</b>	<b>1,936</b>	<b>732</b>
<b>Calculation of dividend payable:</b>		
Surplus (deficit) after tax	2,040	1,112
<b>Surplus for dividend calculation purposes</b>	<b>2,040</b>	<b>1,112</b>
<b>Potential dividend calculated from surplus</b>	<b>1,020</b>	<b>556</b>

## Armidale Regional Council

## Statement of Financial Position of water supply business activity

as at 30 June 2022

	2022 \$ '000	2021 \$ '000
<b>ASSETS</b>		
<b>Current assets</b>		
Contract assets and contract cost assets	244	310
Investments	29,010	23,246
Receivables	2,308	2,321
<b>Total current assets</b>	<b>31,562</b>	<b>25,877</b>
<b>Non-current assets</b>		
Infrastructure, property, plant and equipment	192,277	178,265
<b>Total non-current assets</b>	<b>192,277</b>	<b>178,265</b>
<b>Total assets</b>	<b>223,839</b>	<b>204,142</b>
<b>LIABILITIES</b>		
<b>Current liabilities</b>		
Contract liabilities	104	–
Payables	72	47
Income received in advance	159	150
Borrowings	281	281
<b>Total current liabilities</b>	<b>616</b>	<b>478</b>
<b>Non-current liabilities</b>		
Borrowings	9,357	3,945
<b>Total non-current liabilities</b>	<b>9,357</b>	<b>3,945</b>
<b>Total liabilities</b>	<b>9,973</b>	<b>4,423</b>
<b>Net assets</b>	<b>213,866</b>	<b>199,719</b>
<b>EQUITY</b>		
Accumulated surplus	194,113	189,824
Revaluation reserves	19,753	9,895
<b>Total equity</b>	<b>213,866</b>	<b>199,719</b>

## Armidale Regional Council

## Statement of Financial Position of sewerage business activity

as at 30 June 2022

	2022 \$ '000	2021 \$ '000
<b>ASSETS</b>		
<b>Current assets</b>		
Investments	23,150	19,511
Receivables	254	229
Inventories	941	603
<b>Total current assets</b>	<b>24,345</b>	<b>20,343</b>
<b>Non-current assets</b>		
Infrastructure, property, plant and equipment	109,449	104,828
<b>Total non-current assets</b>	<b>109,449</b>	<b>104,828</b>
<b>Total assets</b>	<b>133,794</b>	<b>125,171</b>
<b>Net assets</b>	<b>133,794</b>	<b>125,171</b>
<b>EQUITY</b>		
Accumulated surplus	121,401	118,844
Revaluation reserves	12,393	6,327
<b>Total equity</b>	<b>133,794</b>	<b>125,171</b>

## Note – Significant Accounting Policies

A statement summarising the supplemental accounting policies adopted in the preparation of the special purpose financial statements (SPFS) for National Competition Policy (NCP) reporting purposes follows.

These financial statements are SPFS prepared for use by Council and the Office of Local Government. For the purposes of these statements, the Council is a non-reporting not-for-profit entity.

The figures presented in these special purpose financial statements have been prepared in accordance with the recognition and measurement criteria of relevant Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board (AASB) and Australian Accounting Interpretations.

The disclosures in these special purpose financial statements have been prepared in accordance with the *Local Government Act 1993* (Act), the *Local Government (General) Regulation 2005* (Regulation) and the Local Government Code of Accounting Practice and Financial Reporting.

The statements are prepared on an accruals basis. They are based on historic costs and do not take into account changing money values or, except where specifically stated, fair value of non-current assets. Certain taxes and other costs, appropriately described, have been imputed for the purposes of the National Competition Policy.

The Statement of Financial Position includes notional assets/liabilities receivable from/payable to Council's general fund. These balances reflect a notional intra-entity funding arrangement with the declared business activities.

### National Competition Policy

Council has adopted the principle of 'competitive neutrality' in its business activities as part of the National Competition Policy which is being applied throughout Australia at all levels of government. The framework for its application is set out in the June 1996 NSW Government Policy statement titled 'Application of National Competition Policy to Local Government'. *The Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality* issued by the Office of Local Government in July 1997 has also been adopted.

The pricing and costing guidelines outline the process for identifying and allocating costs to activities and provide a standard for disclosure requirements. These disclosures are reflected in Council's pricing and/or financial reporting systems and include taxation equivalents, Council subsidies, and returns on investments (rate of return and dividends paid).

### Declared business activities

In accordance with *Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality*, Council has declared that the following are to be considered as business activities:

#### Category 1 – business activities with gross operating turnover more than \$2 million

<b>a. Water Supplies</b>	Comprising the whole of the operations and assets of water supply systems. As the total annual operating revenues are greater than \$2,000,000, it is defined as a category 1 "Business Unit".
<b>b. Sewerage Service</b>	Comprising the whole of the operations and assets of the sewer reticulation and treatment system. As the total annual operating revenues are greater than \$2,000,000, it is defined as a category 1 "Business Unit".

### Taxation equivalent charges

Council is liable to pay various taxes and financial duties. Where this is the case, they are disclosed as a cost of operations just like all other costs. However, where Council does not pay some taxes, which are generally paid by private sector businesses, such as income tax, these equivalent tax payments have been applied to all Council-nominated business activities and are reflected in special purpose financial statements. For the purposes of disclosing comparative information relevant to the private sector equivalent, the following taxation equivalents have been applied to all Council-nominated business activities (this does not include Council's non-business activities):

#### Notional rate applied (%)

Corporate income tax rate – 25% (20/21 26%)

Land tax – the first \$822,000 of combined land values attracts 0%. For the combined land values in excess of \$822,000 up to \$5,026,000 the rate is \$100 + 1.6%. For the remaining combined land value that exceeds \$5,026,000 a premium marginal rate of 2.0% applies.

Payroll tax – 4.85% on the value of taxable salaries and wages in excess of \$1,200,000.

continued on next page ...

Page 8 of 11

## Note – Significant Accounting Policies (continued)

In accordance with the Department of Planning, Industry & Environment (DPIE) – Water guidelines, a payment for the amount calculated as the annual tax equivalent charges (excluding income tax) must be paid from water supply and sewerage business activities.

The payment of taxation equivalent charges, referred to in the Best Practice Management of Water Supply and Sewer Guidelines as a 'dividend for taxation equivalent', may be applied for any purpose allowed under the Act.

Achievement of substantial compliance to the DPIE – Water guidelines is not a prerequisite for the payment of the tax equivalent charges; however the payment must not exceed \$3 per assessment.

### Income tax

An income tax equivalent has been applied on the profits of the business activities. Whilst income tax is not a specific cost for the purpose of pricing a good or service, it needs to be taken into account in terms of assessing the rate of return required on capital invested. Accordingly, the return on capital invested is set at a pre-tax level – gain/(loss) from ordinary activities before capital amounts, as would be applied by a private sector competitor. That is, it should include a provision equivalent to the corporate income tax rate, currently 25% (20/21 26%).

Income tax is only applied where a gain from ordinary activities before capital amounts has been achieved. Since the taxation equivalent is notional – that is, it is payable to the 'Council' as the owner of business operations – it represents an internal payment and has no effect on the operations of the Council.

Accordingly, there is no need for disclosure of internal charges in the SPFS. The rate applied of 25% is the equivalent company tax rate prevalent at reporting date. No adjustments have been made for variations that have occurred during the year.

### Local government rates and charges

A calculation of the equivalent rates and charges for all Category 1 businesses has been applied to all assets owned, or exclusively used by the business activity.

### Loan and debt guarantee fees

The debt guarantee fee is designed to ensure that Council business activities face 'true' commercial borrowing costs in line with private sector competitors. In order to calculate a debt guarantee fee, Council has determined what the differential borrowing rate would have been between the commercial rate and Council's borrowing rate for its business activities.

#### (i) Subsidies

Government policy requires that subsidies provided to customers, and the funding of those subsidies, must be explicitly disclosed. Subsidies occur where Council provides services on a less than cost recovery basis. This option is exercised on a range of services in order for Council to meet its community service obligations. The overall effect of subsidies is contained within the Income Statements of business activities.

#### (ii) Return on investments (rate of return)

The NCP policy statement requires that councils with Category 1 businesses 'would be expected to generate a return on capital funds employed that is comparable to rates of return for private businesses operating in a similar field'.

Funds are subsequently available for meeting commitments or financing future investment strategies. The rate of return is disclosed for each of Council's business activities on the Income Statement.

The rate of return is calculated as follows:

#### Operating result before capital income + interest expense

#### Written down value of I,PP&E as at 30 June

As a minimum, business activities should generate a return equal to the Commonwealth 10 year bond rate which is 3.66% at 30 June 2022.

#### (iii) Dividends

Council is not required to pay dividends to either itself as owner of a range of businesses, or to any external entities.

A local government water supply and sewerage business is permitted to pay annual dividends from their water supply or sewerage business surpluses. Each dividend must be calculated and approved in accordance with the DPIE – Water guidelines

continued on next page ...

Page 9 of 11

### Note – Significant Accounting Policies (continued)

---

and must not exceed 50% of the relevant surplus in any one year, or the number of water supply or sewerage assessments at 30 June 2022 multiplied by \$30 (less the payment for tax equivalent charges, not exceeding \$3 per assessment).

In accordance with the Best Practice Management of Water Supply and Sewer Guidelines, a Dividend Payment form, Statement of Compliance, Unqualified Independent Financial Audit Report and Compliance Audit Report are submitted to DPIE – Water.

DRAFT



Armidale Regional Council

Special Purpose Financial Statements  
for the year ended 30 June 2022

---

DRAFT

DRAFT

# Armidale Regional Council

SPECIAL SCHEDULES  
for the year ended 30 June 2022

---

*Restore and thrive*



## Armidale Regional Council

## Special Schedules

for the year ended 30 June 2022

## Contents

## Page

**Special Schedules:**

Permissible income for general rates

3

Report on infrastructure assets as at 30 June 2022

5

DRAFT

## Armidale Regional Council

## Permissible income for general rates

	Notes	Calculation 2021/22 \$ '000	Calculation 2022/23 \$ '000
<b>Notional general income calculation <sup>1</sup></b>			
Last year notional general income yield	a	19,267	19,796
Plus or minus adjustments <sup>2</sup>	b	30	128
<b>Notional general income</b>	<b>c = a + b</b>	<b>19,297</b>	<b>19,924</b>
<b>Permissible income calculation</b>			
Special variation percentage <sup>3</sup>	d	10.50%	0.00%
Or rate peg percentage	e	0.00%	2.50%
Less expiring special variation amount	g	(1,468)	—
Plus special variation amount	$h = d \times (c + g)$	1,872	—
Or plus rate peg amount	$i = e \times (c + g)$	—	498
<b>Sub-total</b>	<b>k = (c + g + h + i + j)</b>	<b>19,701</b>	<b>20,422</b>
Plus (or minus) last year's carry forward total	l	89	(6)
<b>Sub-total</b>	<b>n = (k + m)</b>	<b>89</b>	<b>(6)</b>
<b>Total permissible income</b>	<b>o = k + n</b>	<b>19,790</b>	<b>20,416</b>
Less notional general income yield	p	19,796	20,326
<b>Catch-up or (excess) result</b>	<b>q = o - p</b>	<b>(6)</b>	<b>90</b>
Plus income lost due to valuation objections claimed <sup>4</sup>	r	—	1
<b>Carry forward to next year <sup>6</sup></b>	<b>t = q + r + s</b>	<b>(6)</b>	<b>91</b>

**Notes**

- (1) The notional general income will not reconcile with rate income in the financial statements in the corresponding year. The statements are reported on an accrual accounting basis which include amounts that relate to prior years' rates income.
- (2) Adjustments account for changes in the number of assessments and any increase or decrease in land value occurring during the year. The adjustments are called 'supplementary valuations' as defined in the *Valuation of Land Act 1916 (NSW)*.
- (3) The 'special variation percentage' is inclusive of the rate peg percentage and where applicable, the Crown land adjustment.
- (4) Valuation objections are unexpected changes in land values as a result of land owners successfully objecting to the land value issued by the Valuer General. Councils can claim the value of the income lost due to valuation objections in any single year.
- (6) Carry-forward amounts which are in excess (an amount that exceeds the permissible income) require Ministerial approval by order published in the *NSW Government Gazette* in accordance with section 512 of the Act. The OLG will extract these amounts from Council's Permissible income for general rates Statement in the financial data return (FDR) to administer this process.

## Permissible income for general rates

---

Permissible income for general rates: PLUS PDF inserted here

Council needs to uplift custom PDF here - please uplift via "PLUS PDF" choice in the Home/TOC screen

DRAFT

## Armidale Regional Council

## Report on infrastructure assets as at 30 June 2022

Asset Class	Asset Category	Estimated cost to bring assets to satisfactory standard <sup>a</sup>	Estimated cost to bring to the agreed level of service set by Council <sup>b</sup>	2021/22 Required maintenance <sup>c</sup>	2021/22 Actual maintenance	Net carrying amount	Gross replacement cost (GRC)	Assets in condition as a percentage of gross replacement cost				
		\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	1	2	3	4	5
Buildings	Buildings	12,133	31,409	2,590	1,078	61,649	126,001	43.0%	8.0%	29.0%	17.0%	3.0%
	<b>Sub-total</b>	<b>12,133</b>	<b>31,409</b>	<b>2,590</b>	<b>1,078</b>	<b>61,649</b>	<b>126,001</b>	<b>43.0%</b>	<b>8.0%</b>	<b>29.0%</b>	<b>17.0%</b>	<b>3.0%</b>
Other structures	Other structures	25	65	–	–	18,919	23,684	70.0%	10.0%	20.0%	0.0%	0.0%
	Other Infrastructure Assets	364	957	5,570	12,431	24,834	33,266	52.0%	36.0%	10.0%	2.0%	0.0%
	<b>Sub-total</b>	<b>389</b>	<b>1,022</b>	<b>5,570</b>	<b>12,431</b>	<b>43,753</b>	<b>56,950</b>	<b>59.5%</b>	<b>25.2%</b>	<b>14.2%</b>	<b>1.2%</b>	<b>0.0%</b>
Roads	Roads	46,367	120,035	5,280	5,155	215,788	274,372	61.0%	6.0%	9.0%	21.0%	3.0%
	Bridges	861	2,295	120	203	37,276	55,484	11.0%	49.0%	37.0%	3.0%	0.0%
	Footpaths	629	1,595	180	59	8,472	13,147	1.0%	62.0%	30.0%	5.0%	2.0%
	Other	–	–	510	164	153,977	153,977	100.0%	0.0%	0.0%	0.0%	0.0%
	<b>Sub-total</b>	<b>47,857</b>	<b>123,925</b>	<b>6,090</b>	<b>5,581</b>	<b>415,513</b>	<b>496,980</b>	<b>65.9%</b>	<b>10.4%</b>	<b>9.9%</b>	<b>12.1%</b>	<b>1.7%</b>
Water supply network	Water supply network	28,622	75,114	4,380	2,557	169,796	260,672	11.0%	35.0%	34.0%	18.0%	2.0%
	<b>Sub-total</b>	<b>28,622</b>	<b>75,114</b>	<b>4,380</b>	<b>2,557</b>	<b>169,796</b>	<b>260,672</b>	<b>11.0%</b>	<b>35.0%</b>	<b>34.0%</b>	<b>18.0%</b>	<b>2.0%</b>
Sewerage network	Sewerage network	6,999	18,591	2,440	2,247	104,066	149,088	5.0%	29.0%	57.0%	9.0%	0.0%
	<b>Sub-total</b>	<b>6,999</b>	<b>18,591</b>	<b>2,440</b>	<b>2,247</b>	<b>104,066</b>	<b>149,088</b>	<b>5.0%</b>	<b>29.0%</b>	<b>57.0%</b>	<b>9.0%</b>	<b>0.0%</b>
Stormwater drainage	Stormwater drainage	15,221	40,471	1,620	1,013	125,753	186,109	46.0%	4.0%	33.0%	17.0%	0.0%
	<b>Sub-total</b>	<b>15,221</b>	<b>40,471</b>	<b>1,620</b>	<b>1,013</b>	<b>125,753</b>	<b>186,109</b>	<b>46.0%</b>	<b>4.0%</b>	<b>33.0%</b>	<b>17.0%</b>	<b>0.0%</b>
Other infrastructure assets	Airport Infrastructure	–	–	1,920	716	12,723	16,422	54.0%	43.0%	3.0%	0.0%	0.0%
	<b>Sub-total</b>	<b>–</b>	<b>–</b>	<b>1,920</b>	<b>716</b>	<b>12,723</b>	<b>16,422</b>	<b>54.0%</b>	<b>43.0%</b>	<b>3.0%</b>	<b>0.0%</b>	<b>0.0%</b>
<b>Total – all assets</b>		<b>111,221</b>	<b>290,532</b>	<b>24,610</b>	<b>25,623</b>	<b>933,253</b>	<b>1,292,222</b>	<b>42.3%</b>	<b>17.4%</b>	<b>25.5%</b>	<b>13.5%</b>	<b>1.4%</b>

(a) In accordance with the 2022 NSW Local Government Code of Accounting Practice and Financial Reporting, the condition level for "satisfactory standard" is Condition 2. In 2021, "satisfactory standard" was determined as Condition 3.

(b) In accordance with the 2022 NSW Local Government Code of Accounting Practice and Financial Reporting, the condition level for "agreed service level set by Council" (where Council does not currently have an agreed service level) is Condition 1 discounted to Condition 2. In 2021, this Condition level was determined as Condition 2.

(c) Required maintenance is the amount identified in Council's asset management plans.

continued on next page ...

Page 5 of 9



## Armidale Regional Council

Report on infrastructure assets as at 30 June 2022 (continued)

## Infrastructure asset condition assessment 'key'

#	Condition	Integrated planning and reporting (IP&R) description
1	Excellent/very good	No work required (normal maintenance)
2	Good	Only minor maintenance work required
3	Satisfactory	Maintenance work required
4	Poor	Renewal required
5	Very poor	Urgent renewal/upgrading required

DRAFT

## Armidale Regional Council

## Report on infrastructure assets as at 30 June 2022

## Infrastructure asset performance indicators (consolidated) \*

\$ '000	Amounts 2022	Indicator 2022	Indicators 20212020		Benchmark
Buildings and infrastructure renewals ratio					
Asset renewals <sup>1</sup>	15,871	89.55%	26.31%	17.81%	>= 100.00%
Depreciation, amortisation and impairment	17,723				
Infrastructure backlog ratio					
Estimated cost to bring assets to a satisfactory standard	111,221	11.85%	1.77%	1.73%	< 2.00%
Net carrying amount of infrastructure assets	938,770				
Asset maintenance ratio					
Actual asset maintenance	25,623	104.12%	72.10%	88.54%	> 100.00%
Required asset maintenance	24,610				
Cost to bring assets to agreed service level					
Estimated cost to bring assets to an agreed service level set by Council	290,532	22.48%	5.74%	6.11%	
Gross replacement cost	1,292,222				

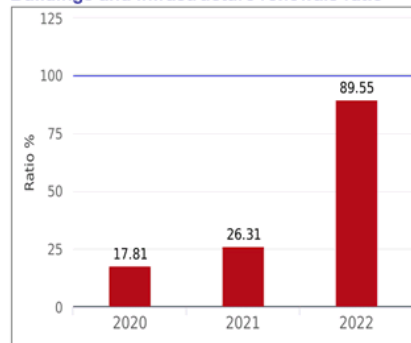
(\*) All asset performance indicators are calculated using classes identified in the previous table.

(1) Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.

## Armidale Regional Council

## Report on infrastructure assets as at 30 June 2022

## Buildings and infrastructure renewals ratio



Buildings and infrastructure renewals ratio

To assess the rate at which these assets are being renewed relative to the rate at which they are depreciating.

Commentary on result

21/22 ratio 89.55%

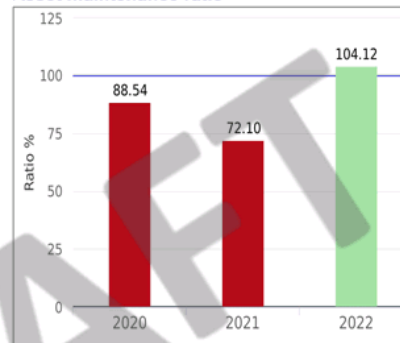
Benchmark: —  $\geq 100.00\%$ 

Ratio achieves benchmark

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio is outside benchmark

## Asset maintenance ratio



Asset maintenance ratio

Compares actual vs. required annual asset maintenance. A ratio above 1.0 indicates Council is investing enough funds to stop the infrastructure backlog growing.

Commentary on result

21/22 ratio 104.12%

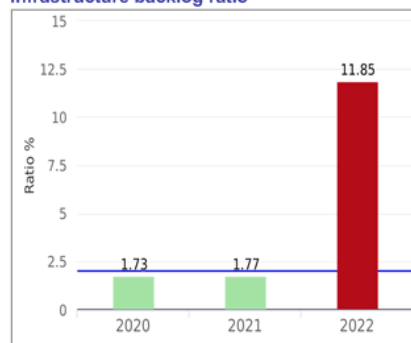
Benchmark: —  $> 100.00\%$ 

Ratio achieves benchmark

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio is outside benchmark

## Infrastructure backlog ratio



Infrastructure backlog ratio

This ratio shows what proportion the backlog is against the total value of a Council's infrastructure.

Commentary on result

21/22 ratio 11.85%

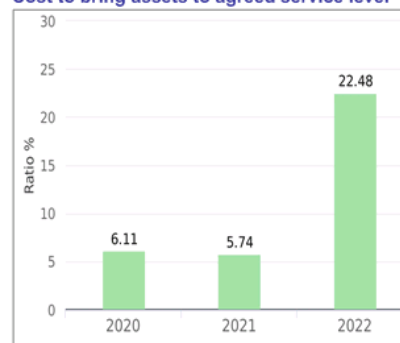
Benchmark: —  $< 2.00\%$ 

Ratio achieves benchmark

Source of benchmark: Code of Accounting Practice and Financial Reporting

Ratio is outside benchmark

## Cost to bring assets to agreed service level



Cost to bring assets to agreed service level

This ratio provides a snapshot of the proportion of outstanding renewal works compared to the total value of assets under Council's care and stewardship.

Commentary on result

21/22 ratio 22.48%

## Armidale Regional Council

## Report on infrastructure assets as at 30 June 2022

## Infrastructure asset performance indicators (by fund)

\$ '000	General fund		Water fund		Sewer fund		Benchmark
	2022	2021	2022	2021	2022	2021	
Buildings and infrastructure renewals ratio							
Asset renewals <sup>1</sup>	114.05%	14.27%	41.86%	1.90%	5.16%	120.03%	>= 100.00%
Depreciation, amortisation and impairment							
Infrastructure backlog ratio							
Estimated cost to bring assets to a satisfactory standard	11.38%	1.91%	16.86%	0.93%	6.73%	2.31%	< 2.00%
Net carrying amount of infrastructure assets							
Asset maintenance ratio							
Actual asset maintenance	117.03%	67.49%	58.38%	79.85%	92.09%	91.48%	> 100.00%
Required asset maintenance							
Cost to bring assets to agreed service level							
Estimated cost to bring assets to an agreed service level set by Council	22.33%	5.83%	28.82%	3.33%	12.47%	9.39%	
Gross replacement cost							

(1) Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.

TRIM: AINT/2021/36699



# Local Approval Policy Street Trading

ADOPTED BY COUNCIL: 25 SEPTEMBER 2019

## PRELIMINARY

### Introduction

Street trading refers to selling or displaying goods on a footpath or public road and includes activities such as outdoor eating areas, merchandising displays, fund raising stalls, selling food from vehicles and busking.

Street trading activities can contribute to the ambience and vitality of an area or precinct by enhancing streetscapes and creating more visually pleasant and interesting shopping environments. Street trading activities can also contribute to the commercial viability of core business areas.

Street trading activities involve the use of public assets, particularly footpaths and roads that are primarily provided for pedestrians and road users. Carrying out street trading activities therefore requires careful consideration to ensure that the safety and convenience of pedestrians and road users is not compromised.

The public risk associated with allowing street trading must be properly managed. To ensure that street trading does not place pedestrians or passing road traffic at an increased risk of an accident, activities should only be in locations where they can be safely accommodated. It is important that everyone using a footpath for access can do so safely. This particularly applies to children, people with prams, the elderly and people with disabilities. Under the Commonwealth Disability Discrimination Act 1992 when a person with a disability wants to access services then equitable, dignified access must be provided.

This Local Approvals Policy (Policy) seeks to provide for street trading activities that add interest and vitality to commercial areas and contribute positively to local streetscapes, while ensuring that the safety of pedestrians and road users is not compromised.

### Application of this Policy

This Policy applies to street trading activities carried out on, or over, public roads and footpaths, including closed roads that are not in private ownership and are used for public access, such as the Central Beardsley Street Mall in Armidale.

This Policy does not apply to street trading activities carried out on privately owned roads or private footpaths.

Street trading refers to long term or periodic occupation on a footpath or public road for the purposes of selling or displaying goods or providing a service to customers and includes the following activities:

- Outdoor eating areas
- Merchandising and/or display of goods
- Advertising signs
- Street stalls, ticket selling, public collections
- Markets
- Busking
- Spruiking
- Street vending vehicles, both standing and mobile.

Examples of street trading include:

- Sale of newspapers from a stand on a footpath
- Sale of food and drinks from a stall, standing vehicle or kiosk in a pedestrian mall
- Sale of articles from stalls or tables on a footpath, including those operated by charitable organisations
- Setting up of outdoor eating areas or take-away facilities in a pedestrian area
- Placing an advertising sign on a footpath in front of a shop
- Sale of articles from a standing vehicle on the side of a carriageway
- Sale of ice-cream or sweets from a vehicle on public streets, making brief intermittent stops.

The Policy also includes controls for the following structures or items that are placed on footpaths and are frequently ancillary to street trading activities:

- Screens
- Planter boxes
- Shade structures or items
- Gas heaters (outdoor radiant heaters).

## Format of this Policy

This Policy is divided into four sections:

Preliminary	includes supporting information that explains the types of activities subject of the Policy, the objectives of the Policy and the types of approvals that may be required to carry out street trading activities.
Part 1: Exemption from approval	specifies the circumstances in which a person is exempt from the necessity to obtain approval under Section 68 of the Local Government Act 1993 for particular types of street trading activities.



Part 2: Approval criteria	specifies the criteria which Council will take into consideration in determining whether to give or refuse an approval for a street trading activity under Section 68 of the Local Government Act 1993. There are general criteria which apply to all street trading activities as well as specific criteria which apply to the particular type of street trading activity being proposed.
Part 3: Other matters	contains other matters relating to the approval being sought.

## Objectives

The objectives of this Policy are:

- to provide a clear explanation of Council requirements for street trading in Armidale Regional,
- to facilitate a balance between the use of footpaths for street trading and the need for a continuous, safe and dignified path of access to be provided to all,
- to ensure that the community's enjoyment of, and access to or through public land is not unduly compromised by the use of footpaths by businesses,
- to ensure that the safety and convenience of road users is not compromised by business activities on public roads,
- to provide attractive and vibrant pedestrian areas by encouraging street trading activities that are compatible with land uses in the area and contribute positively to the streetscape, and
- to minimise the public risk that street trading activities can pose to the safety of pedestrians and passing traffic.

## Definitions

The following definitions apply for the purpose of implementing this Policy. However, definitions in relevant legislation take precedence over this Policy wherever a conflict exists.

**Carriageway** is that portion of the road reserve devoted particularly to moving vehicles.

**Beardy Street 'Mall'** refers to Beardy Street between Marsh and Jessie Streets, Armidale, and includes the Central Beardy Street Mall.

**Central Beardy Street Mall** refers to the closed road in Beardy Street, Armidale, between Faulkner and Dangar Streets.

**Classified road** has the same meaning as defined in the Dictionary for the *Roads Act 1993*.

**Community land** means land that is classified as community land under Division 1 of Part 2 of Chapter 6 of the *Local Government Act 1993*.

**Footpath** is the area between a property boundary and the back of the nearest kerbside of a public road, which is provided for use by pedestrians and not vehicles and includes splay corners and entry areas not in private

ownership. Where a road is closed and is not in private ownership, for example the Central Beardy Street Mall, it is deemed to be a footpath for the purposes of this Policy.

**Markets in the Mall** refers to the markets subject of Council Policy POL078 – *Mall Market Operations Policy*.

**Public land** means any land (including a public reserve) vested in or under the control of the Council, but does not include:

- a) a public road, or
- b) land to which the *Crown Lands Act 1989* applies, or
- c) a common, or
- d) land subject to the *Trustees of Schools of Arts Enabling Act 1902*, or
- e) a regional park under the *National Parks and Wildlife Act 1974*.

**Public place means**

- a) a public reserve, public bathing reserve, public baths or public swimming pool, or
- b) a public road, public bridge, public wharf or public road-ferry, or
- c) a Crown reserve comprising land reserved for future public requirements, or
- d) public land or Crown land that is not:
  - a Crown reserve (other than a Crown reserve that is a public place because of paragraph (a), (b) or (c)), or
  - a common, or
  - land subject to the *Trustees of Schools of Arts Enabling Act 1902*, or
  - land that has been sold or leased or lawfully contracted to be sold or leased, or
- e) land that is declared by the regulations to the *Local Government Act 1993* to be a public place for the purposes of this definition.

**Public road** means a road, not in private ownership, which the public are entitled to use.

**Road reserve** means the entire right-of-way devoted to public travel, including the footpaths, shoulders, verges and carriageways – the whole width between adjacent property boundaries.

**Shoulder** is the portion of the carriageway beyond the traffic lanes and contiguous and generally flush with the surface of the road pavement.

**Street vending vehicle** includes all types of vehicles (registered or unregistered) which are used for the sale of articles.

## Approvals

Approvals under and Roads Act 1993

This Policy details what approvals may be required from Council to carry out street trading activities under the *Roads Act 1993* (refer to *Table 1*).

Under this Policy, it is proposed that most street trading activities that satisfy the relevant exempt criteria detailed below would not require approval from Council under the *Local Government Act 1993*.

**Table 1: Approvals for street trading activities under the Roads Act 1993**

Activity	Relevant legislation
Where a restaurant is adjacent to a footway of a public road, use part of that footway for the purposes of the restaurant.	Roads Act 1993 Section 125. Note: the RMS's concurrence is required where the public road is a classified road.
Erect a structure or carry out a work in, on or over a public road. This includes erecting a structure for the purpose of selling an article or service.	Roads Act 1993 Part 9, Division 3, Section 138 Note: the RMS's concurrence is required where the public road is a classified road.

### Other Approvals

Intending operators of street trading activities should determine whether they are required to satisfy other legislative requirements. The following identifies examples of other approvals that may be required but is not an exhaustive list of possible approvals or requirements.

Other approvals or compliance that may be required from Council include:

- Setting up, operating or using a loudspeaker or sound amplifying device on community land requires approval from Council under section 68D(5) of the *Local Government Act 1993*.
- Preparing or selling food requires compliance with the *Food Act 2003* and *Food Regulation 2010*.

Intending operators of street trading activities may also need to comply with other legislative requirements not administered by Council, such as:

- Approval to operate a mobile street vending vehicle requires compliance with relevant road transport safety and traffic management legislation administered by the RMS as well as the Roads and Traffic Authority "Street Vending Manual".
- Where consumption of alcohol is proposed (eg outdoor eating area), the street trading activity must comply with and obtain the necessary approvals under the Liquor Act 2007. Liquor licensing applications are determined by Liquor & Gaming NSW.
- The Lotteries and Art Unions Act 1901.

## PART 1 – EXEMPTION FROM APPROVAL

Some proposed street trading activities may be exempt from requiring approval from Council depending on the type or nature of the activity and/or its proposed location. Developments which do not require consent under the *Environmental Planning and Assessment Act 1979* are identified in Council's Local Environmental Plan.

The criteria which must be satisfied in order for a particular activity to be exempt from requiring Council approval under Section 68 of the *Local Government Act 1993* see 1.1 General Exempt Criteria below. Additionally, the activity must satisfy the general criteria below to be exempt under this policy.

Where the activity will not satisfy the below a application for approval must be submitted with Council under *Part 2 – Approval Criteria* of this Policy.

## 1.1 General Exempt Criteria

The operation of a street trading activity must not impair the vision or lines of sight of pedestrians or drivers of vehicular traffic along a road or at an intersection of a road or private access; and

Street trading activities catering for pedestrians must:

- i. not unduly obstruct the free passage of pedestrians, especially children, people with prams, the elderly and people with disabilities, including wheelchair users
- ii. be located on footpaths wide enough to accommodate the street trading activity as well as to allow the free movement of pedestrians during peak periods
- iii. be carried out from a safe structure if a structure is used, and
- iv. not be located where they would breach regulatory or signposted parking/standing restrictions (eg barrows in kerbside lanes when parking restrictions apply)
- v. not be located in front of driveways or entrances to properties unless the permission of the property owner has been obtained, and

Street trading activities catering for passing traffic (see Figure 1) must:

- i. not be located where the speed limit is 80km/h or higher, unless safety and efficiency is not compromised
- ii. not be located on a hill or bend where sight distance is limited (refer to RTA's Road Design Guide)
- iii. not be located in front of driveways or entrances to properties unless the permission of the property owner has been obtained
- iv. not be located where motorists are forced to park in the kerbside lane, where parking/standing restrictions apply
- v. have sufficient parking near the site
- vi. provide sufficient traffic warning signs in advance of the facility (signs should be placed only during periods of selling activity)
- vii. not be located in a two-lane, two-way (one lane in each direction) street, unless safe approach to the facility and safe departure from the facility is available
- viii. only be allowed from vehicles standing in the kerbside lane if an additional lane is available for moving traffic in that direction of travel, and there are no kerbside standing/parking restrictions, and
- ix. not be allowed to operate during hours of darkness, especially from a street vending vehicle or mobile vending vehicle unless adequate street lighting or other forms of lighting is available to warn pedestrians and other road users.

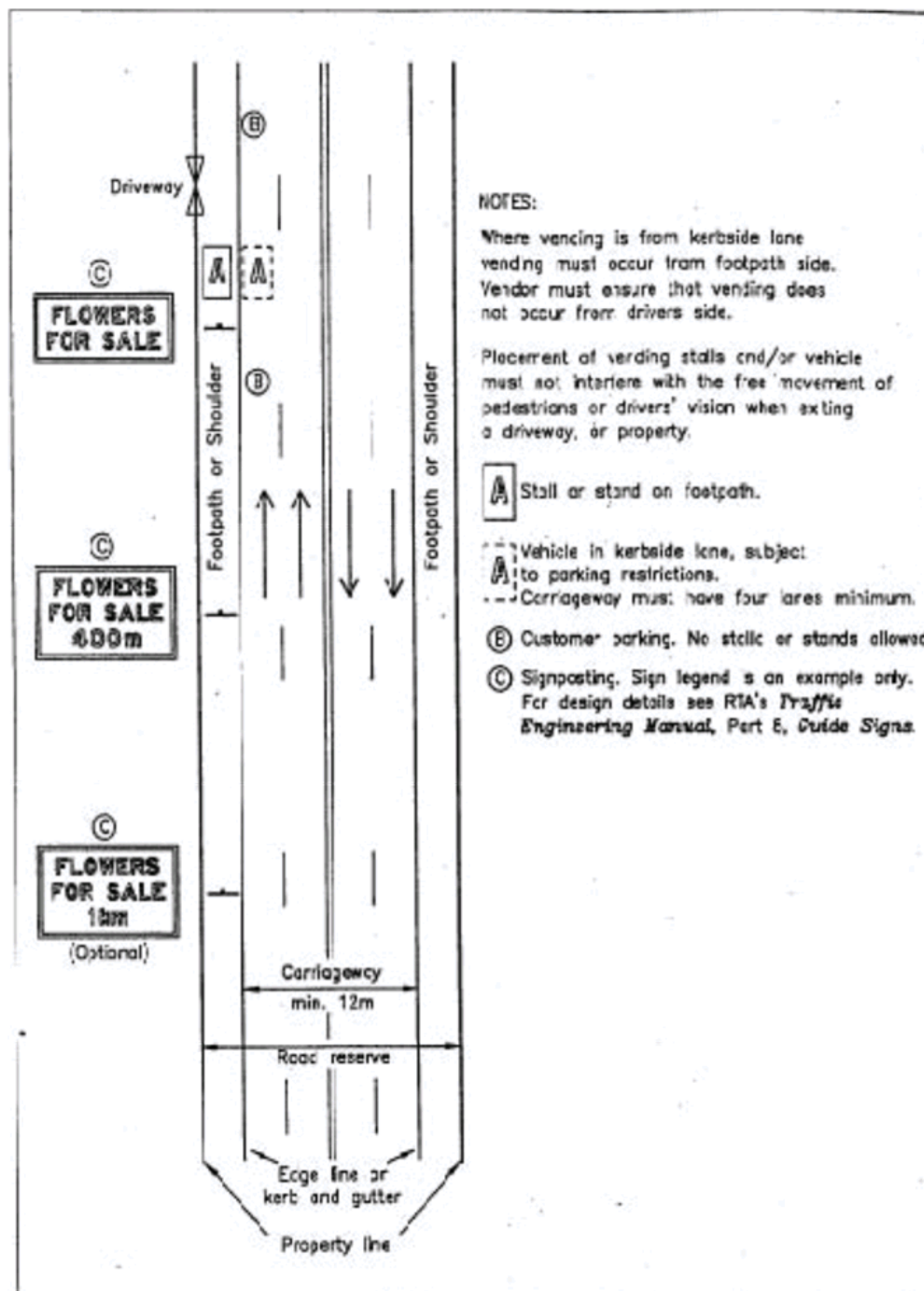
Where traffic warning/information signs are required they are to conform to the signs as shown in *Figure 1*.

Where selling an article or service is to be carried out from street vending structures in built-up areas the following requirements set out below are mandatory:

- i. the activity complies with Council's health and hygiene controls for street trading activities; and
- ii. where traffic warning/information signs are required they conform to the Department of Local Government and Roads and Traffic Authority's guidelines for Street Vending (see Figure 1 of this Policy);

Figure 1: Street vending within a road reserve (kerbside parking lane or footpath)





Source: Street Vending (Department of Local Government and the Roads and Traffic Authority, 1996)

#### 1.1.1 Hours of operation



The public road or footpath may only be used for street trading activities during the hours of operation of the adjacent business premises with which the activity is associated or in accordance with the operator's development consent, approval under this Policy, lease or licence, liquor licence or other approval. Where there appears to be conflict in these different hours of operation, the lesser number of hours will apply.

#### 1.1.2 Location of street trading activities on footpaths

Street trading activities on footpaths should be located to ensure that the safety and convenience of pedestrians and road users is not compromised. An unobstructed clearway, or continuous accessible path of travel, should be provided on footpaths for the safe and comfortable movement of pedestrians, including children, people with prams, the elderly and people with disabilities. People with a range of disabilities should be able to use a footpath without encountering barriers.

In order to provide for the safe and comfortable movement of pedestrians, the footpath has been divided into zones – Pedestrian Zone, Commercial Activity Zone and the Kerbside Zone.

The location and dimensions of the Pedestrian and Commercial Activity Zones, along with the types of street trading activities permitted in the Commercial Activity zones, differ according to the width and type of footpaths and where they are located.

##### 1.1.2.1 Pedestrian Zone

Street trading activities are not to encroach into the Pedestrian Zone. The Pedestrian Zone is the area of public land that is for the exclusive use of pedestrians.

The Pedestrian Zone:

- i. applies to those areas shown as Pedestrian Zones in Figure 2,
- ii. includes paths of travel defined by Tactile Ground Surface Indicators, such as those provided in the Central Beardsley Street Mall and at intersections in the Armidale CBD near kerb ramps,
- iii. has a height requirement of at least 2 metres from the footpath to ensure that off-ground displays and signage or umbrellas do not present obstacles to people.

Where footpaths are not constructed to their full width, for example comprise a sealed 'ribbon' footpath, the paved section of the footpath should be used primarily for pedestrian purposes and be free of street trading activities.

##### 1.1.2.2 Commercial Activity Zone

Street trading activities are to be wholly located within the relevant Commercial Activity Zones.

The location and width of the Commercial Activity Zones are shown in Figure 2. The types of street trading activities permitted, subject to satisfying relevant requirements, in the Commercial Activity Zones are listed in Table 2.

Where the front of buildings are setback or inset from the street such that they form an irregular line of building frontages, street trading activities may occur in the setback/inset section.

As the Commercial Activity Zone outside the Central Beardsley Street Mall is the residual part of the footpath after allowing for the minimum width requirements of the Pedestrian (1.8 metres) and Kerbside (0.7 metres) Zones,

some footpaths may not have sufficient width to accommodate proposed street trading activities. Council may consider modifications to the footpath that incorporate adjoining car parking spaces in order to provide a wider footpath, but only for outdoor eating areas.

**Table 2: Street trading activities permitted in Commercial Activity zones**

(✓ permitted subject to satisfying relevant requirements, ✗ not permitted)

Zone	(1) Central Beardy Street Mall		(2) & (3) Footpaths
	Commercial Activity Zone 'A'	Commercial Activity Zone 'B'	Commercial Activity Zones 'C' & 'D'
Zone width	1.0 metres	13 metres	Residue
Outdoor eating areas	✗	✓	✓
Merchandising tables and displays	✓	✗	✓
Free standing advertising signs	✓	✗	✓
Street stalls/ticket selling/public collections	✗	✓	✓
Busking	✗	✓	✓
Spruiking	✗	✓	✓
Ancillary items or structures	✗	✓	✓

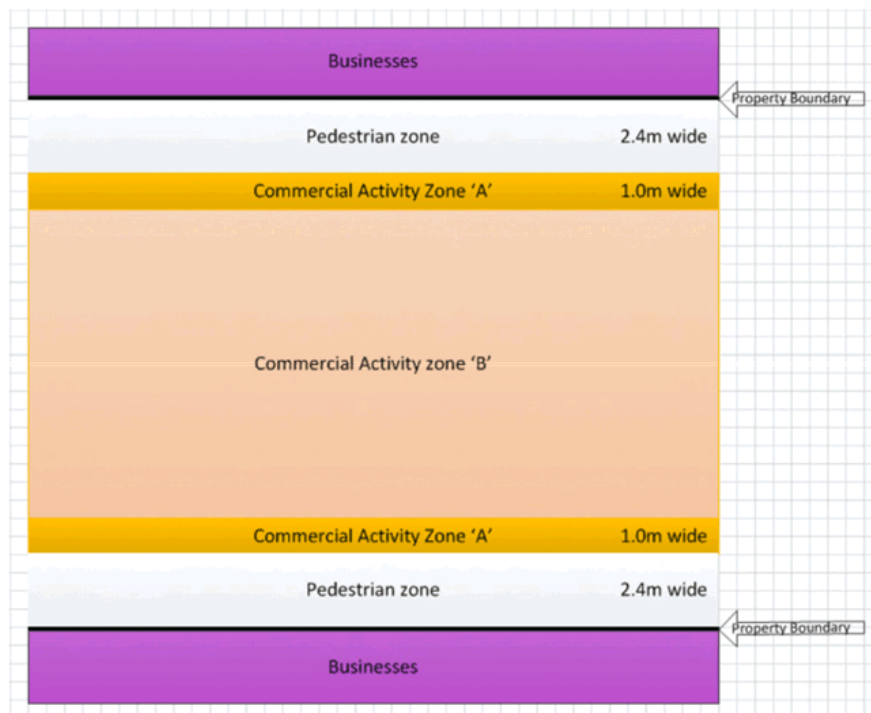
#### 1.1.2.3 Kerbside Zone

Street trading activities are not to encroach into the Kerbside Zone. The Kerbside zone provides a buffer between pedestrians and vehicles, while also giving vehicles on the road sufficient room to park and open their doors.

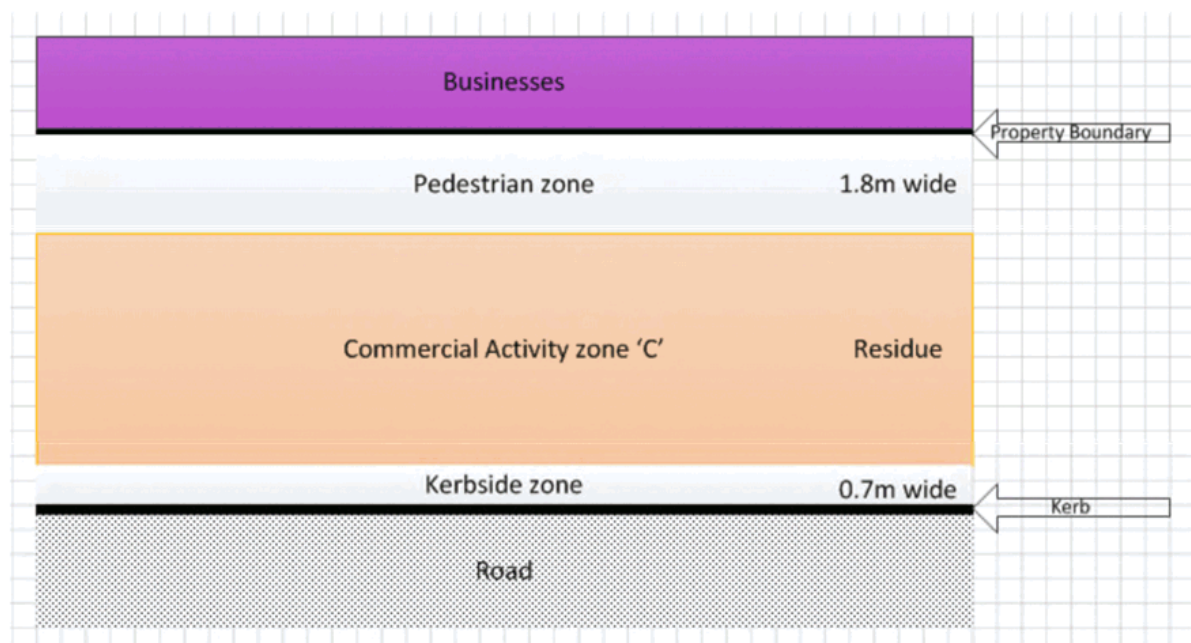
The location and width of the Kerbside Zones are shown in *Figure 2*.

Figure 2: Location and width of Pedestrian, Commercial Activity and Kerbside Zones

## (1) CENTRAL BEARDY STREET MALL



## (2) FOOTPATHS, PAVED FULL WIDTH, WITHIN AREA SHOWN IN FIGURES 3 &amp; 4, EXCLUDING CENTRAL BEARDY STREET MALL



## (3) FOOTPATHS, EXCEPT (1) AND (2)

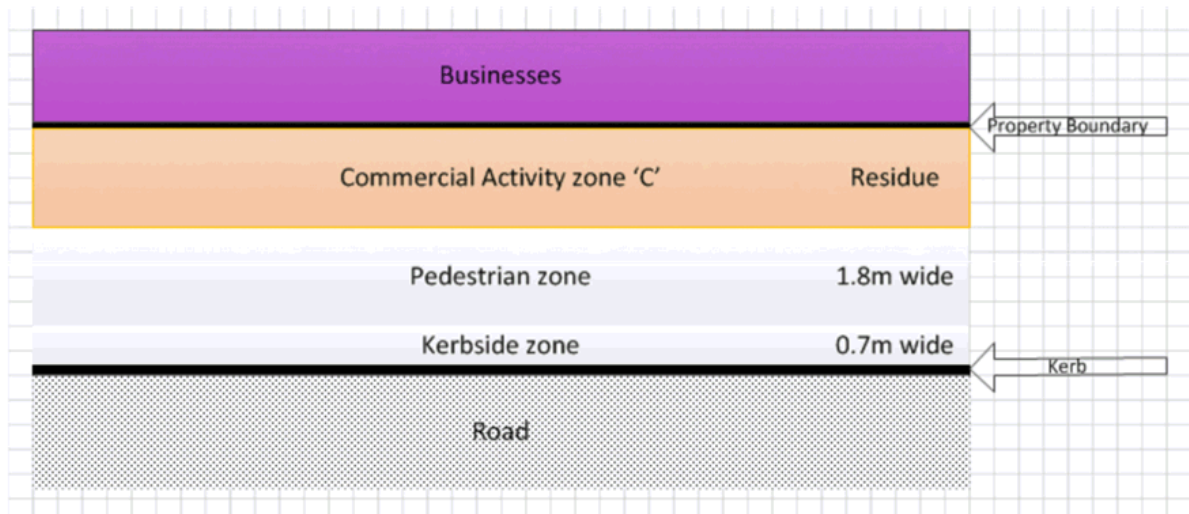


Figure 3: Armidale CBD and surrounds

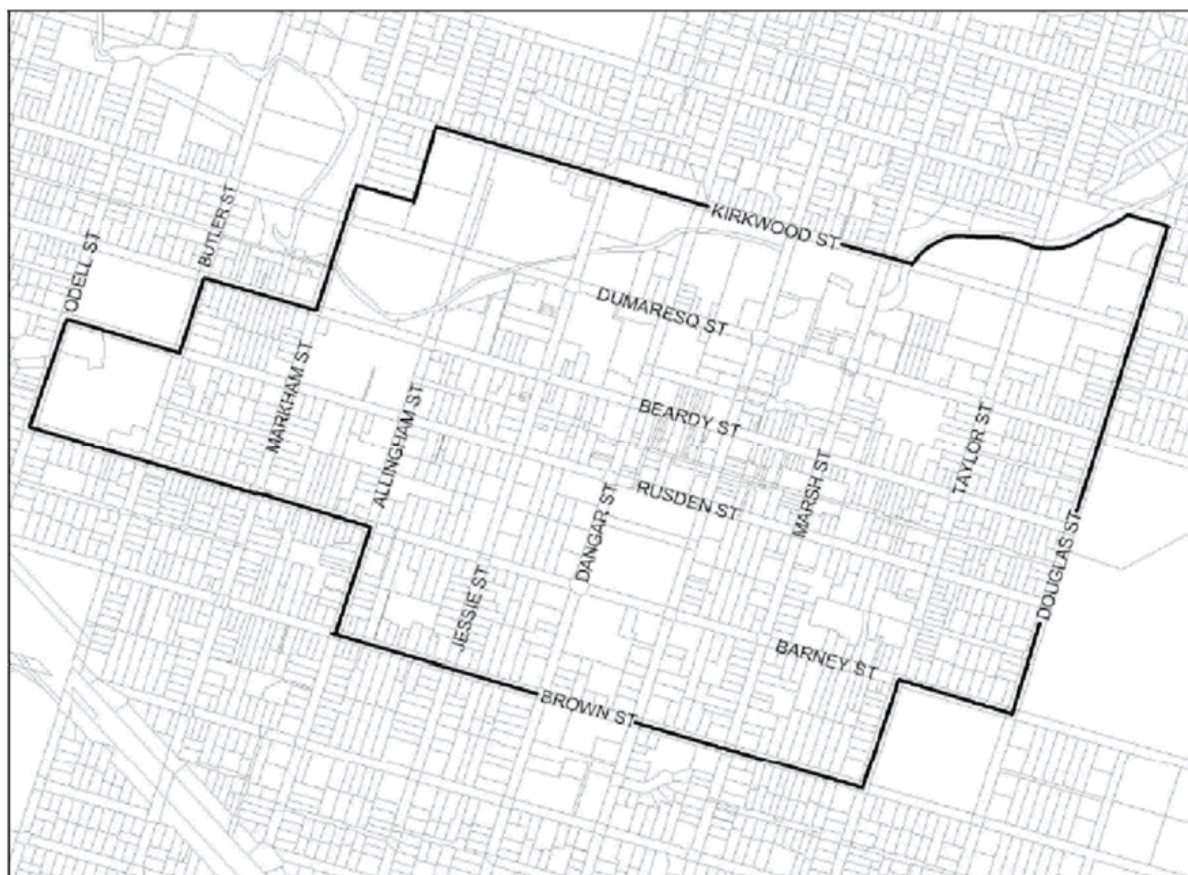


Figure 4: Guyra CBD and surrounds





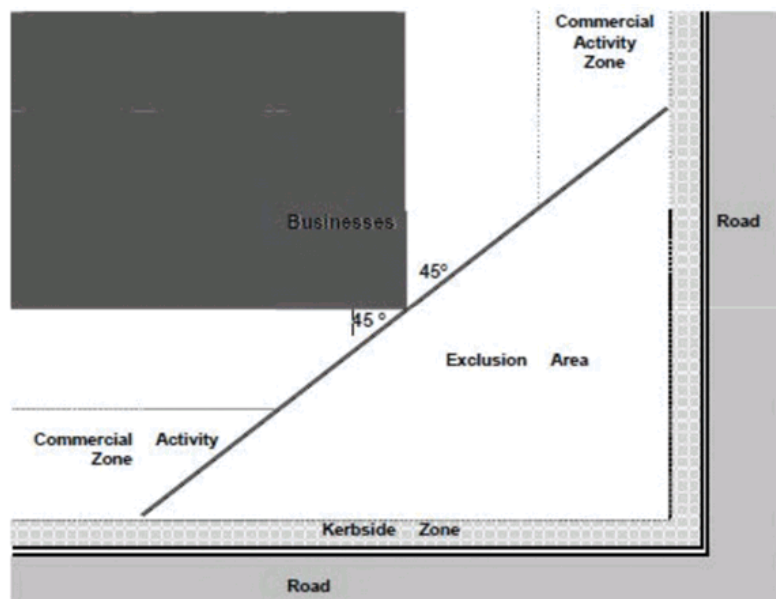
## 1.1.2.4 Corner exclusion area

On corner sites, street trading activities must not impair the vision or lines of sight of pedestrians or drivers of vehicular traffic at the road intersection.

A 45 degree corner exclusion area, as shown in *Figure 5*, is considered the minimum requirement. Council may increase this exclusion area for safety reasons.

Street trading activities are to be located in the Commercial Activity Zone and not in the Exclusion Area.

Figure 5: Corner exclusion area



## 1.2 Additional exemption specific to activity types

### 1.2.1 Merchandising and/or display of goods

The proposed activity must comply with the general exemption plus the following:

- i. The merchandising or display of goods is wholly contained within the relevant Commercial Activity Zone. The activity is not to interfere with the function of the Pedestrian or Kerbside Zones.
- ii. The merchandising table or display stand is to be free standing and weighted to prevent it from being blown over.
- iii. The merchandising or display of goods is placed in front of the business to which it relates.
- iv. There is only one merchandising or display table or stand for each business premises. However, for buildings with more than one business, including arcades, premises with a ground floor display window fronting the street may have one display on the adjacent street frontage. No merchandising and/or display of goods are permitted on a public footpath for first floor premises or premises inside arcades.
- v. The goods to be sold or displayed are a sample of what is displayed for sale within the business premises.



- vi. Displays or goods, which in the opinion of Council may be offensive, dangerous or hazardous, are not displayed or sold.
- vii. Animals or birds are not sold or displayed unless such activity takes place within the designated confines of an approved market (refer to Section 2.3 Specific criteria for approval of markets).
- viii. Separate cash registers, counter facilities and dumb waiters are not located on the footpath.
- ix. Business proprietors are not to physically sell or spruik from merchandising tables.
- x. All items are removed from the footpath whilst ever the business is closed, other than items that have prior written approval from Council to remain on the footpath.
- xi. The designated area for the merchandising and/or display of goods is to be maintained in a clean and tidy condition at all times. In general, goods should be displayed in or upon a display stand, table or the like and not be placed directly on the ground or pavement.
- xii. Section 3.2 Repairs and Maintenance, and
- xiii. the activity will not involve the use of sound amplification equipment.

Note: Businesses are encouraged to have their own Public Liability Insurance (see Section 3.3 Insurance of this Policy).

#### 1.2.2 Free standing advertising signs

The proposed activity complies with the following sections of this Policy:

- i. The sign is wholly contained within the relevant Commercial Activity Zone.
- ii. The activity is not to interfere with the function of the Pedestrian or Kerbside Zones.
- iii. The sign is placed in front of the business to which it relates.
- iv. Only one sign per premises is to be placed on the footpath. However, for buildings with more than one business:
  - Premises with a ground floor display window fronting the street may have one sign on the adjacent street frontage.
  - For all first floor businesses, one sign may be displayed on the adjacent street frontage of the building. This sign may carry advertising relating to more than one business if required.
- v. For businesses in arcades:
  - Businesses with a ground floor display window fronting the street may have one sign on the adjacent street frontage
  - Business within arcades may have one shared directory sign displayed on the adjacent street frontage.

Note: all signs are to be located in the Commercial Activity Zone.

- i. The sign is:
  - not greater than 1.2 metres in height and 1.0 metre in width,
  - capable of being locked into a rigid structure when erected, and
  - weighted or anchored to the ground or an approved building or structure to prevent the sign being removed, blowing over and/or causing danger to the public.
- i. The sign does not comprise any moveable parts (for example, spinning, flapping).
- ii. The sign is displayed only during the trading hours of the associated business and is removed from the footpath whilst ever the business is closed.

Note: Businesses are encouraged to have their own Public Liability Insurance (see Section 3.3 Insurance of this Policy).

#### 1.2.3 Street stalls/ticket selling/ public collections

This type of street trading activity refers to casual or ad hoc requests by charitable and non-profit organisations to sell packaged food, conduct stalls or sell raffle tickets and the like on a footpath.

- i. Street stalls/ticket selling/public collections are wholly located within the relevant Commercial Activity Zone. The activity is not to interfere with the function of the Pedestrian or Kerbside Zones.
- ii. The street stall is used by charitable and non-profit organisations and not for commercial gain. – Persons are to stay close to the stall when carrying out public collections and the like. Where there is not a stall, persons are to confine their activities to a reasonable area within the Commercial Activity Zone and are not to approach and solicit donations from people within the Pedestrian Zone. Section 3.3 Insurance (Note: Council may waive the need for insurance in special circumstances), and
  - the activity does not involve the use of sound amplification equipment.

#### 1.2.4 Busking

Busking on a footpath is to include details of the form of busking to be performed, for example playing a musical instrument, singing, clowning and the like.

- i. Busking must only occur within the relevant Commercial Activities Zone. The activity is not to interfere with the function of the Pedestrian or Kerbside Zones.
- ii. The performance is not to cause public disturbance by nature of the level of noise, the language or equipment used, duration or repetitiveness of the performance or the acts performed.
- iii. The performance shall not include drawing or marking the footpath or affixing any matter or structure to the footpath paving.
- iv. Buskers may receive voluntary donations from the audience but may not solicit funds.
- v. Buskers may not advertise goods for sale or associate themselves with such advertising in conjunction with their performance, other than recordings consisting of the busker's own work.
- vi. Buskers may perform in any one location for a maximum of two hours. Buskers may subsequently relocate to another location (for a maximum of two hours) that is at least 200 metres away.
- vii. In addition to (i) to (vi), the following requirements apply to busking in the Central Beardsley Street Mall:
  - Buskers may use amplification equipment, but only under the following circumstances:
    - o Proof of parental consent must be provided for applicants under 18 years of age.
    - o Where the performer holds a minimum of \$10,000,000 Public Liability Insurance or for such other amount as may be advised from time to time by Council's Risk Manager.
    - o Only one amplified performance is permitted in the Mall at any one time and all such performances must cease by 9pm daily.
    - o Where any use of electricity supplied by Council is required, a facility booking is made through Council's Customer Service Centre for each use.
    - o Amplification equipment to be limited to 35 Watts or lower. Noise attracting a justifiable complaint will be dealt with under the relevant provisions of the Protection of the Environment Operations Act 1997.
    - o All power leads to be placed and stored to avoid any pedestrian trip hazard and tested and tagged by a licensed electrician in accordance with AS 3760 – "In-service safety inspection and testing of electrical equipment" or equivalent, to meet Work Cover requirements. To avoid such hazard, battery powered amplifiers are preferred.
  - Busking is not permitted when special events are in progress.

An authorised officer of Council may ask a busker to cease busking if the performance is considered to be contrary to this Policy, interfering with the conduct of business or contributing to a lack of public safety. The busker must immediately comply with any such request.

Buskers will be asked to move on or cease their activity under any of the following circumstances:

- i. Persons who are deemed to be causing a nuisance by Council authorised officers.
- ii. Persons who do not keep their site safe and clean while working.
- iii. Persons causing undue obstruction to pedestrians or vehicular traffic and to entrances of shops or buildings.
- iv. Persons interfering in any way with an approved entertainment or activity.
- v. Persons using dangerous implements or materials as part of a performance.

Under the Protection of the Environment Operations Act 1997 Council may also control offensive noise where busking is carried out on private land, such as in shop alcoves that adjoin a footpath or the Central Beardsley Street Mall.

Council reserves the right to prohibit busking in an area while Council works are in progress.

#### 1.2.5 Specific criteria for approval of outdoor eating areas

- i. The outdoor eating area is wholly contained within the relevant Commercial Activity Zone. This includes tables, chairs, barriers, shade structures, waste containers, menu boards and other structures or objects associated with the operation of the outdoor eating area. The activity is not to interfere with the function of the Pedestrian or Kerbside Zones.
- ii. The outdoor eating area is adjacent to the business to which it relates.
- iii. The outdoor eating area is not located directly adjacent to a designated access car park, bus stop, formalised pedestrian crossing or fire hydrant.
- iv. Shade structures or items (e.g. umbrellas), transparent outdoor blinds, heat lamps, tables, and barriers are securely supported and suitably anchored to withstand unexpected wind gusts.
- v. Where tables and chairs are to be placed adjacent to the Kerbside Zone, they are not to be within 1.2m of the kerb edge unless there is a solid barrier separating the seating from the road (also refer to Section 2.14.1 Screens).
- vi. Structures or items do not have sharp, pointed, jagged edges, corners or protrusions that may cause injury to persons or act as a trip hazard.
- vii. All outdoor dining furniture and items are removed from the footpath whilst ever the food business is closed, other than items that have prior written approval from Council to remain on the footpath.
- viii. Should table service be provided, all staff providing the service must provide right of way to pedestrians using the footpath.
- ix. Liquor is not to be sold, consumed or served at outdoor eating areas unless the operator has the appropriate Liquor Licence and relevant approvals under the Liquor Act 2007
- x. Separate cash registers, counter facilities and dumb waiters are not located on the footpath, unless agreed to by Council.
- xi. All outdoor dining furniture is to be of a design that does not detract from the surrounding streetscape. .
- xii. Waste generated by the outdoor eating area is to be disposed of via the host restaurant/premises and not into the gutter or street bins.

#### 1.2.6 Modifications to the footpath and/or relocation of existing street furniture

- i. Council may consider modifications to footpaths to facilitate outdoor eating areas including:
- ii. relocating existing street furniture (eg bins, fixed seats, benches, bike racks)
- iii. using kerbside parking with the footpath.
- iv. When considering any modification to the footpath Council will take into consideration:
- v. the need for the street furniture to remain to service pedestrians or other adjacent businesses

- vi. whether there are other means of allowing the outdoor eating area to operate without the need to relocate street furniture
- vii. how recently the street furniture was installed or the footpath developed as part of a streetscape plan or strategy
- viii. loss of designated public gathering areas/open space
- ix. whether there are other appropriate locations for the outdoor eating area.
- x. (A business seeking the relocation of the street furniture must obtain a written statement of 'no objection' from the business in front of which it is proposed to relocate the furniture. The written statement of 'no objection' is to be submitted to Council for the modification to the footpath.
- xi. Where a business proposes to use kerbside parking spaces with the footpath being blistered to provide a wider footpath, the blisters should not extend beyond the width of the associated business frontage. Council may require a monetary contribution for the number of carparking spaces removed to create the footpath blister so that those car parking spaces may be provided elsewhere.
- xii. Modifications to the footpath may only occur with the prior written approval of Council and may only be undertaken by Council or contractors appointed or approved by Council. The cost of any modification is to be borne by the business operator that wants the furniture relocated or the footpath modified to incorporate adjoining carparking spaces.

#### 1.2.7 Street vending vehicles

- There are two types of exemptions given to this class of street trading:
- Standing Vehicle - this includes any vehicle, whether registered or not, which is stopped on a public road for the purpose of selling any article.
- Mobile Vehicle - this includes a registered vehicle on public streets and making brief intermittent stops to sell ice-cream, confectionary etc.

All Street vending must comply with the following:

- i. The operation of the vending vehicle shall and all ancillary articles must not restrict access along a footway or obstruct vision to other vehicular traffic on the road.
- ii. The vending vehicle shall display a sign requesting patrons not to loiter around the vehicle.
- iii. Litter bins are to be provided for the convenience of customers and rubbish disposed to a licenced facility.
- iv. Wastewater shall be contained with the vehicle for later disposal to the sewerage system.
- v. The vending vehicle shall not operate within 100 metres of a retail food premise open for trading and within 100 metres of any licensed premises.
- vi. The vehicle must be removed from its location within 15 minutes of closure and the area around the vending vehicle must be left in a clean and litter-free state.
- vii. Mobile vehicles are not to use chimes or like devices to attract attention between the hours of 8.00pm and 8.00am or within 90 metres from any hospital, schools during school hours, or churches in service.

#### 1.2.8 Structures or items ancillary to street trading activities: Screens, Planter boxes, Shade structures or items, Gas heaters (outdoor radiant heaters)

Some street trading activities include structures or objects that are ancillary to the main activity and are frequently used to provide comfortable and attractive settings for customers as well contribute towards a vibrant and attractive streetscape. These ancillary structures or items include:

##### 1.2.8.1 Screens



- i. Screens, including any supports, are wholly contained within the relevant Commercial Activity Zone . The activity is not to interfere with the function of the Pedestrian or Kerbside Zones.
- ii. Temporary screens are not more than 1.2m in height.
- iii. Fixed screens are not more than 1.5m in height.
- iv. The form and structural strength of any screen is to be adequate to meet functional requirements, including wind loads, reasonable resistance and impact from pedestrians.
- v. Where screens are to be provided at the 'boundary' of adjoining businesses, the spacing between screens is not less than 1.0 metre (0.5 metres each side of the business 'boundary').
- vi. Where screens are to be provided adjacent to the kerb, a 1.0 metre spacing is provided every 8.0 metres to ensure access between the footpath and the road.
- vii. No screen is located adjacent to a designated access parking space or pedestrian ramp leading from a car parking area.
- viii. A minimum clearance of 0.15m is provided from the bottom of a fixed screen to the pavement to allow for street cleaning activities.
- ix. Where a fixed screen is made of a clear material, a contrasting coloured strip of not less than 75mm wide is to be placed on the screen for its entire length at a height of 900-1,000mm above the footpath in accordance with Australian Standard AS 1428.1, Cl 7.5., to easily distinguish the screen from surrounding buildings, paths and furnishings.
- x. Where a fixed screen is to be secured, it may be secured by sliding into a "cuff" in the footpath. The cuffs are to be flush with the surface of the footpath and to have a cap when not in use to ensure that they do not become a trip hazard. The opening of the footpath surface to install the cuffs may only occur with the prior written consent of Council.
- xi. Outdoor advertising is not permitted on screens.
- xii. Temporary screens shall be removed from the footpath whilst ever the business is closed.
- xiii. Screens shall be maintained in a clean and tidy condition at all times.

The business operator may be required to remove fixed screens to provide access to utilities and footpath maintenance. Where possible two weeks' notice will be given and the business operator will need to remove the screens until such time as they are advised that it is safe to re-erect them.

#### 1.2.8.2 Planter boxes

- i. Planter boxes are wholly contained within the relevant Commercial Activity Zone . The activity is not to interfere with the function of the Pedestrian or Kerbside Zones.
- ii. The physical appearance of planter boxes, including material and style, must be consistent with the streetscape character and other elements of the streetscape to the satisfaction of Council. Planter boxes in the Beardy Street Mall are to be consistent with the style and appearance of planter boxes that have been approved by Council for the Central Beardy Street Mall.
- iii. A planter box is not to be placed adjacent to a designated access parking space or a pedestrian ramp leading from a car parking area.
- iv. Where planter boxes are provided at the 'boundary' of adjoining businesses, the spacing between planter boxes is not less than 1.0 metre (0.5 metres each side of business 'boundary').
- v. Where there is more than 8.0 metres of planter boxes outside a business, a metre wide spacing is provided every 8.0 metres to ensure access between the footpath and the road.
- vi. Planter boxes are to be slightly elevated (approximately 0.15 metres) above the footpath to allow for drainage.
- vii. Planter boxes are not to display advertising material. A small plaque may be placed on the planter box stating the person(s) responsible for providing and maintaining the planter box.

- viii. The business operator is responsible for the care, maintenance and replacement of planter boxes. Plant species must be suitable in terms of form, shape, hardiness, appropriateness to the area, and ability to be maintained. Vegetation shall be maintained so as to ensure that no overhanging or outcropping vegetation will form a trip hazard or an impediment to continuous and safe pedestrian access.

#### 1.2.8.3 Shade structures / Umbrellas /Blinds

- i. Shade structures or items are wholly contained within the relevant Commercial Activity Zone . The activity is not to interfere with the function of the Pedestrian or Kerbside Zones.
- ii. Shade structures or items are weighted and/or secured in such a way that they do not pose a safety hazard.
- iii. Umbrellas in the Beardy Street Mall are to be consistent with the style and appearance of umbrellas that have been approved by Council for the Central Beardy Street Mall.
- iv. Blinds may be fixed to a shade structure to provide protection for patrons during wet or cold weather. The material is to be transparent and able to be easily cleaned, maintained and removed.
- v. Shade structures or items shall be removed from the footpath whilst ever the business is closed.

#### 1.2.8.4 Gas Heaters (outdoor radiant heaters)

- i. In terms of street trading activities, gas heaters are only used in association with outdoor eating areas.
- ii. Gas Heaters are wholly contained within the relevant Commercial Activity Zone. The activity is not to interfere with the function of the Pedestrian or Kerbside Zones.
- iii. Outdoor radiant heaters are used in accordance with Australian Standard AS4565.
- iv. Gas heaters are positioned where they will not present a fire hazard, for example not in close proximity to awnings/umbrellas.
- v. Gas heaters shall be removed from the footpath whilst ever the business is closed.

#### 1.2.8.5 Spruiking

Although spruiking on footpaths does not require approval from Council under the Local Government Act 1993, Council may:

- i. prohibit spruiking on footpaths under Section 632(2)(e) of the Local Government Act 1993 by erecting signs in a public place prohibiting spruiking,
- ii. as the owner of the Central Beardy Street Mall, require its consent for spruiking to take place on its property,
- iii. issue an order under Section 125 of the Local Government Act 1993 to remove an object, such as a spruiker's cart, where it is causing an obstruction, and
- iv. take action under section 125 of the Local Government Act 1993 to abate a 'public nuisance'. (A note to this section of the Act defines a 'public nuisance' as interference with the enjoyment of public or private rights in a way which materially affects the reasonable comfort or convenience of a sufficient class of people to constitute the public or a section of the public).

A person seeking to carry out spruiking on a footpath, including the Central Beardy Street Mall, is to notify Council in writing of their proposal.

Council reserves the right to review, modify or withdraw its consent having regard to:



- i. the nature and extent of any justifiable complaints received by Council; and
- ii. the nature and extent of any other spruiking activity in the Central Beardy Street Mall for which approval has been sought from Council.

Council will take into consideration the following criteria when determining a proposal for spruiking:

- i. Sruiking activities are wholly located within the relevant Commercial Activity Zone The activity is not to interfere with the function of the Pedestrian or Kerbside Zones.
- ii. The use of sound amplification equipment has approval from Council under section 68 of the Local Government Act 1993.
- iii. Noise levels do not exceed 5dBA above background noise levels.
- iv. Where a business has engaged a spruiker to promote their business, spruiking does not take place directly outside the premises of a competitor in the same line of business.
- v. Sruiking in the Central Beardy Street Mall:
  - does not exceed 20 hours per week,
  - is limited to within the hours of 9am – 8pm, and
  - does not take place during Markets in the Mall.
- vi. A person spruiking in the Central Beardy Street Mall has insurance coverage that satisfies the requirements in Section 3.3 Insurance of this Policy. A copy of the Insurance Certificate for Public Liability coverage is provided to Council every year on the anniversary of the initial Policy date.

Sruiking is not permitted when special events are in progress.

## PART 2 – APPROVAL CRITERIA

### 2.1 Applications for approval

Where a street trading activity on a footpath or public road does not meet the above exemptions and requires Council approval the application is to include the following details where they are relevant to the proposed activity:

- a) The type of business, including details of the goods for sale or display.
- b) The location of the business premises for the associated street trading activity.
- c) The proposed location(s) of the activity, including a plan drawn to scale showing:
  - the area required
  - the layout of existing and proposed structures, furniture, bollards, planter boxes, litter bins, lighting, and the like
  - access points to utility services
  - location of bus stops, pedestrian crossings, pedestrian ramps, designated access parking spaces, post boxes, public telephones, loading zones, power poles and similar public infrastructure in proximity to the proposed activity
  - location of verandah posts.
- d) The location of existing and proposed signs, including warning and advertising signs (reference should be made to Council's DCP 2012 for Council's requirements for outdoor advertising).
- e) Details of the design, size and colour of proposed furniture.
- f) The position and size of any tables or display stands used for merchandising, ticket selling, or display.
- g) The proposed period of operation of the street trading activity, including times and days of the week.
- h) Where an activity involves a street vending vehicle, the type of vehicle to be used.
- i) Complies with the General exempt criteria for all activities

### 2.2 Variations to this Policy

Council may consider variations to a standard or control in this Policy where:

- a) the standard or control to be varied is not a statutory requirement,
- b) it can be shown that the variation being sought would result in the proposal being a significant improvement to the outcome which would otherwise be achieved by complying with the control, and
- c) the proposal is consistent with the objectives of this Policy.
- d) Where the approval of another authority is required to vary the standard or control, Council cannot agree to vary the standard or control without the written agreement or concurrence of that authority.
- e) In other instances, it may be appropriate to vary a requirement for practical considerations in order to provide a continuous accessible path of travel on footpaths. The positioning of free standing signs and merchandising displays should take into account existing fixed obstructions, such as electricity substations, when maintaining a continuous path of travel as required by the Policy. Council's Rangers may ask for some street trading activities to be relocated where particular practical problems become evident. If any uncertainty exists, businesses should contact Council's Planning staff for further guidance.

## 2.3 Specific criteria for approval of Markets

Markets may only operate on the footpath in accordance with a development consent, if required, under the *Environmental Planning and Assessment Act 1979* and approvals under the *Local Government Act 1993* and other relevant legislation. Proponents are advised to contact Council to determine the necessary approvals and requirements.

The requirements for holding and operating the 'Markets in the Mall' are in Council's Policy *POL078 - Mall Market Operations Policy*.

For markets not subject of Policy *POL078 - Mall Market Operations Policy*, the minimum dimensions of the Pedestrian and the Kerbside Zones, as outlined in *Section 2.5 Location of activities on footpaths* should be maintained with market stalls and customers standing at the stalls not encroaching into either zone. Council may consider varying this requirement depending on the circumstances of the case and after consulting with Council's Access Working Group.

## PART 3 – OTHER MATTERS RELATING TO APPROVALS

### 3.1 Street Trading Activities and ‘Markets in the Mall’

Where an operator proposes to carry out a street trading activity during ‘Markets in the Mall’, the operator is to liaise with the Co-ordinator of the ‘Markets in the Mall’ regarding operation of their street trading activity to avoid conflict with other Mall users. Where there is a discrepancy between a requirement of this Policy and *POL078 – Mall Market Operations Policy*, the latter prevails to the extent of any inconsistency. On Market Days the principal licensee is the market operator. Details of the current market operator may be obtained by contacting Council’s Environmental Health Officer during normal business hours.

### 3.2 Repairs and Maintenance

The operator of a street trading activity is to ensure that all street trading structures and articles associated with the activity, such as furniture and signs, are maintained in a clean and satisfactory state of repair and the footpath is kept in a clean and tidy manner to the satisfaction of Council’s Director Planning and Environmental Services.

A right of access exists for all utility service authorities with infrastructure in the footpath for the purpose of repairs and maintenance. Street trading structures and associated articles should be at least 1.0 metre from all public infrastructure at all times (including fire hydrants, litter bins, seats, payphones, bike stands, power poles, street signs).

There will be no compensation payable for interruptions to outdoor eating areas due to the repair, maintenance or improvements to public infrastructure. However, Council may consider giving a time credit in the terms of the lease, depending on the nature and extent of the disruption.

### 3.3 Insurance

Operators of street trading activities are responsible for ensuring that adequate insurance coverage is taken out to indemnify against any claims for damages arising from the street trader’s occupation of the footpath or public road.

While Council will maintain Public Liability Insurance cover for the Central Beardsley Street Mall and public roads, businesses placing A-frames, display tables and signs on footpaths are encouraged to have their own insurance. Should a claim arise Council’s insurers would look to recover from the individual businesses concerned.

Operators of outdoor eating areas, buskers using amplification equipment, spruikers and street vending vehicles are to have a Public Liability policy of insurance in respect of the activities specified in the approval in the name of the operator/property owner, providing cover for at least \$10,000,000. Operators of street stalls, ticket selling, public collections are also required to hold Public Liability Insurance providing cover for at least \$10,000,000, except where Council is satisfied that special circumstances apply and agrees to waive the need for the insurance.

Operators are required to have their Public Liability cover endorsed to cover products liability, where required (eg food vendors). The Public Liability policy shall cover such risks and be subject to such conditions and exclusions as are approved by Council and shall be extended to provide a Principal’s

Indemnity to the Council in respect to claims for personal injury or property damage arising out of any negligence of the operator/property owner.

A copy of the certificate of currency of the insurance policy or deed or indemnity must be provided to an Authorised Officer of Council on request.

### 3.4 Licences and leases

If the street trading activity involves the long term use of part of a footpath or public road, operators may be required to enter into a formal license arrangement.

Where it is proposed to lease the air space above, or land below the surface of, a public road (other than a Crown Road) that is owned by Council, the lease cannot be granted by Council except with the approval of the Director-General of the NSW Department of Planning.

### 3.5 Transitional arrangements

Except where there are other prior arrangements in place (eg development consent, current licence or lease) compliance with this Policy is required. Previous use does not create an entitlement to continue to use the footpath if the activity does not comply with this Policy. Where a prior arrangement lapses or expires, compliance thereafter with this Policy will be required.

APPROVAL AND REVIEW		
Responsible Business Unit	Development and Regulatory Services, Planning And Environment	
Responsible Officer	Coordinator Regulation, Planning And Environment	
Date/s adopted	<i>Council Executive</i>	<i>Council</i> 25 September 2019
Date/s of previous adoptions	Version 1 – adopted 24 January 2011 and commenced on 4 April 2011 Version 2 – adopted 28 October 2013 and commenced 6 November 2013 Version 3 - adopted 25 September 2019 and commenced 25 September 2019	
Date of next review	December 2022	
TRIM Reference	AINT/2021/36699	

Ordinary Council

27 January 2022

<b>Item:</b>	<b>10.3</b>	<b>Ref: AINT/2022/01020</b>
<b>Title:</b>	<b>Dumaresq Dam Safety Upgrade Project - Progress update &amp; Request to increase Contract Purchase Order</b>	<b>Container: ARC19/3458</b>
<b>Responsible Officer</b>	<b>Chief Officer Assets and Services</b>	
<b>Author:</b>	<b>Mark Byrne, Manager Utilities</b>	
<b>Attachments:</b>	1. DDSU December 2021 Monthly Report Final	

### Purpose

The purpose of this report is to:

- A. provide Council with a status update of the Dumaresq Dam Safety Upgrade Project up to December 2021,
- B. Inform Council of the risks associated with the Dumaresq Dam Safety Upgrade Project have now made the project run over budget, and
- C. Seek Council approval for an increase in the Purchase Order for the construction contractor, Leed Engineering and Construction Pty Ltd, by \$2,490,129 (excl. GST), from \$5,096,834 (excl. GST) to \$7,586,963 (excl. GST) to enable completion of the project with variations to date and expected costs to complete.

### 1. OFFICERS' RECOMMENDATION:

That Council:

- A. note the status report for the Dumaresq Dam Safety Upgrade Project up to December 2021, and
- B. approve the increase in the Purchase Order for the construction contractor, Leed Engineering and Construction Pty Ltd, by \$2,490,129 (excl. GST), from \$5,096,834 (excl. GST) to \$7,586,963 (excl. GST) to enable completion of the project with variations to date and expected costs to complete.

### 2. Background

One of the largest projects being undertaken by Council in 2021-2022 is the stabilisation of the Dumaresq Dam Wall. The Wall was identified by Dam Safety NSW as not meeting current safety standards and at risk of failure during an extreme flooding event, posing a threat to people downstream. In 2014, Council conducted extensive consultation with the community that overwhelmingly supported the dam wall remaining at its current height to maintain the popular recreation area. Council moved to source funding and began the design process.

In 2018, Council appointed Mr Andrew Bannink of Alpha Omega Pty Ltd as project manager for the work. In 2020, based on a submission from Mr Bannink that included design and project management costs, Council secured fifty percent funding from the NSW Government's Department of Planning, Industry & Environment's (DPIE) Safe and Secure Water Program for the \$8,100,000 project cost. Council will contribute the remainder of the funding from water fund reserves. Based on this funding, the project was approved by Council.

It is worth noting Council incurred earlier design costs between FY2013 - FY2019 amounting to approximately \$883,000. These costs are not eligible to be included in the project funding deed.

Strengthening of the dam wall involves the installation of post tensioned anchor bars from the crest of the dam and through the toe, down into the underlying rock. This work is being



Ordinary Council

27 January 2022

performed between May 2021 and March 2022. As part of the project, the embankment to the west of the dam wall will be raised and strengthened and the wall to the east has been extended.

The project is a retrofit of an exit-plumbed concrete dam wall, noted as a notoriously difficult structure to determine in advance of, exactly what it will cost to upgrade. The upgrading works are mandated by Dam Safety New South Wales and the construction work needed to fix any unexpected issues are determined by their approved peer reviewer, an engineer with extensive experience in these types of upgrading projects. Due to the safety requirements, Council has limited control over the process and there is a risk that additional costs could be incurred, resulting in the project exceeding its budget. Council Officers are monitoring the project closely.

Early in the project development, some key risks were identified including the drilling of the post-tension anchor bore holes. Any minor deviation of the vertical direction of the bore required the bore to be grouted up and re-drilled to ensure the post-tension bars worked as per the design. Deviations can occur due to even minor changes in material in the wall and such a high risk, Council adopted an initial budget of \$363,648.4 with a Contingency \$359,590.4.

ARC is without a Project Management Framework and this particular project is a legacy project borne from a time where project management including scoping, costing and design was not a strength of Council.

The absence of a framework and internal skills and combining this with the complexity of multi-party involvement, has exaggerated the risks which Council is now realising.

Of particular note is a number of foreseen risks were not mitigated effectively in the area of project planning to lessen the impact of the unavoidable risk and contingency consumption.

The Total Project budget of \$8,100,000 for design, construction, project management, peer review and site management included a 13% contingency (\$1,057,000) to allow for potential variations and unexpected costs.

Council awarded the construction contract to Leed Engineering and Construction Pty Ltd at the Ordinary Council Meeting on 27 November 2020 at a value of \$5,096,834 (excluding GST). Variations in the construction component of the Project have resulted in an increase in the construction costs in excess of the original awarded contract amount of \$5,096,834 (excl GST). At the update provided to Council at the 27 August 2021 Ordinary Council Meeting, the overall project costs remained within the original Project budget of \$8,100,000.

Since the update provided in August 2021, additional construction variations have occurred and the estimated costs to complete the project have been revised. While costs on the construction component are now estimated to be 29% in excess of budget (excess of \$1,725,206), savings of approximately 20% have been identified in the non-construction component of the project (savings of \$451,434), with an overall excess of approximately 15.73% (\$1,273,772).

Council's budgetary position is of paramount importance and project costs are being closely monitored by the Project Team. As a result of the safety requirements associated with this project, some of the costs are beyond Council's control. While some savings have been identified in this project, Council's water staff have identified methods to mitigate the impact on the water fund and to ensure Council's FY2022 budget position is not impacted by the excess costs of this project.

Council staff have contacted DPIE to request the opportunity for the excess amount to be funded by DPIE as per the current deed incorporating a cost sharing arrangement allocating a liability of 50% each.

### 3. Discussion



Ordinary Council

27 January 2022

The initial construction contract of \$5,096,834 (excluding GST) was awarded by Council in November 2020 to Leed Engineering and Construction Pty Ltd. A purchase order for this amount was raised in Council's financial system. The purchase order did not include any contingency amount for variations or additional costs, while the Contract is based on a schedule of rates.

In August 2021, when 56% of the original contract costs had been expended, Council was informed that variations totalling 12.7% of the original contract sum had been approved.

The August 2021 Council report included the following statements:

'Due to the safety requirements, Council has limited control over the process and there is a risk that additional costs could be incurred, resulting in the project exceeding its budget.'

'Given the magnitude and complexity of this project, there continues to be project risk to be managed and monitored. Council receives monthly project status reports from the Construction Contractor. With approximately 44% of project costs yet to be completed, Council continues to actively monitor and assess the risks.'

In October 2021, it became apparent that the approved purchase order would require increase to cover future payments to Leed Engineering and Construction Pty Ltd. At this stage, the project manager and Leed's site supervisor were asked to provide an indication of costs that might be anticipated by contract completion.

Based on the information provided and the estimated cost of completing work included in the original contract or already an approved variation, an increase in the purchase order of \$2,490,129 (excl. GST) is required. Table 3 below provides details of the cost increases.

Table 1 below provides a summary of

- Original Project Budget allocated between Construction and Other/Non-construction works,
- Actual Costs to December 2021,
- Estimated costs to complete,
- Contingency position and Excesses noted.

Estimated savings of \$451,434 in the Non-construction component are exceeded by estimated cost increases of \$1,725,206 in the Construction component, resulting in an overall estimated cost excess of \$1,273,772 over the original total project budget of \$8,100,000.

Ordinary Council

27 January 2022

Table 1: Overall Project Summary

Dumaresq Dam Wall Safety Upgrade Project (Project 280216)			
<b>December 2021 Review</b>			
	Ex GST		
Total Original Budgeted Project Cost:	\$ 8,100,000		
50% Funding secured by NSW DPIE:	\$ 4,050,000		
	Construction	Other (non-construction)	Total
	Ex GST	Ex GST	Ex GST
Contract value awarded	\$ 5,096,834	\$ 1,946,166	\$ 7,043,000
Contingency (15%)	\$ 764,323	\$ 232,077	\$ 1,057,000
	\$ 5,861,757	\$ 2,238,243	\$ 8,100,000
Actual Costs to Dec2021 (FY'20, 21, 22 - up to Dec21)	\$ 5,577,509	\$ 1,444,701	\$ 7,022,211
Estimated costs to complete	\$ 1,443,454	\$ 297,485	\$ 1,740,938
Additional Contingency for variations yet to be received/approved	\$ 566,000	\$ 44,623	\$ 610,623
Total	\$ 7,586,963	\$ 1,786,809	\$ 9,373,772
Excess over Orig Contract Value (excl Contingency)	\$ 2,490,129	-\$ 159,357	\$ 2,330,772
%	49%	-8%	33%
Excess over Project Budget (incl Contingency)	\$ 1,725,206	-\$ 451,434	\$ 1,273,772
%	29%	-20%	15.73%
Increase in Leed Engineering Purchase Order required	\$ 2,490,129		

Table 2 below shows the Original Cost Estimate of the Project, as presented to DPIE, compared with Current Costs to 31 December 2021, Estimated Final Costs and the Difference between the Original Cost Estimate and Estimated Final Costs.

The end result is an estimated additional cost of \$1,273,772 over the \$8,100,000 original project budget, which represents a 15.73% excess.

Council staff have contacted DPIE to request the opportunity for the excess amount to be funded by DPIE as per the current deed incorporating a cost sharing arrangement allocating a liability of 50% each.

Council staff have looked at the ability of the Water fund to service the project expenditure and are exploring options to ensure Council's FY2022 budget position and the Water Long Term Financial Plan are not unduly affected. Until the project is completed, it is difficult to understand the extent of this impact.

Ordinary Council

27 January 2022

Table 2: Detailed Project Expenditure

Dumaresq Dam Safety Upgrade Project Costs Comparison					
Comparison of Project Costs			As of end December 2021: all costs exclude GST		
Item	Description	Original Cost Estimate	Current Costs	Estimated Final cost	Difference from Original Cost Estimate to Estimated Final Cost
	<b>Design &amp; Tender</b>				
1	Design supervision and tendering	\$ 167,583	\$ 426,725	\$ 426,725	\$ 259,142
	<b>Construction Management</b>				
2	Project Management Services and Site Management Services	\$ 280,753	\$ 570,344	\$ 655,746	\$ 374,993
3	Site Works Inspection	\$ 253,000	\$ 254,138	\$ 310,959	\$ 57,959
4	Design Liason and Site Inspection	\$ 266,876	included in contract		-\$266,876
5	Peer Reviewer	\$ 105,000	\$ 141,365	\$ 266,820	\$ 161,820
6	Council Project Supervision	\$ 12,000	\$ 52,129	\$ 72,014	\$ 60,014
7	Legal Advice	\$ 6,000	\$ -	\$ 4,545	-\$1,455
	<b>Total of Above</b>	\$ 1,091,212	\$ 1,444,701	\$ 1,736,809	\$ 645,597
	<b>Construction Contract</b>				
9	Construction contract including contingency	\$ 6,938,788	\$ 5,577,509	\$ 7,586,963	\$ 648,175
	<b>Other Costs</b>				
10	Council Related	\$ 70,000	\$ -	\$ -	-\$70,000
11	Reconnect customers on Dumaresq Dam pipeline			Included above	
12	Repairs to Dumaresq Dam Road			\$ 50,000	\$ 50,000
	<b>Total</b>	\$ 8,100,000	\$ 7,022,211	\$ 9,373,772	\$1,273,772

Ordinary Council

27 January 2022

Table 3 below shows the various cost increases:

**Current and Forecast Major Construction Contract Cost Increases**

Description	Cost increases
<b>Measured Rate Items</b>	
Length of site road under estimated	\$130,842.13
Additional work involve in site anchors. Over 90% had to be re-drilled rather than the 50% in the contract	\$543,606.06
Various Other	\$46,671.54
Items in the contract that will not be claimed	(\$110,878.06)
<b>Total of Measured Items Increase</b>	<b>\$610,241.67</b>
<b>Approved Variation Orders</b>	
Additional geotechnical investigation.	\$56,044.00
Temporary public toilets, d/d pipeline water supply and recording camera	\$216,773.00
Conduit installation	\$116,691.00
Additional work on anchor cut outs	\$225,808.00
Additional design	\$118,037.00
Moving the drilling rig	\$36,289.00
Removal of cold joint sections	\$30,182.00
Additional cost for the right hand embankment works	\$78,212.00
Various other	\$18,886.00
<b>Total of Variations Already Approved</b>	<b>\$896,922.00</b>
<b>Estimated Future Cost Increases (includes work done but not billed)</b>	
Water supply to Kirby Farms (reimbursable)	\$25,000.00
Upstream Pipework including divers	\$45,000.00
Concrete crack repairs	\$50,000.00
Concrete cutting crew quarantine costs (expended)	\$20,000.00
Booralong Road pumping station design	\$40,000.00
Reinstatement of crest cold joints	\$30,000.00
Left hand side erosion protection	\$160,000.00
Stressing survey	\$30,000.00
Downstream valves	\$15,000.00
<b>Total of Estimated Future Cost Increases</b>	<b>\$415,000</b>
<b>Contingency</b>	<b>\$567,965.40</b>
<b>Total Estimated Project Cost Increase</b>	<b>\$2,490,129.00</b>

Ordinary Council

27 January 2022

As some additional background information, Financial Protocols under the Performance Improvement Order were adopted by Council as a Mayoral Minute at the Ordinary Council Meeting of 27 January 2021. Clause 8 of the Financial Protocols sets out requirements in the event of over-expenditure on a project, as follows:

“It is a requirement that project managers and managers immediately notify Council when it becomes apparent that a project will run over budget. This applies to any project or service with an allocation of \$100,000 or more.

Reporting must include reasons for the anticipated over-expenditure and options to eliminate or minimising any expenditure exceeding the approved budget including opportunities to reduce the scope of the project or reduce service levels or frequency.”

Variations of \$1,311,922, representing an extra 25.7% of the Original Construction Contract amount have increased the construction costs of the Project. The contingency of \$1,057,000 built into the Overall Project budget and some estimated savings in non-construction costs have helped to minimise the overall excess of costs to an estimated \$1,273,772.

With the actual project costs incurred up to 31 December 2021 representing approximately 75% of total revised estimated project costs (\$7,022,211 divided by \$9,373,772 = 75%), there remains some project risk with 25% of project costs to be incurred. Council has reviewed the estimated costs to complete the project and believes a conservative approach has been applied.

A second measure that Council is applying in the management of this project is the Capital Expenditure Guidelines issued by the Office of Local Government (OLG). Clause 7 of the Guidelines state:

“If project costs increase by 10% of the initial costs at any time, council must notify the OLG of the revised project cost and give a brief explanation as to the reasons for the increase and the council’s process and plans to meet these increases. Council should also keep the community informed of cost increases and associated reasons.”

The variations and estimated costs to complete the project have resulted in an excess of \$1,273,772 over the original budget of \$8,100,000, representing a 15.73% increase. Council shall prepare notification to OLG in compliance with the Capital Expenditure Guidelines.

Two of the underlying reasons for the increase in the project costs centre around the risk of the works being undertaken and the complex governance arrangements surrounding work on declared dams. Dams Safety NSW ‘declares’ dams that can potentially endanger life downstream, cause major damage or loss to infrastructure, the environment or have major health and social impacts.

Dumaresq Dam is a declared dam and works on that dam involved a number of technically complex challenges which Council, DPIE, and Andrew Bannink have helped identify and target as at potential risk for either safety or cost over-run.

During construction, the drilling of the post-tension anchor bore holes was identified as a major construction risk. Any minor deviation of the vertical direction of the bore required the bore to be grouted up and re-drilled to ensure the post-tension bars worked as per the design. Deviations can occur due to even minor changes in material in the wall and such a high risk, Council adopted an initial budget of \$363,648.4 with a Contingency \$359,590.4 of which we spent \$615,452.8 leading to this item alone to be \$255,862.4 over budget.

Additionally, due to the risk that these dams pose, they require the additional oversight of a third party reviewer with ultimate discretion to direct works to mitigate safety risks as they arise due to the design, construction or operation of the dam. Richard Rodd (of Richard Rodd & Associates Pty Ltd) has been appointed as the third party peer reviewer for the project.

Ordinary Council

27 January 2022

A number of variations were also incurred through the direction of the third party peer reviewer as safety concerns or design omissions. For example, erosion protection slabs on the top side edges of the dam wall were included as part of the project at an additional cost of \$160,000.

It is important to note that variations directed by the third party peer reviewer can be compulsory compliance requirements to meet Dams Safety NSW requirements. Some of the variations directed by the third party peer reviewer, including the erosion protection slabs, have been compulsory.

ARC does face significant challenges in successful project management and to improve Council's track record of project delivery within scope, on time and within budget requires considerable focus on developing core project management resources and skills. The Dumaresq Dam Wall upgrade project is an exceptionally complex project with unique risk and cost implications. To tackle such projects in future requires a marked improvement in the capability of Council to manage projects and appropriate internal resourcing.

#### **4. Implications**

##### **4.1. Strategic and Policy Implications**

The Dumaresq Dam Safety Upgrade Project relates to:

- Council's Community Strategic Plan 2017-2027 category of "Environment and Infrastructure" and related community outcome of "The unique climate, landscape and environment of the region is protected, preserved and made accessible."
- Council's Delivery Program 2018-2022 item "Maintain and improve local waterways, lagoons and creek lands in partnership with community groups and other agencies."
- Council's Operational Plan 2021-22: asset management, budget management, environment and infrastructure.

##### **4.2. Risk**

Given the magnitude and complexity of this project, there continues to be project risk to be managed and monitored. Council receives monthly project status reports from the Construction Contractor. With approximately 25% of revised estimated project costs yet to be completed, Council continues to actively monitor and assess the risks. Council Officers will continue to provide further reporting to keep Council and the community informed in the interest of transparency and effective project management.

##### **4.3. Sustainability**

The Dumaresq Dam Safety Upgrade Project is designed to preserve one of Armidale's valuable recreational water sites, along with complying with NSW Dam Safety requirements.



Ordinary Council

27 January 2022

**4.4. Financial**

Budget Area:	Water						
Funding Source:	NSW Department of Planning, Industry & Environment (DPIE) (50% funding \$4.050m of total Project Cost \$8.1m)						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
280216	Dumaresq Dam Upgrade	\$3,577,069	\$3,487,576	\$89,493	\$0	\$3,577,069	\$nil

The Dumaresq Dam Safety Upgrade Project is an \$8,100,000 project, 50% funded by the NSW State Government DPIE (Safe and Secure Program), with the remaining 50% funded by Council.

The Total Project budget of \$8,100,000 included a 13% contingency (\$1,057,000) to allow for potential variations and unexpected costs. This was thought prudent given the age of the asset and uncertainties in the complex drilling and tensioning process. Currently agreed variations and cost increases have resulted in the total project budget of \$8,100,000 being exceeded by an estimated \$1,273,772 (15.73%).

A review of the estimated project costs and updated contingency to complete the project has necessitated an increase in the Purchase order for Leed Engineering and Construction Pty Ltd of \$2,490,129.

It should be noted that the summary costs include the agreed variations only and is not an indication that no further variations could be incurred. A contingency for the remainder of the works has been incorporated to ensure the risk of over-run of the budget is minimised.

**5. Consultation and Communication**

During Community consultation, the community favoured the retention of the dam as a recreational site. The community consultation did not include estimated costs or a preparedness to pay survey to inform residents.

**6. Conclusion**

This report provides a status update to Council of the Dumaresq Dam Safety Upgrade Project up to December 2021, and notes that variations and cost increases have resulted in an estimated excess of \$1,273,776 above the total project budget of \$8,100,000.

To enable completion of the project with variations to date and expected costs to complete, Council is requested to approve an increase in the Purchase Order for the construction contractor, Leed Engineering and Construction Pty Ltd, by \$2,490,129 (excl. GST), from \$5,096,834 (excl. GST) to \$7,586,963 (excl. GST).

Project completion is scheduled for March 2022.

# Project Monthly Report

## ARC A2019/47 – Dumaresq Dam Safety Upgrade Construction Contract

---

Report Period: August 2022 – Final Report

---

Prepared by: Andrew Bannink



---

Page: 1 of 31

ARC A2017/47 Dumaresq Dam Safety Upgrade

## Table of Contents

1	Executive Summary.....	4
2	Project Scope .....	5
2.1	Project Background .....	5
3	Progress.....	5
3.1	General.....	5
3.2	Design .....	5
3.3	Construction .....	6
3.3.1	Current Activities: .....	6
4	Schedule .....	7
5	Contractual.....	8
5.1	Communications .....	8
5.2	Notices of Dispute.....	8
6	Financial Progress and Issues.....	8
6.1	Project Budget.....	8
6.2	Extension of Time Claims and Delay Claims.....	9
6.3	Variations .....	9
7	Quality .....	10
7.1	General.....	10
7.2	Request for Information (RFI) .....	10
7.3	Site Inspections .....	10
7.4	Non-Conformance Report.....	10
7.5	Community Consultation.....	10
8	Procurement.....	11
8.1	Supplied Material and Equipment .....	11
9	Project Risks .....	11
10	Workplace Health, Safety and Environment.....	12
10.1	Safety .....	12
10.2	Environmental.....	12
10.3	Resources Report.....	13
10.4	Subcontractors and suppliers .....	13
11	Integration of Project Elements.....	14
11.1	Commissioning and Handover .....	14
11.2	Site Management and Security .....	14
	Appendix A – Project Construction Schedule.....	15
	Appendix B – Project Communications Registers.....	16
	Appendix C – Project Notice of Dispute Register .....	17

ARC A2017/47 Dumaresq Dam Safety Upgrade	
Appendix D – Claim Register .....	18
Appendix E – Project Budget .....	19
Appendix F – Project Notice of Delay Register.....	20
Appendix G – Project Extension of Time Register.....	21
Appendix H – Project Variation Register .....	22
Appendix I – Project RFI Register .....	23
Appendix J – Project NCR Register .....	24
Appendix K – Project Risk Register .....	25
Appendix L – Site Photos.....	26

ARC A2017/47 Dumaresq Dam Safety Upgrade

## 1 Executive Summary

All construction activities under the original scope of work are now complete.

This month saw the continuation of the LH erosion control works, with continued installation of the reinforced concrete slab and the construction of the “V” drain on the downstream edge of the slabs. In addition, the site buildings have been removed, the temporary toilets demobilised, and the site rehabilitated.

The design team are yet to submit the updated design report for review and approval, this document now includes the erosion control slab and V-drain information and will be reviewed by ARC and the Peer Reviewer.

### Schedule

Practical completion was achieved on the 18<sup>th</sup> of August, in line with last month’s report – all construction activities are now complete.

The final project completion date is now the 6<sup>th</sup> of October 2022 back from 21<sup>st</sup> of September 2022 – this is for the documentation to be completed.

The remaining items are linked to the final reports that require to be resubmitted by the contractor(s) before the final certificates can be signed off. The Peer Reviewer will then review all the construction documentation before signing off the dam and submitting a letter of conformance to DS NSW.

### Quality

No NCR’s were submitted in the month of August. The project experienced a total of 11 NCR’s. The risk register was previously updated in July to reflect all NCR’s for the work done to date.

### Safety

There were no reportable safety incidents in the month of August.

### Environmental

There were no environmental incidents this month.

### Construction

The continuation of the construction of the erosion control slabs to completion. The completion of the downstream embankment works with the installation of the riprap and minor works for the site disestablishment, the removal of the temporary toilets, the reinstatement of the walking tracks. The temporary fencing on the LH abutment remains until ARC determines the extent of the fencing to deter walkers accessing the erosion control slabs.



ARC A2017/47 Dumaresq Dam Safety Upgrade

## 2 Project Scope

### 2.1 Project Background

Dumaresq Dam was constructed in 1897 to supply water to the town of Armidale. The design featured a “plum” concrete gravity wall whereby large granite rocks or boulders were added to the concrete to bulk up the volume. The design allowed for a slender wall with no pressure relieving drainage which would normally assist in maintaining the stability of the dam wall by reducing hydrostatic pressures.

In 1971, when Malpas Dam was constructed, the dam ceased to be used as water supply to Armidale. The dam is in relatively poor condition with the concrete wall suffering from degraded concrete and the outlets are beyond repair and need to be replaced.

In 2014 Council undertook a review of the dam and after consultation with the community undertook to keep the dam wall at its original height and develop the recreational aspects of the Dumaresq Reservoir.

Since then, the detailed design of the proposed upgrading has been through a few iterations with the original designer’s proposal to strengthen the wall with mass concrete buttresses being rejected by the mandated Dam Safety NSW’s peer reviewer due to his opinion that the underlying data on which the design was based was inherently flawed. In April 2019, Council engaged GHD to review the previous design and then undertake a further detailed design based on additional investigation into the foundation plus a detailed survey of the dam site.

In September 2019, through an expression of interest process, Council selected three knowledgeable and experienced contractors to tender for the upgrading work.

In late December 2019 GHD submitted a mass buttress solution requiring approximately 10,000m<sup>3</sup> of concrete which was estimated to cost around \$15 million. Following a review of this design it was decided to change to a post tensioned solution utilizing anchor bars to bring the final cost down to a more affordable level. GHD provided a detailed design based on this concept. However, the peer reviewer concluded that there was room for a further reduction in the total cost of the work if tenderers submitted an alternative design that incorporated more efficient anchoring layouts.

Leed Engineering and Construction Pty Ltd was awarded the construction contract on the 27<sup>th</sup> of November 2020.

## 3 Progress

### 3.1 General

The project continues to move forward and has achieved a major milestone in the completion of all works by the 12<sup>th</sup> August 2022. The contractor achieved practical completion on the 18<sup>th</sup> August 2022.

### 3.2 Design

The design of the project works is completed. And the design report remains under review by all parties until the project completion so that additional designed items can be included before the final issue for the document.

The project designer will be submitting the final design report for review by the client and the Peer Reviewer. The design report will cover off on all additional designs in the final version under a miscellaneous design section as agreed with the Peer Reviewer.



ARC A2017/47 Dumaresq Dam Safety Upgrade

### 3.3 Construction

The erosion control slab and downstream V-drain is now complete. All major works were completed by the 12<sup>th</sup> of August 2022. The removal of the LH temporary fencing remains as ARC are yet to determine the protective fencing for the erosion control area.

Frequent discussions were held with the ARC PM and the Peer Reviewer regarding progress on construction and items that require attention. Records of all the anchor drilling and installation will be maintained as part of the design confirmation and construction sign-off and all results are uploaded for easy access to all parties.

#### 3.3.1 Current Activities:

The following activities were undertaken this month;

##### Commenced:/Continued:

- LH wall reinforcement slab installation
- LH wall concrete slab installation
- LH wall downstream "V" drain installation
- Removal of site buildings
- Site rehabilitation
- Contractor demobilisation

##### Completed to Date:

- Anchor waterstop installation
- Delivery of anchors and associated materials and equipment
- Instrument channel excavation
- Toe anchor core cutting
- Toe anchor core removal
- Anchor block construction
- Manufacture of toe anchor donuts
- Anchor monitoring channel cutting both toe and crest
- Design of RH embankment
- Design of LH passive anchors
- Crest and toe monitoring conduit channel
- LH Passive anchors installed
- All crest anchors drilling
- All Toe anchors drilling
- All crest anchor installation (inc grouting)

## ARC A2017/47 Dumaresq Dam Safety Upgrade

- All toe anchor installation (inc. grouting)
- All anchor stressing (including testing)
- Anchor capping operations
- Electrical works
- Toe apron slab dental concrete
- Toe slab concrete slab
- Upstream pipework
- Downstream pipework
- Valve house concrete structure installation
- Removal of scour line penstock
- Installation of scour pipeline bulkhead
- Grouting Scour pipeline
- RH embankment earthworks
- UNE pipe reconnection
- Valve house works
- LH wall excavation
- LH wall foundation cleaning
- LH wall dental concrete
- LH Wall concrete slab installation
- LH wall drains
- Site rehabilitation.

## 4 Schedule

The revised project construction schedule has been updated to incorporate the changes made by the inclusion of the contractor's construction schedule. In addition to the contractor's schedule, additional activities for the conclusion of the project have been updated to better reflect those activities related to the completion of the documentation to meet the new regulations.

The original design documentation was finally submitted on the 12<sup>th</sup> of March 2020, this included the resubmission of the BoQ and cost estimate after an initial review by ARC and early feedback. The response to the design documentation which included that for the Peer Reviewer was submitted back to GHD on the 31<sup>st</sup> of March 2020. A meeting was held on the 8<sup>th</sup> and 9<sup>th</sup> April to discuss ARC and the Peer Reviewers comments. GHD had spent all of May 2020 reviewing the design changes discussed in April and has submitted only 2 documents by the end of May 2020 as part of their final design documentation namely the revised cost estimate and the geo-mapping variation report.

The finalisation of the design at the end of May 2020 with the final review in the first week of June 2020 did delay the project further however the extra time taken to review the design has resulted in the completion of a major milestone. The approval of the design and all associated

ARC A2017/47 Dumaresq Dam Safety Upgrade

submitted documentation occurred on the 15<sup>th</sup> of June 2020. As part of Dams Safety NSW (DS NSW) requirements, the design documentation, together with a covering letter from ARC's Peer Reviewer, Mr. Richard Rodd, was submitted to the DS NSW on the 24<sup>th</sup> of June 2020.

For the alternate design, the DS NSW has undertaken a review of the documentation and at this stage DS NSW have informed DPIE that they endorse to the current design. The SSWP initial funding documentation was submitted in early July 2020 and approval was received by the 10<sup>th</sup> of July 2020.

In addition, now that the tender release and accompanying RFI's, the focus on the DPIE final funding submission continues. The DPIE submission was scheduled for submission on the 17<sup>th</sup> of August 2020 however this was put back to focus on the tender RFI's and concept design meetings and wait until approval before submitting the document. The document currently resides with Council waiting for a review and finalisation prior to submission to DPIE.

The award of the contract was completed on the 27<sup>th</sup> of November 2020 with the issue of the Letter of Award – three days ahead of the schedule.

The current final construction completion date was the 12<sup>th</sup> of August in line with last month's 12<sup>th</sup> August 2022 (with Practical completion/handover being the 18<sup>th</sup> of August 2022) and a project completion date is now the 6<sup>th</sup> of October from last month's 21<sup>st</sup> of September 2022. The extension of the project completion date is due to the finalisation of the documentation, the final design report, which is yet to be received, the construction certificates and the construction report which requires the completion documentation to finalise.

A copy of the current construction schedule is attached in Appendix A.

## 5 Contractual

### 5.1 Communications

There were several official incoming and outgoing communications this month, which dealt with contractual matters and design queries. A total of 85 RFI's have been submitted in total to date, with no RFI's submitted in August.

The majority of the RFI's are construction based and all, but one has been completed and closed off with the one being the review of the final design report which remains outstanding.

A copy of both the incoming and outgoing communications registers is located in Appendix B.

### 5.2 Notices of Dispute

There are no notices of dispute to date.

A copy of the dispute register is located in Appendix C.

## 6 Financial Progress and Issues

### 6.1 Project Budget

The current construction budget reflects the approved changes with the added variations and to the provisional amounts prior to acceptance and approval by ARC.

The current contract budget is \$7,953,761.42 Inc GST, this includes the last approved variations. There are currently 39 approved variations to date (including the negative variation for the monitoring installation changes). 3 variations were submitted as part of the August claim.

## ARC A2017/47 Dumaresq Dam Safety Upgrade

Once the claim is approved by the PAP, the project budget will be \$8,161,774.74 – this includes a delay claim for 10 days in August due to the erosion control slab construction works which did not form part of the original contracted works.

The contractor's claim for August 2022 is \$189,103.02 Ex GST, bringing the project total claimed at completion of the project as \$8,135,245.27 Ex GST. The current expenditure is 109.64 % of the current budget and approximately 159.61% of the original contract budget.

With regard to the variations, the current approved amount for \$2,347,243.80 Inc GST in additional costs. If the PAP approves the current variation 40, 41 and 42 for the Erosion control works for August, the final costs for the temporary toilet supply and maintenance and the refund for the electricity supplied to the contractor, the approved variation amount will be \$2,555,257.12 Inc GST. It should be noted that the variations to date have been reviewed by ARC and the Peer Reviewer (where required) to ensure that they are valid, and the costs are fair and reasonable.

A copy of the claims register is attached in Appendix D and the project budget spreadsheet, claim approval and associated contractor invoice information is attached in Appendix E.

## 6.2 Extension of Time Claims and Delay Claims

No NOD's were submitted in August. There were currently 15 NOD's submitted in total at the completion of the project.

24 EOT claims have been submitted to date, 19 via notifications and 5 with the LH abutment variation submissions.

It should be noted that the August claim was submitted with 10-day delay as part of the claim.

Notices to the Contractor are waiting on PAP approval before being forwarded and the schedule has been updated accordingly.

The current date of contract completion is the 1<sup>st</sup> July 2022, if the PAP approves the monthly claim and the two EOT's (18 and 19), the contract completion date will be 18<sup>th</sup> August 2022.

A copy of the Notice of Delay Register is attached in Appendix F and EOT Register in Appendix G respectively.

## 6.3 Variations

3 variations were submitted in August as part of the final claim. The claim is still under review by the PAP.

- Var 40 – LH Erosion control works – August - \$143,092.00 Ex GST
- Var 41 – Supply and maintenance of the temporary toilets from 1<sup>st</sup> May to 12<sup>th</sup> August 2022 - \$ 53,324.00 Ex GST
- Var 42 - Negative variation for the supply of electricity to site - -\$7,312.98 Ex GST

Note that the erosion control slab variation(s) are based on a cost-plus arrangement as directed by the PAP.

The total cost of approved variations to date is \$2,133,858.00 Ex GST and represents an approximate additional 36.67 % in contract expenditure. When the PAP approves Variation 40,41 and 42, the approved amount will be \$2,322,961.02 (Ex GST)

ARC A2017/47 Dumaresq Dam Safety Upgrade

The previous potential variations for the D/S crack repair and the variation for the additional toe anchor waterstop have been withdrawn after discussions with the Peer Reviewer.

A copy of the variations register is attached in Appendix H.

## **7 Quality**

### **7.1 General**

The contractor has submitted the revised and final versions of the project plans – all plans are considered live documents and will be updated should the need arise.

All documentation for the original scope of works has been completed including ITP's for the LH erosion control apron. This documentation includes the excavation and cleaning of the foundation sections, dental concrete installation, installation of ground anchors and the installation of the slabs.

Leed's ITP register is constantly updated to reflect the work being undertaken on site. The ARC Project Manager has been constantly reviewing the ITP's and work method statements and approving pours (via video and phone).

Photo records of the works are being kept by the contractor and the site works inspector did provide a daily report for the anchoring works and photos are taken daily. In addition, the Project Manager undertakes monthly site visits and additional photos are taken on the day. All contractor photos will be submitted as part of their documentation.

All associated QA documentation has been/is signed off as required by the ARC site works inspector and if required, discussion with the ARC Project Manager and/or Peer Reviewer. All inspections are carried out via texts and videos/photos with the ARC Project Manager or during site visits. Council has been informed on potential inspections that might require their attendance if the ARC Project Manager is not on site.

### **7.2 Request for Information (RFI)**

There were no RFI's submitted by the contractor for the month of August - the project total is now 85 RFI's. The register for the RFI's has been updated to track them. The outstanding responses to RFI's deal with the Design Report submitted by the contractor – the final updated version will be submitted to ARC and the Peer Reviewer for review.

A copy of the RFI register is attached in Appendix I.

### **7.3 Site Inspections**

A final inspection for Project Completion (PC) by the project manager was undertaken on the 18<sup>th</sup> August 2022.

### **7.4 Non-Conformance Report**

There were no NCR's submitted for the month of August. There are 11 project NCR's at completion of the project.

A copy of the NCR register is attached in Appendix J.

### **7.5 Community Consultation**

Community consultation was ongoing to the completion of the project.



ARC A2017/47 Dumaresq Dam Safety Upgrade

## 8 Procurement

### 8.1 Supplied Material and Equipment

All materials and equipment have been delivered.

No further deliveries will occur as the project is now complete.

## 9 Project Risks

The redesign of the Dumaresq Dam Safety Upgrade has to date, not necessitated a full risk assessment however the redesign itself has by very definition introduced new risks that need to be understood and to be monitored.

The initial review of documentation identified that the consequence category of the dam was not correct and needed to be re-evaluated. In addition to this, the hydrology needed to be updated to the current 2019 Australian Rainfall and Runoff Standard. In addition, during the initial review, Dams Safety NSW (formerly DSC NSW) released their updated standards which will require all current dams to be reviewed within 2 years – this will also be included in the detailed design section so that the Council can be reassured that the dam meets the current standards.

2 additional faults were found at the initial site investigation meeting. Additional geotechnical mapping of the foundation was required to ensure that the dam foundation is correctly understood, and the design is adequate for the foundation.

The consequence category and the severity for various categories as identified in Table 2 of the ANCOLD guidelines does have an impact of the design of the upgrade. The severity level dictates the extent of the raising of the abutments on either side of the dam. ARC had concluded that the severity for the loss /repair of the dam was major – the impact of this was a potential raising of the abutments by 1.5 m and the requirement of installing a 4m high training wall on the LH abutment to prevent flood water from causing erosion on the LH downstream embankment. ARC has completed their reviewing the severity level and the review has resulted in a reduction in the liability proportion under the guidelines.

The initial risk to the project delivery was that of the completion of the design which was originally the 13<sup>th</sup> of December 2019 – was completed on the 15<sup>th</sup> of June 2020.

The two other early risks were the endorsement of the design by DS NSW and the approval of the SSWP funding subsidy for the construction works. With the approval of the funding on the 10<sup>th</sup> of July, both these risks are no longer included.

The completed foundation investigation is key to finalising the anchor design and potentially confirm the reduction in anchors for the alternate design submitted by the contractor. The contractor's submission included an alternate offer which reduced the no. of bar anchors from the accepted GHD design of 99 to 61 resulting in major cost savings. The risk of the investigation being undertaken in January was nullified and the contractor concluded the site works before Christmas.

The testing of samples was completed in February, the initial results indicate better than expected outcomes and have been confirmed by the designer now they have fully reviewed the results and the impact on the design. The final outcome from the design is that 60 No. anchors are required for the project – 39 crest anchors and 21 toe anchors.

A risk review has been undertaken after the stressing was completed, the remaining works pose limited risk and no change to the risk assessment was deemed necessary. It is unlikely that, with regard to the remaining activities, any further risk changes will be required and that the existing risk assessment is sufficient.



## ARC A2017/47 Dumaresq Dam Safety Upgrade

This month the work continued with the final pours on the erosion control slab construction and with the installation of drains, reinforcement placement and the placement of concrete for the slabs. The works were going slower than anticipated due to the adaptation of the design to the site condition based on a "typical design" provide by the designer.

It should be noted that there will be the likelihood of erosion on both sides of the dam during a major storm event however the risk to the structure is markedly reduced and minor damage can easily be repaired by the council as required.

Council has decided to reinstall the water level meter and incorporate the reporting data into the anchor monitoring web portal system so that all dam data is located in one place and can be easily accessed. This is currently being worked on by Dywidag to incorporate this information into the web portal. In addition, Council is also looking at tying the level metre into their existing water level SCADA system for access by Water NSW as part of council's reporting obligations. This should be completed by late September but is dependent on the design – this will not affect the operation of the dam.

The O&M Manual was updated and submitted to DS NSW as part of Councils obligations under the regulations.

Note that the current risk register was updated in May prior to major works commencing on the erosion control slabs and no further updates were undertaken.

A copy of the current risk register is submitted to both DPIE and DS NSW for their information as part the monthly report to them.

A copy of the current updated project risk register has been included for information in Appendix K.

## 10 Workplace Health, Safety and Environment

### 10.1 Safety

All site personnel were required to be inducted. Toolboxes were held in addition to safety alerts being presented to the site personnel as required.

There were no notifiable incidents for the month of August.

Performance Measure	Month	To Date	Target
Man Hours	242	30183	NA
Incidents Reported	0	21	NA
Hazards Reported	0	38	NA
First Aid Injury	0	2	0
Medical Treatment Injury	0	0	0
Lost Time Injury	0	0	0
MTIFR	0	0	0
LTI FR	0	0	0

### 10.2 Environmental

No incidents to report this month.

ARC A2017/47 Dumaresq Dam Safety Upgrade

### 10.3 Resources Report

Performance Measure	Previous	Month	To Date
Contractor Man Hours	29941	242	30183
Contractor Machine Hours	7368	66	7434

Workforce	No. Personnel
Lead Staff	1
Lead Personnel	4
ARC Personnel (onsite)	0
<b>Total</b>	<b>5</b>

### 10.4 Subcontractors and suppliers

The expected list of suppliers is below – this will be updated as the contractor progresses with the construction as the contracts are finalised. Where possible local providers were utilised.

Package/Works	Subcontractor/Supplier	Summary
Survey	New England Surveying & Engineering	
Site Hut Hire	Coats Hire	Site Buildings and facilities
Concrete	Boral	
Drilling Works	Mulligan Geotechnical	All anchor drilling and installation
Post Tension Bar Anchor Supply	DYWIDAG	All components for the anchor system and assistance in post tensioning.
Concrete Cutting	Kwik Cut	Cutting of dam crest
Cleaning	Armidale Cleaning Services	
Scaffold	Thomas Scaffolding	Supply and installation
Pipe Supply	Clover	Pipe & Fittings
Quarry Supply	Rusty Civil	
Quarry Supply	Highland Quarries	
Fencing	AFT Fencing	
Diving Works	SGS Diving	Install seating frame and bulkhead flange
Crane Hire	John Stewart Crane Hire	
Crane Hire	Tamworth Crane Services	
Car Servicing	Toyota Armidale	

ARC A2017/47 Dumaresq Dam Safety Upgrade

Accommodation	Big 4 Armidale	
Site Steel Works	Welding Rod	Remove existing winch from dam crest
Precast Forms	Rose Valley Steel Works	
Reinforcement Supply	Infra Build	
Service Location	Armidale Electrical	Pump Station Site

## 11 Integration of Project Elements

### 11.1 Commissioning and Handover

The operation and maintenance manual has been finalised however council has decided to include the water level meter into the web-based reporting system. The Revised O&M Manual was submitted to DS NSW in late August as per ARC's commitment. The document is live, and it is anticipated that a revised version will be submitted should any changes occur to ARC operation and maintenance practices.

### 11.2 Site Management and Security

The contractor has removed all the temporary fencing on the RH side of the dam, however on the LH side, the temporary fencing will remain until council has decided on the final fencing solution of the LH abutment to prevent the public from accessing the erosion control slabs.

ARC A2017/47 Dumaresq Dam Safety Upgrade

## **Appendix A – Project Construction Schedule**

Dumaresq Dam Safety Upgrade Project			Project Reporting Month: August 2022					19-Sep-22 10:26																																			
Activity ID	Activity Name	Start	Finish	Planned Duration	Remaining Duration	Activity Complete	2019				2020				2021				2022																								
							Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4																					
							D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Dumaresq Dam Safety Upgrade							0																																				
Milestone Activities							0																																				
Engage Project Management							0																																				
Engage Design Consultant							0																																				
Commence Re-Design of Buttress Option							0																																				
Complete Preliminary Design							0																																				
Submit Funding Approval							0																																				
Funding Approved							0																																				
Complete Tender Documentation							0																																				
Construction Contract Award							0																																				
Construction Commences							0																																				
Construction Complete							0																																				
Works Certification Completed							0																																				
DS NSW / DPIE Notifications Complete							0																																				
DS NSW Construction Report Complete and Submitted ( DPIE)							0																																				
Project Documentation Complete (Contractor)							0																																				
Project Complete							0																																				
Re Design Works							0																																				
Engagement							0																																				
GHD Engaged							0																																				
Review Available Information							0																																				
Hydrology Phase 1 Report							0																																				
Design Criteria / Load cases							0																																				
Geology							0																																				
Design Ph 2, Ph 3 and DWG s							0																																				
Survey							0																																				
Earthquake							0																																				
Site Visit - Geology / Condition of Wall etc.							0																																				
Concept Design Meeting, GHD, RR, ARC, AO H							0																																				
Report (Draft)							0																																				
Council Review / Comment							0																																				
Additional Required Studies							0																																				
GHD Variation Submission							0																																				
Variation Approval							0																																				
Additional Geotechnical investigation and map							0																																				
LiDAR Survey of Downstream Area to high accuracy							0																																				
Hydrology Update, Dam Break and Consequence							0																																				
Concept Design							0																																				
Develop Concept Sketches							0																																				
Council Review							0																																				
Finalise Proposal							0																																				
Council Approval							0																																				
Detailed Design							0																																				
Buttress Stability Assessment							0																																				
Spillway and NO C Profiles							0																																				
Apron Design							0																																				
Embankment Retaining Walls							0																																				
Embankment Stability							0																																				
Geotechnical Parameters							0																																				
Buttress Ground Anchor Design							0																																				
Outlet Works							0																																				

16-Apr-19 A, Engagement

GHD Engaged

24-Jun-19 A, Review Available Information

Hydrology Phase 1 Report

Design Criteria / Load cases

Geology

Design Ph 2, Ph 3 and DWG s

Survey

Earthquake

Site Visit - Geology / Condition of Wall etc.

Concept Design Meeting, GHD, RR, ARC, AO H

Report (Draft)

Council Review / Comment

29-May-20 A, Additional Required Studies

GHD Variation Submission

Variation Approval

Additional Geotechnical investigation and mapping

LiDAR Survey of Downstream Area to high accuracy

Hydrology Update, Dam Break and Consequence

12-Aug-19 A, Concept Design

Develop Concept Sketches

Council Review

Finalise Proposal

Council Approval

17-Feb-20 A, Detailed Design

Buttress Stability Assessment

Spillway and NO C Profiles

Apron Design

Embankment Retaining Walls

Embankment Stability

Geotechnical Parameters

Buttress Ground Anchor Design

Outlet Works

Actual Level of Effc

summary

Actual Work

Remaining Work

Critical Remaining Work

Page 1 of 6

Date

Revision

Checked

Approved

01-Mar-19

Draft Project Schedule

AB

AB

19-Jul-19

Updated with New Procurement Strategy

AB

AB

31-Jul-20

Updated with final Anchor Design Solution (GHD)

AB

AB

01-Feb-21

Updated with Contractors Construction Schedule

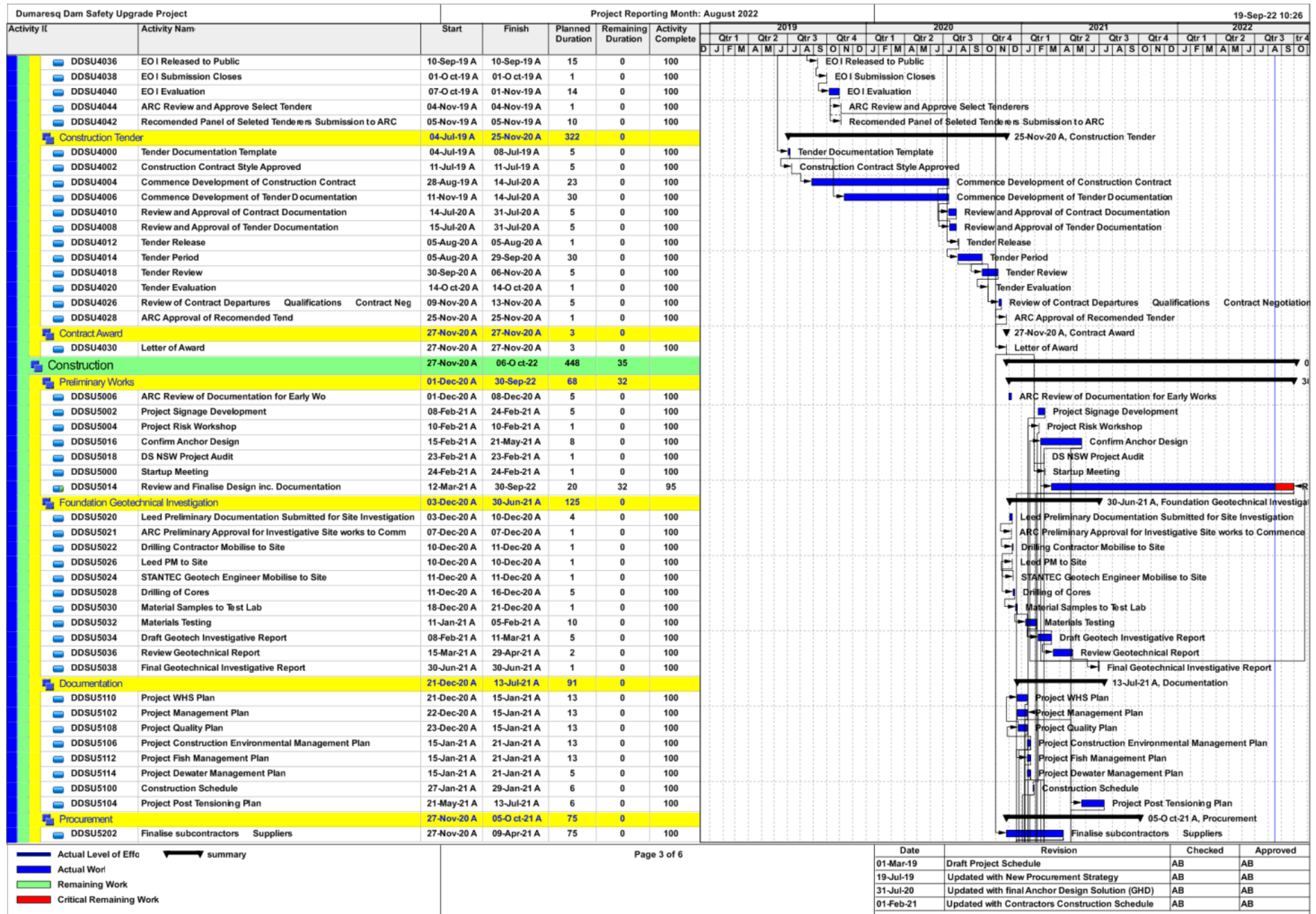
AB

AB



Page 440





[illegible]



## Attachment 2

Page 444

ARC A2017/47 Dumaresq Dam Safety Upgrade

## Appendix B – Project Communications Registers



l e  
l e

## Incoming Correspondence Register

No.	Date	Type	Subject	Sent To	Sender	Action By Date	In Correspondence No. / Comment	Closed Out Date
1	1-Dec-20	Email	RFI 001 - Geotechnical Investigation Scope	A Bannink	C Leskovec	1-Dec-20	Completed	1-Dec-20
2	18-Dec-20	Email	RFI-002 - Downstream Protection	A Bannink	C Leskovec	11-Jan-21	Apron slab under design	24-Dec-21
3	18-Dec-20	Email	RFI-003 - Access to Left Hand Abutment	A Bannink	C Leskovec	12-Jan-21	Completed	24-Feb-21
4	15-Jan-21	Email	Fisheries Permit	A Bannink	C Leskovec	18-Jan-21	Completed	19-Jan-21
5	21-Jan-21	Email	Fisheries Permit	A Bannink	C Leskovec	26-Jan-21	Completed	21-Jan-21
6	27-Jan-21	Email	Request for possession of site	A Bannink	C Leskovec	28-Jan-21	Completed, access granted	28-Jan-21
7	28-Jan-21	Email	January progress claim	A Bannink	C Leskovec	29-Jan-21	Approved	28-Jan-21
8	1-Feb-21	Email	RFI 004 - Project specification in word format	A Bannink	C Leskovec	3-Feb-21	Documents sent	1-Feb-21
9	2-Feb-21	Email	January invoice	A Bannink	C Leskovec	2-Feb-21	Approved	2-Feb-21
10	5-Feb-21	Email	Notice to change provisional sum B1	A Bannink	C Leskovec	12-Feb-21	Reviewed and responded	9-Feb-21
11	12-Feb-21	Email	Design Management Plan	A Bannink	C Leskovec	12-Feb-21	Endorsed	NA
12	15-Feb-21	Email	RFI-005 - Service Information	A Bannink	C Leskovec	24-Feb-21	Completed	26-Feb-21
13	16-Feb-21	Email	CEMP Submission - Final	A Bannink	C Leskovec	24-Feb-21	Completed	NA
14	16-Feb-21	Email	QMP Submission - Final	A Bannink	C Leskovec	5-Mar-21	Completed	NA
15	17-Feb-21	Email	Notice of Variation 1 & 2	A Bannink	C Leskovec	24-Feb-21	Noted	26-Feb-21
16	23-Feb-21	Email	NSW Long Service Leave Form	A Bannink	C Leskovec	5-Mar-21	Completed	5-Mar-21
17	24-Feb-21	Email	Notification of Variation 4	A Bannink	C Leskovec	5-Mar-21	Submitted and approved	1-Apr-21
18	24-Feb-21	Email	Notification of isolation of water supply pipe timeframe	A Bannink	C Leskovec	26-Feb-21	Noted	26-Feb-21
19	24-Feb-21	Email	Notification of Variation 3	A Bannink	C Leskovec	26-Feb-21	Noted	26-Feb-21
20	24-Feb-21	Email	Notification of dewatering dam	A Bannink	C Leskovec	26-Feb-21	Noted	26-Feb-21



21	27-Feb-21	Email	Notification of Inclement Weather 27/2/2021	A Bannink	C Leskovec	5-Mar-21	Submitted and approved	1-Jun-21
22	1-Mar-21	Email	Design Submission - Anchor Layout	A Bannink	C Leskovec	12-Mar-21	Approved	16-Mar-21
23	1-Mar-21	Email	Notice of Inclement Weather	A Bannink	C Leskovec	5-Mar-21	EOT submission to be submitted to ARC	1-Mar-21
24	4-Mar-21	Email	RFI 006 - Connection to Site Power	A Bannink	C Leskovec	4-Mar-21	Approved	17-Mar-21
25	8-Mar-21	Email	February Invoice	A Bannink	C Leskovec	9-Mar-21	Approved	9-Mar-21
26	11-Mar-21	Email	RFI 007 - Foundation Investigation Report	A Bannink	C Leskovec	30-Mar-21	Approved	27-May-21
27	18-Mar-21	Email	RFI 008 - Anchor Monitoring	A Bannink	C Leskovec	30-Mar-21	Approved	22-Apr-21
28	23-Mar-21	Email	Notice of Inclement Weather	A Bannink	C Leskovec	23-Mar-21	Filed, waiting on information	23-Mar-21
29	24-Mar-21	Email	RFI 009 - Anchor Details	A Bannink	C Leskovec	30-Mar-21	Approved	6-Apr-21
30	24-Mar-21	Email	Notice of inclement Weather	A Bannink	C Leskovec	30-Mar-21	Filed	24-Mar-21
31	28-Mar-21	Email	Variation 1 - Submission	A Bannink	C Leskovec	30-Mar-21	Approved	30-Mar-21
32	28-Mar-21	Email	Variation 2 - Temporary Water Supply	A Bannink	C Leskovec	30-Mar-21	Approved	30-Mar-21
33	28-Mar-21	Email	Variation 5 - Increase to Provisional Sum for Foundation Geotechnical Investigation	A Bannink	C Leskovec	30-Mar-21	Note: Var 5 is the contractors variation number ARC does not require a variation for this as it relates to a provisional sum amount in the contract.	30-Mar-21
34	28-Mar-21	Email	RFI 010 - CMS DYWIDAG PregROUT Bar Manufacture	A Bannink	C Leskovec	9-Apr-21	Approved	15-Apr-21
35	28-Mar-21	Email	Notice of Variation 006 - Upstream Pipework	A Bannink	C Leskovec	9-Apr-21	Noted	NA
36	28-Mar-21	Email	Notice of Variation 007 - Downstream Concrete Repairs	A Bannink	C Leskovec	9-Apr-21	Noted	NA
37	28-Mar-21	Email	Notice of Variation 008 - Concrete Channel for Monitoring	A Bannink	C Leskovec	9-Apr-21	Approved	NA
38	30-Mar-21	Email	RFI 011 - Bearing Plate Calculations	A Bannink	C Leskovec	9-Apr-21	Approved	15-Apr-21
39	30-Mar-21	Email	RFI 012 - Mill Certificate Anchors	A Bannink	C Leskovec	9-Apr-21	Approved	15-Apr-21
40	30-Mar-21	Email	RFI 013 - Dental concrete AAR Results	A Bannink	C Leskovec	9-Apr-21	Issued as part of Dental concrete pour approval.	30-Mar-21
41	30-Mar-21	Email	RFI 014 - S40 Mix Design and Test Results	A Bannink	C Leskovec	9-Apr-21	Approved	21-Apr-21
42	1-Apr-21	Email	RFI 015 - Anchor Head Layout	A Bannink	C Leskovec	9-Apr-21	Approved	21-Apr-21
43	1-Apr-21	Email	March Claim	A Bannink	C Leskovec	1-Apr-21	Approved	6-Apr-21

44	1-Apr-21	Email	Variation 3 - Temporary Toilets March	A Bannink	C Leskovec	23-Apr-21	Approved	1-Apr-21
45	8-Apr-21	Email	RFI 016 - ITP Register	A Bannink	C Leskovec	15-Apr-21	Reviewed and endorsed	8-Apr-21
46	9-Apr-21	Email	RFI 017 - IFC Drawing Issue C101, C102, C103, C121	A Bannink	C Leskovec	15-Apr-21	Approved and filed	13-Apr-21
47	9-Apr-21	Email	RFI 018 - Drawings Issued for Review	A Bannink	C Leskovec	15-Apr-21	Reviewed and comments sent off	13-Apr-21
48	9-Apr-21	Email	Notice of Variation No. 9	A Bannink	C Leskovec	15-Apr-21	Noted	9-Apr-21
49	11-Apr-21	Email	Additional Tree Clearing	A Bannink	C Leskovec	15-Apr-21	Approved	11-Apr-21
50	15-Apr-21	Email	RFI 020 - LH Abutment Reinforcing steel CoC	A Bannink	C Leskovec	23-Apr-21	Approved	21-Apr-21
51	15-Apr-21	Email	Variation 8 - Crest Instrument Channel Concrete Cutting	A Bannink	C Leskovec	23-Apr-21	Approved	10-May-21
52	20-Apr-21	Email	Variation 10 - Toe Anchor concrete cutting	A Bannink	C Leskovec	7-May-21	Approved	10-May-21
53	20-Apr-21	Email	Dam Design Flood Hydrology & spillway capacity design information request	A Bannink	C Leskovec	7-May-21	GHD contacted and waiting on engineer to respond, Peer Reviewer to write letter to Designer and DS NSW.	11-Nov-21
54	26-Apr-21	Email	RFI 021 Submission on Membrane Curing Compound	A Bannink	C Leskovec	7-May-21	Approved	5-May-21
55	26-Apr-21	Email	RFI 022 Water Stop TDS	A Bannink	C Leskovec	12-May-21	Approved	5-May-21
56	26-Apr-21	Email	RFI 023 S32 Concrete Mix design	A Bannink	C Leskovec	28-Apr-21	Approved	5-May-21
57	26-Apr-21	Email	Notice of Variation 7 - Repairs to concrete wall	A Bannink	C Leskovec	12-May-21	Noted	24-Dec-21
58	27-Apr-21	Email	RFI 024 - Crest Anchor Block Construction CMS and ITP	A Bannink	C Leskovec	7-May-21	Interim approval - will need to be included in the overall anchor document	12-May-21
59	29-Apr-21	Email	Variation 11 - Provisional sum claim for design works to date.	A Bannink	C Leskovec	29-Apr-21	Approved	29-Apr-21
60	29-Apr-21	Email	Contractors April Claim	A Bannink	C Leskovec	30-Apr-21	Approved	30-Apr-21
61	5-May-21	Email	RFI 025 - Revised Toe anchor Locations	A Bannink	C Leskovec	14-May-21	Approved with Peer Reviewer comments	14-May-21
62	13-May-21	Email	RFI 026 - Revised Monitoring locations	A Bannink	C Leskovec	21-May-21	Extended discussion and change to numbering require from the Peer Reviewer - now approved	27-May-21
63	18-May-21	Email	NCR Notification - CA 11 Waterstop	A Bannink	C Leskovec	NA	Notification that the grout pour for CA 11 waterstop failed - NCR to be submitted.	21-May-21
64	18-May-21	Email	RFI 027 - Coupler and Nut Mill Certificates	A Bannink	C Leskovec	1-Jun-21	Approved - no Chinese steel in manufacture	21-May-21
65	20-May-21	Email	RFI 028 - Revised IFC Drawings	A Bannink	C Leskovec	3-Jun-21	Approved and filed	21-May-21
66	21-May-21	Email	RFI 029 - Drilling and Anchor Installation Method Statement	A Bannink	C Leskovec	4-Jun-21	Rejected	27-May-21

67	21-May-21	Email	NCR 001 - CA 01 Waterstop	A Bannink	C Leskovec	NA	NCR Submitted - new waterstop to be installed after the old one is removed and channels cleaned out - AB to approve new pour	19-May-21
68	21-May-21	Email	NCR 002 - CA 11 Waterstop	A Bannink	C Leskovec	NA	NCR Submitted - new waterstop to be installed after the old one is removed and channels cleaned out - AB approved new pour	7-Jun-21
69	21-May-21	Email	NCR 003 - CA 12 Waterstop	A Bannink	C Leskovec	NA	NCR Submitted - new waterstop to be installed after the old one is removed and channels cleaned out - AB approved new pour	7-Jun-21
70	1-Jun-21	Email	EOT 002 - Inclement Weather 23/3/2021	A Bannink	C Leskovec	30-Jun-21	EOT submission to ARC	10-Jun-21
71	1-Jun-21	Email	EOT 001 - Inclement weather 27/02/2021	A Bannink	C Leskovec	30-Jun-21	EOT submission to ARC	10-Jun-21
72	1-Jun-21	Email	May Progress Claim	A Bannink	C Leskovec	5-Jun-21	Submission of May claim.	5-Jun-21
73	2-Jun-21	Email	Notice of NCR 004 - Anchor CA19	A Bannink	C Leskovec	10-Jun-21	Notice for placement of concrete before approval	10-Jun-21
74	2-Jun-21	Email	Notification of Issue - Voids at Toe anchor TA13	A Bannink	C Leskovec	5-Jun-21	Voids detected in concrete wall at toe anchor TA13 require solution.	5-Jun-21
75	2-Jun-21	Email	Safety Incident - Fall on stairs	A Bannink	C Leskovec	NA	Employee fell on stairs - first aid only	NA
76	3-Jun-21	Email	Leed May Invoice	A Bannink	C Leskovec	ASAP	Submitted for payment	3-Jun-21
77	3-Jun-21	Email	Notice of inclement weather 3 June	A Bannink	C Leskovec	15-Jun-21	Notice for delays due to inclement weather submitted	10-Jun-21
78	3-Jun-21	Email	EOT 003 - Inclement Weather 3 June	A Bannink	C Leskovec	15-Jun-21	EOT submitted for review approval	10-Jun-21
79	4-Jun-21	Email	Use of Crosbe Grout in Anchors	A Bannink	C Leskovec	6-Jun-21	Information submitted for review and approval to use.	4-Jun-21
80	5-Jun-21	Email	RFI - 030 - Anchor Grout Trial Mix Program Submission	A Bannink	M Raleigh	17-Jun-21	Submission accepted with changes	16-Jun-21
81	6-Jun-21	Email	RFI 031 - Precast donut reinforcement change	A Bannink	C Leskovec		Changes accepted	8-Jun-21
82	6-Jun-21	Email	NCR 005 - Fresh grout washout CA11	A Bannink	M Raleigh	15-Jun-21	Waterstop to be reinstalled	7-Jun-21
83	6-Jun-21	Email	NCR 004 - Waterstop tear CA16	A Bannink	M Raleigh	15-Jun-21	Repairs made and approval for use given.	7-Jun-21
84	9-Jun-21	Email	EOT - 004 - Inclement Weather 9/6/2021	A Bannink	C Leskovec		noted and approved	10-Jun-21

85	17-Jun-21	Email	RFI 032 - RH Abutment Drawings	A Bannink	C Leskovec		Under review	1-Sep-21
86	18-Jun-21	Email	RFI 033 Hazardous Tree	A Bannink	C Leskovec	30-Jun-21	Removal approved	21-Jun-21
87	18-Jun-21	Email	Dywidag Incident	A Bannink	C Leskovec	30-Jun-21	Incident report to be submitted once Dywidag has completed investigation. Complete report submitted.	30-Jun-21
88	20-Jun-21	Email	RFI 034 - Drilling ITP and grouting records sheets	A Bannink	C Leskovec	21-Jun-21	Review and accepted with changes	21-Jun-21
89	21-Jun-21	Email	NCR 004 - Waterstop Tear CA16	A Bannink	C Leskovec	20-Jun-21	Water test to be done to prove the waterstop working	21-Jun-21
90	21-Jun-21	Email	Notification of safety incident	A Bannink	C Leskovec	NA	Worker blew over 0.0 and was stood down for a day	21-Jun-21
91	21-Jun-21	Email	Variation 12 submission - Management of Temporary Toilets	A Bannink	C Leskovec	25-Jun-21	Reviewed and accepted by MB, ARC	25-Jun-21
92	22-Jun-21	Email	Variation 13 Submission - Management of Temporary Pump	A Bannink	C Leskovec	25-Jun-21	Reviewed and accepted by MB, ARC	25-Jun-21
93	22-Jun-21	Email	Variation 9 submission - Timelapse Camera	A Bannink	C Leskovec	25-Jun-21	Reviewed and accepted by MB, ARC	25-Jun-21
94	22-Jun-21	Email	Notice of variation - Var 014 change to RH embankment	A Bannink	C Leskovec	NA	Notice of design changes due to tree root ingress into bank	NA
95	22-Jun-21	Email	Notice of variation - Var 015 Additional waterstop	A Bannink	C Leskovec	NA	Reviewer and design require an additional waterstop in toe anchors - contractor reviewing and pricing.	NA
96	22-Jun-21	Email	RFI -036 Downstream valve house	A Bannink	C Leskovec	8-Jul-21	Review completed and design approved.	13-Jul-21
97	22-Jun-21	Email	RFI - 037 Passive anchor drawing review	A Bannink	C Leskovec	8-Jul-21	Review completed and changes required.	13-Jul-21
98	22-Jun-21	Email	RFI 035 - Certification of Calibration, Champ Gyro Probe	A Bannink	M Raleigh	25-Jun-21	Approved	23-Jun-21
99	24-Jun-21	Email	June Progress Claim	A Bannink	C Leskovec	25-Jun-21	Resubmission with changes required	25-Jun-21
100	25-Jun-21	Email	Revised June Claim	A Bannink	C Leskovec	25-Jun-21	Accepted	25-Jun-21
101	30-Jun-21	Email	June Invoice and Stat Dec	A Bannink	C Leskovec	30-Jun-21	Invoice submitted with Stat Dec	30-Jun-21
102	30-Jun-21	Email	RFI 038 - Concrete Test Results	A Bannink	M Raleigh	3-Jul-21	Under Review	15-Aug-21
103	7-Jul-21	Email	NOD - 005	A Bannink	C Leskovec	NA	EOT for delays in drilling due to water ingress into drilled holes	NA
104	8-Jul-21	Email	Potential Pump Station for Raw Water Supply questions	A Bannink	C Leskovec	15-Jul-21	Queries regarding Councils requirements for the proposed pump station.	31-Jul-21
105	20-Jul-21	Email	NCR-006 - Grouting CA 5 without permission	A Bannink	C Leskovec	31-Jul-21	Accepted the changes to the ITP to have the site works inspector to approve for this to go ahead. Corrective action for the contractor.	20-Jul-21
106	21-Jul-21	Email	Variation 16 - Jackhammering and grinding toe anchor base	A Bannink	C Leskovec	31-Jul-21	Discussed and reviewed and submitted to client for approval. Verbal permission provided by MB.	30-Jul-21
107	27-Jul-21	Email	Updated Risk Register	A Bannink	C Leskovec	NA	Updated risk register after team review.	27-Jul-21

108	30-Jul-21	Email	Variation 17 - Change to Provisional sum - Design Costs	A Bannink	C Leskovec	13-Aug-21	Approved	20-Aug-21
109	31-Jul-21	Email	Information for Proposed Pump Station for Raw Water Supply	A Bannink	C Leskovec	13-Aug-21	Approved	20-Aug-21
110	31-Jul-21	Email	Variation 18 - Grouting of electrical conduits	A Bannink	C Leskovec	13-Aug-21	Approved	20-Aug-21
111	6-Aug-21	Email	July Monthly report	A Bannink	C Leskovec	NA	Reviewed	6-Aug-21
112	6-Aug-21	Email	July Risk Register update	A Bannink	C Leskovec	NA	Reviewed	6-Aug-21
113	10-Aug-21	Email	July Invoice from Leed	A Bannink	C Leskovec	20-Aug-21	Approved	20-Aug-21
114	13-Aug-21	Email	RFI 042 - Drawings for Review	A Bannink	C Leskovec	7-Sep-21	Approved with comments	27-Aug-21
115	15-Aug-21	Email	RFI 043 - Earthworks Specification	A Bannink	M Raleigh	7-Sep-21	Approved with comments and additional requirements	27-Aug-21
116	15-Aug-21	Email	NCR 007 - Stater bar issue CA 31 and 34	A Bannink	C Leskovec	7-Sep-21	Approved verbally after discussion with Leed and Peer Reviewer	9-Sep-21
117	15-Aug-21	Email	RFI 044 - Embankment Construction CMS	A Bannink	C Leskovec	15-Sep-21	Approved with comments	27-Aug-21
118	15-Aug-21	Email	Incident Report - near miss	A Bannink	C Leskovec	15-Aug-21	Reviewed - no action needed	15-Aug-21
119	15-Aug-21	Email	EOT 005 - Moving Drill rig from CA6 to CA 17	A Bannink	C Leskovec	7-Sep-21	Agreed with PAP - cost still to be submitted for review	8-Sep-21
120	15-Aug-21	Email	EOT 006 - Inclement weather	A Bannink	C Leskovec	7-Sep-21	Inclement weather on the 2nd August - time only - accepted in principal Leed to supply additional info.	8-Sep-21
121	15-Aug-21	Email	EOT 007 - Armidale Lockdown	A Bannink	C Leskovec	12-Sep-21	Due to covid, Armidale area put into lockdown by NSW Govt. - drillers delayed return to site	29-Sep-21
122	16-Aug-21	Email	Remobilisation of concrete cutters	A Bannink	C Leskovec	15-Sep-21	Accepted in Principal, all costs to be provided for review.	24-Aug-21
123	19-Aug-21	Email	RFI 045 - LHS Tree Removal	A Bannink	M Raleigh	25-Aug-21	Approved.	20-Aug-21
124	20-Aug-21	Email	Negative Variation 19 for monitoring system	A Bannink	C Leskovec	15-Sep-21	2 items withdrawn from the original monitoring quotation lieu of the new buried system that is required.	30-Aug-21
125	20-Aug-21	Email	Remobilisation of concrete cutters	A Bannink	C Leskovec	30-Aug-21	Estimated costs provided to ARC for information - approval in principal given by PAP - all cost to be submitted for review.	24-Aug-21
126	20-Aug-21	Email	RFI 047 - Upstream Pipework Drawings	A Bannink	C Leskovec	15-Sep-21	Drawings reviewed and approved with comments.	27-Aug-21
127	20-Aug-21	Email	RFI 048 - Pump Station Information	A Bannink	C Leskovec	NA	Information request from Leed on the proposed pump station to replace the current water supply to locals.	25-Aug-21
128	24-Aug-21	Email	Notice of Inclement Weather 24/08/2021	A Bannink	C Leskovec	17-Sep-21	Notice of bad weather to 24th August.	8-Sep-21
129	29-Aug-21	Email	RFI 049 - Use of Denso Void Filler	A Bannink	M Raleigh	15-Sep-21	Completed and denso type approved	1-Sep-21

130	30-Aug-21	Email	Notice of issue on the level of the foundation TA 01 - engineers are reviewing information	A Bannink	C Leskovec	15-Sep-21	Completed no further action required	15-Sep-21
131	1-Sep-21	Email	Completion amount	A Bannink	C Leskovec	15-Sep-21	Request for completion amount to be a BG instead of monitory deduction on claims.	3-Sep-21
132	1-Sep-21	Email	RFI 050 - Submission of Embankment Drawings for Construction	A Bannink	C Leskovec	NA	Issue of RH embankment drawings - IFC version	1-Sep-21
133	1-Sep-21	Email	RFI 049 - Use of Denso Void Filler	A Bannink	C Leskovec	7-Sep-21	Leed request withdrawal of this RFI - accepted.	1-Sep-21
134	2-Sep-21	Email	August Claim	A Bannink	C Leskovec	5-Sep-21	Reviewed, changes made and final version accepted.	13-Sep-21
135	2-Sep-21	Email	Monthly Report	A Bannink	C Leskovec	5-Sep-21	Reviewed, minor items for next month to be rectified.	2-Sep-21
136	3-Sep-21	Email	Completion Amount	A Bannink	C Leskovec	NA	Informed that BG for completion Amount being prepared.	NA
137	8-Sep-21	Email	RFI 051 - Passive Anchors	A Bannink	C Leskovec	NA	Drawings issued for construction (IFC)	NA
138	11-Sep-21	Email	August Invoice and Stat Dec	A Bannink	C Leskovec	NA	Submitted for payment	NA
139	11-Sep-21	Email	RFI 052 - Concrete and Grout Test Results to Date	A Bannink	C Leskovec	NA	Test result for review and accepted	NA
140	14-Sep-21	Email	RFI 053 - Stressing of Anchors	A Bannink	C Leskovec	20-Sep-21	Proposal rejected, anchors can only be stressed after a min 28 days - not grout strength in the first instance.	15-Sep-21
141	27-Sep-21	Email	Variation 22 - Foundation Cleaning and Inspection	A Bannink	C Leskovec	15-Oct-21	This covers the requested inspection of the LH abutment & LH walls section foundation inspection due to Wet areas - potential erosion aprons are being discussed wit the Peer Reviewer and designer.	2-Nov-21
142	27-Sep-21	Email	Extension of Time 008 Inclement Weather	A Bannink	C Leskovec	15-Oct-21	2 days claimed for inclement weather - no costs claimed - approved.	29-Sep-21
143	27-Sep-21	Email	Extension of Time 009 Relocation of Drill Rig	A Bannink	C Leskovec	15-Oct-21	1 day claimed to move crest drill rig from CA30 to CA 32 for foundation level determination - cost are associated - approved	29-Sep-21
144	27-Sep-21	Email	Extension of Time 010 Drill rig Breakdown	A Bannink	C Leskovec	15-Oct-21	8 days claimed - drill rig gear box broke down and was sent away for refurbishment- no costs - approved.	29-Sep-21
145	29-Sep-21	Email	Request for return of Bank Guarantee for Anchor supply 1	A Bannink	C Leskovec	20-Oct-21	With PAP for approval - approved	5-Oct-21
146	30-Sep-21	Email	Electricity Charge	A Bannink	C Leskovec	NA	Electricity supply to be reimbursed at the end of the project as per agreement with PAP.	NA
147	4-Oct-21	Email	September Progress Claim	A Bannink	C Leskovec	6-Oct-21	September Claim	6-Oct-21



148	4-Oct-21	Email	EOT11 - Inclement Weather	A Bannink	C Leskovec	25-Oct-21	Under Review - approved	11-Nov-21
149	5-Oct-21	Email	September Monthly Report	A Bannink	C Leskovec	NA	Contractors monthly report and supporting documentation	5-Oct-21
150	5-Oct-21	Email	Current Risk Register	A Bannink	C Leskovec	NA	Revised and updated Risk Register	NA
151	5-Oct-21	Email	TA 06 Construction Technical Advice	A Bannink	C Leskovec	NA	Designers Assessment for TA 6 foundation issues.	NA
152	6-Oct-21	Email	RFI 054 Downstream Valves	A Bannink	C Leskovec	27-Oct-21	Valve options for purchase.	7-Oct-21
153	8-Oct-21	Email	Design Set - All Drawings	A Bannink	C Leskovec	29-Oct-21	Design drawing to date for review	NA
154	8-Oct-21	Email	RFI 055 - Booster Pump Station Chlorine Query	A Bannink	C Leskovec	29-Oct-21	Chlorine at the end of the pipeline will not be regulation - ARC reviewed this and has accepted this.	11-Oct-21
155	12-Oct-21	Email	September Invoice and Statutory Declaration	A Bannink	C Leskovec	NA	Contractors invoice for payment	NA
156	12-Oct-21	Email	RFI 057 - ARC Booster Pump Station	A Bannink	C Leskovec	5-Nov-21	Booster Pump Station Layouts and PID for review	23-Nov-21
157	17-Oct-21	Email	Var 20 submission - Jackhammering and Grinding works - July - September	A Bannink	C Leskovec	12-Nov-21	Variation for the final anchor holes gridding and cutting out/jackhammering of toe anchor holes for anchor head placement.	2-Nov-21
158	18-Oct-21	Email	NCR 008	A Bannink	M Raleigh	29-Oct-21	Inspection sheet and hole video not taken, changes made to documentation and processes.	18-Oct-21
159	20-Oct-21	Email	NCR 008 - Final documentation	A Bannink	C Leskovec	5-Nov-21	Revised documentation submitted to ARC after intensive discussions with Contractor.	18-Oct-21
160	20-Oct-21	Email	Booster Pump Station Design Review	A Bannink	C Leskovec	5-Nov-21	Query on ARC response to RFI 057	20-Oct-21
161	20-Oct-21	Email	Unauthorised Entry to site	A Bannink	C Leskovec	29-Oct-21	Public noticed on dam wall in breach of the site access rules.	22-Oct-21
162	21-Oct-21	Email	Booster Pump Station - Pipe Survey	A Bannink	C Leskovec	NA	Contractor notifying ARC of his intension to under take pipeline activities.	NA
163	21-Oct-21	Email	Toe Anchor 19	A Bannink	C Leskovec	12-Nov-21	TA 19 is problematic for water proof grouting Peer Reviewer provided input (as well as the designers to fix the problem.	21-Oct-21
164	23-Oct-21	Email	Var 15	A Bannink	C Leskovec	12-Nov-21	Contractor notifies ARC of the withdrawal of Contractor variation 15 - TA waterstop installation.	23-Oct-21
165	25-Oct-21	Email	RFI 056 - Survey monitoring during stressing	A Bannink	C Leskovec	12-Nov-21	Query on amount of survey and placement of survey equipment	10-Nov-21
166	25-Oct-21	Email	RFI 057 - Use of Denso Void Filler	A Bannink	M Raleigh	5-Nov-21	Contractor requests to use DENSO type 1 - under review	1-Nov-21
167	25-Oct-21	Email	DRFI 058 - Scour Decommissioning and Clear Water Pipework Installation CMS	A Bannink	M Raleigh	5-Nov-21	CMS submitted for review	11-Nov-21
168	27-Oct-21	Email	Variation 23- Move Crest Drill rig x 4	A Bannink	C Leskovec	8-Nov-21	Variation for the moving of the drill rig for foundation level confirmation	2-Nov-21
169	27-Oct-21	Email	Variation 25 - Toe Anchor Conduit Concrete Cutting	A Bannink	C Leskovec	8-Nov-21	Cutting of the Toe anchor monitoring cable/conduit channel.	2-Nov-21
170	28-Oct-21	Email	RFI 057 - Denso void Filler	A Bannink	M Raleigh		Information provided to assist in approval process	NA

171	2-Nov-21	Email	Variation 26 - Removal of cold Joints	A Bannink	C Leskovec	29-Nov-21	Variation for the concrete removal of the cold joint section of the crest	29-Nov-21
172	4-Nov-21	Email	RFI-059 Stainless Steel Waterstop	A Bannink	M Raleigh	3-Dec-21	Change for the toe waterstop - approved	3-Dec-21
173	4-Nov-21	Email	October Claim	A Bannink	C Leskovec	3-Dec-21	Submission of October claim for review and approval	9-Nov-21
174	5-Nov-21	Email	RH Abutment works Variation 14	A Bannink	C Leskovec	6-Dec-21	Variation 14 submitted for review dealing with the Rh embankment rebuild - no attachment	2-Nov-21
175	5-Nov-21	Email	RH Abutment works	A Bannink	C Leskovec	6-Dec-21	As above but with attachment	2-Nov-21
176	8-Nov-21	Email	October monthly report	A Bannink	C Leskovec	6-Dec-21	Submission of contractors monthly report	NA
177	9-Nov-21	Email	October invoice and Stat Declaration	A Bannink	C Leskovec	7-Dec-21	Submission of monthly invoice after acceptance by the PAP	9-Nov-21
178	9-Nov-21	Email	Return of BG 2 for anchors	A Bannink	C Leskovec	7-Dec-21	BG2 for the remaining anchors now returned as they have been installed.	24-Nov-21
179	9-Nov-21	Email	RFI-060 - Design Report - draft submission	A Bannink	M Raleigh	7-Dec-21	Submission of the draft design report for review and approval.	24-Dec-21
180	18-Nov-21	Email	RFI-061 - Survey Monitoring Systems	A Bannink	M Raleigh	17-Dec-21	Variation for survey monitoring during stressing and installation of survey pillars for long term monitoring	18-Nov-21
181	18-Nov-21	Email	RFI-062 - Anchor stressing and Cap Installation CMS	A Bannink	M Raleigh	17-Dec-21	Stressing documentation, procedures and QA submitted for review.	11-Nov-21
182	19-Nov-21	Email	Anchor Stressing	A Bannink	M Raleigh	20-Dec-21	Changes to documentation	11-Nov-21
183	20-Nov-21	Email	RFI 063 - Concrete and grout test results	A Bannink	M Raleigh	21-Dec-21	Test outcomes for concrete and grout to date for anchors	NA
184	21-Nov-21	Email	Variation 14 RH embankment variation	A Bannink	M Raleigh	22-Dec-21	RH embankment clay core to be replaced due to root infestation - needs to be removed and replaced.	29-Nov-21
185	22-Nov-21	Email	RFI-062 - Anchor stressing and Cap installation CMS	A Bannink	M Raleigh	10-Jan-22	Submitted changes to document	24-Nov-21
186	22-Nov-21	Email	Notice of Inclement Weather delay	A Bannink	M Raleigh	10-Jan-22	Rain stopped works on site EOT to be submitted	23-Mar-22
187	23-Nov-21	Email	Anchor Stressing Record Sheet submission.	A Bannink	M Raleigh	10-Jan-22	Document review for team prior to works commencing.	24-Nov-21
188	24-Nov-21	Email	Notice of variation for survey information	A Bannink	C Leskovec	11-Jan-22	Survey monitoring and survey were not included in the tender.	24-Nov-21
189	30-Nov-22	Email	RFI 064 - Monitoring cable - flexible conduit, glands and resin kit.	A Bannink	M Raleigh	15-Jan-22	Change requested to sealing of monitoring cable.	24-Dec-21
190	1-Dec-22	Email	Notice of Extension of time - Inclement Weather	A Bannink	M Raleigh	15-Jan-22	Inclement weather EOT to be submitted for claim	28-Feb-22
191	1-Dec-22	Email	Boorolong Pump Station	M Brooks	C Leskovec	10-Jan-22	Description of costs associated with the design	11-Jan-22
192	2-Dec-22	Email	November Progress Claim	A Bannink	C Leskovec	5-Dec-22	For review and approval by PAP	7-Dec-22
193	4-Dec-22	Email	RFI 062 - anchor stressing and cap installation CMS	A Bannink	M Raleigh	20-Dec-22	Final documentation review	NA
194	7-Dec-22	Email	November monthly Report	A Bannink	C Leskovec	NA	NA	NA

195	7-Dec-22	Email	November Invoice & Stat Dec	A Bannink	C Leskovec	NA	NA	NA
196	9-Dec-22	Email	RFI 065 - Request for sim Card	A Bannink	M Raleigh	20-Dec-22	SIM card required to finalise system prior to testing	16-Jan-22
197	15-Dec-22	Email	RFI 065 - Crest Anchor Stressing Record Submission	A Bannink	M Raleigh	FIO	Record of stressing data to date.	NA
198	16-Dec-22	Email	Dumaresq Dam monitoring Report	A Bannink	C Leskovec	FIO	Survey data during stressing	NA
199	17-Dec-22	Email	RFI 066 - Crest Anchor Stressing Record Submission	A Bannink	M Raleigh	FIO	Change in RFI numbers	NA
200	17-Dec-22	Email	RFI 067 - Change to Dynaforce Connector to solder joint	A Bannink	M Raleigh	20-Dec-22	monitoring cable joint change	24-Dec-22
201	17-Dec-22	Email	Site Incident	A Bannink	M Raleigh	20-Dec-22	bobcat incident - slight damage no injuries	NA
202	17-Dec-22	Email	Sim Card	A Bannink	M Raleigh	20-Dec-22	Data for SIM card	15-Dec-22
203	21-Dec-22	Email	Days works	A Bannink	M Raleigh	FIO	Record of day works for the site	NA
204	22-Dec-22	Email	December Progress claim	A Bannink	C Leskovec	10-Jan-22	NA	NA
205	22-Dec-22	Email	Pump Station Design Works	A Bannink	C Leskovec	10-Jan-22	Description of associated costs	4-Apr-22
206	22-Dec-22	Email	Dumaresq Dam Boorolong Pump station - Budget Estimate	M Brooks	C Leskovec	10-Jan-22	Draft budget information and clarification	4-Apr-22
207	23-Dec-22	Email	RFI 068 Apron Slab Design for Initial Review	A Bannink	M Raleigh	10-Jan-22	Base slab - change in size - design for review and approval.	23-Dec-22
208	7-Jan-22	Email	December Construction Program	A Bannink	C Leskovec	NA	Contractors monthly update	NA
209	12-Jan-22	Email	Dumaresq Dam Pumpstation - Design works	A Bannink	M Brooks	NA	Contractor noted and will assemble costs and documentation completed to date.	12-Jan-22
210	12-Jan-22	Email	Contractors monthly report	A Bannink	C Leskovec	NA	Monthly report submitted.	NA
211	13-Jan-22	Email	Variation No. 7 for downstream concrete repairs (Leed No.) is withdrawn	A Bannink	C Leskovec	NA	Variation was identified but not submitted - this has been withdrawn	NA
212	13-Jan-22	Email	Sim Card for Monitoring System	A Bannink	M Raleigh	4-Feb-22	An Optus sim card is needed for the anchor monitoring system for remote pickup.	19-Jan-22
213	16-Jan-22	Email	Anchor stressing record submission	A Bannink	T Straw	NA	Stressing results for information	NA
214	20-Jan-22	Email	RFI 069 - Crest Anchor Reinstatement and Cold Joint Reinstatement	A Bannink	M Raleigh	24-Jan-22	Acceptance of these items was done by the council works inspector and they do not need to be approved again.	21-Jan-22
215	21-Jan-22	Email	RFI 067 - Toe Anchor Stressing Submission	A Bannink	M Raleigh	NA	Record submitted for review by Peer Reviewer for information.	NA

216	23-Jan-22	Email	CL markup of proposed erosion protection	A Bannink	C Leskovec	7-Feb-22	Proposed solution for the required LHS erosion protection slab	7-Feb-22
217	25-Jan-22	Email	RFI 070 - Apron Slab SS Waterstop	A Bannink	M Raleigh	7-Feb-22	Design requirement from the Peer Reviewer after roundtable discussion.	16-Feb-22
218	26-Jan-22	Email	Var 29 - Concrete Cutters Quarantine Costs	A Bannink	C Leskovec	2-Feb-22	Costs associated with QLD Govt quarantine requirements	16-Feb-22
219	26-Jan-22	Email	Var 06 - Additional Upstream Pipework	A Bannink	C Leskovec	2-Feb-22	Changes to the inlet design from a screen to an intake pipe and screen in stainless steel.	16-Feb-22
220	26-Jan-22	Email	Var 024 - Additional Downstream Pipework	A Bannink	C Leskovec	2-Feb-22	Changes to the downstream pipework from the original design to incorporate non Chines made valves and a spigot off-take.	16-Feb-22
221	27-Jan-22	Email	Var 029 - additional documentation	A Bannink	C Leskovec	31-Jan-22	Required the contractor to provide cost from subcontractor.	27-Jan-22
222	28-Jan-22	Email	Contractors December Invoice and Stat Dec.	A Bannink	C Leskovec	31-Jan-22	December invoice and stat dec submitted for payment.	28-Jan-22
223	7-Feb-22	Email	January Claim	A Bannink	C Leskovec	8-Jan-22	Claim submitted for review and approval.	NA
224	7-Feb-22	Email	RFI 055 - Scour Decommissioning and Clear Water Pipeline Installation CMS	A Bannink	M Raleigh	22-Feb-22	Construction method statement review	22-Feb-22
225	8-Feb-22	Email	January construction program	A Bannink	C Leskovec	NA	Submission of January construction schedule for monthly report.	NA
226	9-Feb-22	Email	Prepour Inspection photos CA 1 to 17	A Bannink	M Raleigh	10-Feb-22	Remote inspection for anchor head concreting.	9-Feb-22
227	9-Feb-22	Email	Confirmation of queries for CA 1 to 17 pours	A Bannink	M Raleigh	10-Feb-22	MR undertook to answer additional queries for the CA 1 to 17 pour to be approved.	9-Feb-22
228	10-Feb-22	Email	Variation 30 - Pump Station Service Location	A Bannink	C Leskovec	22-Feb-22	Variation for the services and survey for the proposed new pump station	16-Feb-22
229	11-Feb-22	Email	January Monthly Report	A Bannink	C Leskovec	NA	January contractors monthly report submitted.	NA
230	15-Feb-22	Email	RFI 071 - Apron slab Waterstop Air Gap Closure	A Bannink	M Raleigh	17-Feb-22	Stainless steel water stop had a air gap on the lower side - required to be filled with a sealant.	17-Feb-22
231	16-Feb-22	Email	January Invoice and Stat Dec	A Bannink	C Leskovec	NA	Invoice submitted for January	NA
232	17-Feb-22	Email	Dam Scour Methodology	A Bannink	C Leskovec	22-Feb-22	Methodology for grouting the existing scour line submitted for review	23-Feb-22
233	17-Feb-22	Email	RFI 071 confirmation of air gap closure	A Bannink	M Raleigh	17-Feb-22	Contractor took photos to demonstrate air gap filling.	17-Feb-22
234	22-Feb-22	Email	RFI 072 - Dywidag Infrastructure Intelligence Platform login.	A Bannink	M Raleigh	1-Mar-22	Names of personnel with access to monitoring data to be submitted.	2-Mar-22
235	22-Feb-22	Email	Variation 32 - 24 Hr stressing test for anchors included EOT 14	A Bannink	C Leskovec	10-Mar-22	Peer reviewer requested addition anchor stress test after 24 hrs - submission is for a variation and EOT of 3 days.	7-Mar-22
236	22-Feb-22	Email	EOT 12 - Additional time for waterproof grouting	A Bannink	C Leskovec	10-Mar-22	Time for the additional drilling and grouting of anchors	28-Feb-22

237	22-Feb-22	Email	EOT 13 - Inclement weather 22nd November 2021	A Bannink	C Leskovec	10-Mar-22	Wet weather experienced on the 22nd November 2021	2-Feb-22
238	22-Feb-22	Email	EOT 15 - Inclement weather 1st December 2021.	A Bannink	C Leskovec	10-Mar-22	Wet weather experienced on the 1st December 2021	27-Mar-22
239	22-Feb-22	Email	Variation 31 - Survey Monitoring	A Bannink	C Leskovec	10-Mar-22	Peer Reviewer required survey markers and pillars installed for survey monitoring during stressing operations and for future dam monitoring	7-Mar-22
240	28-Feb-22	Email	EOT s 12, 13, 14, 15 response to approval.	A Bannink	C Leskovec	NA	Comments on the approval.	2-Mar-22
241	2-Mar-22	Email	EOT 13 - 22nd November	A Bannink	C Leskovec	5-Mar-22	Comment on approval.	2-Mar-22
242	7-Mar-22	Email	February claim	A Bannink	C Leskovec	7-Mar-22	Submitted for review - changes were required	7-Mar-22
243	7-Mar-22	Email	Notice of inclement weather 6th March	A Bannink	C Leskovec	7-Mar-22	Inclement weather on the 6th March stopped work on site	7-Mar-22
244	7-Mar-22	Email	Progress claim February 2022	A Bannink	C Leskovec	7-Mar-22	Submitted for review - approved.	7-Mar-22
245	7-Mar-22	Email	Construction program February 2022	A Bannink	C Leskovec	8-Mar-22	Updated construction program.	NA
246	8-Mar-22	Email	RFI 073 - ITP 009 V1 Earthworks (RHE)	A Bannink	M Raleigh	21-Mar-22	ITP for RH embankment earthworks	9-Mar-22
247	8-Mar-22	Email	RFI 074 - Workshop Drawings for Valve House & Security Barrier	A Bannink	M Raleigh	23-Mar-22	Review of workshop drawings prior to fabrication	6-Apr-22
248	8-Mar-22	Email	RHS embankment construction Test Results Proposed 2b material.	A Bannink	M Raleigh	NA	Test results on type B2 material	NA
249	8-Mar-22	Email	Notice of inclement weather - 8th March	A Bannink	C Leskovec	29-Mar-22	Inclement weather, dam spilling	8-Mar-22
250	9-Mar-22	Email	Notice of Inclement weather - 8th March	A Bannink	C Leskovec	29-Mar-22	Additional time required to drop dam level	8-Mar-22
251	10-Mar-22	Email	February Invoice	A Bannink	C Leskovec	NA	February invoice and stat declaration submitted	10-Mar-22
252	11-Mar-22	Email	February monthly report	A Bannink	C Leskovec	11-Mar-22	Report submitted	11-Mar-22
253	17-Mar-22	Email	RFI 075 - Project concrete mix - Cement Powder Swap	A Bannink	M Raleigh	21-Mar-22	Approved, including Peer Reviewer approval	17-Mar-22
254	19-Mar-22	Email	RFI 076 - Scour Decommissioning CMS	A Bannink	M Raleigh	21-Mar-22	Approved CMS	22-Mar-22
255	20-Mar-22	Email	EOT 16 Inclement weather 8th - 28th March	A Bannink	C Leskovec	21-Mar-22	Several days rain - dam spilled contractor had to wait for the water level to fall before proceeding with work.	28-Mar-22
256	23-Mar-22	Email	VAR 034 - Temporary toilet maintenance extension	A Bannink	C Leskovec	10-Apr-22	Toilet maintenance extended to end April 2022.	4-Apr-22
257	23-Mar-22	Email	VAR 036 - Time-lapse camera	A Bannink	C Leskovec	10-Apr-22	Additional timelapse camera hire ended	4-Apr-22
258	23-Mar-22	Email	VAR 035 - Temporary Pumping	A Bannink	C Leskovec	10-Apr-22	Temporary pumping of dam water to local users extended to mid April 2022.	4-Apr-22
259	24-Mar-22	Email	VAR 021 - Booster pump station design costs	A Bannink	C Leskovec	11-Apr-22	Design costs for concept booster pump station.	4-Apr-22
260	28-Mar-22	Email	Notice of inclement weather 28th March	A Bannink	M Raleigh	28-Mar-22	10 days claimed due to inclement weather and having to dewater the dam	6-Mar-22
261	29-Mar-22	Email	VAR 038 - Additional upstream pipework	A Bannink	C Leskovec	18-Apr-22	Additional pipework require upstream for raw water intake and installed by divers	4-Apr-22



262	29-Mar-22	Email	VAR 033 - Dental concrete	A Bannink	C Leskovec	18-Apr-22	Volume of dental concrete required for the toe apron slab which was not included in the initial estimates.	4-Apr-22
263	29-Mar-22	Email	Notice of variation and delay - LH erosion control slabs	A Bannink	C Leskovec	11-Apr-22	Additional erosion control slab are required on the LH side of the D/S wall as per Peer Reviewer requirement.	11-Apr-22
264	4-Apr-22	Email	March 2022 claim	A Bannink	C Leskovec	14-Apr-22	Submission of the March claim for review	12-Apr-22
265	7-Apr-22	Email	EOT claim for 28th March inclement weather	A Bannink	C Leskovec	30-Apr-22	Request 8 days EOT for results of inclement weather on 28th March 2022.	4-Apr-22
266	10-Apr-22	Email	Erosion Protection Apron Design Proposal	A Bannink	C Leskovec	1-May-22	LH Abutment erosion control slab design draft proposal.	14-Apr-22
267	11-Apr-22	Email	March Monthly Report Submission	A Bannink	C Leskovec	NA	Contractors monthly report for March	NA
268	13-Apr-22	Email	Erosion Protection Apron Design Proposal	A Bannink	C Leskovec	28-Apr-22	Comments following site meeting with Mike Brooks	14-Apr-22
269	13-Apr-22	Email	March Invoice and Stat Dec.	A Bannink	C Leskovec	23-Apr-22	March Invoice submitted for payment	13-Apr-22
270	13-Apr-22	Email	LHS Site Photos	A Bannink	M Raleigh	13-Apr-22	Links to folder with LH erosion control slab foundation excavation photos	13-Apr-22
271	20-Apr-22	Email	Variation 27 - Crest Repairs	A Bannink	C Leskovec	4-Apr-22	Leed Var 27 for Crest Repairs submitted for review and approval. ARC Variation 32.	TBA
272	21-Apr-22	Email	Ops Manual Infor Required	A Bannink	M Raleigh	21-Apr-22	Submission of vendor operational manual for DS NSW ops manual submission. Additional info will be required from Dywidag and Water NSW	21-Apr-22
273	22-Apr-22	Email	NCR 009 - RFI 073	A Bannink	M Raleigh	26-Apr-22	Submission of the NCR 009 information for review and approval.	26-Apr-22
274	28-Apr-22	Email	Valve House Drawings	A Bannink	M Raleigh	28-Apr-22	Picture of the outlet layout	28-Apr-22
275	30-Apr-22	Email	Updated Insurances	A Bannink	C Leskovec	30-Apr-22	Submission of the updated insurance as per contract requirements	30-Apr-22
276	5-May-22	Email	LHS Works Tuesday 03/05 and Wednesday 04/05	A Bannink	M Raleigh	NA	Dayworks description	NA
277	6-May-22	Email	Erosion protection draft drawings for Review	A Bannink	C Leskovec	26-May-22	Initial review based on site details	8-May-22
278	6-May-22	Email	Daywork Sheets - LHS Preliminary Excavation	A Bannink	M Raleigh	NA	Dayworks description	NA
279	6-May-22	Email	Dayworks 3 to 5 May 2022	A Bannink	M Raleigh	NA	Dayworks description	NA
280	6-May-22	Email	Dayworks 6 May 2022	A Bannink	M Raleigh	NA	Dayworks description	NA
281	7-May-22	Email	RFI - 077 - Left Hand Side Erosion Protection Works CMS and Two ITPs	A Bannink	M Raleigh	30-May-22	Documentation for review	10-May-22
282	7-May-22	Email	Dayworks 7 May 2022	A Bannink	M Raleigh	NA	Dayworks description	NA
283	9-May-22	Email	Site Photos - Erosion protection	A Bannink	C Leskovec	9-May-22	Site photos for discussion on the boulder	9-May-22
284	9-May-22	Email	April progress claim	A Bannink	C Leskovec	19-May-22	Claim for review and approval	12-May-22
285	9-May-22	Email	Dayworks 8 May 2022	A Bannink	M Raleigh	NA	Dayworks description	NA
286	10-May-22	Email	Pour Inspection and Approval Request - Existing Apron Slab to Valve House	A Bannink	M Raleigh	10-May-22	Remote inspection and approval of concrete pour	10-May-22
287	10-May-22	Email	Dayworks 9 May 2022	A Bannink	M Raleigh	NA	Dayworks description	NA



288	10-May-22	Email	Pour Inspection and Approval Request - Existing Apron Slab to Valve House	A Bannink	M Raleigh	10-May-22	Remote inspection and approval of concrete pour	10-May-22
289	11-May-22	Email	Request for Pour Approval - 2nd Dental Layer Between Existing Apron and Valve House	A Bannink	M Raleigh	11-May-22	Remote inspection and approval of concrete pour	11-May-22
290	11-May-22	Email	Dayworks 10 May 2022	A Bannink	M Raleigh	NA	Dayworks description	NA
291	11-May-22	Email	RFI - 078 - Erosion Protection & Toe Strengthening Works (Ch 130 to 193) For Review	A Bannink	M Raleigh	11-May-22	Current status of works photographs for design meeting	13-May-22
292	11-May-22	Email	Dropbox file location for erosion control works photos	A Bannink	C Leskovec	NA	Additional photos of work on foundations on LHS	NA
293	12-May-22	Email	RFI - 079 - User Guide Infrastructure Intelligence	A Bannink	M Raleigh	5-Jun-22	Under review	TBA
294	12-May-22	Email	Dayworks 11 May 2021	A Bannink	M Raleigh	NA	Dayworks description	NA
295	12-May-22	Email	Dayworks 12 May 2022	A Bannink	M Raleigh	NA	Dayworks description	NA
296	17-May-22	Email	April monthly Report	A Bannink	C Leskovec	NA	Submitted to council for payment	NA
297	17-May-22	Email	April invoice and Stat Dec.	A Bannink	C Leskovec	NA	Submitted to ARC PM for review.	NA
298	18-May-22	Email	LHS Site Pictures and Initial Mark Out For Review	A Bannink	M Raleigh	18-May-22	Submitted for review prior to discussion	18-May-22
299	18-May-22	Email	RFI - LHS SS Water Stop Details or Review	A Bannink	M Raleigh	18-May-22	Contractor spoke to the Peer Reviewer for confirmation of design	18-May-22
300	18-May-22	Email	Request For Dental Pour Approval - Below CA 38 & 39	A Bannink	M Raleigh	18-May-22	Remote inspection and approval of concrete pour	18-May-22
301	18-May-22	Email	Request For Dental Pour Approval - Below CA36	A Bannink	M Raleigh	18-May-22	Remote inspection and approval of concrete pour	18-May-22
302	19-May-22	Email	Dayworks 17 May 2022	A Bannink	M Raleigh	NA	Dayworks description	NA
303	19-May-22	Email	Dayworks 18 May 2023	A Bannink	M Raleigh	NA	Dayworks description	NA
304	19-May-22	Email	LHS Drains - Initial Mark Out For Review	A Bannink	M Raleigh	19-May-22	Review and approve area	19-May-22
305	20-May-22	Email	Large boulder removal confirmation	A Bannink	C Leskovec	20-May-22	Confirmation of decisions in design meeting on the day	20-May-22
306	20-May-22	Email	RFI - 081 - Mix Design Proposal - N32	A Bannink	M Raleigh	31-May-22	Submission for review and approval	20-May-22
307	20-May-22	Email	Dayworks 19 May 2022	A Bannink	M Raleigh	NA	Dayworks description	NA
308	20-May-22	Email	Dumaresq Dam - RFI - 081 - Concrete and Grout Strength Registers and Reports	A Bannink	M Raleigh	15-Jun-22	Submission for information	20-May-22
309	20-May-22	Email	RFI - 083 - ITP Register and ITP Records Including Non Conformances	A Bannink	M Raleigh	15-Jun-22	Submission for information	TBA
310	20-May-22	Email	TA19 and 20 Initial Mark Out For Review	A Bannink	M Raleigh	20-May-22	Identification for dental concrete pour	20-May-22
311	21-May-22	Email	Saturday 21 May Ch140 Rock - Site Pictures	A Bannink	M Raleigh	21-May-22	Submission for review and discussion	21-May-22
312	21-May-22	Email	Dayworks 20 May 2022	A Bannink	M Raleigh	21-May-22	Dayworks description	21-May-22
313	22-May-22	Email	Request for Pour Approval - Dental Layer Between Bottom of CA35 to CA36	A Bannink	M Raleigh	22-May-22	Remote inspection and approval of concrete pour	22-May-22
314	22-May-22	Email	Request for Pour Approval - Dental Layer Between bottom of CA38 to Far LHS Crack	A Bannink	M Raleigh	22-May-22	Remote inspection and approval of concrete pour	22-May-22

315	22-May-22	Email	Request for Pour Approval - Far LHS Lower Dental Layer	A Bannink	M Raleigh	22-May-22	Remote inspection and approval of concrete pour	22-May-22
316	22-May-22	Email	Request for Pour Approval - Dental below TA19	A Bannink	M Raleigh	22-May-22	Remote inspection and approval of concrete pour	22-May-22
317	22-May-22	Email	Request for Pour Approval - Below TA21	A Bannink	M Raleigh	NA	Remote inspection and approval of concrete pour	22-May-22
318	22-May-22	Email	Dayworks for 21 May 2020	A Bannink	M Raleigh	NA	Dayworks description	NA
319	23-May-22	Email	Dayworks for 22 May 2021	A Bannink	M Raleigh	NA	Dayworks description	NA
320	23-May-22	Email	Dayworks for 23 May 2022	A Bannink	M Raleigh	NA	Dayworks description	NA
321	24-May-22	Email	Variation 4 - UNE permanent water	A Bannink	C Leskovec	31-May-22	Variation submitted for review and approval	TBA
322	24-May-22	Email	Request for Pour Approval - Dental Below CA35	A Bannink	M Raleigh	24-May-22	Remote inspection and approval of concrete pour	24-May-22
323	24-May-22	Email	Request for Pour Approval - Far LHS Final Dental Pour	A Bannink	M Raleigh	24-May-22	Remote inspection and approval of concrete pour	24-May-22
324	24-May-22	Email	RFI 083 - Construction Photographic Record Submission	A Bannink	M Raleigh	NA	Timelapse recording	24-May-22
325	24-May-22	Email	Variation 28 - toe anchor conduit installation	A Bannink	C Leskovec	31-May-22	Variation submitted for review and approval	8-Jun-22
326	24-May-22	Email	Variation 37 - PSUM Design Claim	A Bannink	C Leskovec	31-May-22	Variation submitted for review and approval	8-Jun-22
327	25-May-22	Email	Dayworks for 24 May 2022.	A Bannink	M Raleigh	NA	Dayworks description	NA
328	26-May-22	Email	Dayworks for 25 May 2022.	A Bannink	M Raleigh	NA	Dayworks description	NA
329	30-May-22	Email	Variation 28 - Toe Anchor Conduit Installation	A Bannink	C Leskovec	15-Jun-22	Variation submitted for review and approval	8-Jun-22
330	30-May-22	Email	Revised Variation 37 - PSUM Design Claim	A Bannink	C Leskovec	15-Jun-22	Variation submitted for review and approval	8-Jun-22
331	30-May-22	Email	Variation 39 - Preliminary Excavation	A Bannink	C Leskovec	15-Jun-22	Variation submitted for review and approval	8-Jun-22
332	31-May-22	Email	Variation 40 - Excavation, cleaning and dental concrete - May 2022	A Bannink	C Leskovec	16-Jun-22	Variation submitted for review and approval	8-Jun-22
333	31-May-22	Email	Dayworks for 26 May 2022.	A Bannink	M Raleigh	NA	Dayworks description	NA
334	31-May-22	Email	RFI 084 - Work as Executed Drawings	A Bannink	M Raleigh	21-Jun-22	WAE drawings submitted for review.	TBA
335	1-Jun-22	Email	Day works 31/5/22	A Bannink	M Raleigh	NA	Day works sheet submission	NA
336	1-Jun-22	Email	Day works 1/6/22	A Bannink	M Raleigh	NA	Day works sheet submission	NA
337	2-Jun-22	Email	Designer clarifications for boulder on LH erosion control slab area from STANTEC	A Bannink	C Leskovec	2-Jun-22	Comments and qualifications for the designer on the boulder section of the LH erosion control slabs	2-Jun-22
338	3-Jun-22	Email	May progress claim submitted for review	A Bannink	C Leskovec	7-Jun-22	Changes needed to the progress claim and then to be resubmitted.	7-Jun-22
339	5-Jun-22	Email	Drill rig broken down	A Bannink	M Raleigh	5-Jun-22	Drill rig need repairs to a gearbox	5-Jun-22
340	7-Jun-22	Email	Revised progress claim for May	A Bannink	C Leskovec	7-Jun-22	Updated progress claim.	7-Jun-22
341	7-Jun-22	Email	Day works 5/6	A Bannink	M Raleigh	NA	Day works sheet submission	NA
342	7-Jun-22	Email	Day works 6/6	A Bannink	M Raleigh	NA	Day works sheet submission	NA
343	7-Jun-22	Email	RFI 079 User Guide Interface	A Bannink	M Raleigh	10-Jun-22	Submission of Dywidag Web portal manual for review	
344	8-Jun-22	Email	Day works 7/6	A Bannink	M Raleigh	NA	Day works sheet submission	NA
345	9-Jun-22	Email	Day works 8/6	A Bannink	M Raleigh	NA	Day works sheet submission	NA

346	13-Jun-22	Email	May Invoice	A Bannink	C Leskovec	NA	May invoice submitted for payment	NA
347	15-Jun-22	Email	Updated Risk Register	A Bannink	C Leskovec	NA	Risk register updated to include LH erosion control works	15-Jun-22
348	16-Jun-22	Email	Notice of NCR LH erosion control slab drain	A Bannink	M Raleigh	20-Jun-22	NCR for drain filled with grout	17-Jun-22
349	16-Jun-22	Email	Response to query on waterstop	A Bannink	M Raleigh	16-Jun-22	Response to query of waterstop	16-Jun-22
350	17-Jun-22	Email	Day Works 9/6	A Bannink	M Raleigh	NA	Day works sheet submission	NA
351	17-Jun-22	Email	Day works 15/6	A Bannink	M Raleigh	NA	Day works sheet submission	NA
352	18-Jun-22	Email	Day Works 16/6	A Bannink	M Raleigh	NA	Day works sheet submission	NA
353	18-Jun-22	Email	Day Works 17/6	A Bannink	M Raleigh	NA	Day works sheet submission	NA
354	21-Jun-22	Email	Day Works 18/6	A Bannink	M Raleigh	NA	Day works sheet submission	NA
355	21-Jun-22	Email	Day Works 19/6	A Bannink	M Raleigh	NA	Day works sheet submission	NA
356	21-Jun-22	Email	Day Works 20/6	A Bannink	M Raleigh	NA	Day works sheet submission	NA
357	22-Jun-22	Email	Day Works 21/6	A Bannink	M Raleigh	NA	Day works sheet submission	NA
358	30-Jun-22	Email	Day Works 23/6	A Bannink	M Raleigh	NA	Day works sheet submission	NA
359	30-Jun-22	Email	Day Works 28/6	A Bannink	M Raleigh	NA	Day works sheet submission	NA
360	30-Jun-22	Email	Day Works 29/6	A Bannink	M Raleigh	NA	Day works sheet submission	NA
361	30-Jun-22	Email	Day Works 30/6	A Bannink	M Raleigh	NA	Day works sheet submission	NA
362	2-Jul-22	Email	NCR 10 - Notice of NCR 10	A Bannink	M Raleigh	NA	NCR 10 notification	
363	2-Jul-22	Email	Dayworks 30/6	A Bannink	M Raleigh	NA	Day works sheet submission	NA
364	2-Jul-22	Email	Dam site photos	A Bannink	M Raleigh	NA	Dam photos submitted for review	
365	2-Jul-22	Email	Day Works 1/7	A Bannink	M Raleigh	NA	Day works sheet submission	NA
366	4-Jul-22	Email	Day Works 2/7	A Bannink	M Raleigh	NA	Heading has 2/6 but it is for 2/7	
367	4-Jul-22	Email	Day Works 3/7	A Bannink	M Raleigh	NA	Day works sheet submission	NA
368	4-Jul-22	Email	Day Works 4/7	A Bannink	M Raleigh	NA	Day works sheet submission	NA
369	5-Jul-22	Email	Notice of Inclement Weather 5/7	A Bannink	M Raleigh	NA	Concrete pour cancelled due to overnight rain.	
370	6-Jul-22	Email	Link to download of pictures of the foundation works	A Bannink	M Raleigh	NA	Link to dropbox location for site photos	
371	6-Jul-22	Email	Notice of Inclement Weather 6/7	A Bannink	M Raleigh	NA	Notice of inclement weather	
372	6-Jul-22	Email	Day Works 5/7	A Bannink	M Raleigh	NA	Headed as 05/06 but was for 6/7	
373	6-Jul-22	Email	Left Hand Abutment Works - Variation 41	A Bannink	C Leskovec	NA	Review required changes to be made	
374	7-Jul-22	Email	Left Hand Abutment Works - Variation 42 Rev 1	A Bannink	C Leskovec	NA	Submitted for review and approval from the PAP	
375	7-Jul-22	Email	June Progress Claim	A Bannink	C Leskovec	NA	Reviewed and submitted to PAP for approval	
376	13-Jul-22	Email	Day Works 6/7	A Bannink	M Raleigh	NA	Day works sheet submission	NA
377	13-Jul-22	Email	Day Works 7/7	A Bannink	M Raleigh	NA	Day works sheet submission	NA
378	13-Jul-22	Email	June Invoice	A Bannink	C Leskovec	NA	Submission of June invoice for review and approval	
379	13-Jul-22	Email	June monthly report	A Bannink	C Leskovec	NA	Contractors monthly report	
380	14-Jul-22	Email	Day Works 12/7	A Bannink	M Raleigh	NA	Day works sheet submission	NA
381	14-Jul-22	Email	Day Works 13/7	A Bannink	M Raleigh	NA	Day works sheet submission	NA
382	14-Jul-22	Email	Day Works 14/7	A Bannink	M Raleigh	NA	Day works sheet submission	NA

383	15-Jul-22	Email	June Stat Dec for Invoice Submission	A Bannink	C Leskovec	NA	June invoice attachment	
384	27-Jul-22	Email	Day Works Sheets to 15 - 21 July 2022	A Bannink	C Leskovec	NA	Day works sheet submission	NA
385	31-Jul-22	Email	Dam Handover	A Bannink	C Leskovec	NA	Project handover queries	
386	31-Jul-22	Email	Day Works 26 - 31 July 2022	A Bannink	C Leskovec	NA	Day works sheet submission	NA
387	31-Jul-22	Email	Project Cost to Complete	A Bannink	C Leskovec	NA	CTC for project as requested by PAP - changes required after review.	9-Aug-22
388	7-Aug-22	Email	Variation 42 - Dayworks July 2022	A Bannink	C Leskovec	NA	Variation for the works for the erosion control slabs for the month of July	9-Aug-22
389	9-Aug-22	Email	Claim - July	A Bannink	C Leskovec	NA	Claim submission for review and approval	11-Aug-22
390	9-Aug-22	Email	Monthly Report July 2022	A Bannink	C Leskovec	NA	Monthly report submitted for approval	9-Aug-22
391	15-Aug-22	Email	Cost to complete Dumaresq Dam	A Bannink	C Leskovec	NA	Submission of CTC for PAP review	15-Aug-22
392	15-Aug-22	Email	July Invoice and Stat Dec	A Bannink	C Leskovec	NA	July invoice for review and payment	15-Aug-22
393	15-Aug-22	Email	Daily Photo for Leed	A Bannink	C Leskovec	NA	Photo of completed site reinstatement	15-Aug-22
394	23-Aug-22	Email	Completion Request	A Bannink	C Leskovec	NA	Request for PC approval	30-Aug-22
395	26-Aug-22	Email	Return of Retention	A Bannink	C Leskovec	NA	Leed request for Bank guarantee return	TBA
396	26-Aug-22	Email	Extension of time 017 - Day Works	A Bannink	C Leskovec	NA	Extension of time claim for remaining erosion control works - numbering not correct and withdrawn	30-Aug-22
397	1-Sep-22	Email	Dayworks Sheets - August 2022	A Bannink	C Leskovec	NA	Final submission of remaining dayworks sheets for review	NA
398	9-Sep-22	Email	Extension of Time 018 - Delays associated with Covid	A Bannink	C Leskovec	NA	Reviews EOT claim for 20 days due to covid-19 implications - with PAP for approval.	13-Sep-22
399	10-Sep-22	Email	Extension of Time 019 - Completion of Erosion protection works	A Bannink	C Leskovec	NA	EOT claim for 4 days due to ARC decision on fencing removal and reinstatement - non cost related - with PAP for approval.	13-Sep-22
400	11-Sep-22	Email	Variation 043-LHS Dayworks August	A Bannink	C Leskovec	NA	Cost to complete erosion control slabs - included 10 day delay claim. With PAP for approval.	13-Sep-22
401	11-Sep-22	Email	Variation 44-Temporary Toilets 1 May to 12 August	A Bannink	C Leskovec	NA	Final cost for temporary toilet supply and maintenance from 1st May to 12th August. With PAP for approval.	13-Sep-22
402	12-Sep-22	Email	Variation 45 - ARC Supply of Electricity to Leed	A Bannink	C Leskovec	NA	Leed refund for supply of electricity to site - cost was wrong and variation needed to be changed.	13-Sep-22
403	12-Sep-22	Email	Variation 45 Rev 1 - ARC Supply of Electricity	A Bannink	C Leskovec	NA	Leed refund to ARC for the supply of electricity to site for the duration of the project.	13-Sep-22
404	13-Sep-22	Email	August Claim	A Bannink	C Leskovec	NA	Final claim submitted for review and approval. With the PAP for approval.	14-Sep-22



l e  
l e

### Outgoing Correspondence Register

No.	Date	Type	Subject	Sent To	Sender	Action By Date	O ut Correspondence No.	Comments	Closed O ut Date
1	1-Dec-20	Email	RFI-001- Geotechnical Investigation Scope	C Leskovec	A Bannink	1-Dec-20		Scope updated and provided for foundation geotechnical works to be costed.	1-Dec-20
2	18-Dec-20	Phone call	RFI-002 - Downstream Protection	C Leskovec	A Bannink	12-Jan-21		Initial phone call to confirm 18 Dec. But additional discussion required in January.	30-Apr-22
3	18-Dec-20	Phone call	RFI-003 - Access to left hand embankment	C Leskovec	A Bannink	12-Jan-21		Phone call to discuss requirements 18 Dec. - discussed on site and resolved with UNE & PAP.	24-Feb-21
4	19-Jan-21	Email	Fisheries Permit - Contractor to liaise with DPI	C Leskovec	A Bannink	NA		Contractor to liaise with Fisheries as per contract.	19-Jan-21
5	20-Jan-21	Email	DS NSW Project Audit notification	C Leskovec	A Bannink	5-Feb-21		DS NSW will conduct audit on 23rd February on project QA etc.	29-Jan-21
6	21-Jan-21	Email	Fisheries Permit - Permit PN20/147	C Leskovec	A Bannink	NA		Fisheries approval of project CEMP	21-Jan-21
7	28-Jan-21	Email	Possession of Site	C Leskovec	A Bannink	NA		Possession of site granted	28-Jan-21
8	29-Jan-21	Email	Contractors January progress claim	C Leskovec	A Bannink	29-Jan-21		Acceptance of January claim	29-Jan-21
9	1-Feb-21	Email	RFI-004 - Project specification in word format	C Leskovec	A Bannink	4-Feb-21		Designer required alternate specification in word format to update for alternate design finalisation	1-Feb-21
10	2-Feb-21	Email	Contractors January Progress Claim Approval	C Leskovec	M Brooks	NA		PAP Approval of January Claim	2-Feb-21
11	9-Feb-21	Email	Approval to increase the Provisional sum B1	C Leskovec	A Bannink	12-Feb-21		Mike Brooks Approval received 9/2/21, email sent to CL	9-Feb-21
12	18-Feb-21	Email	Notice of fisheries notification of Commencement of Works	C Leskovec	A Bannink	18-Feb-21		Email to Leed confirming ARC notification to Fisheries of commencement of construction works	18-Feb-21
13	18-Feb-21	Email	Signed fisheries documentation to DPIE fisheries	David Ward - DPI	M Brooks	NA		Completed notifications to Fisheries with commencement date.	18-Feb-21
14	18-Feb-21	Email	Possession of Site	C Leskovec	M Brooks	18-Feb-21		Approval for possession of site for Leed	18-Feb-21
15	18-Feb-21	Email	Acceptance of Contract construction Program	C Leskovec	M Brooks	18-Feb-21		ARC acceptance of contractors submitted initial construction schedule.	18-Feb-21
16	18-Feb-21	Email	Notification of Authorised Persons	C Leskovec	M Brooks	18-Feb-21		Notice to Leed of ARC roles and responsibilities.	18-Feb-21
17	26-Feb-21	Email	Notice for Variation 1 & 2 for additional diver mobilisation and temporary water supply during construction.	C Leskovec	A Bannink	TBA		Confirming the in principal agreement for the variations 1 and 2	1-Apr-21
18	26-Feb-21	Email	Notice for Variation 3 - alternate toilet facilities	C Leskovec	A Bannink	TBA		Confirming the in principal agreement for variation 3 regarding the alternate toilet facilities until new toilet block is completed or construction completed.	14-Apr-21
19	26-Feb-21	Email	Notice on Variation 4 - UNE water supply	C Leskovec	A Bannink	TBA		Confirming the variation 4 will cover the final solution for UNE water supply.	20-Sep-21



20	26-Feb-21	Email	RFI-005 - Service Information	C Leskovec	A Bannink	5-Mar-21	Alternate toilet will be installed and existing toilets decommissioned during construction - Variation to contract as agreed with PAP.	26-Feb-21
21	1-Mar-21	Email	Notice of Inclement Weather	C Leskovec	A Bannink	1-Mar-21	Require information including photos etc. to review prior to approval.	10-Jun-21
22	4-Mar-21	Email	RFI 006 Connection to Site Power	C Leskovec	A Bannink	10-Mar-21	Approval granted to connect to the site power pole - just waiting on the access to keys.	4-Mar-21
23	16-Mar-21	Email	RFI 006 Design Submission	C Leskovec	A Bannink	20-Mar-21	There are 2 RFI 006 from the contractor - this one deals with the anchor layout details submitted for review	16-Mar-21
24	24-Mar-21	Email	Notice of Inclement Weather	C Leskovec	A Bannink	25-Mar-21	Discussion on site - Leed to provide details when submitting the claim.	24-Mar-21
25	29-Mar-21	Email	Notice of Variation No. 08 - Concrete for Monitoring Channel	C Leskovec	A Bannink	29-Mar-21	Notice on the change of protection for the monitoring cables - was in a steel channel bolted to wall now buried in concrete wall.	29-Mar-21
26	30-Mar-21	Email	Approval to pour dental concrete	C Leskovec	A Bannink	30-Mar-21	Approval to put the dental concrete on the LH abutment prior to workforce going out on break - inspection via video (MB also undertook a site visit).	30-Mar-21
27	1-Apr-21	Email	Anchor Layout details approved	C Leskovec	A Bannink	28-Mar-21	Approval to IFC C101, C102, C103 and C121 drawings	1-Apr-21
28	1-Apr-21	Email	Variation 1 - Additional diving works approved.	C Leskovec	A Bannink	28-Mar-21	Approved	1-Apr-21
29	1-Apr-21	Email	Variation 2 - Temporary Water Supply during construction	C Leskovec	A Bannink	28-Mar-21	Approved	1-Apr-21
30	1-Apr-21	Email	Variation 3 - Additional funds for Provisional sum B2 - foundation Geotechnical investigation	C Leskovec	A Bannink	26-Mar-21	Approved	1-Apr-21
31	7-Apr-21	Email	Leed March Claim approved	C Leskovec	A Bannink	4-Apr-21	Approved	7-Apr-21
32	8-Apr-21	Email	RFI 016 - ITP Register	C Leskovec	A Bannink	12-Apr-21	Reviewed and approved	8-Apr-21
33	9-Apr-21	Email	NOV 09 - Time Lapse Camera for Dam Wall	C Leskovec	A Bannink	NA	Noted, variation to be submitted with information	NA
34	12-Apr-21	Email	RFI 019 - Additional tree clearing	C Leskovec	A Bannink	16-Apr-21	Rejected - no further tree clearing is necessary	12-Apr-21
35	13-Apr-21	Email	IFC Drawings C101,102, 103, 121	C Leskovec	A Bannink	NA	Filed	NA
36	13-Apr-21	Email	Review Drawing C105 for IFC version	C Leskovec	A Bannink	18-Apr-21	Reviewed and approved, changes to be made, resubmitted with As-Constructed Version	13-Apr-21
37	15-Apr-21	Email	RFI 012 - Mill Certificates Anchors	C Leskovec	A Bannink	9-Apr-21	Mill Certificates indicate no Chinese Steel - Approved	15-Apr-21
38	15-Apr-21	Email	RFI 010 - CMS Dywidag pregouted Bar Manufacture	C Leskovec	A Bannink	9-Apr-21	Approved	15-Apr-21
39	21-Apr-21	Email	RFI 011 - Bearing Plate Calculations	C Leskovec	A Bannink	9-Apr-21	Approved	21-Apr-21
40	21-Apr-21	Email	RFI 020 - LHS Abutment Reinforcement and CoC	C Leskovec	A Bannink	21-Apr-21	Approved	21-Apr-21
41	21-Apr-21	Email	RFI 014 - S32 Concrete Mix and Test Results	C Leskovec	A Bannink	9-Apr-21	Approved	21-Apr-21
42	21-Apr-21	Email	RFI 015 - Anchor Head Layout	C Leskovec	A Bannink	13-Apr-21	Approved - changes made	21-Apr-21
43	22-Apr-21	Email	RFI 008 - Anchor Monitoring	C Leskovec	A Bannink	30-Mar-21	Approved for 16 anchors to be monitored - 15 in crest, 1 in toe	22-Apr-21



44	30-Apr-21	Email	Contractors April Claim Approval	C Leskovec	A Bannink	30-Apr-21		Approved	30-Apr-21
45	5-May-21	Email	RFI 021 - Submission of membrane compound	C Leskovec	A Bannink	NA		Approved for use	5-May-21
46	5-May-21	Email	RFI 022 - Waterstop TDS	C Leskovec	A Bannink	NA		Approved for use	5-May-21
47	5-May-21	Email	RFI 023 - S32 Concrete Mix Design	C Leskovec	A Bannink	NA		Approved for use	5-May-21
48	7-May-21	Email	Variation No. 8 - Concrete Channel for Anchor Monitoring (ARC Var 005)	C Leskovec	A Bannink	NA		Variation approved by PAP - confirmation of verbal approval	7-May-21
49	11-May-21	Email	NCR on Waterstop CA Anchor 1	C Leskovec	A Bannink	TBA		NCR on failed CA 1 grout pour	19-May-21
50	12-May-21	Email	ARC Variations 4,5 and 6 signed documentation	C Leskovec	A Bannink	NA		3 signed variations forwarded to Leed	12-May-21
51	21-May-21	Email	RFI 028 - Revised IFC Drawings	C Leskovec	A Bannink	NA		Approved and filed	21-May-21
52	21-May-21	Email	RFI 027 - Coupler and Nut Mill Certificates for anchors	C Leskovec	A Bannink	NA		Approved for use	21-May-21
53	26-May-21	Email	RFI 029 - Drilling and Anchor Installation CMS	C Leskovec	A Bannink	NA		Document rejected	Ongoing
54	27-May-21	Email	RFI 007 - Geotechnical Report	C Leskovec	A Bannink	NA		Document accepted with minor change	27-May-21
55	27-May-21	Email	RFI 026 - Revised monitoring locations	C Leskovec	A Bannink	NA		Peer Reviewer made changes to the monitored anchor location.	27-May-21
56	3-Jun-21	Email	Notice of Inclement Weather 3/6/2021	C Leskovec	A Bannink	ASAP		EOT to be submitted for review and approval	3-Jun-21
57	4-Jun-21	Email	Use of Crosbe Grout on anchor bars	C Leskovec	A Bannink	6-Jun-21		Approved	4-Jun-21
58	7-Jun-21	Email	NCR 04 - Waterstop tear CA 16	M Raleigh	A Bannink	7-Jun-21		Rework to repair and provide discussion on test outcome	7-Jun-21
59	7-Jun-21	Email	NCR 005 - Fresh grout washout CA 11	M Raleigh	A Bannink	7-Jun-21		Waterstop to be replaced and regouted	7-Jun-21
60	8-Jun-21	Email	RFI 031 - Precast donut reinforcement change	C Leskovec	A Bannink	10-Jun-21		Changes accepted	8-Jun-21
61	15-Jun-21	Email	RFI 030 - Anchor Grout Trial Mix Submission	M Raleigh	A Bannink	15-Jun-21		Accepted with changes	15-Jun-21
62	17-Jun-21	Email	Dywidag Incident	C Leskovec	A Bannink	17-Jun-21		Report to be provided	17-Jun-21
63	18-Jun-21	Email	RFI 032 - Hazardous Tree	C Leskovec	A Bannink	18-Jun-21		Tree to be removed	21-Jun-21
64	21-Jun-21	Email	RFI 034 - Drilling ITP and Grouting Records Sheets	C Leskovec	A Bannink	21-Jun-21		Approval provided with changes	21-Jun-21
65	21-Jun-21	Email	Safety Incident - Worker blowing over 0.00	C Leskovec	A Bannink	21-Jun-21		Noted, contractor undertaking review	21-Jun-21
66	21-Jun-21	Email	NCR 004 - Waterstop tear	C Leskovec	A Bannink	21-Jul-21		Approved	21-Jun-21
67	23-Jun-21	Email	RFI 035 - Calibration Certificate, Champ Gyro Probe	M Raleigh	A Bannink	23-Jun-21		Approved with comments	23-Jun-21

68	30-Jun-21	Email	June Claim Approval	C Leskovec	A Bannink	30-Jun-21		Claim approval forwarded to contractor to submit invoice	30-Jun-21
69	1-Jul-21	Email	Invoice and Stat Declaration submission	C Leskovec	A Bannink	3-Jul-21		Queries around invoice and stat dec.	1-Jul-21
70	5-Jul-21	Email	Potential Pump Station Information for quote	C Leskovec	A Bannink	8-Jul-21		Information pack from council on proposed pump station for Leed to quote	8-Jul-21
71	6-Jul-21	Email	RFI 034 - Drilling ITP, Drilling and Grouting Record Sheets	M Raleigh	A Bannink	6-Jul-21		Documentation approved with changes	6-Jul-21
72	8-Jul-21	Email	EOT 001 - 004 approvals	C Leskovec	A Bannink	NA		Signed approvals for EOT 001-004	8-Jul-21
73	8-Jul-21	Email	VAR 007, 008 and 009 approvals	C Leskovec	A Bannink	NA		Signed approvals for Var 007, 008, 009	8-Jul-21
74	13-Jul-21	Email	RFI 029 - Drilling and Anchor CMS	C Leskovec	A Bannink	30-Jul-21		document approved, changes need to be made and any additional inf updated on a regular basis - live document	13-Jul-21
75	13-Jul-21	Email	RFI 037 - Passive anchor drawing	C Leskovec	A Bannink	30-Jul-21		Approved with comments - changes to be made	3-Aug-21
76	13-Jul-21	Email	RFI 036 - Downstream Valve House	C Leskovec	A Bannink	30-Jul-21		Preliminary drawings reviewed and changes to be made.	30-Apr-22
77	13-Jul-21	Email	RFI 036 - Downstream Valve House	C Leskovec	A Bannink	30-Jul-21		Notification of US or Australian manufacture valves only.	13-Jul-21
78	13-Jul-21	Email	LH Abutment foundation and protection works	C Leskovec	A Bannink	30-Jul-21		Investigation of the LH abutment high end located crack region	30-Mar-22
79	13-Jul-21	Email	RFI 032 - RH embankment Drawing Review	C Leskovec	A Bannink	30-Jul-21		Changes to be made to the filters	30-Jul-21
80	15-Jul-21	Email	RFI 027 - Coupler and Nut Mill Certificates for anchors	C Leskovec	A Bannink	27-May-21		Follow up email was not received although verbal approval given	15-Jul-21
81	16-Jul-21	Email	Proposed Pump Station For Raw Water Supply	C Leskovec	A Bannink	NA		Information from client regarding building design	16-Jul-21
82	17-Jul-21	Email	RFI 032 - RH Embankment Design	C Leskovec	A Bannink	30-Jul-21		Updated review of drawings from Peer Reviewer regarding drain design	1-Sep-21
83	19-Jul-21	Email	Arup Design Report	C Leskovec	A Bannink	19-Jul-21		Contractor s design requested the ARUP Design Report	19-Jul-21
84	20-Jul-21	Email	NCR 006 - Grouting anchor prior to permission	C Leskovec	A Bannink	20-Jul-21		Anchor was grouted prior to permission or signoff - procedure to be reviewed and enhanced and followed.	20-Jul-21
85	21-Jul-21	Email	Variation 16 - Jackhammer and grind bottom anchor cores	C Leskovec	A Bannink			Review of documentation	21-Jul-21
86	26-Jul-21	Email	ITP 004 Precast anchor block Submission	M Raleigh	A Bannink	30-Jul-21		Comments and changes to be made and documentation resubmitted.	26-Jul-21
87	28-Jul-21	Email	Dam emergency plan addition for review to project DSEP	C Leskovec	A Bannink	30-Jul-21		Forwarded draft to Leed for consideration	28-Jul-21
88	2-Aug-21	Email	RFI 041 - Grout Cube Mould Size	M Raleigh	A Bannink	15-Aug-21		Approved - this will be ongoing	2-Aug-21
89	6-Aug-21	Email	RFI 040 - Grout Test Results	M Raleigh	A Bannink	15-Aug-21		Approved	6-Aug-21
90	9-Aug-21	Email	Alternate Water supply - Proposed Pump Station	C Leskovec	A Bannink	15-Aug-21		Approval to proceed with Proposed replacement water supply pump station.	15-Aug-21
91	9-Aug-21	Email	Approval to remove original wooden formwork discovered during foundation investigation	C Leskovec	A Bannink	9-Aug-21		Approval to remove the original formwork provided.	9-Aug-21
92	9-Aug-21	Email	Filling of investigative holes to ensure no rain damage to foundation until designers provide a permanent solution	C Leskovec	A Bannink	9-Aug-21		Note to Leed to ensure these works are done.	9-Aug-21
93	20-Aug-21	Email	Approval for Variation 10	C Leskovec	A Bannink	20-Aug-21		Variation approved by PAP	20-Aug-21
94	20-Aug-21	Email	Approval for Variation 11	C Leskovec	A Bannink	20-Aug-21		Variation approved by PAP	20-Aug-21
95	20-Aug-21	Email	Approval for Variation 12	C Leskovec	A Bannink	20-Aug-21		Variation approved by PAP	20-Aug-21
96	20-Aug-21	Email	RFI 045 - LHS Tree Removal	M Raleigh	A Bannink	20-Aug-21		Removal of tree in the way of drilling operations of LH abutment approved.	20-Aug-21

97	24-Aug-21	Email	RFI 046 - Change to Lifting Procedure	C Leskovec	A Bannink	30-Aug-21		Change to lifting method of anchors not approved	24-Aug-21
98	24-Aug-21	Email	Remobilisation of concrete cutters	C Leskovec	A Bannink	30-Aug-21		Approved in principal by PAP - cost to be verifiable and presented with claim	24-Aug-21
99	27-Aug-21	Email	RFI 042 - Drawings for Review	C Leskovec	A Bannink	7-Sep-21		Anchor bond length drawings reviewed and accepted with comments	24-Aug-21
100	27-Aug-21	Email	RFI 047 - upstream Pipework Drawings for review	C Leskovec	A Bannink	7-Sep-21		Accepted with comments	24-Aug-21
101	27-Aug-21	Email	RFI 043 - Earthworks specification	C Leskovec	A Bannink	7-Sep-21		Accepted with comments (Peer Reviewer comments to be provided)	24-Aug-21
102	27-Aug-21	Email	RFI 044 - Embankment Construction CMS	C Leskovec	A Bannink	7-Sep-21		Accepted but with additional requirements	24-Aug-21
103	1-Sep-21	Email	RFI 049 - Use of Denso Void Filler	C Leskovec	A Bannink	7-Sep-21		Leed Withdrawal of RFI accepted.	1-Sep-21
104	1-Sep-21	Email	Completion Amount Query	C Leskovec	A Bannink	7-Sep-21		Leed requested to issue a BG instead of reduction in funds - accepted by PAP.	3-Sep-21
105	3-Sep-21	Email	Monthly Report submission	C Leskovec	A Bannink	NA		August Monthly Report - comments returned to Leed	NA
106	3-Sep-21	Email	August Claim	C Leskovec	A Bannink	5-Sep-21		Approved	13-Sep-21
107	8-Sep-21	Email	EOT 006 - Inclement Weather	C Leskovec	A Bannink	15-Sep-21		EOT 006 approved. 2 days.	8-Sep-21
108	8-Sep-21	Email	EOT 005 - Move Drill rig CA6 to CA 17	C Leskovec	A Bannink	15-Sep-21		EOT 005 approved 4 days	8-Sep-21
109	9-Sep-21	Email	EOT 007 - Armidale lockdown	C Leskovec	A Bannink	16-Sep-21		EOT 007 under review - require additional information - approved 2 days	29-Sep-21
110	15-Sep-21	Email	RFI 053 - Stressing of Anchors	C Leskovec	A Bannink	20-Sep-21		RFI rejected - stressing only from minimum of 28days after grouting of anchor.	15-Sep-21
111	16-Sep-21	Email	Site Instruction No. 1	C Leskovec	A Bannink	16-Sep-21		Confirmation of Site Works Inspector site instruction to install anchor CA36.	16-Sep-21
112	17-Sep-21	Email	Downstream Valve Chamber	C Leskovec	A Bannink	17-Sep-21		Council will accept the risk of use of inverted culverts and the outlet structure.	17-Sep-21
113	20-Sep-21	Email	Outlet Design - UNE connection	C Leskovec	A Bannink	20-Sep-21		Confirmation of outlet design including UNE requirements	20-Sep-21
114	29-Sep-21	Email	EOT 7,8, 9 10	C Leskovec	A Bannink	29-Sep-21		Approval of EOT s 7, 8, 9 10 total of 13 days approved. EOT 7 & 9 have costs associated with them.	29-Sep-21
115	30-Sep-21	Email	Request for return of anchor BG No. 1	C Leskovec	A Bannink	29-Sep-21		Request submitted to PAP.	5-Oct-21
116	5-Oct-21	Email	Return of Anchor Bank Guarantee 1	C Leskovec	A Bannink	NA		Return of BG1 for anchors approved.	5-Oct-21
117	6-Oct-21	Email	September Claim Approval	C Leskovec	A Bannink	NA		ARC approved claim	6-Oct-21
118	7-Oct-21	Email	RFI 054 - Downstream Valves	C Leskovec	A Bannink	NA		Approval to purchase nominated valves	7-Oct-21
119	12-Oct-21	Email	EOT 006 - Inclement Weather	C Leskovec	A Bannink	NA		Formal approval of EOT claim previously provided.	12-Oct-21
120	12-Oct-21	Email	EOT 005 - Move Drill rig CA6 to CA 17	C Leskovec	A Bannink	NA		Formal approval of EOT claim previously provided.	12-Oct-21
121	12-Oct-21	Email	EOT 007 - Armidale lockdown	C Leskovec	A Bannink	NA		Formal approval of EOT claim previously provided.	12-Oct-21
122	12-Oct-21	Email	EOT 008 - Inclement Weather	C Leskovec	A Bannink	NA		Formal approval of EOT claim previously provided.	12-Oct-21
123	12-Oct-21	Email	EOT 009 - Relocation of Drill Rig	C Leskovec	A Bannink	NA		Formal approval of EOT claim previously provided.	12-Oct-21
124	12-Oct-21	Email	EOT 10 Drill Rig Breakdown	C Leskovec	A Bannink	NA		Formal approval of EOT claim previously provided.	12-Oct-21
125	26-Oct-21	Email	DRI 057 - Use of Denso Void Filler	M Raleigh	A Bannink	30-Oct-21		Request for additional material and alternate product DENSO Type 2.	1-Nov-21

126	1-Nov-21	Email	11 lost ITP s	M Raleigh	A Bannink	1-Nov-21	LEC misplaced 11 ITP s for the anchor head construction, these had been approved previously	1-Nov-21
127	1-Nov-21	Email	RFI 054 - Use of DENSO void filler	M Raleigh	A Bannink	1-Nov-21	Contractor wanting to change the void filler to denso due to supply issues with the nominated filler - approved.	1-Nov-21
128	1-Nov-21	Email	RFI numbering issues	M Raleigh	A Bannink	1-Nov-21	Double ups on RFI numbering - LEC to correct.	1-Nov-21
129	1-Nov-21	Email	RFI numbering issues RFI 055	M Raleigh	A Bannink	1-Nov-21	LEC to correct RFI numbering.	1-Nov-21
130	2-Nov-21	Email	Var 14, 15, 16 and 17 approvals	C Leskovec	A Bannink	25-Oct-21	PAP approval of variations	2-Nov-21
131	4-Nov-21	Email	EOT 11 30th September Inclement weather	C Leskovec	A Bannink	25-Nov-21	Approval of EOT 11	4-Nov-21
132	9-Nov-21	Email	October Claim approval	C Leskovec	A Bannink	6-Nov-21	Approval for LEC October Claim	9-Nov-21
133	10-Nov-21	Email	RFI 059 - Stainless steel waterstop	M Raleigh	A Bannink	25-Nov-21	Approval for change to waterstop design	3-Dec-21
134	10-Nov-21	Email	RFI 056 - Survey Monitoring during stressing	C Leskovec	A Bannink	15-Nov-21	Request for information on survey requirements during stressing as per Peer Reviewer request.	10-Nov-21
135	11-Nov-21	Email	EOT 11 response	C Leskovec	A Bannink	11-Nov-21	EOT 11 for inclement weather approved.	11-Nov-21
136	11-Nov-21	Email	RFI 054 - Downstream valves	C Leskovec	A Bannink	30-Nov-21	Review and comments on DS valves	11-Nov-21
137	11-Nov-21	Email	Anchor stressing comments	C Leskovec	A Bannink	22-Nov-21	Forward comments on anchor stressing	11-Nov-21
138	16-Nov-21	Email	RFI 054 downstream valves	M Raleigh	A Bannink	2-Dec-21	Responses to DS valves and structures	16-Nov-21
139	16-Nov-21	Email	Comments on RH embankment costs submission	C Leskovec	A Bannink	1-Dec-21	Comments on variation costs review	16-Nov-21
140	18-Nov-21	Email	Dental concrete for apron slab	C Leskovec	A Bannink	1-Dec-21	Comments from PAP on rates etc.	18-Nov-21
141	18-Nov-21	Email	RFI 061 - Survey monitoring stations	M Raleigh	A Bannink	10-Dec-21	Locations of the survey pillars and marker type	18-Nov-21
142	22-Nov-21	Email	RFI 062 - Anchor stressing and cap installation CMS	M Raleigh	A Bannink	25-Nov-21	Review of stressing and anchor capping CMS	22-Nov-21
143	22-Nov-21	Email	RFI 062 - Anchor stressing and cap installation CMS	M Raleigh	A Bannink	25-Nov-21	Review and approval from Peer Reviewer - anchor stressing to proceed	22-Nov-21
144	24-Nov-21	Email	Return of BG 2 for anchors	C Leskovec	A Bannink	30-Nov-21	Notification that approval for return was given	24-Nov-21
145	24-Nov-21	Email	Return of BG 2 confirmation	C Leskovec	A Bannink	30-Nov-21	Confirmation that PAP released BG 2	24-Nov-21
146	29-Nov-21	Email	Var 18, 19 approval	C Leskovec	A Bannink	30-Nov-21	PAP approval for VAR 17, 18.	29-Nov-21
147	7-Dec-22	Email	Approved November claim	C Leskovec	A Bannink	5-Dec-22	Approved	7-Dec-22
148	15-Dec-22	Email	Sim Card Request	M Raleigh	A Bannink	22-Dec-21	Waiting on ARC to issue	14-Jan-22
149	19-Dec-22	Email	Anchor Crest Capping - 3 remaining anchors	M Raleigh	A Bannink	22-Dec-21	3 anchors can be capped	19-Dec-21
150	23-Dec-22	Email	December Progress claim	C Leskovec	A Bannink	10-Jan-22	Claim approval submitted to PAP for review 12/24/21	19-Jan-22
151	23-Dec-22	Email	Response to several issues, anchor capping, scour line, monitoring cable, major cracks etc.	C Leskovec	A Bannink	24-Dec-21	Responded to outstanding RFI s, potential variations and design issues.	24-Dec-21
152	23-Dec-22	Email	RFI 068 Apron slab Initial Review	M Raleigh	A Bannink	23-Dec-21	Approved pending Peer Reviewer query	23-Dec-21
153	23-Dec-22	Email	RFI 068 Apron slab Review	M Raleigh	A Bannink	23-Dec-21	Approved	23-Dec-21

154	12-Jan-22	Email	Dumaresq Dam Pumpstation - Design works	C Leskovec	M Brooks	31-Jan-22		ARC notification that pump station is not proceeding.	12-Jan-22
155	18-Jan-22	Email	December Claim	C Leskovec	A Bannink	22-Jan-22		query on timesheets for Dene from STANTEC for hours worked.	28-Jan-22
156	18-Jan-22	Email	Scour grouting Specification	C Leskovec	A Bannink	19-Jan-22		Sent off R Rodd's grout specification	18-Jan-22
157	19-Jan-22	Email	Sim Card for Monitoring system	M Raleigh	A Bannink	20-Jan-22		Optus can be used if required.	19-Jan-22
158	21-Jan-22	Email	Response to RFI 069 Crest anchor reinstatement.	M Raleigh	A Bannink	24-Jan-22		Woks inspector has approved thus OK to proceed.	21-Jan-22
159	24-Jan-22	Email	CL Markup of Erosion Protection	C Leskovec	A Bannink	31-Jan-22		Discussion with designers and Peer Reviewer.	2-Feb-22
160	24-Jan-22	Email	December Invoice	C Leskovec	A Bannink	31-Jan-22		Query on December invoice	28-Jan-22
161	27-Jan-22	Email	Variation 029 - Concrete cutting costs	C Leskovec	A Bannink	31-Jan-22		Being reviewed, accepted in principle.	27-Jan-22
162	28-Jan-22	Email	December Invoice and Stat Dec.	C Leskovec	A Bannink	28-Jan-22		Invoice etc. Submitted to Council	28-Jan-22
163	8-Feb-22	Email	RFI 069 - Crest Anchor Reinstatement CA7-8	M Raleigh	A Bannink	8-Feb-22		Reviewed and endorse Designers comments	8-Feb-22
164	9-Feb-22	Email	CA 1 - 16 Crest Anchor Cap Picture Inspections	M Raleigh	A Bannink	9-Feb-22		Remote review of repour inspections for crest anchors 1 to 16 - query on some anchor caps	9-Feb-22
165	9-Feb-22	Email	CA 1- 16 Crest Anchor Picture Inspections	M Raleigh	A Bannink	9-Feb-22		Query on the anchor caps finalised - all anchors approved for pouring.	9-Feb-22
166	16-Feb-22	Email	January Claim form - PAP signed	C Leskovec	A Bannink	NA		Return of the monthly claim form for invoice submission	16-Feb-22
167	16-Feb-22	Email	Variation 20 - Changes to Upstream Pipework	C Leskovec	A Bannink	16-Feb-22		Approved variation 20	16-Feb-22
168	16-Feb-22	Email	Variation 21 - Changes to Downstream Pipework	C Leskovec	A Bannink	16-Feb-22		Approval of Variation 21	16-Feb-22
169	16-Feb-22	Email	Variation 22 - Concrete Cutter Quarantine costs	C Leskovec	A Bannink	16-Feb-22		Approval of Variation 22	16-Feb-22
170	16-Feb-22	Email	Variation 23 - Pump Station Site Investigation	C Leskovec	A Bannink	16-Feb-22		Approval of Variation 23	16-Feb-22
171	17-Feb-22	Email	RFI 071 - Apron Slab Air Gap closure	M Raleigh	A Bannink	17-Feb-22		Comments from the Peer Reviewer forwarded to the contractor	17-Feb-22
172	25-Feb-22	Email	EOT and Variation Submission Notification	C Leskovec	A Bannink	25-Feb-22		Notice that EOT's and variation have been submitted to PAP for review and approval.	25-Feb-22
173	28-Feb-22	Email	EOT 12, 13 and 15 Approval	C Leskovec	A Bannink	28-Feb-22		Approval for EOT 12, 13, 15 sent - official letters to be sent in early March	28-Feb-22
174	2-Mar-22	Email	RFI 072 - Dywidag Infrastructure Intelligence Platform	M Raleigh	A Bannink	4-Mar-22		Leed request for access personnel.	2-Mar-22
175	2-Mar-22	Email	EOT 12 - Additional waterproof grouting and drilling of anchors	C Leskovec	A Bannink	NA		Approval of EOT 12	2-Mar-22
176	2-Mar-22	Email	EOT 13 - Inclement weather 22nd November 2021.	C Leskovec	A Bannink	NA		Approval of EOT 13	2-Mar-22
177	2-Mar-22	Email	EOT 15 - Inclement weather 1st December 2021	C Leskovec	A Bannink	NA		Approval of EOT 15	2-Mar-22
178	4-Mar-22	Email	Reinstatement of LH bank - change of grass seed.	C Leskovec	A Bannink	8-Apr-22		Grass seed changed on instruction from client.	30-Apr-22
179	7-Mar-22	Email	Var 24 - 24 Hr anchor stress test	C Leskovec	A Bannink	7-Mar-22		Peer reviewer requested 24hr stress test in addition to the current 7 day stress test.	7-Mar-22
180	7-Mar-22	Email	Var 25 - Survey monitoring	C Leskovec	A Bannink	7-Mar-22		Peer reviewer requested that the dam wall have survey monitoring during construction and the installation of permanent survey pillars for future monitoring	7-Mar-22
181	7-Mar-22	Email	Notice on inclement weather 6th March 2022.	C Leskovec	A Bannink	28-Mar-22		No work due to inclement weather 6th March.	7-Mar-22



182	7-Mar-22	Email	February Progress claim	C Leskovec	A Bannink	7-Mar-22	February claim submitted for approval - 4 issues need to be discussed and responded too.	7-Mar-22
183	8-Mar-22	Email	Notice of inclement weather 8th March 2022.	C Leskovec	A Bannink	8-Mar-22	Submission noted - waiting on EOT claim	8-Mar-22
184	9-Mar-22	Email	Notice of inclement weather 8th March 2022.	C Leskovec	A Bannink	9-Mar-22	Rain has stopped but dam still over flowing - further delays noted until water level recedes.	8-Mar-22
185	9-Mar-22	Email	RFI 073 - ITP 009 V1 Earthworks (embankment Reforming)	M Raleigh	A Bannink	29-Mar-22	Query on previous copy - MR has updated this version	9-Mar-22
186	9-Mar-22	Email	RFI 073 - ITP 009 V1 Earthworks (embankment Reforming)	M Raleigh	A Bannink	29-Mar-22	Document reviewed and endorsed	9-Mar-22
187	17-Mar-22	Email	RFI 074 - Workshop Drawings for Review - Valve House and Security Barrier	M Raleigh	A Bannink	6-Apr-22	Valve house gate needs lock protection, Barrier needs full review - not correct.	26-Apr-22
188	17-Mar-22	Email	RFI 075 - Cement powder swap	M Raleigh	A Bannink	6-Apr-22	Cement mix needs to be changed due to supply issues, alternative mix submitted for approval.	17-Mar-22
189	23-Mar-22	Email	EOT 16 10 days for inclement weather and effects	C Leskovec	A Bannink	21-Apr-22	10 days approved due to inclement weather and having to draw down the dam in order to complete concreting of the anchor caps	23-Mar-22
190	28-Mar-22	Email	Notice of inclement weather 28th March	M Raleigh	A Bannink	21-Apr-22	Notice to inform client of work stoppage due to inclement weather on the 28th March.	28-Mar-22
191	4-Apr-22	Email	Erosion Control Slab Works	C Leskovec	A Bannink	18-Apr-22	Proposed cost breakdown to be applied to the erosion control slab variation	14-Apr-22
192	4-Apr-22	Email	Variation 26 - Extension of temporary toilet 1 De3c 2021 to 30 April 2022	C Leskovec	A Bannink	4-Apr-22	Approval of Variation 26	4-Apr-22
193	4-Apr-22	Email	Variation 27 - Extension of site security camera	C Leskovec	A Bannink	4-Apr-22	Approval of the hire period of the site lapse camera	4-Apr-22
194	4-Apr-22	Email	Variation 28 - Extension of Temporary Water supply	C Leskovec	A Bannink	4-Apr-22	Approval for Variation 28	4-Apr-22
195	4-Apr-22	Email	Outcome of Discussion with Peer Reviewer - RH Embankment Filters	C Leskovec	A Bannink	4-Apr-22	discussion outcomes with peer reviewer on the toe drains for the RH embankment	4-Apr-22
196	4-Apr-22	Email	Variation 29 - Proposed Pumping Station Conceptual Design	C Leskovec	A Bannink	4-Apr-22	Approval of variation 29	4-Apr-22
197	4-Apr-22	Email	Variation 30 - Additional Upstream Outlet Pipework	C Leskovec	A Bannink	4-Apr-22	Approval of variation 30	4-Apr-22
198	4-Apr-22	Email	Variation 31 - Additional Dental Concrete Under Slab	C Leskovec	A Bannink	4-Apr-22	Approval of variation 31	4-Apr-22
199	6-Apr-22	Email	RFI 074 - Workshop Drawings for Approval	M Raleigh	A Bannink	6-Apr-22	Approval for the fabrication of the valve house security gates and the dam crest barriers	6-Apr-22
200	11-Apr-22	Email	March Claim Approval	C Leskovec	A Bannink	11-Apr-22	PAP approval of March claim	11-Apr-22
201	12-Apr-22	Email	Erosion Protection Apron Design Proposal	C Leskovec	A Bannink	12-Apr-22	Approval to let designers visit site to determine the design parameter for the erosion control slabs	12-Apr-22
202	14-Apr-22	Email	Erosion Protection Apron Design Proposal	C Leskovec	A Bannink	14-Apr-22	The LH erosion control variation is to undertaken via a cost plus arrangement	14-Apr-22
203	19-Apr-22	Email	Change to monthly meeting	C Leskovec	A Bannink	19-Apr-22	Change of time and date	19-Apr-22
204	20-Apr-22	Email	Ops Manual Info Required	M Raleigh	A Bannink	30-Apr-22	Request for operations manual from all vendors	21-Apr-22
205	21-Apr-22	Email	Variation 32 - Crest Repairs	C Leskovec	A Bannink	21-Apr-22	notice of received to contractor due to his email problems.	21-Apr-22
206	22-Apr-22	Email	NCR 009 - RFI 073 ITP009 RH Embankment Earthworks	M Raleigh	A Bannink	26-Apr-22	Query of NCR 009 - make ready for day of site inspection - 26/4/22 - for review and sign-off	26-Apr-22
207	22-Apr-22	Email	Toe Anchor NCR	M Raleigh	A Bannink	22-Apr-22	Query on a toe anchor NCR for a concrete capping pour - no NCR required.	22-Apr-22




208	5-May-22	Email	Updated Insurances	C Leskovec	A Bannink	26-May-22		Insurance certificates for the new period	5-May-22
209	10-May-22	Email	ITP 002 Dental Concrete LHS Specific	M Raleigh	A Bannink	3-Jun-22		ITP document review response	10-May-22
210	10-May-22	Email	CMS 19 - Left Hand Side Erosion Protection Works V0	M Raleigh	A Bannink	15-May-22		CMS document response	10-May-22
211	10-May-22	Email	Pour Inspection and Approval Request - Existing Apron Slab to Valve House	M Raleigh	A Bannink	10-May-22		Remote inspection and approval of pour	10-May-22
212	11-May-22	Email	Review of Original Scope of Works Costs	C Leskovec	A Bannink	11-May-22		Request to close out original scope of work costs	11-May-22
213	11-May-22	Email	Request for Pour Approval - 2nd Dental Layer Between Existing Apron and Valve House	M Raleigh	A Bannink	11-May-22		Remote pour inspection and approval	11-May-22
214	12-May-22	Email	Approved April Claim	C Leskovec	A Bannink	12-May-22		PAP approved claim forwarded to contractor	12-May-22
215	13-May-22	Email	Variation 032 - Repairs to Concrete Crest	C Leskovec	A Bannink	13-May-22		Variation approval	13-May-22
216	13-May-22	Email	Monthly Report	C Leskovec	A Bannink	13-May-22		Contractor report submitted, comments	13-May-22
217	18-May-22	Email	LHS - Request For Dental Pour Approval - Below CA 38 & 39 - Email 1 to 4	M Raleigh	A Bannink	18-May-22		Remote inspection for concrete pour	18-May-22
218	18-May-22	Email	LHS - Request For Dental Pour Approval - Below CA36 - Email 1 to 3	M Raleigh	A Bannink	18-May-22		Remote inspection for concrete pour	18-May-22
219	20-May-22	Email	RFI - 081 - Mix Design Proposal - N32	M Raleigh	A Bannink	20-May-22		Response to RFI	20-May-22
220	22-May-22	Email	Request for Pour Approval - Dental Layer Between Bottom of CA35 to CA36	M Raleigh	A Bannink	22-May-22		Remote inspection and approval of concrete pour	22-May-22
221	22-May-22	Email	Request for Pour Approval - Dental Layer Between bottom of CA38 to far LHS crack (Ch178)	M Raleigh	A Bannink	22-May-22		Remote inspection and approval of concrete pour	22-May-22
222	22-May-22	Email	Request for Pour Approval - Far LHS Lower Dental Layer	M Raleigh	A Bannink	22-May-22		Remote inspection and approval of concrete pour	22-May-22
223	22-May-22	Email	Request for Pour Approval - Dental below TA19	M Raleigh	A Bannink	22-May-22		Remote inspection and approval of concrete pour	22-May-22
224	22-May-22	Email	Request for Pour Approval - Dental Layer Between bottom of CA38 to far LHS crack (Ch178)	M Raleigh	A Bannink	22-May-22		Remote inspection and approval of concrete pour	22-May-22
225	22-May-22	Email	LHS - Request For Dental Pour Approval - Below TA21 - Email 6 of 6	M Raleigh	A Bannink	22-May-22		Remote inspection and approval of concrete pour	22-May-22
226	24-May-22	Email	Large boulder removal	C Leskovec	A Bannink	24-May-22		Confirmation of discussion of boulder removal	24-May-22
227	24-May-22	Email	Erosion Control Slabs - Time and Cost Estimate to Complete	C Leskovec	A Bannink	24-May-22		Request to provide cost and schedule for PAP for erosion control slab	TBA
228	27-May-22	Email	Variation 028 - Toe Anchor Conduit Installation	C Leskovec	A Bannink	27-May-22		Variation to be redone due to errors	27-May-22
229	27-May-22	Email	VAR-037 - PSUM Design Claim	C Leskovec	A Bannink	27-May-22		Variation to be redone due to errors	27-May-22
230	1-Jun-22	Email	PSUN Design Claim	C Leskovec	A Bannink	NA		Response on remaining amount for the PS design amount	NA
231	2-Jun-22	Email	Dental Concrete Works	C Leskovec	A Bannink	NA		Designers response on the construction of the LH erosion control works - records	2-Jun-22
232	6-Jun-22	Email	May Progress Claim	C Leskovec	A Bannink	8-Jun-22		May progress claim submitted for review - changes to be made.	8-Jun-22
233	8-Jun-22	Email	May Claim	C Leskovec	A Bannink	10-Jun-22		Revised May claim approved, invoice requested	13-Jun-22
234	8-Jun-22	Email	ARC Variation 33 Approval	C Leskovec	A Bannink	8-Jun-22		PAP approval of Var 33 Reconnection of downstream users.	8-Jun-22
235	8-Jun-22	Email	ARC Variation 34 Approval	C Leskovec	A Bannink	8-Jun-22		PAP approval of ARC Variation 34 - Toe anchor monitoring	8-Jun-22
236	8-Jun-22	Email	ARC Variation 35 Approval	C Leskovec	A Bannink	8-Jun-22		PAP approval of Variation 35 - Additional design costs (zero cost as this is paid under Psum for design).	8-Jun-22

237	8-Jun-22	Email	ARC Variation 36 Approval	C Leskovec	A Bannink	8-Jun-22		PAP approval of ARC variation 36 LH Wall foundation excavation	8-Jun-22
238	8-Jun-22	Email	ARC Variation 37 Approval	C Leskovec	A Bannink	8-Jun-22		PAP approval for ARC variation 37 - LH wall dental concrete	8-Jun-22
239	9-Jun-22	Email	Note on Monitored Anchor C33 alarming.	C Leskovec	A Bannink	9-Jun-22		Contractor to review C33 alarms with supplier and rectify.	9-Jun-22
240	9-Jun-22	Email	May Claim Approval	C Leskovec	A Bannink	9-Jun-22		PAP approval for the contractors May claim.	9-Jun-22
241	13-Jun-22	Email	Contractors Monthly Report and Invoice.	C Leskovec	A Bannink	13-Jun-22		Request for contractor to submit the May invoice and monthly report.	13-Jun-22
242	13-Jun-22	Email	Invoice May 2022	C Leskovec	A Bannink	13-Jun-22		Notice to contractor that May invoice is submitted.	13-Jun-22
243	14-Jun-22	Email	Monthly Report	C Leskovec	A Bannink	14-Jun-22		Urgent request for May monthly report.	14-Jun-22
244	16-Jun-22	Email	DDSU - General	M Raleigh	A Bannink	16-Jun-22		General correspondence regarding June claim, proposed water level and safety information.	16-Jun-22
245	27-Jun-22	Email	Valve Wheel Storage	C Leskovec	A Bannink	27-Jun-22		ARC request to install valve wheel storage hook in valve house.	27-Jun-22
246	5-Jul-22	Email	Notice of Inclement Weather - 5 July 2022	M Raleigh	A Bannink	5-Jul-22		Notice acknowledged, included in July claim	7-Aug-22
247	5-Jul-22	Email	June monthly Report	C Leskovec	A Bannink	5-Jul-22		Request for June monthly report	6-Jul-22
248	6-Jul-22	Email	Notice of Inclement Weather - 6 July 2022	M Raleigh	A Bannink	6-Jul-22		Notice acknowledged, included in July claim	7-Aug-22
249	6-Jul-22	Email	Leed Variation 41- Left Hand Abutment Works June 2022	C Leskovec	A Bannink	6-Jul-22		Response to submitted variation.	6-Jul-22
250	7-Jul-22	Email	RFI -084 - WAE Drawings	M Raleigh	A Bannink	18-Aug-22		Responded with changes that need to be made to drawings for acceptance.	TBA
251	15-Jul-22	Email	June Claim Approval - signed	C Leskovec	A Bannink	15-Jul-22		PAP signed approval for June claim	15-Jul-22
252	26-Jul-22	Email	MOM for July 28th site visit	C Leskovec	A Bannink	26-Jul-22		MOM for meeting	26-Jul-22
253	1-Aug-22	Email	Dumaresq Dam Handover	C Leskovec	A Bannink	1-Aug-22		Handover requirements query	12-Aug-22
254	10-Aug-22	Email	Dumaresq Dam - Claim July	C Leskovec	A Bannink	12-Aug-22		July claim	14-Aug-22
255	10-Aug-22	Email	Removal of Temporary Toilets	C Leskovec	A Bannink	12-Aug-22		Notification of removal of temporary toilets so ARC can reinstate existing facilities	14-Aug-22
256	29-Aug-22	Email	Dumaresq Dam Safety Upgrade Contract	C Leskovec	M Brookes	NA		Letter from PAP on Practical Completion date	30-Aug-22
257	12-Sep-22	Email	Variation 45 - ARC Supply of Electricity to Leed	C Leskovec	A Bannink	12-Sep-22		Refund for site electricity supply to Leed	16-Sep-22


ARC A2017/47 Dumaresq Dam Safety Upgrade

## **Appendix C – Project Notice of Dispute Register**

 <div>555b</div>						
DN Register						
Date	Subject	Sent To	Sender	Action By Date	In Correspondence No.	Closed Out Date

ARC A2017/47 Dumaresq Dam Safety Upgrade

## Appendix D – Claim Register

 <div>5 5 / /</div> <div>/ w</div>						
9 / t /						
t b	/5		a	/ 9 D		9 D / t 9 D
		w				/
		C				/
		a				/
						/
		a				/ a
		w				/ w
		w				/
						/
						/
		h				/
		b				/
		5				/ / w
		w				/
		C				/ C
		a				/ a
						/
		a				/ a
		w				/ w l
		w				/ w
						C
			5			



ARC A2017/47 Dumaresq Dam Safety Upgrade

## Appendix E – Project Budget

DUMARESQ DAM SAFETY UPGRADE - PO ST TENSIO N BAR ANCHORS

Month: August 2022

Construction Project Financial Report - FINAL

Contract No: A2019/47

Item No.	Activity	Quantity	Rate	Amount	Previous Quantity	Previous Claimed Amount	Current Quantity	Current Amount	Total Quantity to Date	Total Amount to Date	Comments
1	<b>MANAGEMENT</b>										
1.1	All work and obligations under the Contract not included below	1.00	LS	574,853.0	1.00	574,853.0	0.00	-	1.00	574,853.0	This item is claim over the period of the contract.
2	<b>SITE ESTABLISHMENT</b>										
2.1	Site Establishment and dis-establishment.	1.00	LS	468,372.9	1.00	468,372.9	0.00	-	1.00	468,372.9	Next claim will be end of project
3	<b>FLOOD PROTECTION</b>										
3.1	Diversion, dewatering and flood protection	1.00	LS	5,250.3	1.00	5,250.3	0.00	-	1.00	5,250.3	Complete
4	<b>ENVIRONMENTAL MANAGEMENT</b>										
4.1	Clearing vegetation	1.00	LS	10,500.0	1.00	10,500.0	0.00	-	1.00	10,500.0	All vegetation removal and clearing completed.
4.2	Topsoil removal and management	1.00	LS	3,838.0	1.00	3,838.0	0.00	-	1.00	3,838.0	Completed
4.3	Erosion and sedimentation control measures	1.00	LS	49,373.0	1.00	49,373.0	0.00	-	1.00	49,373.0	Completed
4.4	Environmental Management Works	1.00	LS	14,653.0	1.00	14,653.0	0.00	-	1.00	14,653.0	Completed
4.5	Site Rehabilitation	1.00	LS	3,838.0	1.00	3,838.0	0.00	-	1.00	3,838.0	Ongoing
5	<b>EXCAVATION AND FOUNDATION</b>										
5.1	Hard rock excavation	75.00	\$190.10	14,257.5	106.60	20,264.6	0.00	-	106.60	20,264.6	Larger than expected hard rock volume had to be excavated. Complete
5.2	Backfill for toe anchor drill or access pads	55.00	\$267.90	14,734.5	55.00	14,734.5	0.00	-	55.00	14,734.5	Backfill completed
5.3	Foundation preparations	12.00	\$895.50	10,746.00	27.70	24,805.35	0.00	-	27.70	24,805.35	Excavation required for foundations was more than expected due to poor ground conditions - complete
5.4	Site road for toe access	0.10	\$1,006,477.90	100,647.79	0.23	231,489.92	0.00	-	0.23	231,489.92	This was the first cost to construct the access road to the toe and the LH abutment.
5.5	Site road maintenance	12.00	\$656.30	7,875.60	13.00	8,531.90	0.00	-	13.00	8,531.90	This included the cost to repair the road after the heavy rains in late March
6	<b>RIGHT HAND EMBANKMENT</b>										
6.1	Trim existing embankment	120.00	\$118.80	14,256.0	120.00	14,256.0	0.00	-	120.00	14,256.0	Complete
6.2	Import and place select fill material	70.00	\$144.20	10,094.0	70.00	10,094.0	0.00	-	70.00	10,094.0	Complete
6.3	Place select material from stockpile	60.00	\$124.10	7,446.0	60.00	7,446.0	0.00	-	60.00	7,446.0	Complete
6.4	Prepare surface for topsoil	140.00	\$26.50	3,710.0	140.00	3,710.0	0.00	-	140.00	3,710.0	Complete
6.5	Supply and place topsoil	14.00	\$322.10	4,509.4	14.00	4,509.4	0.00	-	14.00	4,509.4	Complete
6.6	Riprap bedding	20.00	\$269.80	5,396.0	20.00	5,396.0	0.00	-	20.00	5,396.0	Complete
6.7	Riprap bedding	80.00	\$307.40	24,592.0	80.00	24,592.0	0.00	-	80.00	24,592.0	Complete
6.8	Bitum Ast Gestealt	150.00	\$26.00	3,900.0	150.00	3,900.0	0.00	-	150.00	3,900.0	Complete
6.9	Parapet wall	45.00	\$1,188.50	53,932.5	45.00	53,932.5	0.00	-	45.00	53,932.5	Complete
6.10	Grassing of embankment slope	140.00	\$1.40	196.0	140.00	196.0	0.00	-	140.00	196.0	Complete
6.11	N16 anchors into side wall	0.00	\$168.10	1,344.8	0.00	0.00	0.00	-	0.00	0.00	Complete anchors not used
6.12	Preparation of construction surfaces at existing wall	1.00	LS	1,136.7	1.00	1,136.7	0.00	-	1.00	1,136.7	Complete
7	<b>PO ST TENSIO N ANCHOR DRILLING AND INSTALLATION</b>										
7.1	Hydro cutting of existing concrete parapet wall	90.00	\$2,650.70	238,563.0	90.00	238,563.0	0.00	-	90.00	238,563.0	Complete
7.2	Parapet removal	90.00	\$1,007.90	90,711.0	90.00	90,711.0	0.00	-	90.00	90,711.0	Complete
7.3	Concrete anchor blocks	20.00	\$304.50	6,090.0	20.00	6,090.0	0.00	-	20.00	6,090.0	Complete
7.4	Establishment of drilling plant and equipment	1.00	LS	76,129.0	1.00	76,129.0	0.00	-	1.00	76,129.0	Complete
7.5	Setup for drilling 180mm dia. Anchor holes	61.00	\$3,061.50	186,721.00	90.00	303,039.00	0.00	-	90.00	303,039.00	Toe water test failure required holes to be redrilled this required additional setups to complete the tasks. Complete
7.6	Drill 180mm dia. Holes for 41 No. PIT crest anchor bars	1189.00	\$205.60	244,458.4	1125.00	231,300.0	0.00	-	1125.00	231,300.0	Complete - final quantity for these holes.
7.7	Drill 180mm dia. Holes for 20 No. PIT toe anchor holes	580.00	\$205.50	119,190.0	605.94	124,520.6	0.00	-	605.94	124,520.6	This is the final quantity for the drilling of the toe anchor holes. Complete
7.8	Setup and water testing of PIT anchor holes	122.00	\$1,176.10	143,484.2	109.00	128,194.9	0.00	-	109.00	128,194.9	Complete
7.9	Setup for grouting anchor holes	61.00	\$525.00	32,025.0	53.00	27,825.0	0.00	-	53.00	27,825.0	Complete
7.10	Waterproof grouting of PIT anchor holes	1940.00	\$45.80	88,852.00	2901.00	132,865.80	0.00	-	2901.00	132,865.80	Increase due to holes failing water tests and having to be redrilled and regouted. Complete
7.11	Provisional sum for redrilling	832.00	\$432.20	359,990.4	1424.00	615,452.8	0.00	-	1424.00	615,452.8	This is the amount of m of redrilling of holes after water test failures. Complete
7.12	Supply of 47mm dia. PIT bars (crest)	1190.00	\$206.90	246,211.00	1277.50	264,333.78	0.00	-	1277.50	264,333.78	Complete more 47mm dia bars used and fewer 57mm dia bars used.
7.12.1	Supply of 57mm dia. PIT bars (toe)	580.00	\$285.60	165,648.00	411.61	117,555.82	0.00	-	411.61	117,555.82	Complete fewer 57mm bars used, more 47mm used than anticipated after design review.
7.13	Install anchor bars	1770.00	\$43.30	76,641.0	1690.43	73,195.6	0.00	-	1690.43	73,195.6	Complete
7.14	Setup for grouting of PIT anchor bars	61.00	\$677.50	41,227.5	61.00	35,227.5	0.00	-	61.00	35,227.5	Complete
7.15	Cement for grouting PIT anchor bars	901.00	\$81.60	73,517.6	2175.00	177,480.0	0.00	-	2175.00	177,480.0	Complete
7.16	Breasting crest anchors	41.00	\$1,172.00	48,052.0	39.00	45,708.0	0.00	-	39.00	45,708.0	Complete
7.17	Breasting toe anchors	39.00	\$1,215.40	47,400.6	21.00	25,523.4	0.00	-	21.00	25,523.4	Complete
7.18	Cover assemblies for crest anchors	41.00	\$505.10	20,709.1	39.00	19,698.9	0.00	-	39.00	19,698.9	Complete
7.19	Cover assemblies for toe anchors	20.00	\$823.90	16,478.0	21.00	17,301.9	0.00	-	21.00	17,301.9	Complete
7.20	Reinforced concrete for anchor reinstatement	35.00	\$9,463.80	331,233.0	43.90	415,460.8	0.00	-	43.90	415,460.8	Complete
7.21	Geotechnical core hole investigations	2.00	\$10,705.30	21,410.60	2.00	21,410.60	0.00	-	2.00	21,410.60	This item was completed in December, the report is current underway and will be claimed under item 13.2, B2 - Investigative geotechnical work (foundation investigation) - design and reporting. Complete
7.22	Crest access working platforms	1.00	LS	115,059.8	1.00	115,059.8	0.00	-	1.00	115,059.8	Complete
7.23	Toe anchor installation pads	1.00	LS	14,259.8	1.00	14,259.8	0.00	-	1.00	14,259.8	Complete
8	<b>O UTLET UPGRADE CIVIL</b>										
8.1	Cleaning of left abutment	20.00	\$289.20	5,784.00	60.00	17,352.00	0.00	-	60.00	17,352.00	The final volume of material removed to ensure the LH abutment is clean and free of any loose materials. Complete
8.2	Placement of S20/15 dental concrete	10.00	\$650.50	6,505.00	14.00	9,107.00	0.00	-	14.00	9,107.00	This is the final volume of dental concrete required for the LH abutment foundation dental concrete. Complete
8.3	Drilling and installation of N32 anchors	12.00	\$1,316.00	15,792.0	6.00	7,896.0	0.00	-	6.00	7,896.0	Complete
8.4	Placement of S15/20 mass concrete	20.00	\$1,785.50	35,710.0	18.00	32,139.0	0.00	-	18.00	32,139.0	Works Completed no further concrete placement. Complete
9	<b>O UTLET UPGRADE MECHANICAL</b>										
9.1	U/S Trunion removal and trash rack installation	1.00	LS	42,257.40	1.00	42,257.40	0.00	-	1.00	42,257.40	Trunion has been removed but is still in the water, it will be removed from the water when the diem return to install the upstream pipework. Complete
9.2	Mass concrete break out	1.00	LS	13,100.8	1.00	13,100.8	0.00	-	1.00	13,100.8	Works completed
9.3	Hydro-Demolishment of D/S dam face	8.00	\$545.90	4,367.2	13.30	7,260.4	0.00	-	13.30	7,260.4	Completed - final quantity shown.
9.4	D/S valve including flanges	1.00	LS	7,231.2	1.00	7,231.2	0.00	-	1.00	7,231.2	Purchased
9.5	D/S pipe works	7.00	\$594.40	4,160.8	7.00	4,160.8	0.00	-	7.00	4,160.8	Assembled
9.6	Install D/S N28 anchors into rock foundation	6.00	\$598.70	3,592.2	4.00	2,394.8	0.00	-	4.00	2,394.8	Completed - final quantity shown.
9.7	Install D/S N28 anchors into face of dam	7.00	\$335.90	2,351.3	3.50	1,175.6	0.00	-	3.50	1,175.6	Complete
9.8	S15/20 mass concrete	2.00	\$4,018.40	8,036.8	10.00	40,184.0	0.00	-	10.00	40,184.0	Wedge concrete complete
9.9	S32/20 concrete slab	1.00	\$11,598.00	11,598.0	1.00	11,598.0	0.00	-	1.00	11,598.0	Completed
9.10	2200mm x 2100mm x 1200mm Precast concrete culvert	2.00	\$6,116.80	12,233.6	2.00	12,233.6	0.00	-	2.00	12,233.6	Only one required, installation completed
9.11	Precast concrete culvert ancillary items	1.00	LS	4,213.3	1.00	4,213.3	0.00	-	1.00	4,213.3	Completed - purchased
9.12	D/S N16 anchors	0.00	\$198.70	1,589.8	0.00	0.00	0.00	-	0.00	0.00	Complete
9.13	Existing scum valve outlet decommissioning	1.00	LS	41,432.0	1.00	41,432.0	0.00	-	1.00	41,432.0	Complete
9.14	Security gate	1.00	LS	4,200.2	1.00	4,200.2	0.00	-	1.00	4,200.2	Complete
10	<b>APRON SLAB</b>										
10.1	Foundation preparation	200.00	\$291.60	58,320.0	232.00	58,371.2	0.00	-	232.00	58,371.2	Apron slab excavation quantities increase due to ground conditions. Complete
10.2	S20/15 dental concrete	20.00	\$876.80	17,536.00	21.70	19,026.56	0.00	-	21.70	19,026.56	This was the dental concrete for the valve house slab and, due to ground conditions, a larger volume was required. The apron at the base will be covered and identified once the works are completed. Complete
10.3	Epoxy grout junction	1.00	\$17,912.90	17,912.9	0.00	0.00	0.00	-	0.00	0.00	Not required due to change of design.
10.4	Drill and grout anchor bars	80.00	\$198.00	15,840.0	124.00	24,552.0	0.00	-	124.00	24,552.0	Complete
10.5	S32/20 reinforced concrete slab	40.00	\$1,249.70	49,988.0	55.20	68,983.4	0.00	-	55.20	68,983.4	Complete
11	<b>MISCELLANEOUS</b>										
11.1	Removal of existing fences and gates	1.00	LS	3,838.00	1.00	3,838.00	0.00	-	1.00	3,838.00	Remainder will be charged upon completion of the installation of the gates at the end of the project. Complete
11.2	Replacement crest security fencing	1.00	LS	4,777.9	1.00	4,777.9	0.00	-	1.00	4,777.9	Complete
11.3	Flood measurement board	1.00	LS	1,342.0	1.00	1,342.0	0.00	-	1.00	1,342.0	Complete
12	<b>WORK AS EXECUTED</b>										
12.1	Work as executed drawings	1.00	LS	2,625.1	1.00	2,625.1	0.00	-	1.00	2,625.1	All submitted, minor changes to be made.
12.2	Video and photographic record of works	1.00	LS	105.0	1.00	105.0	0.00	-	1.00	105.0	Complete
12.3	Operation manual and construction report	1.00	LS	105.0	1.00	105.0	0.00	-	1.00	105.0	Operational manual submitted.
13	<b>PROVISIONAL SUMS</b>										
13.1	B1 - alternate design costs as per offer	1.00	LS	298,748.00	0.982	298,023.00	0.00	-	0.98	298,023.00	The contractor uses variations in his system to charge against this item - Currently variation 11 is indicated below - the cost has been put against the provisional sum but will appear as a variation 11 in the register.
13.2	B2 - Investigative geotechnical work (foundation investigation) - design and reporting	1.00	LS	19,846.00	1.00	19,846.00	0.00	-	1.00	19,846.00	The provisional sum has increased from \$19,846 to \$75,890 - the increase is covered off under variation No. 5 below.
13.3	Dam monitoring system - inc supply, installation and 1st year monitoring	1.00	LS	269,732.20	0.91	269,732.20	0.00	-	0.91	269,732.20	The dam monitoring system is approved to monitor 15 crest anchors and 1 toe anchor. Currently additional costs will be accounted due to the change in the installation process but these should be covered with the credit of the offered installation system - we are buying the monitoring cable rather than using a metal channel bolted to the D/S face. This is being claimed and then given back via the negative variation under var 13 below.
14	<b>ADDITIONAL ITEMS</b>										
14.1	Variation 1 - Additional Diving	1.00	LS	12,012.00	1.00	12,012.00	0.00	-	1.00	12,012.00	This was required to install the water supply outlet isolation to ensure that the risk of damage to the outlets would not result in the uncontrolled dewatering of the dam.
	Variation 2 - Temporary Raw Water Connection	1.00	LS	18,003.00	1.00	18,003.00	0.00	-	1.00	18,003.00	This is the variation to ensure the two downstream users would be supplied during construction via the use of a tank and pumps connected into the downstream pipeline. The cost of the maintenance of the pumps will be covered under this variation to the set new etc. amount will increase on a monthly basis.
	Variation 3 - Increase to the Provisional Sum B2 - Investigative geotechnical work	1.00	LS	56,044.00	1.00	56,044.00	0.00	-	1.00	56,044.00	The final cost for this provisional sum has increased from the tender allowance of

Variation 5 - Concrete cutting of the crest anchor monitoring cable ducts.	1.00	LS	81,132.00	1.00	81,132.00	0.00		1.00	81,132.00	All works completed
Variation 6 - Cost for drilling new toe anchor holes	1.00	LS	129,168.80	1.00	129,168.80	0.00		1.00	129,168.80	All works completed
Variation 7 - Cost for site Surveillance Camera	1.00	SR	7,318.00	1.00	7,318.00	0.00		1.00	7,318.00	Camera on site
Variation 8 - Management of temporary toilet maintenance	1.00	SR	124,145.00	1.00	124,145.00	0.00		1.00	124,145.00	SR required - will be costed at completion in March
Variation 9 - Management of raw water temporary pump	1.00	SR	37,804.00	1.00	37,804.00	0.00		1.00	37,804.00	As above
Variation 10 - Grinding and Jackhammering Toe Anchor Bases	1.00	LS	61,678.00	1.00	61,678.00	0.00		1.00	61,678.00	All works completed
Variation 11 - Additional cost to date for the alternate design	1.00	SR	118,037.00	1.00	118,037.00	0.00		1.00	118,037.00	This variation completed
Variation 12 - Conduit Installation and Grouting on crest	1.00	LS	159,192.00	1.00	159,192.00	0.00		1.00	159,192.00	Works completed
Variation 13 - Negative variation for monitoring items 13.2 and 13.3	1.00	LS	- 139,380.00	1.00	- 139,380.00	0.00		1.00	- 139,380.00	Negative variation for the metal covers on the monitoring system, items 13.2 and 13.3 on the lead system
Variation 14 - Cleaning and Investigation of foundation	1.00	LS	6,874.00	1.00	6,874.00	0.00		1.00	6,874.00	Completed
Variation 15 - Coring and cutting toe anchors	1.00	LS	34,926.00	1.00	34,926.00	0.00		1.00	34,926.00	Completed
Variation 16 - Move crest drill rig 4 x	1.00	LS	36,289.00	1.00	36,289.00	0.00		1.00	36,289.00	Completed
Variation 17 - Toe anchor conduit chase concrete cutting	1.00	LS	15,747.00	1.00	15,747.00	0.00		1.00	15,747.00	Completed
Variation 18 - Removal of cold joint sections	1.00	LS	30,182.00	1.00	30,182.00	0.00		1.00	30,182.00	Completed
Variation 19 - Earthworks - Right hand embankment	1.00	LS	78,212.00	1.00	78,212.00	0.00		1.00	78,212.00	Works only just started for this variation.
Variation 20 - Additional UIS pipework	1.00	LS	24,496.00	1.00	24,496.00	0.00		1.00	24,496.00	Purchased and ready for installation
Variation 21 - Additional downstream pipework	1.00	LS	15,574.00	1.00	15,574.00	0.00		1.00	15,574.00	Installed except for supports which will go in after the housing is installed.
Variation 22 - Concrete cutter quarantine costs	1.00	LS	21,450.00	1.00	21,450.00	0.00		1.00	21,450.00	Completed
Variation 23 - Survey and Service Location PS Sites	1.00	LS	9,496.00	1.00	9,496.00	0.00		1.00	9,496.00	Completed
Variation 24 - 24 Hr Stressing Test for Anchors	1.00	LS	27,199.00	1.00	27,199.00	0.00		1.00	27,199.00	Completed
Variation 25 - Survey Monitoring	1.00	LS	6,756.00	1.00	6,756.00	0.00		1.00	6,756.00	Completed
Variation 26 - Extension of Temporary Toilet Maintenance	1.00	LS	71,023.00	1.00	71,023.00	0.00		1.00	71,023.00	Completed
Variation 27 - Extension of Site Security Camera	1.00	LS	2,343.00	1.00	2,343.00	0.00		1.00	2,343.00	Completed
Variation 28 - Extension of Temporary Water Pump Use	1.00	LS	21,088.00	1.00	21,088.00	0.00		1.00	21,088.00	Completed
Variation 29 - Proposed Pump Station Conceptual Design	1.00	LS	30,414.00	1.00	30,414.00	0.00		1.00	30,414.00	Completed
Variation 30 - Upstream Pipework Installation by Divers	1.00	LS	15,879.00	1.00	15,879.00	0.00		1.00	15,879.00	Completed
Variation 31 - Dental concrete Supply and Placing	1.00	LS	83,127.00	1.00	83,127.00	0.00		1.00	83,127.00	Completed
Variation 32 - Crest Repairs	1.00	LS	31,910.00	1.00	31,910.00	0.00		1.00	31,910.00	Works completed but cost to be claimed next month.
Variation 33 - Reconnection for the UNE and Downstream Users	1.00	LS	13,808.00	1.00	13,808.00	0.00		1.00	13,808.00	This variation cover the design, procurement of equipment and the installation of piping and valves etc. the raw water pipeline for local downstream users.
Variation 34 - Toe Anchor Conduit Installation	1.00	LS	12,820.00	1.00	12,820.00	0.00		1.00	12,820.00	This is for the additional consults required for 2 monitored toe anchors.
Variation 35 - Provisional Sum Claim (Alternate Design)	1.00	LS	0.00	0.00	0.00	0.00		0.00	0.00	This variation is being paid for via the provisional sum for alternate design in line item 13.1.
Variation 36 - LH Erosion Protection Slab Preliminary Excavation	1.00	LS	40,115.00	1.00	40,115.00	0.00		1.00	40,115.00	This variation covers the preliminary excavation of the LH wall foundation area so that the designer could provide a typical design solution. Payment is based on a cost plus arrangement.
Variation 37 - LH Erosion Protection Slab Excavation, Cleaning and Dental Concrete Placement	1.00	LS	220,020.00	1.00	220,020.00	0.00		1.00	220,020.00	This variation covers the clearing, excavation for, supply of and installation of the dental concrete in the LH wall section. Payment is based on a cost-plus arrangement.
Variation 38 - LH Erosion Control Slab Concrete works	1.00	LS	324,291.00	1.00	324,291.00	0.00		1.00	324,291.00	This variation covers the clearing, excavation for, supply of and installation of the dental concrete in the LH wall section. Payment is based on a cost-plus arrangement.
Variation 39 - LH Erosion Control Slab Works July Costs	1.00	LS	265,087.00	1.00	265,087.00	0.00		1.00	265,087.00	This variation covers the clearing, excavation for, supply of and installation of the dental concrete in the LH wall section. Payment is based on a cost-plus arrangement.
Variation 40 - LH Erosion Control Slab Works August Costs	1.00	LS	143,092.00	0.00	0.00	1.00	143,092.00	1.00	143,092.00	This variation covers the clearing, excavation for, supply of and installation of the dental concrete in the LH wall section. Payment is based on a cost-plus arrangement.
Variation 41 - Temporary Toilets Supply and Maintenance 1 May to 12 August 2022	1.00	LS	53,324.00	0.00	0.00	1.00	53,324.00	1.00	53,324.00	
Variation 42 - Council costs to supply electricity to Lead Site (negative variation)	1.00	LS	- 7,312.98	0.00	0.00	1.00	- 7,312.98	1.00	- 7,312.98	Lead utilised the council electricity supply pole at site. This is the cost of the electricity supply up to site demobilisation.
Calculated TO TAL (Ex GST):			7,419,719.91		7,946,142.25		189,103.02		8,135,245.27	

Original contract Sum (Ex GST) : 5,096,834.20

Percentage Claim to Date: 109.64 of Total Contract Sum  
159.61 of Original Contract Sum

## Contract Claim Schedule - All Items

**Contract No:** VIJ096  
**Contract Name:** ARC19/3456: Dumaresq Dam Safety Upgrade  
**Client Name:** Armidale Regional Council  
**Claim Details:**

**Postal Details:** Armidale Regional Council  
 135 Rusden Street  
 ARMIDALE  
 NSW  
 Australia  
 2350

# leed

**Claim No:** 20

**Claim Date:** 13 Sep 2022

Schedule Code / Output Code	Schedule Rate	Schedule Unit	Schedule		Previous Claim		To Date		This Claim	
			Qty	Value	Qty	Value	Qty	Value	Qty	Value
VIJ096 - Dumaresq Dam										
1.1 - Work and obligations	574,853.00		1.00	574,853.00	1.00	574,853.00	1.00	574,853.00	0.00	0.00
2.1 - Site establishment and disestablishment	468,372.90		1.00	468,372.90	1.00	468,372.90	1.00	468,372.90	0.00	0.00
3.1 - Diversion, dewatering and flood protection	5,250.30		1.00	5,250.30	1.00	5,250.30	1.00	5,250.30	0.00	0.00
4.1 - Clearing vegetation	10,500.60		1.00	10,500.60	1.00	10,500.60	1.00	10,500.60	0.00	0.00
4.2 - Topsoil removal and management	3,838.00		1.00	3,838.00	1.00	3,838.00	1.00	3,838.00	0.00	0.00
4.3 - Erosion and sediment control measures	49,373.60		1.00	49,373.60	1.00	49,373.60	1.00	49,373.60	0.00	0.00
4.4 - Environmental management works	14,653.50		1.00	14,653.50	1.00	14,653.50	1.00	14,653.50	0.00	0.00
4.5 - Site rehabilitation	3,838.00		1.00	3,838.00	1.00	3,838.00	1.00	3,838.00	0.00	0.00
5.1 - Hard rock excavation	190.10		75.00	14,257.50	106.60	20,264.66	106.60	20,264.66	0.00	0.00
5.2 - Backfill for toe anchor drill or access pads	267.90		55.00	14,734.50	55.00	14,734.50	55.00	14,734.50	0.00	0.00
5.3 - Foundation preparations	895.50		12.00	10,746.00	27.70	24,805.35	27.70	24,805.35	0.00	0.00
5.4 - Site road for toe access	1,006,477.90		0.10	100,647.79	0.23	231,489.92	0.23	231,489.92	0.00	0.00
5.5 - Site road maintenance	656.30		12.00	7,875.60	13.00	8,531.90	13.00	8,531.90	0.00	0.00
6.1 - Trim existing embankment	118.80		120.00	14,256.00	120.00	14,256.00	120.00	14,256.00	0.00	0.00
6.2 - Import and place select fill material	144.20		70.00	10,094.00	70.00	10,094.00	70.00	10,094.00	0.00	0.00
6.3 - Place select fill material from stockpile	124.10		60.00	7,446.00	60.00	7,446.00	60.00	7,446.00	0.00	0.00
6.4 - Prepare surface for top soil	25.50		140.00	3,570.00	140.00	3,570.00	140.00	3,570.00	0.00	0.00
6.5 - Supply and place topsoil	322.10		14.00	4,509.40	14.00	4,509.40	14.00	4,509.40	0.00	0.00
6.6 - Riprap bedding	269.60		20.00	5,392.00	20.00	5,392.00	20.00	5,392.00	0.00	0.00
6.7 - Riprap	307.40		80.00	24,592.00	80.00	24,592.00	80.00	24,592.00	0.00	0.00
6.8 - Bidum A64 Geotextile	26.00		150.00	3,900.00	150.00	3,900.00	150.00	3,900.00	0.00	0.00
6.9 - Parapet wall	1,198.50		45.00	53,932.50	45.00	53,932.50	45.00	53,932.50	0.00	0.00
6.10 - Grassing of embankment slope	1.40		140.00	196.00	140.00	196.00	140.00	196.00	0.00	0.00
6.11 - N16 anchors into side wall	168.10		8.00	1,344.80	0.00	0.00	0.00	0.00	0.00	0.00
6.12 - Preparation of construction surface	1.00		1,136.70	1,136.70	1,136.70	1,136.70	1,136.70	1,136.70	0.00	0.00
7.1 - Hydro cutting of existing concrete parapet wall	2,650.70		90.00	238,563.00	90.00	238,563.00	90.00	238,563.00	0.00	0.00
7.2 - Parapet removal	1,007.90		90.00	90,711.00	90.00	90,711.00	90.00	90,711.00	0.00	0.00
7.3 - Concrete anchor blocks	304.50		20.00	6,090.00	20.00	6,090.00	20.00	6,090.00	0.00	0.00

wbContractClaim002 Report printed by Christopher Leskovec on 13 Sep 2022 03:17 PM

Page 1 of 4

Contract No:	VIJ096	Claim No:	20	Claim Date:	13 Sep 2022					
Schedule Code / Output Code	Schedule	Schedule	Schedule		Previous Claim		To Date		This Claim	
	Rate	Unit	Qty	Value	Qty	Value	Qty	Value	Qty	Value
7.4 - Establishment of drilling plant and equipment	76,129.00		1.00	76,129.00	1.00	76,129.00	1.00	76,129.00	0.00	0.00
7.5 - Setup for drilling 180mm dia. anchor holes	3,061.00		61.00	186,721.00	99.00	303,039.00	99.00	303,039.00	0.00	0.00
7.6 - Drill 180mm dia. holes for 41	205.60		1,189.00	244,458.40	1,125.00	231,300.00	1,125.00	231,300.00	0.00	0.00
7.7 - Drill 180mm dia. holes for 20	205.50		580.00	119,190.00	605.94	124,520.67	605.94	124,520.67	0.00	0.00
7.8 - Setup and water testing of P/T anchor holes	1,176.10		122.00	143,484.20	109.00	128,194.90	109.00	128,194.90	0.00	0.00
7.9 - Setup for grouting anchor holes	525.00		61.00	32,025.00	53.00	27,825.00	53.00	27,825.00	0.00	0.00
7.10 - Waterproof grouting of P/T anchor holes	45.80		1,940.00	88,852.00	2,901.00	132,865.80	2,901.00	132,865.80	0.00	0.00
7.11 - Provisional Sum for redrilling	432.20		832.00	359,590.40	1,424.00	615,452.80	1,424.00	615,452.80	0.00	0.00
7.12 - Supply of 47mm dia. P/T bars (crest)	206.90		1,190.00	246,211.00	1,277.59	264,333.78	1,277.59	264,333.78	0.00	0.00
7.12.1 - Supply of 57mm dia. P/T bars (toe)	285.60		580.00	165,648.00	411.61	117,555.82	411.61	117,555.82	0.00	0.00
7.13 - Install anchor bars	43.30		1,770.00	76,641.00	1,690.43	73,195.62	1,690.43	73,195.62	0.00	0.00
7.14 - Setup for grouting P/T anchor bars	577.50		61.00	35,227.50	61.00	35,227.50	61.00	35,227.50	0.00	0.00
7.15 - Cement for grouting of P/T anchors	81.60		901.00	73,521.60	2,175.00	177,480.00	2,175.00	177,480.00	0.00	0.00
7.16 - Stressing crest anchors	1,172.00		41.00	48,052.00	39.00	45,708.00	39.00	45,708.00	0.00	0.00
7.17 - Stressing toe anchors	1,215.40		20.00	24,308.00	21.00	25,523.40	21.00	25,523.40	0.00	0.00
7.18 - Cover assemblies for crest anchors.	505.10		41.00	20,709.10	39.00	19,698.90	39.00	19,698.90	0.00	0.00
7.19 - Cover assemblies for toe anchors.	823.90		20.00	16,478.00	21.00	17,301.90	21.00	17,301.90	0.00	0.00
7.20 - Reinforced concrete for anchor reinstatement	9,463.80		35.00	331,233.00	43.90	415,460.82	43.90	415,460.82	0.00	0.00
7.21 - Geotechnical core hole investigations	10,705.30		2.00	21,410.60	1.00	21,410.60	1.00	21,410.60	0.00	0.00
7.22 - Crest access working platform	115,059.80		1.00	115,059.80	1.00	115,059.80	1.00	115,059.80	0.00	0.00
7.23 - Toe anchor installation pads	14,259.80		1.00	14,259.80	1.00	14,259.80	1.00	14,259.80	0.00	0.00
8.1 - Cleaning of left abutment	289.20		20.00	5,784.00	60.00	17,352.00	60.00	17,352.00	0.00	0.00
8.2 - Placement of S20/15 dental concrete	650.50		10.00	6,505.00	14.00	9,107.00	14.00	9,107.00	0.00	0.00
8.3 - Drilling and installation of N32 anchors	1,316.00		12.00	15,792.00	6.00	7,896.00	6.00	7,896.00	0.00	0.00
8.4 - Placement of S15/20 mass concrete	1,785.50		20.00	35,710.00	18.00	32,139.00	18.00	32,139.00	0.00	0.00
9.1 - U/S Trunion removal and trash rack installation	42,257.40		1.00	42,257.40	1.00	42,257.40	1.00	42,257.40	0.00	0.00
9.2 - Mass concrete break out	13,100.80		1.00	13,100.80	1.00	13,100.80	1.00	13,100.80	0.00	0.00
9.3 - Hydro-Demolishment of D/S dam face	545.90		8.00	4,367.20	13.30	7,260.47	13.30	7,260.47	0.00	0.00
9.4 - D/S valve including flanges	7,231.20		1.00	7,231.20	1.00	7,231.20	1.00	7,231.20	0.00	0.00
9.5 - D/S pipe works	594.40		7.00	4,160.80	7.00	4,160.80	7.00	4,160.80	0.00	0.00
9.6 - Install D/S N28 anchors into rock foundation	598.70		6.00	3,592.20	4.00	2,394.80	4.00	2,394.80	0.00	0.00
9.7 - Install D/S N28 anchors into face of dam	335.90		7.00	2,351.30	3.50	1,175.65	3.50	1,175.65	0.00	0.00
9.8 - S15/20 mass concrete	4,018.40		2.00	8,036.80	10.00	40,184.00	10.00	40,184.00	0.00	0.00
9.9 - S32/20 concrete slab	11,598.00		1.00	11,598.00	1.00	11,598.00	1.00	11,598.00	0.00	0.00
9.10 - 2200m x 2100m x 1200m Precast concrete culvert	6,116.80		2.00	12,233.60	2.00	12,233.60	2.00	12,233.60	0.00	0.00
9.11 - Precast concrete culvert ancillary items	4,213.30		1.00	4,213.30	1.00	4,213.30	1.00	4,213.30	0.00	0.00
9.12 - D/S N16 Anchors	195.70		8.00	1,565.60	0.00	0.00	0.00	0.00	0.00	0.00

Contract No: VIJ096

Claim No:

20

Claim Date:

13 Sep 2022

Schedule Code / Output Code	Schedule	Schedule	Schedule		Previous Claim		To Date		This Claim	
	Rate	Unit	Qty	Value	Qty	Value	Qty	Value	Qty	Value
9.13 - Existing scour valve outlet decommissioning	41,432.00		1.00	41,432.00	1.00	41,432.00	1.00	41,432.00	0.00	0.00
9.14 - Security gate	4,200.20		1.00	4,200.20	1.00	4,200.20	1.00	4,200.20	0.00	0.00
10.1 - Foundation preparation	251.60		200.00	50,320.00	232.00	58,371.20	232.00	58,371.20	0.00	0.00
10.2 - S20/15 dental concrete	876.80		20.00	17,536.00	21.70	19,026.56	21.70	19,026.56	0.00	0.00
10.3 - Epoxy grout junction	17,912.90		1.00	17,912.90	0.00	0.00	0.00	0.00	0.00	0.00
10.4 - Drill and grout anchor bars	198.00		80.00	15,840.00	124.00	24,552.00	124.00	24,552.00	0.00	0.00
10.5 - S32/20 reinforced concrete slab	1,249.70		40.00	49,988.00	55.20	68,983.44	55.20	68,983.44	0.00	0.00
11.1 - Removal of existing fencing and gates	3,838.00		1.00	3,838.00	1.00	3,838.00	1.00	3,838.00	0.00	0.00
11.2 - Replacement crest security fencing	4,777.80		1.00	4,777.80	1.00	4,777.80	1.00	4,777.80	0.00	0.00
11.3 - Flood measurement board	1,342.00		1.00	1,342.00	0.00	0.00	0.00	0.00	0.00	0.00
12.1 - Work as executed drawings	2,625.10		1.00	2,625.10	1.00	2,625.10	1.00	2,625.10	0.00	0.00
12.2 - Video and photographic record of works	105.00		1.00	105.00	1.00	105.00	1.00	105.00	0.00	0.00
12.3 - Operation manual and construction report	105.00		1.00	105.00	1.00	105.00	1.00	105.00	0.00	0.00
13.1 - Design	7,700.00		1.00	7,700.00	1.00	7,700.00	1.00	7,700.00	0.00	0.00
13.2 - Supply of cover plates, rubber & anchors	385.60		300.00	115,680.00	300.00	115,680.00	300.00	115,680.00	0.00	0.00
13.3 - Install cover plates, rubber & anchors	79.00		300.00	23,700.00	300.00	23,700.00	300.00	23,700.00	0.00	0.00
13.4 - Supply and install conduit on dam face	40,953.00		1.00	40,953.00	1.00	40,953.00	1.00	40,953.00	0.00	0.00
13.5 - DYWIDAG - Modification to head block	440.00		30.00	13,200.00	16.00	7,040.00	16.00	7,040.00	0.00	0.00
13.6 - DYWIDAG - Instrumentation sensors	1,353.00		30.00	40,590.00	16.00	21,648.00	16.00	21,648.00	0.00	0.00
13.7 - DYWIDAG - Cabling	26,890.60		1.00	26,890.60	1.00	26,890.60	1.00	26,890.60	0.00	0.00
13.8 - DYWIDAG - Data logging	26,120.60		1.00	26,120.60	1.00	26,120.60	1.00	26,120.60	0.00	0.00
<b>Schedule VIJ096 Total:</b>				<b>4,867,239.49</b>		<b>5,586,490.46</b>		<b>5,586,490.46</b>		<b>0.00</b>
<b>VIJ096VAR - VARIATIONS</b>										
V005 - Geotechnical Investigation Works	75,890.00		1.00	75,890.00	1.00	75,890.00	1.00	75,890.00	0.00	0.00
V001 - Additional Diving	12,012.00		1.00	12,012.00	1.00	12,012.00	1.00	12,012.00	0.00	0.00
V002 - Temporary Raw Water Connection	18,003.00		1.00	18,003.00	1.00	18,003.00	1.00	18,003.00	0.00	0.00
V011 - Design Works	140,957.00		1.00	140,957.00	1.00	140,957.00	1.00	140,957.00	0.00	0.00
V003 - TEMPORARY TOILET	29,503.00		1.00	29,503.00	1.00	29,503.00	1.00	29,503.00	0.00	0.00
V008 - Concrete cutting monitoring conduit	81,132.00		1.00	81,132.00	1.00	81,132.00	1.00	81,132.00	0.00	0.00
V010 - Toe anchor Concrete cutting	129,168.80		1.00	129,168.80	1.00	129,168.80	1.00	129,168.80	0.00	0.00
V009 - Time Lapse Camera	7,318.00		1.00	7,318.00	1.00	7,318.00	1.00	7,318.00	0.00	0.00
V012 - Temporary toilets running costs	124,145.00		1.00	124,145.00	1.00	124,145.00	1.00	124,145.00	0.00	0.00
V013 - Temporary pumping running costs	37,804.00		1.00	37,804.00	1.00	37,804.00	1.00	37,804.00	0.00	0.00
V016 - Grinding and jackhammering toe anchors base	61,678.00		1.00	61,678.00	1.00	61,678.00	1.00	61,678.00	0.00	0.00
V017 - Additional design	118,037.00		1.00	118,037.00	1.00	118,037.00	1.00	118,037.00	0.00	0.00
V018 - Conduit Installation Crest	159,192.00		1.00	159,192.00	1.00	159,192.00	1.00	159,192.00	0.00	0.00
V019 - Removal of items 13.2 and 13.3	(139,380.00)		1.00	(139,380.00)	1.00	(139,380.00)	1.00	(139,380.00)	0.00	0.00



Contract No: VIJ096

Claim No:

20 Claim Date:

13 Sep 2022

Schedule Code / Output Code	Schedule	Schedule	Schedule		Previous Claim		To Date		This Claim	
	Rate	Unit	Qty	Value	Qty	Value	Qty	Value	Qty	Value
V020 - Concrete cutters July and September	34,926.00		1.00	34,926.00	1.00	34,926.00	1.00	34,926.00	0.00	0.00
V022 - Cleaning Foundations	6,874.00		1.00	6,874.00	1.00	6,874.00	1.00	6,874.00	0.00	0.00
V023 - Move drill	36,289.00		1.00	36,289.00	1.00	36,289.00	1.00	36,289.00	0.00	0.00
V025 - Toe anchors conduit chase	15,747.00		1.00	15,747.00	1.00	15,747.00	1.00	15,747.00	0.00	0.00
V014 - Earthworks Right hand Abutment	78,212.00		1.00	78,212.00	1.00	78,212.00	1.00	78,212.00	0.00	0.00
V026 - Removal of cold Joint sections	30,182.00		1.00	30,182.00	1.00	30,182.00	1.00	30,182.00	0.00	0.00
V006 - Upstream pipework	24,496.00		1.00	24,496.00	1.00	24,496.00	1.00	24,496.00	0.00	0.00
V024 - Downstream pipework	15,574.00		1.00	15,574.00	1.00	15,574.00	1.00	15,574.00	0.00	0.00
V029 - Concrete cutters quarantine	21,450.00		1.00	21,450.00	1.00	21,450.00	1.00	21,450.00	0.00	0.00
V031 - Survey Monitoring	6,756.00		1.00	6,756.00	1.00	6,756.00	1.00	6,756.00	0.00	0.00
V021 - Pumpstation design	30,414.00		1.00	30,414.00	1.00	30,414.00	1.00	30,414.00	0.00	0.00
V030 - Service location PS site	9,496.00		1.00	9,496.00	1.00	9,496.00	1.00	9,496.00	0.00	0.00
V032 - 24Hr monitoring	27,199.00		1.00	27,199.00	1.00	27,199.00	1.00	27,199.00	0.00	0.00
V033 - Dental concrete supply and place	83,127.00		1.00	83,127.00	1.00	83,127.00	1.00	83,127.00	0.00	0.00
V034 - Temporary toilets December – April	71,023.00		1.00	71,023.00	1.00	71,023.00	1.00	71,023.00	0.00	0.00
V035 - Temporary Pumpstation December – April	21,088.00		1.00	21,088.00	1.00	21,088.00	1.00	21,088.00	0.00	0.00
V036 - Timelapse camera December to Feb	2,343.00		1.00	2,343.00	1.00	2,343.00	1.00	2,343.00	0.00	0.00
V038 - Upstream pipework install	15,879.00		1.00	15,879.00	1.00	15,879.00	1.00	15,879.00	0.00	0.00
V004 - Permanent water supply UNE	13,808.00		1.00	13,808.00	1.00	13,808.00	1.00	13,808.00	0.00	0.00
V027 - Concrete repairs	31,910.00		1.00	31,910.00	1.00	31,910.00	1.00	31,910.00	0.00	0.00
V028 - Toe Anchor conduit installation	12,820.00		1.00	12,820.00	1.00	12,820.00	1.00	12,820.00	0.00	0.00
V037 - Design PSum Claim	65,066.00		1.00	65,066.00	1.00	65,066.00	1.00	65,066.00	0.00	0.00
V039 - LHS Preliminary excavation	40,115.00		1.00	40,115.00	1.00	40,115.00	1.00	40,115.00	0.00	0.00
V040 - LHS Cleaning and dental	220,020.00		1.00	220,020.00	1.00	220,020.00	1.00	220,020.00	0.00	0.00
V041 - LHS Erosion Protection works June	324,291.00		1.00	324,291.00	1.00	324,291.00	1.00	324,291.00	0.00	0.00
V042 - LHS works July	265,087.00		1.00	265,087.00	1.00	265,087.00	1.00	265,087.00	0.00	0.00
V043 - LHS August	143,092.00		1.00	143,092.00	0.00	0.00	1.00	143,092.00	1.00	143,092.00
V044 - Temp Toilets 1 May to 12 August	53,324.00		1.00	53,324.00	0.00	0.00	1.00	53,324.00	1.00	53,324.00
V045 - ARC Supply of Power	(7,312.98)		1.00	(7,312.98)	0.00	0.00	1.00	(7,312.98)	1.00	(7,312.98)
Schedule VIJ096VAR Total:				2,548,754.82		2,359,651.80		2,548,754.82		189,103.02
Claim Total:				7,415,994.31		7,946,142.26		8,135,245.28		189,103.02
								Retentions:	0.00	0.00
								Net Claimed:	8,135,245.28	189,103.02

## Payment Claim Worksheet - FINAL

Refer to Clause 58 of the CG21 General Conditions

**The Contractor :** Leed Engineering and Construction Pty Ltd  
**ABN :** 35 097 021 728  
**The Contract :** The Dumaresq Dam Safety Upgrade by Post Tensioned Bar Anchors  
**Contract Name :** Dumaresq Dam Safety Upgrade  
**Contract Number :** A2019/47  
**Month :** Aug-22

Activity	Activity Number	Value of Activity	Activity Completed	Activity Completed Value
M M	1.1	574,853.00 <sup>M</sup>	100	574,853.00
	2			
M M	2.1	M 468,372.90	100	468,372.90
	3			
M	M 3.1	5,250.30	100	5,250.30
	4			
M M	4.1	10,500.60	100	10,500.60
M M M M	M 4.2	3,838.00	100	3,838.00
M M	4.3	49,373.60	100	49,373.60
M M M M	4.4	14,653.50	100	14,653.50
M M	4.5	3,838.00	100	3,838.00
	5			
M M M	5.1	14,257.50	142	20,264.66
M M	5.2	M 14,734.50 M	100	14,734.50
M M M	5.3	10,746.00	230.83	24,805.35
M M	5.4	1,006,477.90	23.00	231,489.92
M M M	5.5	7,875.60	108.33	8,531.90
	6			
M	6.1	14,256.00	100	14,256.00
M M M	6.2	M 10,094.00	100	10,094.00
M M M M	6.3	7,446.00	100	7,446.00
M M M	6.4	3,570.00	100	3,570.00
M	6.5	4,509.40	100	4,509.40
M	6.6	5,392.00	100	5,392.00
M	6.7	24,592.00	100	24,592.00
	6.8	3,900.00	100	3,900.00
M M	6.9	53,932.50	100	53,932.50
M	6.10	196.00	100	196.00
M	6.11	1,344.80	0	0.00
M M	6.12	1,136.70	100	1,136.70
	7			
	7.1	238,563.00	M 100	238,563.00
M M M	7.2	90,711.00	100	90,711.00
M	7.3	6,090.00	100	6,090.00
M	7.4	M M 76,129.00	100	76,129.00
	7.5	M 186,721.00	162	303,039.00
M M	7.6	244,458.40	95	231,300.00
M M	7.7	119,190.00	104	124,520.67
M M	7.8	M 143,484.20	89	128,194.90
	7.9	32,025.00	87	27,825.00
M	7.10	M 88,852.00	150	132,865.80
M	7.11	359,590.40	171	615,452.80
M M	M 7.12	246,211.00	107	264,333.78
M M	M 7.12.1	165,648.00	71	117,555.82
M M M	7.13	76,641.00	96	73,195.62
	7.14	M 35,227.50	100	35,227.50
	M 7.15	M 73,521.60	241	177,480.00
M	7.16	48,052.00	95	45,708.00
M	7.17	24,308.00	105	25,523.40
M	7.18	M 20,709.10	95	19,698.90
M	M 7.19	16,478.00	105	17,301.90

	M7.20	331,233.00	125	415,460.82
M	7.21	M 21,410.60	100	21,410.60
M M	M 7.22	115,059.80	100	115,059.80
M M M	7.23	14,259.80	100	14,259.80
	8			
M M	8.1	5,784.00	300	17,352.00
M	M8.2	6,505.00	140	9,107.00
M M M M	8.3	M 15,792.00	50	7,896.00
M M	8.4	35,710.00	90	32,139.00
	9			
M M M	9.1 M	M 42,257.40 M	M 100	42,257.40
M M	9.2	13,100.80	100	13,100.80
M M	9.3 M	M 4,367.20	166	7,260.47
M M	9.4	7,231.20	100	7,231.20
	9.5	4,160.80	100	4,160.80
M M	9.6	3,592.20	67	2,394.80
M M	9.7	M 2,351.30	50	1,175.65
M	9.8	8,036.80	500	40,184.00
M	9.9	11,598.00	100	11,598.00
	9.10. M	12,233.60	100	12,233.60
M	9.11	M 4,213.30	100	4,213.30
M	9.12	1,565.60	0	0.00
M	9.13	41,432.00	100	41,432.00
	9.14	4,200.21	100	4,200.21
	10			
M M M	10.1	50,320.00	116	58,371.20
M	10.2	17,536.00	109	19,026.56
	10.3	17,912.90	0	0.00
M M	M 10.4	15,840.00	155	24,552.00
	10.5	M 49,988.00	138	68,983.44
	11			
M	11.1 M	M 3,838.00	100	3,838.00
M	11.2	4,777.80	100	4,777.80
M M	11.3	1,342.00	0	0.00
	12			
M M	12.1	2,625.10	100	2,625.10
M M	12.2	105.00	100	105.00
M M M M	12.3	105.00	100	105.00
	13			
M M	13.1 M	209,748.60	98	206,023.00
M M M	M 13.2	19,846.00	100	19,846.00
M M M	13.3	294,834.20 M	M 91	269,732.20
	14			
M M	M	12,012.00	100	12,012.00
M M	M M	18,003.00	100	18,003.00
M M M	M	56,044.00	100	56,044.00
M M	M	29,503.00	100	29,503.00
M M		81,132.00	100	81,132.00
M M M		129,168.00	100	129,168.00
M M	M	7,318.00	100	7,318.00
M M M M	M	124,145.80	100	124,145.80
M M M M	M	37,804.00	100	37,804.00
M M	M M	61,678.00	100	61,678.00
M M	M	118,037.00	100	118,037.00
M M	M	159,192.00	100	159,192.00
M M	M	- 139,380.00	100	- 139,380.00

M	M	M	M	6,874.00	100	6,874.00
M	M	M		34,926.00	100	34,926.00
M	M			36,289.00	100	36,289.00
M	M	M		15,747.00	100	15,747.00
M	M	M		30,182.00	100	30,182.00
M	M	M		78,212.00	100	78,212.00
M	M		M	24,496.00	100	24,496.00
M	M		M	15,574.00	100	15,574.00
M	M			21,450.00	100	21,450.00
M	M	M		9,496.00	100	9,496.00
M	M			27,199.00	100	27,199.00
M	M			6,756.00	100	6,756.00
M	M			71,023.00	100	71,023.00
M	M			2,343.00	100	2,343.00
M	M			21,088.00	100	21,088.00
M	M			30,414.00	100	30,414.00
M	M	M		15,879.00	100	15,879.00
M	M	M		83,127.00	100	83,127.00
M	M		M	31,910.00	100	31,910.00
M	M	M		13,808.00	100	13,808.00
M	M			12,820.00	100	12,820.00
M	M		M	0.00	0	0.00
M	M	M	M	40,115.00	100	40,115.00
M	M	M	M	220,020.00	100	220,020.00
M	M			324,291.00	100	324,291.00
M	M			265,087.00	100	265,087.00
M	M			143,092.00	100	143,092.00
M	M	M	M	53,324.00	100	53,324.00
M	M	M	M	- 7,312.98	100	- 7,312.98
Schedule of Rates						4,351,208.45
Subtotal of any items :						1,461,151.00
Subtotal of any						2,322,885.82
Value Completed :						8,135,245.27
Less Payments already made :						7,946,142.25
Less retention for the under Clause 60, if applicable :						\$ -
CLAIMED AMO UNT (Ex GST) :						189,103.02

**Note: All Values EX CLUDE GST**

Claim Reviewed and Approved:



Date: 13/09/2022

A. Bannink

Project Manager and PAP Delegate

Claim Reviewed and Approved :


Date: .

M Brooks

Principal s Authorised Person

ARC A2017/47 Dumaresq Dam Safety Upgrade


## **Appendix F – Project Notice of Delay Register**

							
5 5 b h 5							
27/2/2021	1	Notice of Delay due to Inclement Weather - storm event works had to be delayed. 1 day claimed (no cost) and approved.	A Bannink	C Leskovec	12/3/2021		10/6/2021
24/3/2021	2	Notice of Delay due to Inclement Weather - 23rd March storm event rework was required for site works to resume - no cost EO T, 7 days claimed and approved.	A Bannink	C Leskovec	9/4/2021		10/6/2021
3/6/2021	3	Notice of Delay due to Inclement Weather - 3rd June due to inclement weather, toe anchor and waterstop installation works had to cease - 1 day claimed (no cost imposition) and approved.	A Bannink	C Leskovec	28/6/2021		10/6/2021
3/6/2021	4	Notice of Delay due to Inclement Weather - 9th June temp below 5 degrees, grouting operations had to stop. 2 Days claimed (no cost) and approved.	A Bannink	C Leskovec	28/6/2021		10/6/2021
7/7/2021	5	Notice of expected delay due to the potential of all drill holes having to be regouted and redrilled - costs are included in the contract, time is not.	A Bannink	C Leskovec	2/22/2022		2/22/2022
16/8/2021	6	Concrete cutters delay in return and potential costs due to Qld covid Border closure and quarantine requirement	A Bannink	C Leskovec	2/16/2022		2/16/2022
24/8/2021	7	Inclement weather on the 24th August resulting in washed away roads and damage to site works area and equipment.	A Bannink	C Leskovec	9/27/2021		9/27/2021
30/8/2021	8	Notice of an issue - TA1 foundation level much higher than expected contractor going back to designers for confirmation of solution.	A Bannink	C Leskovec	10/10/2021		10/10/2021
22/11/2021	9	Delay due to inclement weather on the 22nd November EO T to be submitted.	A Bannink	M Raleigh	11/30/2021		2/22/2022
1/12/2021	10	Delay due to inclement weather on the 1st December 2021. EO T to be submitted.	A Bannink	M Raleigh	1/10/2022		2/22/2022
7/3/2022	11	Delay due to inclement weather on the 6th March 2022. EO T to be submitted	A Bannink	C Leskovec	3/7/2022		4/4/2022
8/3/2022	12	Delay due to inclement weather on the 8th March and subsequent dam level draw down to allow concrete works to proceed.	A Bannink	C Leskovec	4/4/2022		4/4/2022
28/3/2022	13	Inclement weather on the 28th March 2022. EO T to be submitted.	A Bannink	C Leskovec	4/14/2022		4/30/2022
5/7/2022	14	Inclement weather on the 5/7/2022 stopped concrete pour	A Bannink	M Raleigh	7/5/2022		7/5/2022
6/7/2022	15	Inclement weather on the 7/7/2022 stop work on the dam	A Bannink	M Raleigh	7/7/2022		7-Jul



ARC A2017/47 Dumaresq Dam Safety Upgrade


## **Appendix G – Project Extension of Time Register**

									
1 e 1									
Date	Registrar No.	Subject	Sent To	Sender	Action By Date	In Correspondence No.	Revised Contract Completion Date	Closed Out Date	Comments
1-Jun-21	1	EOT 001 - Inclement weather - 1 day claimed and approved - no cost claimed.	A Bannink	C Leskovec	11-Jun-21		11/15/2021	10-Jun-21	Approved
1-Jun-21	2	EOT 002 - Inclement weather due to the March storm - 7 days claimed, no costs claimed, all approved.	A Bannink	C Leskovec	11-Jun-21		11/24/2021	10-Jun-21	Approved
3-Jun-21	3	EOT 003 - Inclement weather, works stopped for 1 day, 1 day claimed, no costs claimed 1 day approved.	A Bannink	C Leskovec	11-Jun-21		11/25/2021	10-Jun-21	Approved
9-Jun-21	4	EOT 004 - Inclement weather - 2 days claimed, no costs claimed, 2 days approved.	A Bannink	C Leskovec	11-Jun-21		11/29/2021	10-Jun-21	Approved
15-Aug-21	5	EOT 005 - Move Drill rig from CA 6 - CA 17 to confirm foundation levels to allow toe cutting to be finalised 4 days claimed with costs.	A Bannink	C Leskovec	15-Sep-21		12/7/2021	8-Sep-21	Approved
15-Aug-21	6	EOT 006 - Inclement Weather - 2nd August 2021 - 2 days claim no costs.	A Bannink	C Leskovec	15-Sep-21		12/1/2021	8-Sep-21	Approved
15-Aug-21	7	EOT 007 - Armidale Lockdown 2 days claimed costs.	A Bannink	C Leskovec	15-Sep-21		12/9/2021	29-Sep-21	Approved
27-Sep-21	8	EOT 008 - Inclement weather - 2 days claimed no costs	A Bannink	C Leskovec	15-Oct-21		12/13/2021	28-Sep-21	Approved
27-Sep-21	9	EOT 009 - Relocation of drill rig from CA22 to CA30 to confirm foundation levels as per Peer Reviewer Request - 1 day claimed with costs.	A Bannink	C Leskovec	15-Oct-21		12/14/2021	28-Sep-21	Approved
27-Sep-21	10	EOT 010 - Delay claim for broken drill rig gearbox- 8 days claimed with no costs	A Bannink	C Leskovec	15-Oct-21		1/13/2022	29-Sep-21	Approved
4-Oct-21	11	EOT 11 - Inclement Weather 30th September - 1st October - 1 day claimed, no costs	A Bannink	C Leskovec	29-Oct-21		1/14/2022	11-Nov-22	Approved
22-Feb-22	12	EOT 12 - Additional time for water proof grouting, redrilling and installation of anchors - 27 days claimed	A Bannink	C Leskovec	28-Feb-22		2/23/2022	2-Mar-22	Approved
22-Feb-22	13	EOT 13 - Inclement weather November 22nd 2021 - 1 day claimed	A Bannink	C Leskovec	28-Feb-22		2/24/2022	7-Mar-22	Approved
22-Feb-22	14	EOT 14 - Delay due to the 24 Hr anchor stress test - 3 days claimed	A Bannink	C Leskovec	28-Feb-22		3/1/2022	2-Mar-22	Approved
22-Feb-22	15	EOT 15 - Inclement weather 1st December 2021 - 1 day claimed.	A Bannink	C Leskovec	28-Feb-22		2/25/2022	2-Mar-22	Approved
20-Mar-22	16	EOT 16 - Inclement weather on the 8th March and subsequent draw down of the dam for works to continue.	A Bannink	C Leskovec	4-Apr-22		3/15/2022	28-Mar-22	Approved
7-Apr-22	17	EOT 17 - Inclement Weather on the 28th March and subsequent lost time - 8 days claimed	A Bannink	C Leskovec	28-Apr-22		3/25/2022	30-Apr-22	Approved
30-May-22	18	Variation 36 - LH Abutment erosion control slabs preliminary excavation - 4 days	A Bannink	C Leskovec	30-May-22		3/31/2022	15-Jun-22	Approved, formed part of variation approval
31-May-22	19	Variation 37 LH Abutment works include 21 days delay	A Bannink	C Leskovec	6-Aug-22		4/29/2022	15-Jun-22	Approved, formed part of variation approval
7-Jul-22	20	Variation 38 - LH Abutment Erosion control slabs June cost include 22 days delay	A Bannink	C Leskovec	18-Jul-22		5/31/2022	15-Jul-22	Approved, formed part of variation approval

7-Aug-22	21	Variation 39 - LH Abutment Erosion Control slab July costs include 23 days delay	A Bannink	C Leskovec	18-Aug-22		7/1/2022	18-Aug-22	Approved, formed part of variation approval
9-Sep-22	22	EOT 18 - Delays to project productivity due to covid illness and isolation requirements - 20 days claim from January 2022 to May 2022.	A Bannink	C Leskovec	16-Sep-22		12/8/2022	TBA	With PAP for Approval
10-Sep-22	23	EOT 19 - Claim for all remaining time 4 days claimed	A Bannink	C Leskovec	16-Sep-22		18/8/2022	TBA	With PAP for Approval
11-Sep-22	24	Variation 40 - LH Abutment Erosion Control slab Works - August cost - 10 days delay claim included.	A Bannink	C Leskovec	16-Sep-22		15/07/2022	TBA	Forms part of variation approval

ARC A2017/47 Dumaresq Dam Safety Upgrade

## Appendix H – Project Variation Register



55w											
w/ b	b	s	h / D Lb/	b		9 D	ttwh 95 wL Lhb	b / D Lb/	w L a w	d i	w
											t
	L									t	t
	/ D	t L	C							t w	
										g	b
	/	/	a								
	/										
			/							w/	
	a		a								
	a	w	t								b

			W	D								
			/									
			/	L	D						/	
			w	L							b	5
			/								I	
			/									
			a									
			w	W	/							
			/	wl							wl	
				t								
			5	t							/	5
			/	/	v	/					/	
			t	L								
			I								t	




			a								t w
		9		a						9	
		9								9	
		9								/	C
		9								9	
		t									
		/	w								
		w		b 5							t
		/	L								t
		t	/	5							w
		19 9	t	t							t
		19 5	t /	9	/						t
		19	/	w	/						w

			19 /	W /								W
			19 /	/								W
			a	a	/						C	a
			9			b		b			b	
			5 / w			b	b	t	w			
						b	L 15w	b				
h						D						
h						L	D					

ARC A2017/47 Dumaresq Dam Safety Upgrade

## **Appendix I – Project RFI Register**

 <div>5 w 5 C L w</div>									
wCL b	w 5	5	5	w w	5	C	w /		
	wCL D L	5	/	.	5	/	9	v	w 5 9
	wCL 5 t	5	/	.	W	/	t	v	h
	wCL l	5	/	.	W	/	t	/ t	l C b
	wCL t	C	/	.	C	/	9		C
	wCL L	C	/	.	C	/	9	5 t w/	C 5
	wCL /	t a	/	.	a	/	9	/	a
	wCL C L	a w	/D	.	a	/	9	5 w/ ta t	w a
	wCL a	a	/	.	a	/	9		b
	wCL	a	/	.		/	9	5 t	w a
	wCL /a 5 L5 Dt	. a a	/	.		/	9	5	
	wCL . t /	a	/	.		/	9	5	t w
	wCL a /	a	/	.		/	9		/
	wCL 5 /	ww a	/	.	a	/		w	
	wCL a 5	w a	/	.		/	9	/ l	a
	wCL l		/	.		/	9	w	
	wCL L tw		/	.		/	9	/	
	wCL LC/5 L /	/ /	/ /	.		/	9	5	

	wCL	5	L	w	/	.		/	9	5	/	l	
	wCL		/		/	.		/	9	w		l	
	wCL		l	w	/	/h/	.	/	9		l	w	
	wCL		a	/	/	/	.	a	/	9			a
	wCL		5		/	.		a	/	9			a
	wCL	/	a	5	/	.		a	/	9			a
	wCL	/	.	/a	L t	aw	.	a	/	9	w		a
	wCL	w		a	/	.		a	/	9	w	ww	a
	wCL	w	a	a	/	.		a	/	9			a
	wCL	/	b	a	/	a	.	a	/	9			a
	wCL	w	LC/5	a	/	.		a	/	9		C	a
	wCL a	5		L	a	/	/	a	/	9	w		w <sub>W</sub>
	wCL		D	a	t	W	aw	W	/	9			W
	wCL		t		W	/	.	W	/	9			W
	wCL	wl9	5		W	/	.	W	/	9	w		W
	wCL	5	w		W	/	.	W	/	9		a	W
	wCL	5	L t 5	<del>D</del>	w	/	.	W	/	9	/		W
	wCL	/	/		W	aw	.	W	/	9			W
	wCL	5			W	/	.	W	/	9			W
	wCL	t	5	w	W	/	.	W	/	9	w		W
	wCL	/	w		W	aw	.	W	/	9			b
	wCL	L t	t		WL	aw	.		/	9	w		W
	wCL	D	w		W	aw	.	W	/	9			b
	wCL	D	/			aw	.		/	9			
	wCL D	5	w			/	.		/	9			
	wCL	9				/	.		/	9			
	wCL	9	/	/a	/	/	.		/	9			
	wCL		w			aw	.		/	9	w		
	wCL	/		t		/	.		/	9	t		
	wCL		t	5	w	/	.		/	9	t	w	
	wCL	t	L			/	.		/	9	L		w/
	wCL	5	C			aw	.		/	9		59b h	

	wCL 5	9		/	.	b	/	9	LC/	wl	b
	wCL t			/	.	b	/	9	LC/		b
	wCL /	D		aw	.	b	/	9			b
	wCL			/	.		/	9	w		
	wCL 5		h	/	.	h	/	9	w		b
	wCL .	t	/	h	/	h	/	9	w/		h
	wCL w/.	t	h	/tL5	.	b	/	9	w/		b
	wCL 5	C	h	aw	.	b	/	9			b 59b
	wCL t	L 5	/	h	aw	.	b	/	9	/	b
	wCL		b	aw	.	b	/	9	w		5
	wCL C	5 w	b	aw	.	b	h	9	/		w/
	wCL		b	aw	.	5	/	9			b
	wCL		b	aw	.	5	/	9	5		b
	wCL /		b	aw	.	b	/	9			b
	wCL a		b	aw	.	5	/	9	w	/	5
	wCL w	/	5	aw	.	W	/	9	/	w/	W
	wCL /		w 5	aw	.	b	/	b			b
	wCL /	5	/	5	aw	.	5	/	9		5
	wCL	5	L 5 w	aw	.	5	/	9			5
	wCL /	/	w	W	aw	.	C	/	9		C
	wCL		W	aw	.	C	/	9			W
	wCL		D /	aw	.	W	/	9			C
	wCL 5	L5 D L	L	C	t aw	.	a	/	9	t t	a
	wCL w	L t	9	a	aw	.	a	/	9	/a	a
	wCL		a	aw	.	a	/	9			
	wCL t		a	aw	.		/	9	a		a
	wCL		a	/a	aw	.		/	9	/a	a



	wCL L t l 9	t a	aw /a	.	a	/	9	v	a
	wCL 9 t / C w	a	aw	.	W	/	a	5	a
	wCL D L	a L	aw	.	W	h	9	h a	.
	wCL l 5	a w	aw	.	W	/	t	w l w ta	a
	wCL a 5 t	b a	aw	.	W	/	9	w w hY	wCL b <sup>a</sup>
	wCL / D w	a <sup>w</sup>	aw	.	b	/	b		b /
	wCL L tw L tw /	L <sub>a</sub>	b <sub>aw</sub>	.	b	/	b	5	a
	wCL / t	a <sup>w</sup>	aw	.	b	/	b		a
	wCL 9 5	a	aw	.	b	/	b	5 9	a

ARC A2017/47 Dumaresq Dam Safety Upgrade

## Appendix J – Project NCR Register

ARC A2017/47 Dumaresq Dam Safety Upgrade

## Appendix K – Project Risk Register

ARC A2017/47 Dumaresq Dam Safety Upgrade

## Appendix L – Site Photos

## ARC A2017/47 Dumaresq Dam Safety Upgrade



Photo Showing completed upper LH Erosion Control Slabs and Drain



Photo Showing Upper Erosion Control "Steps" and Riprap



## ARC A2017/47 Dumaresq Dam Safety Upgrade



Photo Showing Completed Upper Slabs and the V Drain Riprap Placement



Photo Showing Installed LH Security and Safety Barrier



## ARC A2017/47 Dumaresq Dam Safety Upgrade



Photo Showing Looking at Completed Middle Section



Photo Showing Closeup of Slabs above the Boulder Section



ARC A2017/47 Dumaresq Dam Safety Upgrade



Photo Showing Stepped Section Above the Boulder



Photo Showing Encapsulated Boulder and Stepped Sections



## ARC A2017/47 Dumaresq Dam Safety Upgrade



Photo Showing Encapsulated Boulder and Stepped Section



Photo Showing Completed Erosion Control Slab System and Drain



# Armidale Regional Council Section 7.12 Contributions Plan 2018

## Armidale Regional Council Section 7.12 Contributions Plan 2018

Produced by:  
Strategy Hunter Consultants  
([www.strategyhunter.com.au](http://www.strategyhunter.com.au))  
for

Armidale Regional Council  
135 Rusden St,  
Armidale NSW 2350  
Phone: 1300 136 833  
Email: [council@armidale.nsw.gov.au](mailto:council@armidale.nsw.gov.au)

## Disclaimer:

While every reasonable effort has been made to ensure that this document is correct at the time of printing, Strategy Hunter Consultants and Armidale Regional Council and its employees disclaim any and all liability to any person in respect of anything or the consequences of anything done or omitted to be done in reliance upon the whole or any part of.

## Version information:

Version	Public exhibition dates	Adoption date	Effective Date
Original	15 June 2018 – 23 July 2018	24 October 2018	1 November 2018

Strategy Hunter consultants  
email: [solutions@strategyhunter.com.au](mailto:solutions@strategyhunter.com.au)  
phone: 0413052137



## Contents

<b>1.</b>	<b>Executive Summary</b>	<b>5</b>
1.1	Background	5
1.1.1.	What are development contributions?	5
1.1.2.	Section 7.11 and 7.12 levies	5
1.2	Purpose	5
1.3	Timescales identified in the plan	5
1.4	Summary of facilities	6
1.5	Summary of contribution rates	6
1.6	Work schedule	6
<b>2.</b>	<b>Introduction</b>	<b>7</b>
2.1	Name of the Plan	7
2.2	Commencement of Plan	7
2.2.1.	Savings and transitional arrangements	7
2.3	Purpose of the Plan	7
2.4	Area to Which the Plan Applies	7
2.5	Types of Development to which this Plan applies	7
2.6	What does Section 7.12 of the Act provide?	7
2.7	Relationship to other Plans and Policies	8
2.8	Infrastructure and Growth	9
<b>3.</b>	<b>Operation of the Plan</b>	<b>10</b>
3.1	Payment of the contribution	10
3.2	Calculation of the contribution	11
3.3	Contribution Rate	11
3.4	Cost estimate reports	11
3.5	Complying Development	11
3.6	Construction Certificates	12
3.7	Alternatives to Payment	12
3.7.1.	Legal agreements pertaining to works in kind	13
3.7.2.	Planning Agreements	13
3.8	Reassessment of Contributions	13
3.9	Are refunds for payments of levies possible?	14
3.10	Adjusting Contributions at the Time of Payment	14
3.11	Payment of Contributions	14
3.11.1.	Timing of Payments	14
3.11.2.	Deferred or Periodic Payments	15
3.12	Goods and Services Tax	16



3.13	Exemptions	16
3.14	Review of the Plan	16
3.15	Accountability	16
3.16	Unspent Section 94 funds	17
3.17	Application of the Funds	17
3.18	Pooling of Contributions	17
3.19	Condition of Consent	17
Appendix 1: Works Schedule		18
Appendix 2: Land to which this Plan applies		20
Appendix 3: Previous plans unspent fund reallocation		21
Appendix 4: Sample Cost Summary Report		22
Appendix 5: Sample Quantity Surveyor's* Detailed Cost Report		23
Appendix 6: Standard Condition		24

## 1. Executive Summary

### 1.1 Background

#### 1.1.1. What are development contributions?

Development contributions are contributions made by those undertaking development approved under the Environmental Planning and Assessment Act 1979 (the Act). Contributions may be in the form of money, the dedication of land or some other material public benefit (or a combination of these). The mechanisms available for development contributions are limited to:

In the case of contributions made under Sections 7.11 or 7.12 of the Act - toward the provision or improvement of amenities or services (or the recouping of the cost of provision or improvement of amenities or services), or

In the case of contributions made under a planning agreement prepared in accordance with sections 7.4 to 7.10 of the Act toward public purposes.

The Plan deals with Section 7.12 contributions.

#### 1.1.2. Section 7.11 and 7.12 levies

Sections 7.11 and 7.12 of the Act provide Council the means to levy contributions towards the cost of public facilities and services to meet the increased demand created by development. In the case of Section 7.11 contributions, there has to be a direct nexus between the development being levied under section 7.11 and the need for the public amenity or service (infrastructure) for which the contribution is required. Section 7.12 contributions do not require a nexus between the development, infrastructure and the contribution.

A condition of development consent may be imposed by Council under a Section 7.12 contribution plan with a requirement that the applicant pay a levy based on a percentage of the proposed cost of carrying out the development. A condition under Section 7.12 that is allowed by and determined in accordance with a contributions plan may not be disallowed or amended by the Court on appeal.

The monies collected will assist Council towards the provision, extension or augmentation of public amenities or public services. The application of the money is subject to any relevant provision of the Contribution Plan and the Works Schedule at Appendix 1.

### 1.2 Purpose

The purpose of this Contributions Plan is:

- To authorise the Council to impose a condition on certain development consents and complying development certificates requiring the payment of a contribution pursuant to section 7.12 of the Act;
- To require a certifying authority (the Council or an accredited private certifier) to impose, as a condition of issuing a complying development certificate, a requirement that the applicant pay to Council a levy determined in accordance with this Plan;
- To assist the Council to provide public facilities and amenities which are required to maintain and enhance amenity and service delivery within the area;
- To state the purposes for which the levies are required, and
- To provide for the governance of the contributions and their application in accordance with the Act and Regulations.

### 1.3 Timescales identified in the plan

This Plan aims to cater for development to 2028. It is anticipated that the Plan will be reviewed in the intervening period and updated.

Council recognises that demographic change in the existing and new population is driving changes in the demand for public services and amenities, and accordingly this Plan seeks to respond to these future needs.

The Work Schedule in this Plan is based on “high”, “medium” and “low” priorities, which translate into target implementation periods of 2018-2021, 2021-2024, and 2024-2028 respectively.

#### 1.4 Summary of facilities

This Plan seeks contributions towards the following categories of public services and facilities:

- Roads and related infrastructure.
- Pedestrian and cycling Infrastructure.
- Open Space and Recreation.
- Civic and community facilities.

#### 1.5 Summary of contribution rates

The contribution rate is calculated as a percentage of the cost of development, as per the table below.

Cost of Development	Contribution levy rate %
---------------------	--------------------------

All development valued at \$100,000 or less	0.0%
All development valued at \$100,001 up to \$200,000	0.5%
All development valued in excess of \$200,000	1.0%

Certain exemptions apply to the Contribution. Details can be found in Section 3.13.

#### 1.6 Work schedule

The Work Schedules can be found in Appendix 1 to this Plan.

## 2. Introduction

### 2.1 Name of the Plan

This Plan is the Armidale Regional Council Section 7.12 Contributions Plan 2018.

This Contributions Plan has been prepared in accordance with the Environmental Planning and Assessment Act 1979 (the Act), the Environmental Planning and Assessment Regulation 2000 (the Regulation), the then Department of Planning and Infrastructure's Development Contributions Practice Notes 2005, relevant Ministerial Directions, and Department of Planning and Environment Circulars and Guidelines.

### 2.2 Commencement of Plan

This Contributions Plan takes effect on 1 November 2018.

Development applications and applications for complying development certificates determined on or after this date will be subject to the provisions of this Plan.

#### 2.2.1. Savings and transitional arrangements

A development or complying development application which has been submitted prior to the adoption of this Plan but not determined shall be determined in accordance with the provisions of the Plan which applied at the date of determination of the application.

### 2.3 Purpose of the Plan

The purpose of this Contributions Plan is:

- To authorise the Council to impose a condition on certain development consents and complying development certificates requiring the payment of a contribution pursuant to Section 7.12 of the Act;
- To require a certifying authority (the Council or an accredited private certifier) to impose, as a condition of issuing a complying development certificate, a requirement that the applicant pay to Council a levy determined in accordance with this Plan;
- To assist the Council to provide public facilities and amenities which are required to maintain and enhance amenity and service delivery within the area;
- To state the purposes for which the levies are required, and
- To provide for the governance of the contributions and their application in accordance with the Act and Regulations.

### 2.4 Area to Which the Plan Applies

This Contributions Plan applies to all land within the Armidale Regional Council Local Government Area, except for the land shown on the map at Appendix 2.

### 2.5 Types of Development to which this Plan applies

This Plan applies to all applications for development consent and complying development certificates on the land to which the Plan applies.

Note: "development" referred to in this clause has the same meaning as in the Act.

### 2.6 What does Section 7.12 of the Act provide?

Section 7.12 of the Act provides as follows:

#### 7.12. Fixed development consent levies

- (4) A consent authority may impose, as a condition of development consent, a requirement that the

applicant pay a levy of the percentage, authorised by a contributions plan, of the proposed cost of carrying out the development.

- (5) A consent authority cannot impose as a condition of the same development consent a condition under this section as well as a condition under section 7.11.
- (2A) A consent authority cannot impose a condition under this section in relation to development on land within a special contributions area without the approval of:
  - (a) the Minister, or
  - (b) a development corporation designated by the Minister to give approvals under this subsection.
- (6) Money required to be paid by a condition imposed under this section is to be applied towards the provision, extension or augmentation of public amenities or public services (or towards recouping the cost of their provision, extension or augmentation). The application of the money is subject to any relevant provisions of the contributions plan.
- (7) A condition imposed under this section is not invalid by reason only that there is no connection between the development the subject of the development consent and the object of expenditure of any money required to be paid by the condition.
- (8) The regulations may make provision for or with respect to levies under this section, including:
  - (a) the means by which the proposed cost of carrying out development is to be estimated or determined, and
  - (b) the maximum percentage of a levy.

## 2.7 Relationship to other Plans and Policies

This Plan supersedes and repeals the following current contributions plans applying to the local government area by amending and/or repeal the following:

- Armidale Contributions Plan 1993- former Armidale City Local Government Area
- Dumaresq Section 94 Development Contributions Plan 1993 – former Dumaresq Shire Local Government Area
- Armidale Contributions Plan No.2 1992 Rockvale Rd footpath/road widening
- Armidale Contributions Plan No.1 1993 Footpath Grafton and Canambe Road
- Armidale Contributions Plan No.4 1993 Footpath Northcott and Munro Streets
- Armidale Contributions Plan No.1 1996 Link Road pedestrian cycleway
- Armidale Dumaresq Development Contributions Plan 2013 Macdonald Drive shared pathway
- Armidale Dumaresq Development Contributions Plan 2013 Cookes Road Bridge Upgrade
- Guyra Section 94A Plan 2006

This Plan complements the Armidale Regional Council Section 7.11 Contributions Plan 2018- Heavy Vehicles. Aspects of development to which the Section 7.11 Plan applies are not to be levied contributions under the Section 7.12 Plan 2018.

Unspent contributions raised and paid under the authority of the previous Section 94 or 94A Contributions Plans:

- will be continued to be directed towards the achieving the outcomes sought by the respective facilities and infrastructure described in the Work Schedule of those Plans. Where items from the previous Section 94 or 94A Contributions Plans have continued in the Armidale Regional Council Section 7.12 Plan 2018, those funds are to be reallocated towards the relevant facilities and infrastructure in the Works Schedule of this Plan, or
- will be redirected towards other facilities and infrastructure to those described in the Works Schedules of those Plans. These facilities and infrastructure will achieve the same or similar outcomes sought by

the previous Section 94 or 94A Plan. The reallocation of funds received under the previous Plans to facilities and infrastructure in the Works Schedule in this Plan is shown in Appendix 3.

## 2.8 Infrastructure and Growth

The 2016 ABS Census found the usual resident population of the Armidale Regional LGA was 29,446, which is an increase of 948 from 2011, or 190 people per year.

The Department of Planning and Environment (DPE) produced updated population projections for all Local Government Areas (LGA) in NSW in 2016. The projections included household numbers, dwelling numbers and household size, and are shown in the table below.

It can be seen that the DPE 2016 projections indicate that the population of the LGA will continue to increase to 2036.

	2016	2021	2026	2031	2036	2011-2036	AAGR %
Armidale Regional projection	31500	33400	35200	36950	38600	8900	1.1%
Average Household Size (DPE)	2.34	2.31	2.30	2.28	2.27	-0.10	
Implied Dwellings (DPE)	14150	15200	16100	17000	17850	3700	

Armidale Regional LGA's growth rate is relatively high for a regional area. Most of this growth will occur in Armidale city and its immediate surrounds, and in Guyra.

The projected increase in population and dwellings will increase the demand for public services and facilities, i.e. infrastructure, to meet community needs. This Plan aims to assist in meeting these needs.



### 3. Operation of the Plan

#### 3.1 Payment of the contribution

This Plan authorises Council to require the payment of a monetary contribution as a condition of development consent in accordance with the provisions of this Plan.

Contributions will be determined on the basis of the proposed cost of development. Clause 25J of the Regulation provides details of inclusions and exclusions from the cost calculations, as follows:

- (1) The proposed cost of carrying out development is to be determined by the consent authority, for the purpose of a section 7.12 levy, by adding up all the costs and expenses that have been or are to be incurred by the applicant in carrying out the development, including the following:
  - (a) if the development involves the erection of a building, or the carrying out of engineering or construction work—the costs of or incidental to erecting the building, or carrying out the work, including the costs (if any) of and incidental to demolition, excavation and site preparation, decontamination or remediation,
  - (b) if the development involves a change of use of land—the costs of or incidental to doing anything necessary to enable the use of the land to be changed,
  - (c) if the development involves the subdivision of land—the costs of or incidental to preparing, executing and registering the plan of subdivision and any related covenants, easements or other rights.
- (2) For the purpose of determining the proposed cost of carrying out development, a consent authority may have regard to an estimate of the proposed cost of carrying out the development prepared by a person, or a person of a class, approved by the consent authority to provide such estimates.
- (3) The following costs and expenses are not to be included in any estimate or determination of the proposed cost of carrying out development:
  - (a) the cost of the land on which the development is to be carried out,
  - (b) the costs of any repairs to any building or works on the land that are to be retained in connection with the development,
  - (c) the costs associated with marketing or financing the development (including interest on any loans),
  - (d) the costs associated with legal work carried out or to be carried out in connection with the development,
  - (e) project management costs associated with the development,
  - (f) the cost of building insurance in respect of the development,
  - (g) the costs of fittings and furnishings, including any refitting or refurbishing, associated with the development (except where the development involves an enlargement, expansion or intensification of a current use of land),
  - (h) the costs of commercial stock inventory,
  - (i) any taxes, levies or charges (other than GST) paid or payable in connection with the development by or under any law,
  - (j) the costs of enabling access by disabled persons in respect of the development,
  - (k) the costs of energy and water efficiency measures associated with the development,
  - (l) the cost of any development that is provided as affordable housing,
  - (m) the costs of any development that is the adaptive reuse of a heritage item

- (4) The proposed cost of carrying out development may be adjusted before payment, in accordance with a contributions plan, to reflect quarterly or annual variations to readily accessible index figures adopted by the plan (such as a Consumer Price Index) between the date the proposed cost was determined by the consent authority and the date the levy is required to be paid.
- (5) To avoid doubt, nothing in this clause affects the determination of the fee payable for a development application.

Applicants are advised to consult the Regulation for any changes in the above list, which was current on 1 February 2018.

### 3.2 Calculation of the contribution

The contribution will be calculated as follows:

**Levy payable** = %C x \$C

Where

**%C** is the levy rate applicable

**\$C** is the proposed cost of carrying out the development as certified.

### 3.3 Contribution Rate

The contribution rate is calculated as a percentage of the development value, as per the table below.

Cost of Development	Contribution levy rate%
All development valued at \$100,000 or less	0.0%
All development valued at \$100,001 up to \$200,000	0.5%
All development valued in excess of \$200,000	1.0%

Certain types of development may be exempt from a section 7.12 contribution. Details can be found in Section 3.13.

### 3.4 Cost estimate reports

In order to enable the amount of the contribution to be accurately determined, a cost estimate report must accompany an application for a development application or a complying development certificate.

A development application or an application for a complying development certificate must be accompanied by a report setting out an estimate of the proposed cost of carrying of the development.

A cost summary report must be completed for works with a value no greater than \$ 3,000,000;

A Quantity Surveyor's Detailed Cost Report must be completed by a registered Quantity Surveyor for works with a value greater than \$ 3,000,000, and example cost estimate reports have been included in Appendix 4. Applicants can use alternate cost estimation methods as agreed to by Council.

Without limitation to the above, Council may review the valuation or works and may seek the services of an independent person to verify the costs. In these cases, all costs associated with obtaining such advice will be at the expense of the applicant and no construction certificate will be issued until such time that the levy has been paid.

### 3.5 Complying Development

Accredited Certifiers must impose a condition requiring monetary contributions in accordance with this Plan, in accordance with Section 7.12 of the Environmental Planning and Assessment Act. The amount of the contribution is to be determined in accordance with the formulas contained in this Plan. The conditions imposed must be consistent with Council's standard Section 7.12 consent conditions and be in accordance with this Plan. It is the responsibility of accredited certifiers to correctly calculate the contribution and apply the Section 7.12

contribution.

Complying Development Certificates must be assessed and issued by Council if the developer wishes Council to consider land dedication, material public benefits or works in kind.

### 3.6 Construction Certificates

In accordance with Clause 146 of the Environmental Planning and Assessment Regulation, a certifying authority must not issue a construction certificate for building work or subdivision works under development consent unless it has verified that each condition requiring the payment of monetary contributions has been satisfied.

In particular, the certifier must ensure that the applicant provides a receipt(s) confirming that contributions have been fully paid and copies of such receipts must be included with copies of the certified plans provided to the Council in accordance with clause 142(2) of the Environmental Planning and Assessment Regulation. Failure to follow this procedure may render such a certificate invalid.

The only exception to this requirement is where works in kind, material public benefit, dedication of land or deferred arrangement has been agreed by the Council. In such cases the Council will issue a letter confirming that an alternative payment method has been agreed with the applicant.

### 3.7 Alternatives to Payment

Council may accept an offer by the applicant to provide an "in-kind" contribution (i.e. the applicant completes part or all of work/s identified in the plan) or through provision of another material public benefit in lieu of the applicant satisfying its obligations under this plan. The decision to accept such offers is at the sole discretion of the Council.

Council may accept such alternatives when made as an offer as part of a development application.

The applicant may include in the relevant development application or in an application for a modification under section 4.55 of the Act, an offer to carry out works or provide a material public benefit towards which the levy is to be applied. The Council will consider the offer as part of its assessment of the development application or as an application for a modification to a development approval under section 4.55 of the Act where a levy has been imposed pursuant to this plan. If the Council agrees to the arrangement and grants consent to the application, it will substitute a condition of consent requiring the works to be carried out or the material public benefit to be provided for a condition requiring payment of a levy under section 7.12.

In assessing the applicant's offer, the Council will have regard to any relevant requirements of the current Practice Note issued by the NSW Government and such other matters as the Council considers relevant in the circumstances of the case including, but not limited to:

- The value of the works to be undertaken is at least equal to the value of the contribution that would otherwise be required under this plan. Council does not issue credits to applicants for works in kind which are provided in excess of the approved condition outside of a standard procedure involving approval by Council, such as staged development; and
- The standard of the works is to Council's full satisfaction and the works are handed over to the Council at completion without restriction of limitation, and
- The provision of the material public benefit will not prejudice the timing or the manner of the provision of public facilities included in the works program.

The value of an offer to provide Works in Kind, or a material public benefit towards which the levy is to be applied, in lieu (in full or in part) of satisfying a condition of consent relating to payment of a Section 7.12 contribution will be valued utilising the following mechanism:

- Any credit will be calculated based on the actual cost of works or the agreed cost estimate, whichever is the lesser. The agreed cost estimate will be determined by a review of the costs submitted by the applicant via Council's Service Delivery Group (or a Registered Quantity Surveyor at Councils discretion);
- The agreed cost estimate can be amended by submission of a variation request by the applicant which will be reviewed and certified by a registered Quantity Surveyor;
- The actual cost of works is required to be evidenced and verified by a registered Quantity Surveyor;

- The Quantity Surveyor to act on the project will be chosen by Council from a list of 3 recommended by the applicant all of whom are to be members of Panels for The NSW Department of Finance, Services and Innovation or Local Government Procurement, and
- Quantity Surveyor service costs are to be borne by the applicant.

#### 3.7.1. Legal agreements pertaining to works in kind

All offers, should they be accepted, to provide Works In Kind, or a material public benefit towards which the levy is to be applied, in lieu (in full or in part) of satisfying a condition of consent relating to payment of a Section 7.12 contribution will be subject to a legal agreement between Council and the applicant. All agreements will include, but not limited to, the following:

- The works to be undertaken;
- The timing of the works;
- The quality of the works;
- The costs of the works;
- Handover and signoff by Council;
- The applicant's rights and responsibilities, and
- Council's rights and responsibilities.

#### 3.7.2. Planning Agreements

An applicant may offer to enter into a Planning Agreement with the Council in connection with a development application or a rezoning application that is made for the purposes of being able to subsequently make a development application. The applicant's provision under a Planning Agreement may be additional to, or instead of, making contributions under Section 7.12 of the Act.

Provision is made for Planning Agreements under Section 7.4 of the Environmental Planning and Assessment Act 1979, as amended.

Under a Planning Agreement, the applicant may offer to pay money, dedicate land, carry out works, or provide other material public benefits for public purposes.

The offer to enter into a Planning Agreement, together with the draft Agreement, will generally need to accompany the relevant development or rezoning application. The Council will publicly notify the draft Agreement and explanatory note relating to the draft Agreement along with the relevant application and will consider the Agreement as part of its assessment of the relevant application. If the Council agrees to enter into the Agreement, it may impose a condition of development consent requiring the Agreement to be entered into and performed.

Council encourages the use of Planning Agreements, particularly for larger and/or more complex development.

### 3.8 Reassessment of Contributions

Council may consider an application for the reassessment of the development monetary contribution payable. This may result in the contribution being reduced or waived or modified.

Where a condition of development consent has already been imposed requiring the payment of a contribution, the applicant will be required to lodge an application to review the consent in accordance with Section 8.3 of the Environmental Planning and Assessment Act 1979, as amended, to reassess the contribution charged.

The request shall be in writing and provide sufficient information to satisfy Council of the inappropriate nature of the contribution and the implications to Council of reducing or waiving the contribution in the particular circumstances.

### 3.9 Are refunds for payments of levies possible?

For a refund of levy payments to be considered, the applicant/landowner must:

- Submit a written request to Council;
- In the request demonstrate that the development has not been commenced;
- Submit the request for a refund by the first working day after 31 January within the year following payment of the levy e.g. payment is made in April 2017 then a refund request cannot be made until first working day after 31 January 2018; and
- Formally surrender the consent that applied the levy.

Part or full refunds may only be provided in circumstances that are considered reasonable and where a formal request has been made. The decision to provide part or full refunds will always be the subject of a report to an appropriate meeting of Council.

### 3.10 Adjusting Contributions at the Time of Payment

This provision aims to ensure that the value of contributions is not eroded over time by movements in the Consumer Price Index, land value increases, the capital costs of construction of facilities and administration of the Plan, or through changes in the costs of studies to support the Plan.

Contributions required as a condition of development consent will be adjusted at the time of payment using the following formula.

$$CP = \frac{ODC \times \text{Current index}}{\text{Base index}}$$

where:

- CP is the amount of the contribution calculated at the time of payment.
- ODC is the amount of the original contribution as set out in the development consent.
- Current index the Consumer Price Index: All Groups Index for Sydney (as currently available from the Australian Bureau of Statistics at the time of payment).
- Base index is the Consumer Price Index: All Groups Index for Sydney which applied at the time of calculation as shown on the development consent.

### 3.11 Payment of Contributions

#### 3.11.1. Timing of Payments

The time of payment of contributions shall be as follows:

- Development applications involving subdivision only – prior to the release of the Subdivision Certificate.
- Development applications involving building work only – prior to the release of the Construction Certificate or Complying Development Certificate;
- Development involving both subdivision and building work (e.g. Integrated housing developments) – prior to the release of the Construction Certificate, or the release of the Subdivision Certificate, whichever occurs first, and
- Development applications where no Construction Certificate is required – prior to the issue of an Occupation Certificate.

Where an application is dealt with by an Accredited Certifier other than Council, the development consent shall not operate unless and until the amount required by the consent under this Contributions Plan is paid to Council.

The amount of any monetary contribution to be paid will be the contribution payable at the time of consent, and depending upon the time of payment will be subject to reasonable adjustment due to movements in the



Consumer Price Index and/or changes to the rates indicated within this Plan (refer to Section 3.10).

### 3.11.2. Deferred or Periodic Payments

Council may consider the deferred payment of contributions or payments made by periodic instalments. This will be a merit based decision, considered on a case by case basis and subject to approval by Council.

A request for deferral or periodic payment must be made in writing to Council, stating the proposed length of deferral, and may only be accepted where:

- There are valid reasons for the deferral or periodic payment;
- The deferral will not prejudice the efficiency and operation or cash flows of the Plan;
- The granting of the request for deferred payment will not jeopardise the timely provision of works or land identified within the Plan;
- A suitable bank guarantee (or equivalent security) can be, and is, provided in the event that the request is accepted by Council;
- Where the applicant intends to make a contribution by way of a planning agreement, works-in-kind or land dedication in lieu of a cash contribution, and Council and the applicant have a legally binding agreement for the provision of the works or land dedication, and
- The periodic or deferred contributions are paid, including interest, at no cost to Council.

The conditions under which Council may accept deferred payment by way of a bank guarantee are that:

- The bank guarantee is by an Australian Bank;
- Indexing will be calculated from the date the contribution was due until the date of payment.
- The bank guarantee is for a maximum period of twelve months.
- The amount of the bank guarantee is the sum of the total contribution or the amount of the outstanding contribution at the time of deferring payment, plus an amount equal to thirteen months' interest;
- The bank unconditionally pays the guaranteed sum to Council if Council so demands in writing, no earlier than 12 months from the provision of the guarantee or completion of the work, whichever occurs first;
- The bank must pay the guaranteed sum without reference to the applicant or landowner or other person who provided the guarantee, and without regard to any dispute, controversy, issue or other matter relating to the development consent or the carrying out of development in accordance with the development consent;
- The bank's obligations are discharged when payment to the Council is made in accordance with the approved bank guarantee or when Council notifies the bank in writing that the guarantee is no longer required, and
- Council's registration and release of bank guarantee fee is paid.

Any outstanding component of the contribution shall be indexed quarterly in accordance with the Consumer Price Index movements. Indexing will be calculated from the date the contribution was due until the date of payment.

The conditions under which Council may accept periodic payment for a staged development are:

- That the instalments are paid before the work commences on each relevant stage of the development, and
- The amount to be paid at each stage is to be calculated on a pro-rata basis in proportion to the demand for the relevant facility being levied by the overall development, including CPI if required.



### 3.12 Goods and Services Tax

Monetary Section 7.12 development contributions are exempt from the Federal Government Goods and Services Tax (GST).

### 3.13 Exemptions

Under Directions issued by the Minister in relation to Section 7.17 of the Act a levy under section 7.12 cannot be imposed on development:

- If a development contribution under former section 94 of the *Environmental Planning and Assessment Act 1979* has been required in respect of the subdivision of land (*initial subdivision*), a levy under section 7.12 of that Act may not be required in respect of any other development on the land, unless that other development will, or is likely to, increase the demand for public amenities or public services beyond the increase in demand attributable to the initial subdivision, and

In addition, certain types of development are effectively exempt from a levy under Section 7.12 because they are not to be included in the costing of a development for the purposes of a levy under Clause 25J of the Regulation, including:

- enabling access by disabled persons in respect of the development,
- energy and water efficiency measures associated with the development,
- any development that is provided as affordable housing,
- any development that is the adaptive reuse of a heritage item.

Council also may not impose a Section 7.12 levy on the following:

- An application on or behalf of Council for infrastructure, including that funded by Section 7.11 or 7.12 of the Act, such as but not limited to libraries, community facilities, recreation areas, recreation facilities and car parks;
- An application for development that involves rebuilding or repair after natural disasters such as flooding or bushfires;
- An application for demolition (where there is no replacement building or development), and
- In rare exceptional cases, where Council considers an exemption is warranted, and the decision is made by formal resolution of Council at an Ordinary Council meeting.

To apply for an exemption to the payment of a Section 7.12 Levy, a written application must be submitted to Council at development assessment stage, giving reasons under the relevant category, and providing any necessary evidence and justification for the exemption.

### 3.14 Review of the Plan

This Plan may be reviewed in full, or in part, when considered appropriate having regard to the rate and type of development, cost of facility provision, and community response to service and facility provision.

A complete review of this Plan is anticipated every five (5) years from the date of commencement of the Plan.

### 3.15 Accountability

Financial management and accountability are important components of Section 7.12, and Council is obliged to maintain an accurate and up to date register of all Section 7.12 contributions. Council is required to comply with a range of financial accountability and public access to information requirements in relation to section 7.12. These are addressed in Division 5 and 6 of Part 4 of the Regulation and include:

- Maintenance of, and public access to, a contributions register;
- Maintenance of, and public access to, accounting records for contributions received and spent;

- Annual financial reporting of contributions, and
- Public access to contributions plans and supporting documents.

Monetary contributions received under the authority of this Plan will be recorded and kept through a separate account specifically established for this Plan. The records will indicate the contributions received, contributions expended and include the interest, if any, earned on invested funds for each account.

These records are updated on a monthly basis.

Separate accounting records are maintained for all Council's Section 7.11 and Section 7.12 Contribution Plans. Information on Section 94 accounts and funds relating to this Plan will be provided in a condensed format within Armida Regional Council's Annual Report/s in accordance with requirements of the Regulation

Information is also available in Council's contribution register relating to this Plan, which can be inspected at Council during normal business hours.

### **3.16 Unspent Section 94 funds**

This Plan also authorises that unspent monies collected through the previous Section 94 or 94A Plans are to be expended on works identified in the works schedules included in the Appendices of this Plan, or the Works Schedule of the Section 7.12 Plan, to achieve the same or similar outcomes sought by the previous Section 94 or 94A Plan.

### **3.17 Application of the Funds**

Money paid to the Council under a condition authorised by this plan is to be applied by the Council towards meeting the cost of the public amenities or services that will be or have been provided within the area as listed in the Works Schedule at Appendix 1.

### **3.18 Pooling of Contributions**

This Plan expressly authorises monetary Section 7.12 Contributions paid for different purposes to be pooled and applied (progressively or otherwise) for those purposes. The priorities for the expenditure of the contributions are shown in the Works Schedules.

### **3.19 Condition of Consent**

Unless otherwise determined by the Council, the standard condition described in Appendix 6 will be used on Development Application determinations and Complying Development Certificates for monetary contributions levied under this Plan.

## Appendix 1: Works Schedule

Item	Cost	Priority H= 2018-2021, M= 2021-2024, L= 2024-2028
<b>Open space</b>		
Lions Park Guyra – Grandstand	\$80,000	H 2018-2019
Harris Park- embellishment (lighting)	\$390,000	H 2019-2020
Armidale Sportsground - carpark refurbishment and indoor cricket venue	\$390,000	H 2019-2020
Dumaresq Dam embellishment- BBQ covered area, tables, seating, and wildlife viewing platform	\$95,100	M 2022-2023
Armidale Skate Park - embellish - 5 shade trees, covered picnic table and seating, BBQ	\$21,000	M 2022-2023
Charlston Willows - upgrade amenities building (septic system), 3 sets of picnic tables and chairs	\$27,000	M 2023-2024
Purchase Scholes Street bushland reserve, Armidale – recoupment	\$240,000	M 2023-2024
Part 17-27 Grandview Crescent, Armidale - embellish - bushland regeneration, children's playground equipment, picnic tables and chairs	\$200,000	L 2024-2025
Kellys Plains Reserve - fencing	\$6,000	L 2024-2025
<b>Community facilities</b>		
Armidale Library - digital and on shelf resources, including additional IPADS, laptops, sound recording and production equipment	\$49,600	H 2020-2021
	\$49,600	M 2023-2024
Guyra Library - digital and on shelf resources, including additional ipads, computers, shelving and DVD storage	\$23,000	H 2020-2021
	\$23,000	M 2023-2024
<b>Shareways (shared pedestrian/cycleways)</b>		
Guyra shareway – construct shareway: - Stage 1, approximate length 580m - Stage 2, approximate length 425m	\$116,000	H 2020-2021
	\$85,000	M 2023-2024
Northcott Street north of Erskine Street, Armidale – construct shareway, approximate length 105m	\$30,190	H 2020-2021
Scholes Street from Harden Street to Link Road, Armidale: - Construction of shareway and lighting to underpass – recoup council costs - Solar lighting from underpass to Link Road	\$60,300	H 2020-2021
	\$185,060	M 2023-2024

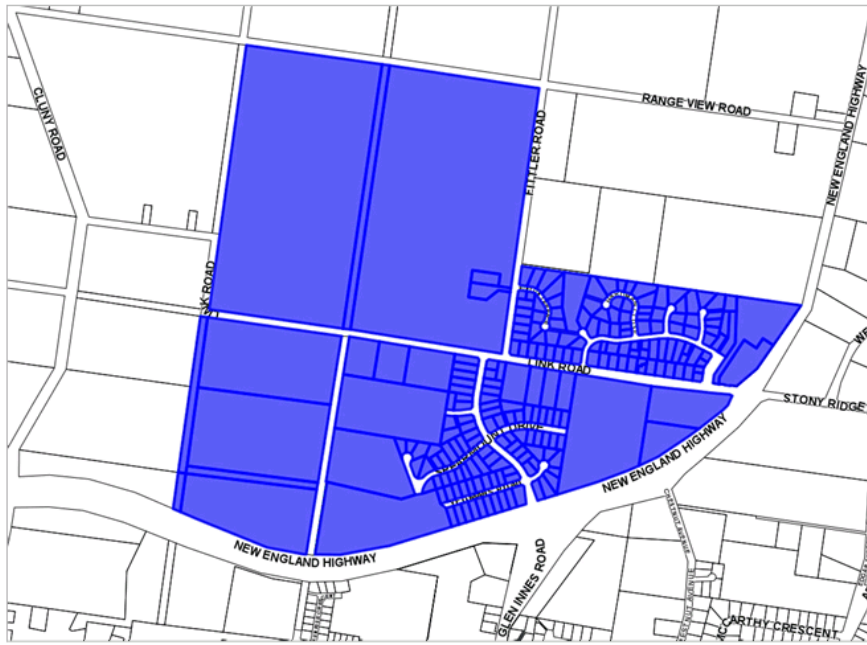
Munro Street off Crest Road, Armidale – construct shareway, approximate length 195m	\$56,060	M 2023-2024
<b>Car parking</b>		
Car parking, 124-126 Allingham Street, Armidale	\$110,000	H 2019-2020
<b>Local roads</b>		
Toms Gully Road from Black Mountain Road to former LGA boundary - rehabilitation	\$400,000	H 2018-2021
Old Gostwyck Road from Post Way to Dangarsleigh Road, Kellys Plains – upgrade approximately 1.8km	\$1,400,000	M 2021-2022
Cluny Road and Madgwick Drive intersection - upgrade	\$500,000	M 2023-2024
Cookes Road Bridge, Armidale - towards cost of upgrading	\$72,000	M 2023-2024
Kookabookra Road bridge - restoration	\$33,000	L 2024-2025
Ryanda Street, Guyra - rehabilitation (pavement strengthening)	\$250,000	L 2024-2025
Fittler Road, Armidale - upgrade unformed section (approximately 1.5km) and seal gravel section (approximately 700m)	\$425,000	L 2027-2028
<b>Administration</b>		
Administration of contributions plan: - review of plan	\$15,000	M 2023-2024

The Work Schedule in this Plan is based on “high”, “medium” and “low” priorities, which translate into target implementation periods of 2018-2021, 2021-2024, and 2024-2028 respectively.

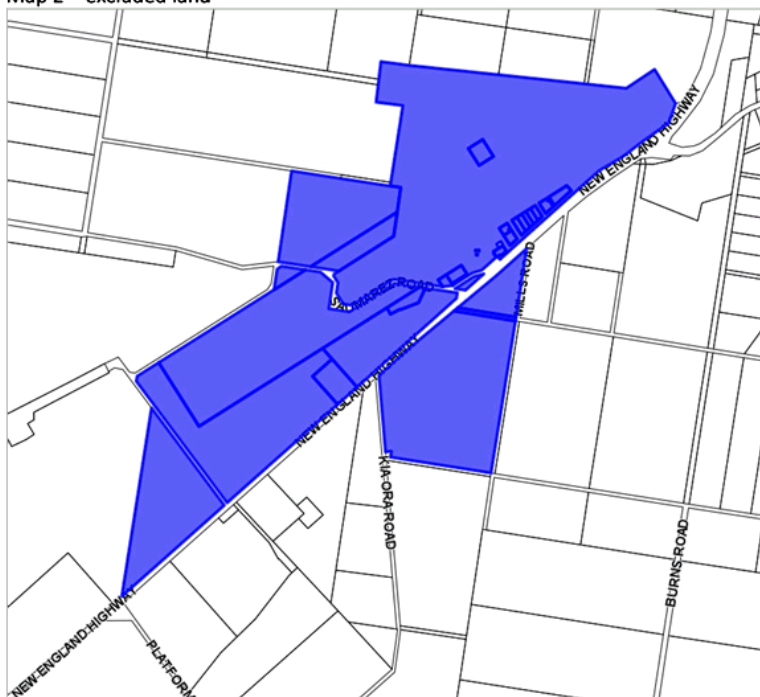
## Appendix 2: Land to which this Plan applies

This Plan applies to all the land in the Armidale Regional Council local government area except for land shown on Maps 1 and 2.

**Map 1 – excluded land**



**Map 2 – excluded land**



### Appendix 3: Previous Plans – unspent fund reallocation

Unspent funds received under previous section 94 or 94A Contributions Plans will be reallocated to similar facilities in the Works Schedule that maintain a nexus to the development to which the funds were collected. Funds are to be reallocated as follows:

Previous Plan – facility in works schedule	ARC Section 7.12 Plan – facility in works schedule
Armidale Contributions Plan 1993 – purchase and embellish land as bushland reserve, Box Hill Drive	Purchase Scholes Street bushland reserve, Armidale – recoupment
Armidale Contributions Plan 1993 – carparking – Hanna’s carpark extra deck, Rusden Street	Car parking, 124-126 Allingham Street, Armidale
Dumaresq Shire Section 94 Contributions Plan 1993 (as amended) – open space:  Dumaresq School site – tennis court, picnic facilities, toilet block, fencing  Purchase 4 hectares to establish a West Armidale Reserve	Dumaresq Dam embellishment - BBQ covered area, tables, seating, and wildlife viewing platform



## Appendix 4: Sample Cost Summary Report

[Development between \$100K and \$ 3 million]

DA / CC / CDC No.	Date
Applicant Name	
Applicant's Address	
Property Address	

### ANALYSIS OF DEVELOPMENT COSTS:

Demolition and alterations	\$	Hydraulic services	\$
Structure	\$	Mechanical services	\$
External walls, windows and doors	\$	Fire services	\$
Internal walls, screens and doors	\$	Lift services	\$
Wall finishes	\$	External works	\$
Floor finishes	\$	External services	\$
Ceiling finishes	\$	Other related work	\$
Fittings and equipment	\$	Sub-total	\$
Sub-total above carried forward	\$		
Preliminaries and margin	\$		
Sub-total	\$		
Consultant Fees	\$		
Other related development costs	\$		
Sub-total	\$		
Goods and Services Tax	\$		
<b>TOTAL DEVELOPMENT COST</b>	<b>\$</b>		

I certify that I have:

- Inspected the plans the subject of the application for development consent or construction certificate.
- Calculated the development costs in accordance with the definition of development costs in clause 25J of the Environmental Planning & Assessment Regulation 2000 at current prices.
- Included GST in the calculation of development cost.

Signed

Name

Position

Qualification

Date

## Appendix 5: Sample Quantity Surveyor's\* Detailed Cost Report

[Development in excess of \$ 3 million]

\*A member of the Australian Institute of Quantity Surveyors

DA / CC / CDC No.	Date
Applicant Name	
Applicant's Address	
Property Address	

### DEVELOPMENT DETAILS:

Gross Floor Area - Commercial	m <sup>2</sup>	Gross Floor Area - Other	m <sup>2</sup>
Gross Floor Area – Residential	m <sup>2</sup>	Total Gross Floor Area	m <sup>2</sup>
Gross Floor Area – Retail	m <sup>2</sup>	Total Site Area	m <sup>2</sup>
Gross Floor Area – Car Parking	m <sup>2</sup>	Total Car Parking Spaces	m <sup>2</sup>
Total Development Cost	\$		
Total Construction Cost	\$		
Total GST	\$		

### ESTIMATE DETAILS:

<b>Professional Fees</b>	\$	<b>Excavation</b>	\$
% of Development Cost	%	Cost per square metre of site area	\$ /m2
% of Construction Cost	%	<b>Car Park</b>	\$
<b>Demolition and Site Preparation</b>	\$	Cost per square metre of site area	\$ /m2
Cost per square metre of site area	\$ /m2	Cost per space	\$ /space
<b>Construction – Commercial</b>	\$	<b>Fit-out – Commercial</b>	\$
Cost per square metre of commercial area	\$ /m2	Cost per m2 of commercial area	\$ /m2
<b>Construction – Residential</b>	\$	<b>Fit-out – Residential</b>	\$
Cost per square metre of residential area	\$ /m2	Cost per m2 of residential area	\$ /m2
<b>Construction – Retail</b>	\$	<b>Fit-out – Retail</b>	\$
Cost per square metre of retail area	\$ /m2	Cost per m2 of retail area	\$ /m2

I certify that I have:

- Inspected the plans the subject of the application for development consent or construction certificate.
- Calculated the development costs in accordance with the definition of development costs in clause 25J of the Environmental Planning & Assessment Regulation 2000 at current prices.
- Included GST in the calculation of development cost.

Signed

Name

Position

Qualification

Date

## Appendix 6: Standard Condition

Pursuant to Section 7.12 of the Environmental Planning and Assessment Act 1979, the monetary contribution set out in the following table is to be paid to Council prior to the issue of a Subdivision Certificate or Construction Certificate. The contribution is current as at the date of this consent and is levied in accordance with the Armidale Regional Council Section 7.12 Contributions Plan 2016, adopted on <insert date>, which may be viewed during office hours at Council's Customer Service Centres, 135 Rusden St, Armidale, or 158 Bradley Street, Guyra on Council's website [www.armidaleregional.nsw.gov.au](http://www.armidaleregional.nsw.gov.au).

The contribution payable will be calculated in accordance with the contributions plan current at the time of payment, and will be adjusted at the time of payment in accordance with the Consumer Price Index (CPI) (All Groups Index for Sydney) published by the Australian Bureau of Statistic (ABS). Contribution amounts will be adjusted by Council each quarter.

Contribution Type	Proposed Cost of Development <sup>1</sup>	Levy Percentage	Total Contribution	Contribution Rate remains current until*
Section 7.12 Contribution				

### Notes

1 As shown on the Development Application / Construction Certificate Application / Complying Development Certificate Application.



# Armidale Regional Council Section 7.12 Contributions Plan 2018 — 2022 Revision

Armidale Regional Council Section 7.12 Contributions Plan 2018 – [2022 Revision](#)

[Armidale Regional Council Section 7.12 Contributions Plan 2018](#) Produced by:  
Strategy Hunter Consultants  
([www.strategyhunter.com.au](http://www.strategyhunter.com.au))

for

Armidale Regional Council  
135 Rusden St,  
Armidale NSW 2350  
Phone: 1300 136 833  
Email: [council@armidale.nsw.gov.au](mailto:council@armidale.nsw.gov.au)

[This updated version has been produced by Armidale Regional Council.](#)

## Disclaimer:

While every reasonable effort has been made to ensure that this document is correct at the time of printing, Strategy Hunter Consultants and Armidale Regional Council and its employees disclaim any and all liability to any person in respect of anything or the consequences of anything done or omitted to be done in reliance upon the whole or any part of.

## Version information:

Version	Public exhibition dates	Adoption date	Effective Date
Original	15 June 2018 – 23 July 2018	24 October 2018	1 November 2018
<a href="#">Revision 1</a>	TBA	TBA	TBA

Strategy Hunter consultants

email: [solutions@strategyhunter.com.au](mailto:solutions@strategyhunter.com.au)

phone: 0413052137





## Contents

<b>1. Executive Summary</b>	<b>6</b>
1.1 Background	6
1.1.1. What are development contributions?	6
1.1.2. Section 7.11 and 7.12 levies	6
1.2 Purpose	6
1.3 Timescales identified in the plan	6
1.4 Summary of facilities	7
1.5 Summary of contribution rates	7
1.6 Work schedule	7
<b>2. Introduction</b>	<b>8</b>
2.1 Name of the Plan	8
2.2 Commencement of Plan	8
2.3 Savings and transitional arrangements	8
2.4 Purpose of the Plan	8
2.5 Area to Which the Plan Applies	8
2.6 Types of Development to which this Plan applies	8
2.7 What does Section 7.12 of the Act provide?	9
2.8 Relationship to other Plans and Policies	9
2.9 Infrastructure and Growth	10
<b>3. Operation of the Plan</b>	<b>13</b>
3.1 Payment of the contribution	13
3.2 Calculation of the contribution	15
3.3 Contribution Rate	15
3.4 Cost estimate reports	15
3.5 Complying Development	15
3.6 Construction Certificates	16
3.7 Alternatives to Payment	16
3.7.1. Legal agreements pertaining to works in kind	17
3.7.2. Planning Agreements	17
3.8 Reassessment of Contributions	17
3.9 Are refunds for payments of levies possible?	19
3.10 Adjusting Contributions at the Time of Payment	19
3.11 Payment of Contributions	19
3.11.1. Timing of Payments	19
3.11.2. Deferred or Periodic Payments	20
3.12 Goods and Services Tax	21

3.13	Exemptions	21
3.14	Review of the Plan	21
3.15	Accountability	21
3.16	Unspent Section 94 funds	22
3.17	Application of the Funds	22
3.18	Pooling of Contributions	22
3.19	Condition of Consent	22
	Appendix 1: Works Schedule	23
	Appendix 2: Land to which this Plan applies	26
	Appendix 3: Previous Plans – unspent fund reallocation	28
	Appendix 4: Sample Cost Summary Report	29
	Appendix 5: Sample Quantity Surveyor's* Detailed Cost Report	31
	Appendix 6: Standard Condition	32
<b>1.</b>	<b>Executive Summary</b>	<b>5</b>
1.1	Background	5
1.1.1.	What are development contributions?	5
1.1.2.	Section 7.11 and 7.12 levies	5
1.2	Purpose	5
1.3	Timescales identified in the plan	5
1.4	Summary of facilities	6
1.5	Summary of contribution rates	6
1.6	Work schedule	6
<b>2.</b>	<b>Introduction</b>	<b>7</b>
2.1	Name of the Plan	7
2.2	Commencement of Plan	7
2.3	Savings and transitional arrangements	7
2.4	Purpose of the Plan	7
2.5	Area to Which the Plan Applies	7
2.6	Types of Development to which this Plan applies	7
2.7	What does Section 7.12 of the Act provide?	8
2.8	Relationship to other Plans and Policies	8
2.9	Infrastructure and Growth	9
<b>3.</b>	<b>Operation of the Plan</b>	<b>11</b>
3.1	Payment of the contribution	11
3.2	Calculation of the contribution	12
3.3	Contribution Rate	12
3.4	Cost estimate reports	12
3.5	Complying Development	13
3.6	Construction Certificates	13
3.7	Alternatives to Payment	13

<u>3.7.1. Legal agreements pertaining to works in kind</u>	14
<u>3.7.2. Planning Agreements</u>	14
<u>3.8. Reassessment of Contributions</u>	14
<u>3.9. Are refunds for payments of levies possible?</u>	16
<u>3.10. Adjusting Contributions at the Time of Payment</u>	16
<u>3.11. Payment of Contributions</u>	16
<u>3.11.1. Timing of Payments</u>	16
<u>3.11.2. Deferred or Periodic Payments</u>	17
<u>3.12. Goods and Services Tax</u>	18
<u>3.13. Exemptions</u>	18
<u>3.14. Review of the Plan</u>	18
<u>3.15. Accountability</u>	18
<u>3.16. Unspent Section 94 funds</u>	19
<u>3.17. Application of the Funds</u>	19
<u>3.18. Pooling of Contributions</u>	19
<u>3.19. Condition of Consent</u>	19
<u>Appendix 1: Works Schedule</u>	20
<u>Appendix 2: Land to which this Plan applies</u>	21
<u>Appendix 4: Sample Cost Summary Report</u>	23
<u>Appendix 5: Sample Quantity Surveyor's* Detailed Cost Report</u>	25
<u>Appendix 6: Standard Condition</u>	26

## 1. Executive Summary

### 1.1 Background

#### 1.1.1. What are development contributions?

Development contributions are contributions made by those undertaking development approved under the Environmental Planning and Assessment Act 1979 (the Act). Contributions may be in the form of money, the dedication of land or some other material public benefit (or a combination of these). The mechanisms available for development contributions are limited to:

In the case of contributions made under Sections 7.11 or 7.12 of the Act - toward the provision or improvement of amenities or services (or the recouping of the cost of provision or improvement of amenities or services), or

In the case of contributions made under a planning agreement prepared in accordance with sections 7.4 to 7.10 of the Act toward public purposes.

The Plan deals with Section 7.12 contributions.

#### 1.1.2. Section 7.11 and 7.12 levies

Sections 7.11 and 7.12 of the Act provide Council the means to levy contributions towards the cost of public facilities and services to meet the increased demand created by development. In the case of Section 7.11 contributions, there has to be a direct nexus between the development being levied under section 7.11 and the need for the public amenity or service (infrastructure) for which the contribution is required. Section 7.12 contributions do not require a nexus between the development, infrastructure and the contribution.

A condition of development consent may be imposed by Council under a Section 7.12 contribution plan with a requirement that the applicant pay a levy based on a percentage of the proposed cost of carrying out the development. A condition under Section 7.12 that is allowed by and determined in accordance with a contributions plan may not be disallowed or amended by the Court on appeal.

The monies collected will assist Council towards the provision, extension or augmentation of public amenities or public services. The application of the money is subject to any relevant provision of the Contribution Plan and the Works Schedule at Appendix 1.

### 1.2 Purpose

The purpose of this Contributions Plan is:

- To authorise the Council to impose a condition on certain development consents and complying development certificates requiring the payment of a contribution pursuant to section 7.12 of the Act;
- To require a certifying authority (the Council or an accredited private certifier) to impose, as a condition of issuing a complying development certificate, a requirement that the applicant pay to Council a levy determined in accordance with this Plan;
- To assist the Council to provide public facilities and amenities which are required to maintain and enhance amenity and service delivery within the area;
- To state the purposes for which the levies are required, and
- To provide for the governance of the contributions and their application in accordance with the Act and Regulations.

### 1.3 Timescales identified in the plan

This Plan aims to cater for development to 2028. It is anticipated that the Plan will be reviewed in the intervening period and updated.

Council recognises that demographic change in the existing and new population is driving changes in the demand for public services and amenities, and accordingly this Plan seeks to respond to these future needs.

The Work Schedule in this Plan is based on “high”, “medium” and “low” priorities, which translate into target implementation periods of 2018-2021, 2021-2024, and 2024-2028 respectively, the provision of public facilities in key locations across the LGA with amounts located based on expected development, the population of each location and the demand for new or augmented public amenities and facilities.

#### 1.4 Summary of facilities

This Plan seeks contributions towards the following categories of public services and facilities:

- [Roads Public Assets](#) and related infrastructure.
- Pedestrian and cycling Infrastructure.
- Open Space and Recreation.
- Civic and community facilities.

#### 1.5 Summary of contribution rates

The contribution rate is calculated as a percentage of the cost of development, as per the table below.

Cost of Development	Contribution levy rate %
All development valued at \$100,000 or less	0.0%
All development valued at \$100,001 up to \$200,000	0.5%
All development valued in excess of \$200,000	1.0%

Certain exemptions apply to the Contribution. Details can be found in Section 3.13.

#### 1.6 Work schedule

The Work Schedules can be found in Appendix 1 to this Plan.

## 2. Introduction

### 2.1 Name of the Plan

This Plan is the Armidale Regional Council Section 7.12 Contributions Plan 2018.

This Contributions Plan has been prepared in accordance with the Environmental Planning and Assessment Act 1979 (the Act), the Environmental Planning and Assessment Regulation 2000 (the Regulation), the then Department of Planning and Infrastructure's Development Contributions Practice Notes 2005, relevant Ministerial Directions, and Department of Planning and Environment Circulars and Guidelines.

### 2.2 Commencement of Plan

This Contributions Plan takes effect on 1 November 2018.

Development applications and applications for complying development certificates determined on or after this date will be subject to the provisions of this Plan.

### 2.3 Savings and transitional arrangements

A development or complying development application which has been submitted prior to the adoption of this Plan but not determined shall be determined in accordance with the provisions of the Plan which applied at the date of determination of the application.

### 2.4 Purpose of the Plan

The purpose of this Contributions Plan is:

- To authorise the Council to impose a condition on certain development consents and complying development certificates requiring the payment of a contribution pursuant to Section 7.12 of the Act;
- To require a certifying authority (the Council or an accredited private certifier) to impose, as a condition of issuing a complying development certificate, a requirement that the applicant pay to Council a levy determined in accordance with this Plan;
- To assist the Council to provide public facilities and amenities which are required to maintain and enhance amenity and service delivery within the area;
- To state the purposes for which the levies are required, and
- To provide for the governance of the contributions and their application in accordance with the Act and Regulations.

### 2.5 Area to Which the Plan Applies

This Contributions Plan applies to all land within the Armidale Regional Council Local Government Area, ~~except for the land shown on the map at Appendix 2.~~

### 2.6 Types of Development to which this Plan applies

This Plan applies to all applications for development consent and complying development certificates on the land to which the Plan applies.

Development types also include (but are not limited to):

- Solar Energy Developments
- Wind Energy Developments
- Hydroelectricity Energy Developments
- Battery Storage Developments



- [Regional Developments](#)
- [State Significant Developments](#)

Note: “development” referred to in this clause has the same meaning as in the Act.

## 2.7 What does Section 7.12 of the Act provide?

Section 7.12 of the Act provides as follows:

### 7.12. Fixed development consent levies

- (1) A consent authority may impose, as a condition of development consent, a requirement that the applicant pay a levy of the percentage, authorised by a contributions plan, of the proposed cost of carrying out the development.
- (2) A consent authority cannot impose as a condition of the same development consent a condition under this section as well as a condition under section 7.11.
- (2A) A consent authority cannot impose a condition under this section in relation to development on land within a special contributions area without the approval of:
  - (a) the Minister, or
  - (b) a development corporation designated by the Minister to give approvals under this subsection.
- (3) Money required to be paid by a condition imposed under this section is to be applied towards the provision, extension or augmentation of public amenities or public services (or towards recouping the cost of their provision, extension or augmentation). The application of the money is subject to any relevant provisions of the contributions plan.
- (4) A condition imposed under this section is not invalid by reason only that there is no connection between the development the subject of the development consent and the object of expenditure of any money required to be paid by the condition.
- (5) The regulations may make provision for or with respect to levies under this section, including:
  - (a) the means by which the proposed cost of carrying out development is to be estimated or determined, and
  - (b) the maximum percentage of a levy.

## 2.8 Relationship to other Plans and Policies

This Plan supersedes and repeals the following current contributions plans applying to the local government area by amending and/or repeal the following:

- Armidale Contributions Plan 1993- former Armidale City Local Government Area
- Dumaresq Section 94 Development Contributions Plan 1993 – former Dumaresq Shire Local Government Area
- Armidale Contributions Plan No.2 1992 Rockvale Rd footpath/road widening
- Armidale Contributions Plan No.1 1993 Footpath Grafton and Canambe Road
- Armidale Contributions Plan No.4 1993 Footpath Northcott and Munro Streets
- Armidale Contributions Plan No.1 1996 Link Road pedestrian cycleway
- Armidale Dumaresq Development Contributions Plan 2013 Macdonald Drive shared pathway
- Armidale Dumaresq Development Contributions Plan 2013 Cookes Road Bridge Upgrade
- Guyra Section 94A Plan 2006

This Plan complements the Armidale Regional Council Section 7.11 Contributions Plan 2018 - Heavy Vehicles. Aspects of development to which the Section 7.11 Plan applies are not to be levied contributions under the Section 7.12 Plan 2018.

Unspent contributions raised and paid under the authority of the previous Section 94 or 94A Contributions Plans:

- will be continued to be directed towards ~~the~~ achieving the outcomes sought by the respective facilities and infrastructure described in the Work Schedule of those Plans. Where items from the previous Section 94 or 94A Contributions Plans have continued in the Armidale Regional Council Section 7.12 Plan 2018, those funds are to be reallocated towards the relevant facilities and infrastructure in the Works Schedule of this Plan, or
- will be redirected towards other facilities and infrastructure to those described in the Works Schedules of ~~these~~ this Plans. These facilities and infrastructure will achieve the same or similar outcomes sought by the previous Section 94 or 94A Plan. The reallocation of funds received under the previous Plans to facilities and infrastructure in the Works Schedule in this Plan is shown in Appendix 3.

## 2.9 Infrastructure and Growth

At the 27 January 2022 Ordinary Council Meeting the Council resolved to set an aspirational target to grow jobs in the Armidale Regional LGA by 4000 by 2040 and generate at least 1000 new jobs over the next 5 years. As part of the resolution it was identified that the way to achieve this was to provide the region building infrastructure as a catalyst for job growth projects that will maximise the regions potential.

The vision noted that if the Armidale Regional LGA is to succeed it will need a jobs growth strategy based on catalyst projects such as leveraging the renewal of the Armidale and Guyra Central Business Districts which will assist in the attraction of sustainable industries drawing on our future role as Australia's largest renewable energy community, and expanding opportunities for intensive horticultural enterprises. Accordingly, it was identified that among other matters, the development of the regions cultural infrastructure is important in ensuring that that we can offer a lifestyle proposition that is second to none.

At a presentation to Council in February 2022, Macroplan Consultants provided a Population Growth and Dwelling Demand forecast for the region, which compares DPE estimates against a 'Base Case' estimate based on Macroplan research and an 'Aspirational' estimate which could be realised if the vision set by Council in January 2022 was achieved.

The below tables show that in each scenario there is growth expected across the regional areas and townships within the LGA. Importantly, ARC should plan for growth and should consider the aspirational growth scenario as a feasible growth projection, accordingly if Council follows its aspirational growth targets there is a likelihood that these targets could be achieved.

Armidale Region Actual and Projected POPULATION (Source Macroplan, 2022):

	<u>2021</u>	<u>2026</u>	<u>2031</u>	<u>2036</u>	<u>2041</u>	<u>2046</u>	<u>2052</u>
<b>Armidale Regional LGA</b>							
DPE (2019)	<u>29,500</u>	<u>32,300</u>	<u>34,100</u>	<u>35,600</u>	<u>36,900</u>	<u>37,500</u>	<u>38,300</u>
Macroplan Base Case	<u>29,500</u>	<u>32,600</u>	<u>34,900</u>	<u>36,700</u>	<u>38,500</u>	<u>39,900</u>	<u>41,600</u>
Macroplan Aspirational	<u>29,500</u>	<u>32,600</u>	<u>35,600</u>	<u>38,300</u>	<u>41,300</u>	<u>44,000</u>	<u>47,400</u>
<b>Armidale City</b>							
Macroplan Base Case	<u>24,200</u>	<u>27,100</u>	<u>29,300</u>	<u>30,900</u>	<u>32,700</u>	<u>34,000</u>	<u>35,500</u>

Macroplan Aspirational	24,200	27,100	30,000	32,500	35,300	37,700	40,900
Guyra Township							
Macroplan Base Case	2,400	2,600	2,700	2,900	3,000	3,100	3,200
Macroplan Aspirational	2,400	2,600	2,800	3,000	3,200	3,400	3,600

Armidale Region Actual and Projected DWELLINGS (Source Macroplan, 2022):

	2021	2026	2031	2036	2041	2046	2052
Armidale Regional LGA							
DPE (2019)	12,100	13,400	14,000	14,700	15,300	15,600	16,100
Macroplan Base Case	12,100	13,600	14,300	15,100	16,000	16,700	17,500
Macroplan Aspirational	12,100	13,600	14,600	15,800	17,100	18,400	20,000
Armidale City							
DPE (2022)	9,800	9,800	10,100	10,300	10,700		
Macroplan Base Case	9,800	11,000	11,900	12,600	13,400	14,000	14,800
Macroplan Aspirational	9,800	11,000	12,200	13,200	14,400	15,500	17,000
Guyra Township							
Macroplan Base Case	1,000	1,100	1,100	1,200	1,300	1,300	1,400
Macroplan Aspirational	1,000	1,100	1,200	1,300	1,300	1,400	1,500

The 2016 ABS Census found the usual resident population of the Armidale Regional LGA was 29,446, which is an increase of 948 from 2011, or 190 people per year.

The Department of Planning and Environment (DPE) produced updated population projections for all Local Government Areas (LGA) in NSW in 2016. The projections included household numbers, dwelling numbers and household size, and are shown in the table below.

It can be seen that the DPE 2016 projections indicate that the population of the LGA will continue to increase to 2036.

	2016	2021	2026	2031	2036	2011-2036	AAGR %
Armidale Regional	31500	33400	35200	36950	38600	8900	1.1%

projection

Average Household- Size (DPE)	2.34	2.31	2.30	2.28	2.27	-0.10
Implied Dwellings- (DPE)	14150	15200	16100	17000	17850	3700

Armidale Regional LGA's growth rate is relatively high for a regional area. Most of this growth will occur in Armidale city and its immediate surrounds, and in Guyra.

The projected increase in population and dwellings will increase the demand for public services and facilities, i.e. infrastructure, to meet community needs. This Plan aims to assist in meeting these needs.

### 3. Operation of the Plan

#### 3.1 Payment of the contribution

This Plan authorises Council to require the payment of a monetary contribution as a condition of development consent in accordance with the provisions of this Plan.

Contributions will be determined on the basis of the proposed cost of development. ~~Clause 25~~Section 208 of the Environmental Planning and Assessment Regulation 2021 provides details of inclusions and ~~inclusions-~~exclusions from the cost calculations, as follows:

#### 208 Determination of proposed cost of development—the Act, s 7.12(5)(a)

- (1) The proposed cost of carrying out development must be determined by the consent authority by adding up all the costs and expenses that have been or will be incurred by the applicant in carrying out the development.
- (2) The costs of carrying out development include the costs of, and costs incidental to, the following—
  - (a) if the development involves the erection of a building or the carrying out of engineering or construction work—
    - (i) erecting the building or carrying out the work, and
    - (ii) demolition, excavation and site preparation, decontamination or remediation,
  - (b) if the development involves a change of use of land—doing anything necessary to enable the use of the land to be changed,
  - (c) if the development involves the subdivision of land—preparing, executing and registering—
    - (i) the plan of subdivision, and
    - (ii) the related covenants, easements or other rights.
- (3) In determining the proposed cost, a consent authority may consider an estimate of the proposed cost that is prepared by a person, or a person of a class, approved by the consent authority to provide the estimate.
- (4) The following costs and expenses must not be included in an estimate or determination of the proposed cost—
  - (a) the cost of the land on which the development will be carried out,
  - (b) the costs of repairs to a building or works on the land that will be kept in connection with the development,
  - (c) the costs associated with marketing or financing the development, including interest on loans,
  - (d) the costs associated with legal work carried out, or to be carried out, in connection with the development,
  - (e) project management costs associated with the development,
  - (f) the cost of building insurance for the development,
  - (g) the costs of fittings and furnishings, including refitting or refurbishing, associated with the development, except if the development involves an enlargement, expansion or intensification of a current use of land,
  - (h) the costs of commercial stock inventory,
  - (i) the taxes, levies or charges, excluding GST, paid or payable in connection with the development by or under a law,
  - (j) the costs of enabling access by people with disability to the development,
  - (k) the costs of energy and water efficiency measures associated with the development,

(l) the costs of development that is provided as affordable housing,

(m) the costs of development that is the adaptive reuse of a heritage item.

(5) The proposed cost may be adjusted before payment of a development levy, as specified in a contributions plan, to reflect quarterly or annual variations to readily accessible index figures adopted by the plan between the day on which the proposed cost was determined by the consent authority and the day by which the development levy must be paid.

**Example—**

A contributions plan may adopt the Consumer Price Index.

(6) To avoid doubt, this section does not affect the determination of the fee payable for a development application.

- (1) The proposed cost of carrying out development is to be determined by the consent authority, for the purpose of a section 7.12 levy, by adding up all the costs and expenses that have been or are to be incurred by the applicant in carrying out the development, including the following:
  - (a) if the development involves the erection of a building, or the carrying out of engineering or construction work—the costs of or incidental to erecting the building, or carrying out the work, including the costs (if any) of and incidental to demolition, excavation and site preparation, decontamination or remediation,
  - (b) if the development involves a change of use of land—the costs of or incidental to doing anything necessary to enable the use of the land to be changed,
  - (c) if the development involves the subdivision of land—the costs of or incidental to preparing, executing and registering the plan of subdivision and any related covenants, easements or other rights.
- (2) For the purpose of determining the proposed cost of carrying out development, a consent authority may have regard to an estimate of the proposed cost of carrying out the development prepared by a person, or a person of a class, approved by the consent authority to provide such estimates.
- (3) The following costs and expenses are not to be included in any estimate or determination of the proposed cost of carrying out development:
  - (a) the cost of the land on which the development is to be carried out,
  - (b) the costs of any repairs to any building or works on the land that are to be retained in connection with the development,
  - (c) the costs associated with marketing or financing the development (including interest on any loans),
  - (d) the costs associated with legal work carried out or to be carried out in connection with the development,
  - (e) project management costs associated with the development,
  - (f) the cost of building insurance in respect of the development,
  - (g) the costs of fittings and furnishings, including any refitting or refurbishing, associated with the development (except where the development involves an enlargement, expansion or intensification of a current use of land),
  - (h) the costs of commercial stock inventory,
  - (i) any taxes, levies or charges (other than GST) paid or payable in connection with the development by or under any law,
  - (j) the costs of enabling access by disabled persons in respect of the development,
  - (k) the costs of energy and water efficiency measures associated with the development,



- (l) ~~the cost of any development that is provided as affordable housing,~~
- (m) ~~the costs of any development that is the adaptive reuse of a heritage item~~
- (4) ~~The proposed cost of carrying out development may be adjusted before payment, in accordance with a contributions plan, to reflect quarterly or annual variations to readily accessible index figures adopted by the plan (such as a Consumer Price Index) between the date the proposed cost was determined by the consent authority and the date the levy is required to be paid.~~
- (5) ~~To avoid doubt, nothing in this clause affects the determination of the fee payable for a development application.~~

Applicants are advised to consult the Regulation for any changes in the above list, which was current on ~~1 February 2018~~, 6 October 2022.

### 3.2 Calculation of the contribution

The contribution will be calculated as follows:

**Levy payable** = %C x \$C

Where

**%C** is the levy rate applicable

**\$C** is the proposed cost of carrying out the development as certified.

### 3.3 Contribution Rate

The contribution rate is calculated as a percentage of the development value, as per the table below.

Cost of Development	Contribution levy rate%
All development valued at \$100,000 or less	0.0%
All development valued at \$100,001 up to \$200,000	0.5%
All development valued in excess of \$200,000	1.0%

Certain types of development may be exempt from a section 7.12 contribution. Details can be found in Section 3.13.

### 3.4 Cost estimate reports

In order to enable the amount of the contribution to be accurately determined, a cost estimate report must accompany an application for a development application or a complying development certificate.

A development application, or subdivision certificate application, or ~~an~~ application for a complying development certificate must be accompanied by a report setting out an estimate of the proposed cost of carrying of the development.

A cost summary report must be completed for works with a value no greater than \$ 3,000,000;

A Quantity Surveyor's Detailed Cost Report must be completed by a registered Quantity Surveyor for works with a value greater than \$ 3,000,000, and example cost estimate reports have been included in Appendix 4. Applicants can use alternate cost estimation methods as agreed to by Council.

Without limitation to the above, Council may review the valuation or works and may seek the services of an independent person to verify the costs. In these cases, all costs associated with obtaining such advice will be at the expense of the applicant and no construction certificate, complying development certificate or subdivision certificate will be issued until such time that the levy has been paid.

### 3.5 Complying Development

In accordance with Section 156 of the Environmental Planning and Assessment Regulation Accredited Certifiers

must impose a condition requiring monetary contributions in accordance with this Plan, in accordance with Section 7.12 of the Environmental Planning and Assessment Act. The amount of the contribution is to be determined in accordance with the formulas contained in this Plan. The conditions imposed must be consistent with Council's standard Section 7.12 consent conditions and be in accordance with this Plan. It is the responsibility of accredited certifiers to correctly calculate the contribution and apply the Section 7.12 contribution.

Complying Development Certificates must be assessed and issued by Council if the developer wishes Council to consider land dedication, material public benefits or works in kind.

### 3.6 Construction Certificates

In accordance with Clause ~~146~~<sup>156</sup> of the Environmental Planning and Assessment Regulation, a certifying authority must not issue a construction certificate for building work or subdivision works under development consent unless it has verified that each condition requiring the payment of monetary contributions has been satisfied.

In particular, the certifier must ensure that the applicant provides a receipt(s) confirming that contributions have been fully paid and copies of such receipts must be included with copies of the certified plans provided to the Council in accordance with clause ~~142~~<sup>156</sup>(2) of the Environmental Planning and Assessment Regulation. Failure to follow this procedure may render such a certificate invalid.

The only exception to this requirement is where works in kind, material public benefit, dedication of land or deferred arrangement has been agreed by the Council. In such cases the Council will issue a letter confirming that an alternative payment method has been agreed with the applicant.

### 3.7 Alternatives to Payment

Council may accept an offer by the applicant to provide an "in-kind" contribution (i.e. the applicant completes part or all of work/s identified in the plan) or through provision of another material public benefit in lieu of the applicant satisfying its obligations under this plan. The decision to accept such offers is at the sole discretion of the Council.

Council may accept such alternatives when made as an offer as part of a development application.

The applicant may include in the relevant development application or in an application for a modification under section 4.55 of the Act, an offer to carry out works or provide a material public benefit towards which the levy is to be applied. The Council will consider the offer as part of its assessment of the development application or as an application for a modification to a development approval under section 4.55 of the Act where a levy has been imposed pursuant to this plan. If the Council agrees to the arrangement and grants consent to the application, it will substitute a condition of consent requiring the works to be carried out or the material public benefit to be provided for a condition requiring payment of a levy under section 7.12.

In assessing the applicant's offer, the Council will have regard to any relevant requirements of the current Practice Note issued by the NSW Government and such other matters as the Council considers relevant in the circumstances of the case including, but not limited to:

- The value of the works to be undertaken is at least equal to the value of the contribution that would otherwise be required under this plan. Council does not issue credits to applicants for works in kind which are provided in excess of the approved condition outside of a standard procedure involving approval by Council, such as staged development; and
- The standard of the works is to Council's full satisfaction and the works are handed over to the Council at completion without restriction of limitation, and
- The provision of the material public benefit will not prejudice the timing or the manner of the provision of public facilities included in the works program.

The value of an offer to provide Works in Kind, or a material public benefit towards which the levy is to be applied, in lieu (in full or in part) of satisfying a condition of consent relating to payment of a Section 7.12 contribution will be valued utilising the following mechanism:

- Any credit will be calculated based on the actual cost of works or the agreed cost estimate, whichever is

the lesser. The agreed cost estimate will be determined by a review of the costs submitted by the applicant via Council's Service Delivery Group (or a Registered Quantity Surveyor at Council's discretion);

- The agreed cost estimate can be amended by submission of a variation request by the applicant which will be reviewed and certified by a registered Quantity Surveyor;
- The actual cost of works is required to be evidenced and verified by a registered Quantity Surveyor;
- The Quantity Surveyor to act on the project will be chosen by Council from a list of 3 recommended by the applicant all of whom are to be members of Panels for The NSW Department of Finance, Services and Innovation or Local Government Procurement, and
- Quantity Surveyor service costs are to be borne by the applicant.

#### 3.7.1. Legal agreements pertaining to works in kind

All offers, should they be accepted, to provide Works In Kind, or a material public benefit towards which the levy is to be applied, in lieu (in full or in part) of satisfying a condition of consent relating to payment of a Section 7.12 contribution will be subject to a legal agreement between Council and the applicant. All agreements will include, but not limited to, the following:

- The works to be undertaken;
- The timing of the works;
- The quality of the works;
- The costs of the works;
- Handover and signoff by Council;
- The applicant's rights and responsibilities, and
- Council's rights and responsibilities.

#### 3.7.2. Planning Agreements

An applicant may offer to enter into a Planning Agreement with the Council in connection with a development application or a rezoning application that is made for the purposes of being able to subsequently make a development application. The applicant's provision under a Planning Agreement may be additional to, or instead of, making contributions under Section 7.12 of the Act.

Provision is made for Planning Agreements under Section 7.4 of the Environmental Planning and Assessment Act 1979, as amended.

Under a Planning Agreement, the applicant may offer to pay money, dedicate land, carry out works, or provide other material public benefits for public purposes.

The offer to enter into a Planning Agreement, together with the draft Agreement, will generally need to accompany the relevant development or rezoning application. The Council will publicly notify the draft Agreement and explanatory note relating to the draft Agreement along with the relevant application and will consider the Agreement as part of its assessment of the relevant application. If the Council agrees to enter into the Agreement, it may impose a condition of development consent requiring the Agreement to be entered into and performed.

Council encourages the use of Planning Agreements, particularly for larger and/or more complex development.

### 3.8 Reassessment of Contributions

Council may consider an application for the reassessment of the development monetary contribution payable. This may result in the contribution being reduced or waived or modified.

Where a condition of development consent has already been imposed requiring the payment of a contribution, the applicant will be required to lodge an application to review the consent in accordance with Section 8.3 of the Environmental Planning and Assessment Act 1979, as amended, to reassess the contribution charged.

The request shall be in writing and provide sufficient information to satisfy Council of the inappropriate nature

of the contribution and the implications to Council of reducing or waiving the contribution in the particular circumstances.

### 3.9 Are refunds for payments of levies possible?

For a refund of levy payments to be considered, the applicant/landowner must:

- Submit a written request to Council;
- In the request demonstrate that the development has not been commenced;
- Submit the request for a refund by the first working day after 31 January within the year following payment of the levy e.g. payment is made in April 2017 then a refund request cannot be made until first working day after 31 January 2018; and
- Formally surrender the consent that applied the levy.

Part or full refunds may only be provided in circumstances that are considered reasonable and where a formal request has been made. The decision to provide part or full refunds will always be the subject of a report to an appropriate meeting of Council.

### 3.10 Adjusting Contributions at the Time of Payment

This provision aims to ensure that the value of contributions is not eroded over time by movements in the Consumer Price Index, land value increases, the capital costs of construction of facilities and administration of the Plan, or through changes in the costs of studies to support the Plan.

Contributions required as a condition of development consent will be adjusted at the time of payment using the following formula.

$$CP = \frac{ODC \times \text{Current index}}{\text{Base index}}$$

where:

- CP is the amount of the contribution calculated at the time of payment.
- ODC is the amount of the original contribution as set out in the development consent.
- Current index the Consumer Price Index: All Groups Index for Sydney (as currently available from the Australian Bureau of Statistics at the time of payment).
- Base index is the Consumer Price Index: All Groups Index for Sydney which applied at the time of calculation as shown on the development consent.

### 3.11 Payment of Contributions

#### 3.11.1. Timing of Payments

The time of payment of contributions shall be as follows:

- Development applications involving subdivision only – prior to the release of the Subdivision Certificate.
- Development applications involving building work only – prior to the release of the Construction Certificate or Complying Development Certificate;
- Development involving both subdivision and building work (e.g. Integrated housing developments) – prior to the release of the Construction Certificate, or the release of the Subdivision Certificate, whichever occurs first, and
- Development applications where no Construction Certificate is required – prior to the issue of an Occupation Certificate.

Where an application is dealt with by an Accredited Certifier other than Council, the development consent shall not operate unless and until the amount required by the consent under this Contributions Plan is paid to Council.

The amount of any monetary contribution to be paid will be the contribution payable at the time of consent, and depending upon the time of payment will be subject to reasonable adjustment due to movements in the

Consumer Price Index and/or changes to the rates indicated within this Plan (refer to Section 3.10).

### 3.11.2. Deferred or Periodic Payments

Council may consider the deferred payment of contributions or payments made by periodic instalments. This will be a merit based decision, considered on a case by case basis and subject to approval by Council.

A request for deferral or periodic payment must be made in writing to Council, stating the proposed length of deferral, and may only be accepted where:

- There are valid reasons for the deferral or periodic payment;
- The deferral will not prejudice the efficiency and operation or cash flows of the Plan;
- The granting of the request for deferred payment will not jeopardise the timely provision of works or land identified within the Plan;
- A suitable bank guarantee (or equivalent security) can be, and is, provided in the event that the request is accepted by Council;
- Where the applicant intends to make a contribution by way of a planning agreement, works-in-kind or land dedication in lieu of a cash contribution, and Council and the applicant have a legally binding agreement for the provision of the works or land dedication, and
- The periodic or deferred contributions are paid, including interest, at no cost to Council.

The conditions under which Council may accept deferred payment by way of a bank guarantee are that:

- The bank guarantee is by an Australian Bank;
- Indexing will be calculated from the date the contribution was due until the date of payment.
- The bank guarantee is for a maximum period of twelve months.
- The amount of the bank guarantee is the sum of the total contribution or the amount of the outstanding contribution at the time of deferring payment, plus an amount equal to thirteen months' interest;
- The bank unconditionally pays the guaranteed sum to Council if Council so demands in writing, no earlier than 12 months from the provision of the guarantee or completion of the work, whichever occurs first;
- The bank must pay the guaranteed sum without reference to the applicant or landowner or other person who provided the guarantee, and without regard to any dispute, controversy, issue or other matter relating to the development consent or the carrying out of development in accordance with the development consent;
- The bank's obligations are discharged when payment to the Council is made in accordance with the approved bank guarantee or when Council notifies the bank in writing that the guarantee is no longer required, and
- Council's registration and release of bank guarantee fee is paid.

Any outstanding component of the contribution shall be indexed quarterly in accordance with the Consumer Price Index movements. Indexing will be calculated from the date the contribution was due until the date of payment.

The conditions under which Council may accept periodic payment for a staged development are:

- That the instalments are paid before the work commences on each relevant stage of the development, and
- The amount to be paid at each stage is to be calculated on a pro-rata basis in proportion to the demand for the relevant facility being levied by the overall development, including CPI if required.



### 3.12 Goods and Services Tax

Monetary Section 7.12 development contributions are exempt from the Federal Government Goods and Services Tax (GST).

### 3.13 Exemptions

Under Directions issued by the Minister in relation to Section 7.17 of the Act a levy under section 7.12 cannot be imposed on development:

- If a development contribution under former section 94 of the *Environmental Planning and Assessment Act 1979* has been required in respect of the subdivision of land (*initial subdivision*), a levy under section 7.12 of that Act may not be required in respect of any other development on the land, unless that other development will, or is likely to, increase the demand for public amenities or public services beyond the increase in demand attributable to the initial subdivision, and

In addition, certain types of development are effectively exempt from a levy under Section 7.12 because they are not to be included in the costing of a development for the purposes of a levy under [Clause 25, Section 208](#) of the Regulation, including:

- enabling access by disabled persons in respect of the development,
- energy and water efficiency measures associated with the development,
- any development that is provided as affordable housing,
- any development that is the adaptive reuse of a heritage item.
- [any development that Council deems has adequately satisfied the provisions of Part 2, Section 2.5 of DCP Chapter 2.3 - European Heritage.](#)

Council also may not impose a Section 7.12 levy on the following:

- An application on or behalf of Council for infrastructure, including that funded by Section 7.11 or 7.12 of the Act, such as but not limited to libraries, community facilities, recreation areas, recreation facilities and car parks;
- An application for development that involves rebuilding or repair after natural disasters such as flooding or bushfires;
- An application for demolition (where there is no replacement building or development), and
- In rare exceptional cases, where Council considers an exemption is warranted, and the decision is made by formal resolution of Council at an Ordinary Council meeting.

To apply for an exemption to the payment of a Section 7.12 Levy, a written application must be submitted to Council at development assessment stage, giving reasons under the relevant category, and providing any necessary evidence and justification for the exemption.

### 3.14 Review of the Plan

This Plan may be reviewed in full, or in part, when considered appropriate having regard to the rate and type of development, cost of facility provision, and community response to service and facility provision.

A complete review of this Plan is anticipated every five (5) years from the date of commencement of the Plan.

### 3.15 Accountability

Financial management and accountability are important components of Section 7.12, and Council is obliged to maintain an accurate and up to date register of all Section 7.12 contributions. Council is required to comply with a range of financial accountability and public access to information requirements in relation to section 7.12.

These are addressed in Division [45 and 6](#) of Part [94](#) of the Regulation and include:

- Maintenance of, and public access to, a contributions register;

- Maintenance of, and public access to, accounting records for contributions received and spent;
- Annual financial reporting of contributions, and
- Public access to contributions plans and supporting documents.

Monetary contributions received under the authority of this Plan will be recorded and kept through a separate account specifically established for this Plan. The records will indicate the contributions received, contributions expended and include the interest, if any, earned on invested funds for each account.

These records are updated on a monthly basis.

Separate accounting records are maintained for all Council's Section 7.11 and Section 7.12 Contribution Plans. Information on Section 94 accounts and funds relating to this Plan will be provided in a condensed format within Armidale Regional Council's Annual Report/s in accordance with requirements of the Regulation

Information is also available in Council's contribution register relating to this Plan, which can be inspected at Council during normal business hours.

### 3.16 Unspent Section 94 funds

This Plan also authorises that unspent monies collected through the previous Section 94 or 94A Plans are to be expended on works identified in the works schedules included in the Appendices of this Plan, or the Works Schedule of the Section 7.12 Plan, to achieve the same or similar outcomes sought by the previous Section 94 or 94A Plan.

### 3.17 Application of the Funds

Money paid to the Council under a condition authorised by this plan is to be applied by the Council towards meeting the cost of the public amenities or services that will be or have been provided within the area as listed in the Works Schedule at Appendix 1.

### 3.18 Pooling of Contributions

Pursuant to section 7.12 (1)(g) of the EP&A Act 1979, this Plan expressly authorises monetary Section 7.12 Contributions paid for different purposes to be pooled and applied (progressively or otherwise) for those purposes. The priorities for the expenditure of the contributions are shown in the Works Schedules.

### 3.19 Condition of Consent

Unless otherwise determined by the Council, or directed by the NSW Government, the standard condition described in Appendix 6 will be used on Development Application determinations and Complying Development Certificates for monetary contributions levied under this Plan.

## Appendix 1: Works Schedule

Item	Cost	Priority H= 2018-2021, M= 2021-2024, L= 2024-2028
<b>Open-space</b>		
Lions Park Guyra — Grandstand	\$80,000	H 2018-2019
Harris Park — embellishment (lighting)	\$390,000	H 2019-2020
Armidale Sportsground — carpark refurbishment and indoor cricket venue	\$390,000	H 2019-2020
Dumaresq Dam embellishment — BBQ covered area, tables, seating, and wildlife viewing platform	\$95,100	M 2022-2023
Armidale Skate Park — embellish — 5 shade trees, covered picnic table and seating, BBQ	\$21,000	M 2022-2023
Charlton Willows — upgrade amenities building (septic system), 3 sets of picnic tables and chairs	\$27,000	M 2023-2024
Purchase Scholes Street bushland reserve, Armidale — recoupment	\$240,000	M 2023-2024
Part 17-27 Grandview Crescent, Armidale — embellish — bushland regeneration, children's playground equipment, picnic tables and chairs	\$200,000	L 2024-2025
Kellys Plains Reserve — fencing	\$6,000	L 2024-2025
<b>Community facilities</b>		
Armidale Library — digital and on shelf resources, including additional IPADS, laptops, sound recording and production equipment	\$49,600	H 2020-2021
	\$49,600	M 2023-2024
Guyra Library — digital and on shelf resources, including additional ipads, computers, shelving and DVD storage	\$23,000	H 2020-2021
	\$23,000	M 2023-2024
<b>Shareways (shared pedestrian/cycleways)</b>		
Guyra shareway — construct shareway: —— Stage 1, approximate length 580m —— Stage 2, approximate length 425m	\$116,000	H 2020-2021
	\$85,000	M 2023-2024
Northcott Street north of Erskine Street, Armidale — construct shareway, approximate length 105m	\$30,190	H 2020-2021
Scholes Street from Harden Street to Link Road, Armidale: —— Construction of shareway and lighting to underpass — recoup council costs —— Solar lighting from underpass to Link Road	\$60,300	H 2020-2021
	\$185,060	M 2023-2024

Munro Street off Crest Road, Armidale — construct shareway, approximate length 195m	\$56,060	M 2023-2024
<b>Car parking</b>		
Car parking, 124-126 Allingham Street, Armidale	\$110,000	H 2019-2020
<b>Local roads</b>		
Toms Gully Road from Black Mountain Road to former-LGA boundary — rehabilitation	\$400,000	H 2018-2021
Old Gostwyck Road from Post Way to Dangarsleigh Road, Kellys Plains — upgrade approximately 1.8km	\$1,400,000	M 2021-2022
Cluny Road and Madgwick Drive intersection — upgrade	\$500,000	M 2023-2024
Cookes Road Bridge, Armidale — towards cost of upgrading	\$72,000	M 2023-2024
Kookabookra Road bridge — restoration	\$33,000	L 2024-2025
Ryanda Street, Guyra — rehabilitation (pavement strengthening)	\$250,000	L 2024-2025
Fittler Road, Armidale — upgrade unformed section (approximately 1.5km) and seal gravel section (approximately 700m)	\$425,000	L 2027-2028
<b>Administration</b>		
Administration of contributions plan: — review of plan	\$15,000	M 2023-2024

The Work Schedule in this Plan is based on “high”, “medium” and “low” priorities, which translate into target implementation periods of 2018-2021, 2021-2024, and 2024-2028 respectively.

<u>Location</u>	<u>Expected Works</u>	<u>Estimated Annual Expenditure (total expenditure)</u>
<u>Armidale &amp; Surrounds</u>	<u>Streetscape Works, Mall Activation Works, Creekland Works, Footpath &amp; Cycleway Works, Biodiversity &amp; Green Corridors, Heritage activation and conservation, Connectivity links, tourist activities, strategic land purchase &amp; uses, recreation works,</u>	<u>\$700,000 (\$3.5M)</u>
<u>Guyra &amp; Surrounds</u>	<u>Streetscape Works, Footpath &amp; Cycleway Works, Biodiversity &amp; Green Corridors, Heritage activation and conservation, Connectivity links, tourist activities, strategic land purchase &amp; uses, recreation works,</u>	<u>\$300,000 (\$1.5M)</u>
<u>Ben Lomond Village &amp; Surrounds</u>	<u>Streetscape works, Footpath &amp; cycleway works, Heritage activation and conservation, Connectivity links, tourist activities, strategic land purchase &amp; uses, recreation works,</u>	<u>\$80,000 (\$400,000)</u>

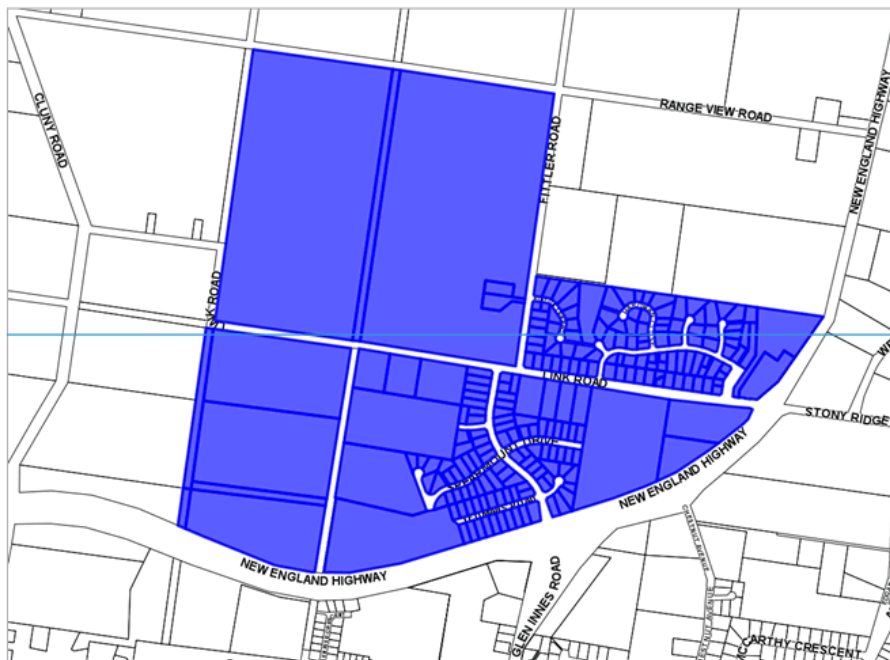
<a href="#">Ebor Village &amp; Surrounds</a>	<a href="#">Streetscape works, Footpath works, Heritage activation and conservation, Connectivity links, tourist activities, strategic land purchase &amp; uses, recreation works,</a>	<a href="#">\$80,000 (\$400,000)</a>
<a href="#">Hillgrove Village &amp; Surrounds</a>	<a href="#">Streetscape works, Footpath works, Heritage activation and conservation, Connectivity links, tourist activities, strategic land purchase &amp; uses, recreation works,</a>	<a href="#">\$80,000 (\$400,000)</a>
<a href="#">Wollomombi Village &amp; Surrounds</a>	<a href="#">Streetscape works, Footpath works, Heritage activation and conservation, Connectivity links, tourist activities, strategic land purchase &amp; uses, recreation works,</a>	<a href="#">\$80,000 (\$400,000)</a>
<a href="#">Black Mountain Village and Surrounds</a>	<a href="#">Streetscape works, Footpath and cycleway works, Heritage activation and conservation, Connectivity links, tourist activities, strategic land purchase &amp; uses, recreation works,</a>	<a href="#">\$80,000 (\$400,000)</a>
<a href="#">Llangothlin Village &amp; Surrounds</a>	<a href="#">Streetscape works, Footpath and cycleway works, Heritage activation and conservation, Connectivity links, tourist activities, strategic land purchase &amp; uses, recreation works,</a>	<a href="#">\$40,000 (\$200,000)</a>

[The Works Schedule is based on an average annual expenditure and the total cost of expected works over the life of the plan, this being 2028 when the next review is expected. The works plan does not have any priorities for works or expenditure.](#)

## Appendix 2: Land to which this Plan applies

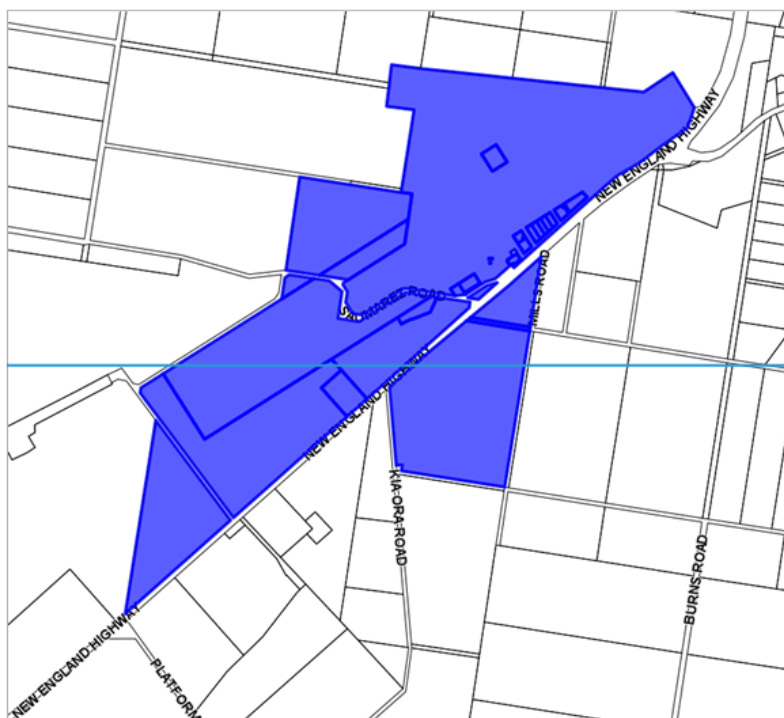
This Plan applies to the all ~~the~~ land in the Armidale Regional Council local government area, ~~except for land shown on Maps 1 and 2.~~

**Map 1—excluded land**



**Map 2—excluded land**





### Appendix 3: Previous Plans – unspent fund reallocation

Unspent funds received under previous section 94 or 94A Contributions Plans will be reallocated to similar facilities in the Works Schedule that maintain a nexus to the development to which the funds were collected. Funds are to be reallocated as follows:

Previous Plan – facility in works schedule	ARC Section 7.12 Plan – facility in works schedule
Armidale Contributions Plan 1993 – purchase and embellish land as bushland reserve, Box Hill Drive	Purchase Scholes Street bushland reserve, Armidale – recoupment
Armidale Contributions Plan 1993 – carparking – Hanna’s carpark extra deck, Rusden Street	Car parking, 124-126 Allingham Street, Armidale
Dumaresq Shire Section 94 Contributions Plan 1993 (as amended) – open space: Dumaresq School site – tennis court, picnic facilities, toilet block, fencing Purchase 4 hectares to establish a West Armidale Reserve	Dumaresq Dam embellishment - BBQ covered area, tables, seating, and wildlife viewing platform

Whilst the facilities in the above works schedule are not strictly mentioned in the revised works schedule, all previous facilities are capable of being funded under the new works schedule. However it is noted that the Scholes Street reserve recoupment has already occurred and the Dumaresq Dam Embellishment has been allocated funding using 7.12 contributions under the 2022-23 FY budgets. Accordingly any unspent funding reallocations will be pooled and assigned to other projects which align with the revised works schedule.

## Appendix 4: Sample Cost Summary Report

[Development between \$100K and \$ 3 million]

DA / CC / CDC No.	Date
Applicant Name	
Applicant's Address	
Property Address	

## ANALYSIS OF DEVELOPMENT COSTS:

Demolition and alterations	\$	Hydraulic services	\$
Structure	\$	Mechanical services	\$
External walls, windows and doors	\$	Fire services	\$
Internal walls, screens and doors	\$	Lift services	\$
Wall finishes	\$	External works	\$
Floor finishes	\$	External services	\$
Ceiling finishes	\$	Other related work	\$
Fittings and equipment	\$	Sub-total	\$
Sub-total above carried forward	\$		
Preliminaries and margin	\$		
Sub-total	\$		
Consultant Fees	\$		
Other related development costs	\$		
Sub-total	\$		
Goods and Services Tax	\$		
<b>TOTAL DEVELOPMENT COST</b>	<b>\$</b>		

I certify that I have:

- Inspected the plans the subject of the application for development consent or construction certificate.
- Calculated the development costs in accordance with the definition of development costs in clause 25J of the Environmental Planning & Assessment Regulation 2000 at current prices.
- Included GST in the calculation of development cost.

Signed

Name

Position

Qualification

Date

## Appendix 5: Sample Quantity Surveyor's\* Detailed Cost Report

[Development in excess of \$ 3 million]

\*A member of the Australian Institute of Quantity Surveyors

DA / CC / CDC No.	Date
Applicant Name	
Applicant's Address	
Property Address	

**DEVELOPMENT DETAILS:**

Gross Floor Area - Commercial	m <sup>2</sup>	Gross Floor Area - Other	m <sup>2</sup>
Gross Floor Area – Residential	m <sup>2</sup>	Total Gross Floor Area	m <sup>2</sup>
Gross Floor Area – Retail	m <sup>2</sup>	Total Site Area	m <sup>2</sup>
Gross Floor Area – Car Parking	m <sup>2</sup>	Total Car Parking Spaces	m <sup>2</sup>
Total Development Cost	\$		
Total Construction Cost	\$		
Total GST	\$		

**ESTIMATE DETAILS:**

<b>Professional Fees</b>	\$	<b>Excavation</b>	\$
% of Development Cost	%	Cost per square metre of site area	\$ /m <sup>2</sup>
% of Construction Cost	%	<b>Car Park</b>	\$
<b>Demolition and Site Preparation</b>	\$	Cost per square metre of site area	\$ /m <sup>2</sup>
Cost per square metre of site area	\$ /m <sup>2</sup>	Cost per space	\$ /space
<b>Construction – Commercial</b>	\$	<b>Fit-out – Commercial</b>	\$
Cost per square metre of commercial area	\$ /m <sup>2</sup>	Cost per m <sup>2</sup> of commercial area	\$ /m <sup>2</sup>
<b>Construction – Residential</b>	\$	<b>Fit-out – Residential</b>	\$
Cost per square metre of residential area	\$ /m <sup>2</sup>	Cost per m <sup>2</sup> of residential area	\$ /m <sup>2</sup>
<b>Construction – Retail</b>	\$	<b>Fit-out – Retail</b>	\$
Cost per square metre of retail area	\$ /m <sup>2</sup>	Cost per m <sup>2</sup> of retail area	\$ /m <sup>2</sup>

I certify that I have:

- Inspected the plans the subject of the application for development consent or construction certificate.
- Calculated the development costs in accordance with the definition of development costs in clause 25J of the Environmental Planning & Assessment Regulation 2000 at current prices.
- Included GST in the calculation of development cost.

Signed

Name

Position

Qualification

Date

## Appendix 6: Standard Condition

Pursuant to Section 7.12 of the Environmental Planning and Assessment Act 1979, the monetary contribution set out in the following table is to be paid to Council prior to the issue of a Subdivision Certificate or Construction Certificate. The contribution is current as at the date of this consent and is levied in accordance with the Armidale Regional Council Section 7.12 Contributions Plan 2016, adopted on <insert date>, which may be viewed during office hours at Council's Customer Service Centres, 135 Rusden St, Armidale, or 158 Bradley Street, Guyra on Council's website [www.armidaleregional.nsw.gov.au](http://www.armidaleregional.nsw.gov.au).

The contribution payable will be calculated in accordance with the contributions plan current at the time of payment, and will be adjusted at the time of payment in accordance with the Consumer Price Index (CPI) (All Groups Index for Sydney) published by the Australian Bureau of Statistic (ABS). Contribution amounts will be adjusted by Council each quarter.

Contribution Type	Proposed Cost of Development <sup>1</sup>	Levy Percentage	Total Contribution	Contribution Rate remains current until*
Section 7.12 Contribution				

Notes

1- As shown on the Development Application / Construction Certificate Application / Complying Development Certificate Application.

A contribution is to be paid to Council towards the provision or improvement of public facilities (as per ARC's section 7.12 Contributions Plan 2018).

<u>Proposed Cost of Development *</u>	<u>Levy Percentage</u>	<u>Total Contribution</u>	<u>Note</u>
			<i>Contribution Rate remains current until first date of next quarter</i>

\*Proposed cost of carrying out the development less any credits which may apply.

Contributions are indexed quarterly at the beginning of each new quarter.

Contribution fees can be paid online on Council's website or in person to the cashier at Council's offices. For online payments select PAYMENTS/Application Payments and enter your payment reference (provided at the end of this consent).





# Armidale Regional Council Section 7.12 Contributions Plan 2018 – 2022 Revision

## Armidale Regional Council Section 7.12 Contributions Plan 2018 – 2022 Revision

Armidale Regional Council Section 7.12 Contributions Plan 2018 Produced by:  
 Strategy Hunter Consultants  
 (www.strategyhunter.com.au)

for

Armidale Regional Council  
 135 Rusden St,  
 Armidale NSW 2350  
 Phone: 1300 136 833  
 Email: council@armidale.nsw.gov.au

This updated version has been produced by Armidale Regional Council.

## Disclaimer:

While every reasonable effort has been made to ensure that this document is correct at the time of printing, Strategy Hunter Consultants and Armidale Regional Council and its employees disclaim any and all liability to any person in respect of anything or the consequences of anything done or omitted to be done in reliance upon the whole or any part of.

## Version information:

Version	Public exhibition dates	Adoption date	Effective Date
Original	15 June 2018 – 23 July 2018	24 October 2018	1 November 2018
Revision 1	TBA	TBA	TBA

Strategy Hunter consultants

email: solutions@strategyhunter.com.au

phone: 0413052137



## Contents

<b>1.</b>	<b>Executive Summary</b>	<b>5</b>
1.1	Background	5
1.1.1.	What are development contributions?	5
1.1.2.	Section 7.11 and 7.12 levies	5
1.2	Purpose	5
1.3	Timescales identified in the plan	5
1.4	Summary of facilities	6
1.5	Summary of contribution rates	6
1.6	Work schedule	6
<b>2.</b>	<b>Introduction</b>	<b>7</b>
2.1	Name of the Plan	7
2.2	Commencement of Plan	7
2.3	Savings and transitional arrangements	7
2.4	Purpose of the Plan	7
2.5	Area to Which the Plan Applies	7
2.6	Types of Development to which this Plan applies	7
2.7	What does Section 7.12 of the Act provide?	8
2.8	Relationship to other Plans and Policies	8
2.9	Infrastructure and Growth	9
<b>3.</b>	<b>Operation of the Plan</b>	<b>11</b>
3.1	Payment of the contribution	11
3.2	Calculation of the contribution	12
3.3	Contribution Rate	12
3.4	Cost estimate reports	12
3.5	Complying Development	13
3.6	Construction Certificates	13
3.7	Alternatives to Payment	13
3.7.1.	Legal agreements pertaining to works in kind	14
3.7.2.	Planning Agreements	14
3.8	Reassessment of Contributions	14
3.9	Are refunds for payments of levies possible?	16
3.10	Adjusting Contributions at the Time of Payment	16
3.11	Payment of Contributions	16
3.11.1.	Timing of Payments	16
3.11.2.	Deferred or Periodic Payments	17
3.12	Goods and Services Tax	18

3.13	Exemptions	18
3.14	Review of the Plan	18
3.15	Accountability	18
3.16	Unspent Section 94 funds	19
3.17	Application of the Funds	19
3.18	Pooling of Contributions	19
3.19	Condition of Consent	19
	Appendix 1: Works Schedule	20
	Appendix 2: Land to which this plan applies	21
	Appendix 3: Previous Plans - unspent fund reallocation	22
	Appendix 4: Sample Cost Summary Report	23
	Appendix 5: Sample Quantity Surveyor's* Detailed Cost Report	25
	Appendix 6: Standard Condition	26

## 1. Executive Summary

### 1.1 Background

#### 1.1.1. What are development contributions?

Development contributions are contributions made by those undertaking development approved under the Environmental Planning and Assessment Act 1979 (the Act). Contributions may be in the form of money, the dedication of land or some other material public benefit (or a combination of these). The mechanisms available for development contributions are limited to:

In the case of contributions made under Sections 7.11 or 7.12 of the Act - toward the provision or improvement of amenities or services (or the recouping of the cost of provision or improvement of amenities or services), or

In the case of contributions made under a planning agreement prepared in accordance with sections 7.4 to 7.10 of the Act toward public purposes.

The Plan deals with Section 7.12 contributions.

#### 1.1.2. Section 7.11 and 7.12 levies

Sections 7.11 and 7.12 of the Act provide Council the means to levy contributions towards the cost of public facilities and services to meet the increased demand created by development. In the case of Section 7.11 contributions, there has to be a direct nexus between the development being levied under section 7.11 and the need for the public amenity or service (infrastructure) for which the contribution is required. Section 7.12 contributions do not require a nexus between the development, infrastructure and the contribution.

A condition of development consent may be imposed by Council under a Section 7.12 contribution plan with a requirement that the applicant pay a levy based on a percentage of the proposed cost of carrying out the development. A condition under Section 7.12 that is allowed by and determined in accordance with a contributions plan may not be disallowed or amended by the Court on appeal.

The monies collected will assist Council towards the provision, extension or augmentation of public amenities or public services. The application of the money is subject to any relevant provision of the Contribution Plan and the Works Schedule at Appendix 1.

### 1.2 Purpose

The purpose of this Contributions Plan is:

- To authorise the Council to impose a condition on certain development consents and complying development certificates requiring the payment of a contribution pursuant to section 7.12 of the Act;
- To require a certifying authority (the Council or an accredited private certifier) to impose, as a condition of issuing a complying development certificate, a requirement that the applicant pay to Council a levy determined in accordance with this Plan;
- To assist the Council to provide public facilities and amenities which are required to maintain and enhance amenity and service delivery within the area;
- To state the purposes for which the levies are required, and
- To provide for the governance of the contributions and their application in accordance with the Act and Regulations.

### 1.3 Timescales identified in the plan

This Plan aims to cater for development to 2028. It is anticipated that the Plan will be reviewed in the intervening period and updated.

Council recognises that demographic change in the existing and new population is driving changes in the demand for public services and amenities, and accordingly this Plan seeks to respond to these future needs.

The Work Schedule in this Plan is based on the provision of public facilities in key locations across the LGA with amounts located based on expected development, the population of each location and the demand for new or augmented public amenities and facilities.

## 1.4 Summary of facilities

This Plan seeks contributions towards the following categories of public services and facilities:

- Public Assets and related infrastructure.
- Pedestrian and cycling Infrastructure.
- Open Space and Recreation.
- Civic and community facilities.

## 1.5 Summary of contribution rates

The contribution rate is calculated as a percentage of the cost of development, as per the table below.

Cost of Development	Contribution levy rate %
All development valued at \$100,000 or less	0.0%
All development valued at \$100,001 up to \$200,000	0.5%
All development valued in excess of \$200,000	1.0%

Certain exemptions apply to the Contribution. Details can be found in Section 3.13.

## 1.6 Work schedule

The Work Schedules can be found in Appendix 1 to this Plan.



## 2. Introduction

### 2.1 Name of the Plan

This Plan is the Armidale Regional Council Section 7.12 Contributions Plan 2018.

This Contributions Plan has been prepared in accordance with the Environmental Planning and Assessment Act 1979 (the Act), the Environmental Planning and Assessment Regulation 2000 (the Regulation), the then Department of Planning and Infrastructure's Development Contributions Practice Notes 2005, relevant Ministerial Directions, and Department of Planning and Environment Circulars and Guidelines.

### 2.2 Commencement of Plan

This Contributions Plan takes effect on 1 November 2018.

Development applications and applications for complying development certificates determined on or after this date will be subject to the provisions of this Plan.

### 2.3 Savings and transitional arrangements

A development or complying development application which has been submitted prior to the adoption of this Plan but not determined shall be determined in accordance with the provisions of the Plan which applied at the date of determination of the application.

### 2.4 Purpose of the Plan

The purpose of this Contributions Plan is:

- To authorise the Council to impose a condition on certain development consents and complying development certificates requiring the payment of a contribution pursuant to Section 7.12 of the Act;
- To require a certifying authority (the Council or an accredited private certifier) to impose, as a condition of issuing a complying development certificate, a requirement that the applicant pay to Council a levy determined in accordance with this Plan;
- To assist the Council to provide public facilities and amenities which are required to maintain and enhance amenity and service delivery within the area;
- To state the purposes for which the levies are required, and
- To provide for the governance of the contributions and their application in accordance with the Act and Regulations.

### 2.5 Area to Which the Plan Applies

This Contributions Plan applies to all land within the Armidale Regional Council Local Government Area

### 2.6 Types of Development to which this Plan applies

This Plan applies to all applications for development consent and complying development certificates on the land to which the Plan applies.

Development types also include (but are not limited to):

- Solar Energy Developments
- Wind Energy Developments
- Hydroelectricity Energy Developments

- Battery Storage Developments
- Regional Developments
- State Significant Developments

Note: “development” referred to in this clause has the same meaning as in the Act.

## 2.7 What does Section 7.12 of the Act provide?

Section 7.12 of the Act provides as follows:

### 7.12. Fixed development consent levies

- (1) A consent authority may impose, as a condition of development consent, a requirement that the applicant pay a levy of the percentage, authorised by a contributions plan, of the proposed cost of carrying out the development.
- (2) A consent authority cannot impose as a condition of the same development consent a condition under this section as well as a condition under section 7.11.
- (2A) A consent authority cannot impose a condition under this section in relation to development on land within a special contributions area without the approval of:
  - (a) the Minister, or
  - (b) a development corporation designated by the Minister to give approvals under this subsection.
- (3) Money required to be paid by a condition imposed under this section is to be applied towards the provision, extension or augmentation of public amenities or public services (or towards recouping the cost of their provision, extension or augmentation). The application of the money is subject to any relevant provisions of the contributions plan.
- (4) A condition imposed under this section is not invalid by reason only that there is no connection between the development the subject of the development consent and the object of expenditure of any money required to be paid by the condition.
- (5) The regulations may make provision for or with respect to levies under this section, including:
  - (a) the means by which the proposed cost of carrying out development is to be estimated or determined, and
  - (b) the maximum percentage of a levy.

## 2.8 Relationship to other Plans and Policies

This Plan supersedes and repeals the following current contributions plans applying to the local government area by amending and/or repeal the following:

- Armidale Contributions Plan 1993- former Armidale City Local Government Area
- Dumaresq Section 94 Development Contributions Plan 1993 – former Dumaresq Shire Local Government Area
- Armidale Contributions Plan No.2 1992 Rockvale Rd footpath/road widening
- Armidale Contributions Plan No.1 1993 Footpath Grafton and Canambe Road
- Armidale Contributions Plan No.4 1993 Footpath Northcott and Munro Streets
- Armidale Contributions Plan No.1 1996 Link Road pedestrian cycleway
- Armidale Dumaresq Development Contributions Plan 2013 Macdonald Drive shared pathway
- Armidale Dumaresq Development Contributions Plan 2013 Cookes Road Bridge Upgrade
- Guyra Section 94A Plan 2006

This Plan complements the Armidale Regional Council Section 7.11 Contributions Plan 2018 - Heavy Vehicles. Aspects of development to which the Section 7.11 Plan applies are not to be levied contributions under the Section 7.12 Plan 2018.

Unspent contributions raised and paid under the authority of the previous Section 94 or 94A Contributions Plans:

- will be continued to be directed towards achieving the outcomes sought by the respective facilities and infrastructure described in the Work Schedule of those Plans. Where items from the previous Section 94 or 94A Contributions Plans have continued in the Armidale Regional Council Section 7.12 Plan 2018, those funds are to be reallocated towards the relevant facilities and infrastructure in the Works Schedule of this Plan, or
- will be redirected towards other facilities and infrastructure to those described in the Works Schedules of this Plan. These facilities and infrastructure will achieve the same or similar outcomes sought by the previous Section 94 or 94A Plan. The reallocation of funds received under the previous Plans to facilities and infrastructure in the Works Schedule in this Plan is shown in Appendix 3.

## 2.9 Infrastructure and Growth

At the 27 January 2022 Ordinary Council Meeting the Council resolved to set an aspirational target to grow jobs in the Armidale Regional LGA by 4000 by 2040 and generate at least 1000 new jobs over the next 5 years. As part of the resolution it was identified that the way to achieve this was to provide the region building infrastructure as a catalyst for job growth projects that will maximise the regions potential.

The vision noted that if the Armidale Regional LGA is to succeed it will need a jobs growth strategy based on catalyst projects such as leveraging the renewal of the Armidale and Guyra Central Business Districts which will assist in the attraction of sustainable industries drawing on our future role as Australia's largest renewable energy community, and expanding opportunities for intensive horticultural enterprises. Accordingly, it was identified that among other matters, the development of the regions cultural infrastructure is important in ensuring that that we can offer a lifestyle proposition that is second to none.

At a presentation to Council in February 2022, Macroplan Consultants provided a Population Growth and Dwelling Demand forecast for the region, which compares DPE estimates against a 'Base Case' estimate based on Macroplan research and an 'Aspirational' estimate which could be realised if the vision set by Council in January 2022 was achieved.

The below tables show that in each scenario there is growth expected across the regional areas and townships within the LGA. Importantly, ARC should plan for growth and should consider the aspirational growth scenario as a feasible growth projection, accordingly if Council follows its aspirational growth targets there is a likelihood that these targets could be achieved.

Armidale Region Actual and Projected POPULATION (Source Macroplan, 2022):

	2021	2026	2031	2036	2041	2046	2052
<b>Armidale Regional LGA</b>							
DPE (2019)	29,500	32,300	34,100	35,600	36,900	37,500	38,300
Macroplan Base Case	29,500	32,600	34,900	36,700	38,500	39,900	41,600
Macroplan Aspirational	29,500	32,600	35,600	38,300	41,300	44,000	47,400
<b>Armidale City</b>							

Macroplan Base Case	24,200	27,100	29,300	30,900	32,700	34,000	35,500
Macroplan Aspirational	24,200	27,100	30,000	32,500	35,300	37,700	40,900
<b>Guyra Township</b>							
Macroplan Base Case	2,400	2,600	2,700	2,900	3,000	3,100	3,200
Macroplan Aspirational	2,400	2,600	2,800	3,000	3,200	3,400	3,600

Armidale Region Actual and Projected DWELLINGS (Source Macroplan, 2022):

	2021	2026	2031	2036	2041	2046	2052
<b>Armidale Regional LGA</b>							
DPE (2019)	12,100	13,400	14,000	14,700	15,300	15,600	16,100
Macroplan Base Case	12,100	13,600	14,300	15,100	16,000	16,700	17,500
Macroplan Aspirational	12,100	13,600	14,600	15,800	17,100	18,400	20,000
<b>Armidale City</b>							
DPE (2022)	9,800	9,800	10,100	10,300	10,700		
Macroplan Base Case	9,800	11,000	11,900	12,600	13,400	14,000	14,800
Macroplan Aspirational	9,800	11,000	12,200	13,200	14,400	15,500	17,000
<b>Guyra Township</b>							
Macroplan Base Case	1,000	1,100	1,100	1,200	1,300	1,300	1,400
Macroplan Aspirational	1,000	1,100	1,200	1,300	1,300	1,400	1,500

### 3. Operation of the Plan

#### 3.1 Payment of the contribution

This Plan authorises Council to require the payment of a monetary contribution as a condition of development consent in accordance with the provisions of this Plan.

Contributions will be determined on the basis of the proposed cost of development. Section 208 of the Environmental Planning and Assessment Regulation 2021 provides details of inclusions and exclusions from the cost calculations, as follows:

**208 Determination of proposed cost of development—the Act, s 7.12(5)(a)**

- (1) The proposed cost of carrying out development must be determined by the consent authority by adding up all the costs and expenses that have been or will be incurred by the applicant in carrying out the development.
- (2) The costs of carrying out development include the costs of, and costs incidental to, the following—
  - (a) if the development involves the erection of a building or the carrying out of engineering or construction work—
    - (i) erecting the building or carrying out the work, and
    - (ii) demolition, excavation and site preparation, decontamination or remediation,
  - (b) if the development involves a change of use of land—doing anything necessary to enable the use of the land to be changed,
  - (c) if the development involves the subdivision of land—preparing, executing and registering—
    - (i) the plan of subdivision, and
    - (ii) the related covenants, easements or other rights.
- (3) In determining the proposed cost, a consent authority may consider an estimate of the proposed cost that is prepared by a person, or a person of a class, approved by the consent authority to provide the estimate.
- (4) The following costs and expenses must not be included in an estimate or determination of the proposed cost—
  - (a) the cost of the land on which the development will be carried out,
  - (b) the costs of repairs to a building or works on the land that will be kept in connection with the development,
  - (c) the costs associated with marketing or financing the development, including interest on loans,
  - (d) the costs associated with legal work carried out, or to be carried out, in connection with the development,
  - (e) project management costs associated with the development,
  - (f) the cost of building insurance for the development,
  - (g) the costs of fittings and furnishings, including refitting or refurbishing, associated with the development, except if the development involves an enlargement, expansion or intensification of a current use of land,
  - (h) the costs of commercial stock inventory,
  - (i) the taxes, levies or charges, excluding GST, paid or payable in connection with the development by or under a law,
  - (j) the costs of enabling access by people with disability to the development,
  - (k) the costs of energy and water efficiency measures associated with the development,

- (l) the costs of development that is provided as affordable housing,
- (m) the costs of development that is the adaptive reuse of a heritage item.

(5) The proposed cost may be adjusted before payment of a development levy, as specified in a contributions plan, to reflect quarterly or annual variations to readily accessible index figures adopted by the plan between the day on which the proposed cost was determined by the consent authority and the day by which the development levy must be paid.

**Example—**

*A contributions plan may adopt the Consumer Price Index.*

(6) To avoid doubt, this section does not affect the determination of the fee payable for a development application.

Applicants are advised to consult the Regulation for any changes in the above list, which was current on 6 October 2022.

## 3.2 Calculation of the contribution

The contribution will be calculated as follows:

**Levy payable** = %C x \$C

Where

**%C** is the levy rate applicable

**\$C** is the proposed cost of carrying out the development as certified.

## 3.3 Contribution Rate

The contribution rate is calculated as a percentage of the development value, as per the table below.

Cost of Development	Contribution levy rate%
All development valued at \$100,000 or less	0.0%
All development valued at \$100,001 up to \$200,000	0.5%
All development valued in excess of \$200,000	1.0%

Certain types of development may be exempt from a section 7.12 contribution. Details can be found in Section 3.13.

## 3.4 Cost estimate reports

In order to enable the amount of the contribution to be accurately determined, a cost estimate report must accompany an application for a development application or a complying development certificate.

A development application, or subdivision certificate application, or application for a complying development certificate must be accompanied by a report setting out an estimate of the proposed cost of carrying of the development.

A cost summary report must be completed for works with a value no greater than \$ 3,000,000;

A Quantity Surveyor's Detailed Cost Report must be completed by a registered Quantity Surveyor for works with a value greater than \$ 3,000,000, and example cost estimate reports have been included in Appendix 4. Applicants can use alternate cost estimation methods as agreed to by Council.

Without limitation to the above, Council may review the valuation or works and may seek the services of an independent person to verify the costs. In these cases, all costs associated with obtaining such advice will be at the expense of the applicant and no construction certificate, complying development certificate or subdivision



certificate will be issued until such time that the levy has been paid.

### 3.5 Complying Development

In accordance with Section 156 of the Environmental Planning and Assessment Regulation Accredited Certifiers must impose a condition requiring monetary contributions in accordance with this Plan, in accordance with Section 7.12 of the Environmental Planning and Assessment Act. The amount of the contribution is to be determined in accordance with the formulas contained in this Plan. The conditions imposed must be consistent with Council's standard Section 7.12 consent conditions and be in accordance with this Plan. It is the responsibility of accredited certifiers to correctly calculate the contribution and apply the Section 7.12 contribution.

Complying Development Certificates must be assessed and issued by Council if the developer wishes Council to consider land dedication, material public benefits or works in kind.

### 3.6 Construction Certificates

In accordance with Clause 156 of the Environmental Planning and Assessment Regulation, a certifying authority must not issue a construction certificate for building work or subdivision works under development consent unless it has verified that each condition requiring the payment of monetary contributions has been satisfied.

In particular, the certifier must ensure that the applicant provides a receipt(s) confirming that contributions have been fully paid and copies of such receipts must be included with copies of the certified plans provided to the Council in accordance with clause 156(2) of the Environmental Planning and Assessment Regulation. Failure to follow this procedure may render such a certificate invalid.

The only exception to this requirement is where works in kind, material public benefit, dedication of land or deferred arrangement has been agreed by the Council. In such cases the Council will issue a letter confirming that an alternative payment method has been agreed with the applicant.

### 3.7 Alternatives to Payment

Council may accept an offer by the applicant to provide an "in-kind" contribution (i.e. the applicant completes part or all of work/s identified in the plan) or through provision of another material public benefit in lieu of the applicant satisfying its obligations under this plan. The decision to accept such offers is at the sole discretion of the Council.

Council may accept such alternatives when made as an offer as part of a development application.

The applicant may include in the relevant development application or in an application for a modification under section 4.55 of the Act, an offer to carry out works or provide a material public benefit towards which the levy is to be applied. The Council will consider the offer as part of its assessment of the development application or as an application for a modification to a development approval under section 4.55 of the Act where a levy has been imposed pursuant to this plan. If the Council agrees to the arrangement and grants consent to the application, it will substitute a condition of consent requiring the works to be carried out or the material public benefit to be provided for a condition requiring payment of a levy under section 7.12.

In assessing the applicant's offer, the Council will have regard to any relevant requirements of the current Practice Note issued by the NSW Government and such other matters as the Council considers relevant in the circumstances of the case including, but not limited to:

- The value of the works to be undertaken is at least equal to the value of the contribution that would otherwise be required under this plan. Council does not issue credits to applicants for works in kind which are provided in excess of the approved condition outside of a standard procedure involving approval by Council, such as staged development; and
- The standard of the works is to Council's full satisfaction and the works are handed over to the Council at completion without restriction of limitation, and
- The provision of the material public benefit will not prejudice the timing or the manner of the provision of public facilities included in the works program.

The value of an offer to provide Works in Kind, or a material public benefit towards which the levy is to be applied, in lieu (in full or in part) of satisfying a condition of consent relating to payment of a Section 7.12 contribution will be valued utilising the following mechanism:

- Any credit will be calculated based on the actual cost of works or the agreed cost estimate, whichever is the lesser. The agreed cost estimate will be determined by a review of the costs submitted by the applicant via Council's Service Delivery Group (or a Registered Quantity Surveyor at Council's discretion);
- The agreed cost estimate can be amended by submission of a variation request by the applicant which will be reviewed and certified by a registered Quantity Surveyor;
- The actual cost of works is required to be evidenced and verified by a registered Quantity Surveyor;
- The Quantity Surveyor to act on the project will be chosen by Council from a list of 3 recommended by the applicant all of whom are to be members of Panels for The NSW Department of Finance, Services and Innovation or Local Government Procurement, and
- Quantity Surveyor service costs are to be borne by the applicant.

#### 3.7.1. Legal agreements pertaining to works in kind

All offers, should they be accepted, to provide Works In Kind, or a material public benefit towards which the levy is to be applied, in lieu (in full or in part) of satisfying a condition of consent relating to payment of a Section 7.12 contribution will be subject to a legal agreement between Council and the applicant. All agreements will include, but not limited to, the following:

- The works to be undertaken;
- The timing of the works;
- The quality of the works;
- The costs of the works;
- Handover and signoff by Council;
- The applicant's rights and responsibilities, and
- Council's rights and responsibilities.

#### 3.7.2. Planning Agreements

An applicant may offer to enter into a Planning Agreement with the Council in connection with a development application or a rezoning application that is made for the purposes of being able to subsequently make a development application. The applicant's provision under a Planning Agreement may be additional to, or instead of, making contributions under Section 7.12 of the Act.

Provision is made for Planning Agreements under Section 7.4 of the Environmental Planning and Assessment Act 1979, as amended.

Under a Planning Agreement, the applicant may offer to pay money, dedicate land, carry out works, or provide other material public benefits for public purposes.

The offer to enter into a Planning Agreement, together with the draft Agreement, will generally need to accompany the relevant development or rezoning application. The Council will publicly notify the draft Agreement and explanatory note relating to the draft Agreement along with the relevant application and will consider the Agreement as part of its assessment of the relevant application. If the Council agrees to enter into the Agreement, it may impose a condition of development consent requiring the Agreement to be entered into and performed.

Council encourages the use of Planning Agreements, particularly for larger and/or more complex development.

### 3.8 Reassessment of Contributions

Council may consider an application for the reassessment of the development monetary contribution payable. This may result in the contribution being reduced or waived or modified.

Where a condition of development consent has already been imposed requiring the payment of a contribution, the applicant will be required to lodge an application to review the consent in accordance with Section 8.3 of the Environmental Planning and Assessment Act 1979, as amended, to reassess the contribution charged.

The request shall be in writing and provide sufficient information to satisfy Council of the inappropriate nature of the contribution and the implications to Council of reducing or waiving the contribution in the particular circumstances.

### 3.9 Are refunds for payments of levies possible?

For a refund of levy payments to be considered, the applicant/landowner must:

- Submit a written request to Council;
- In the request demonstrate that the development has not been commenced;
- Submit the request for a refund by the first working day after 31 January within the year following payment of the levy e.g. payment is made in April 2017 then a refund request cannot be made until first working day after 31 January 2018; and
- Formally surrender the consent that applied the levy.

Part or full refunds may only be provided in circumstances that are considered reasonable and where a formal request has been made. The decision to provide part or full refunds will always be the subject of a report to an appropriate meeting of Council.

### 3.10 Adjusting Contributions at the Time of Payment

This provision aims to ensure that the value of contributions is not eroded over time by movements in the Consumer Price Index, land value increases, the capital costs of construction of facilities and administration of the Plan, or through changes in the costs of studies to support the Plan.

Contributions required as a condition of development consent will be adjusted at the time of payment using the following formula.

$$CP = \frac{ODC \times \text{Current index}}{\text{Base index}}$$

where:

- CP is the amount of the contribution calculated at the time of payment.
- ODC is the amount of the original contribution as set out in the development consent.
- Current index the Consumer Price Index: All Groups Index for Sydney (as currently available from the Australian Bureau of Statistics at the time of payment).
- Base index is the Consumer Price Index: All Groups Index for Sydney which applied at the time of calculation as shown on the development consent.

### 3.11 Payment of Contributions

#### 3.11.1. Timing of Payments

The time of payment of contributions shall be as follows:

- Development applications involving subdivision only – prior to the release of the Subdivision Certificate.
- Development applications involving building work only – prior to the release of the Construction Certificate or Complying Development Certificate;
- Development involving both subdivision and building work (e.g. Integrated housing developments) – prior to the release of the Construction Certificate, or the release of the Subdivision Certificate, whichever occurs first, and
- Development applications where no Construction Certificate is required – prior to the issue of an Occupation Certificate.

Where an application is dealt with by an Accredited Certifier other than Council, the development consent shall not operate unless and until the amount required by the consent under this Contributions Plan is paid to Council.

The amount of any monetary contribution to be paid will be the contribution payable at the time of consent,

and depending upon the time of payment will be subject to reasonable adjustment due to movements in the Consumer Price Index and/or changes to the rates indicated within this Plan (refer to Section 3.10).

### 3.11.2. Deferred or Periodic Payments

Council may consider the deferred payment of contributions or payments made by periodic instalments. This will be a merit based decision, considered on a case by case basis and subject to approval by Council.

A request for deferral or periodic payment must be made in writing to Council, stating the proposed length of deferral, and may only be accepted where:

- There are valid reasons for the deferral or periodic payment;
- The deferral will not prejudice the efficiency and operation or cash flows of the Plan;
- The granting of the request for deferred payment will not jeopardise the timely provision of works or land identified within the Plan;
- A suitable bank guarantee (or equivalent security) can be, and is, provided in the event that the request is accepted by Council;
- Where the applicant intends to make a contribution by way of a planning agreement, works-in-kind or land dedication in lieu of a cash contribution, and Council and the applicant have a legally binding agreement for the provision of the works or land dedication, and
- The periodic or deferred contributions are paid, including interest, at no cost to Council.

The conditions under which Council may accept deferred payment by way of a bank guarantee are that:

- The bank guarantee is by an Australian Bank;
- Indexing will be calculated from the date the contribution was due until the date of payment.
- The bank guarantee is for a maximum period of twelve months.
- The amount of the bank guarantee is the sum of the total contribution or the amount of the outstanding contribution at the time of deferring payment, plus an amount equal to thirteen months' interest;
- The bank unconditionally pays the guaranteed sum to Council if Council so demands in writing, no earlier than 12 months from the provision of the guarantee or completion of the work, whichever occurs first;
- The bank must pay the guaranteed sum without reference to the applicant or landowner or other person who provided the guarantee, and without regard to any dispute, controversy, issue or other matter relating to the development consent or the carrying out of development in accordance with the development consent;
- The bank's obligations are discharged when payment to the Council is made in accordance with the approved bank guarantee or when Council notifies the bank in writing that the guarantee is no longer required, and
- Council's registration and release of bank guarantee fee is paid.

Any outstanding component of the contribution shall be indexed quarterly in accordance with the Consumer Price Index movements. Indexing will be calculated from the date the contribution was due until the date of payment.

The conditions under which Council may accept periodic payment for a staged development are:

- That the instalments are paid before the work commences on each relevant stage of the development, and
- The amount to be paid at each stage is to be calculated on a pro-rata basis in proportion to the demand for the relevant facility being levied by the overall development, including CPI if required.

## 3.12 Goods and Services Tax

Monetary Section 7.12 development contributions are exempt from the Federal Government Goods and Services Tax (GST).

## 3.13 Exemptions

Under Directions issued by the Minister in relation to Section 7.17 of the Act a levy under section 7.12 cannot be imposed on development:

- If a development contribution under former section 94 of the *Environmental Planning and Assessment Act 1979* has been required in respect of the subdivision of land (*initial subdivision*), a levy under section 7.12 of that Act may not be required in respect of any other development on the land, unless that other development will, or is likely to, increase the demand for public amenities or public services beyond the increase in demand attributable to the initial subdivision, and

In addition, certain types of development are effectively exempt from a levy under Section 7.12 because they are not to be included in the costing of a development for the purposes of a levy under Section 208 of the Regulation, including:

- enabling access by disabled persons in respect of the development,
- energy and water efficiency measures associated with the development,
- any development that is provided as affordable housing,
- any development that is the adaptive reuse of a heritage item.
- any development that Council deems has adequately satisfied the provisions of Part 2, Section 2.5 of DCP Chapter 2.3 - European Heritage.

Council also may not impose a Section 7.12 levy on the following:

- An application on or behalf of Council for infrastructure, including that funded by Section 7.11 or 7.12 of the Act, such as but not limited to libraries, community facilities, recreation areas, recreation facilities and car parks;
- An application for development that involves rebuilding or repair after natural disasters such as flooding or bushfires;
- An application for demolition (where there is no replacement building or development), and
- In rare exceptional cases, where Council considers an exemption is warranted, and the decision is made by formal resolution of Council at an Ordinary Council meeting.

To apply for an exemption to the payment of a Section 7.12 Levy, a written application must be submitted to Council at development assessment stage, giving reasons under the relevant category, and providing any necessary evidence and justification for the exemption.

## 3.14 Review of the Plan

This Plan may be reviewed in full, or in part, when considered appropriate having regard to the rate and type of development, cost of facility provision, and community response to service and facility provision.

A complete review of this Plan is anticipated every five (5) years from the date of commencement of the Plan.

## 3.15 Accountability

Financial management and accountability are important components of Section 7.12, and Council is obliged to maintain an accurate and up to date register of all Section 7.12 contributions. Council is required to comply with a range of financial accountability and public access to information requirements in relation to section 7.12. These are addressed in Division 4 of Part 9 of the Regulation and include:



- Maintenance of, and public access to, a contributions register;
- Maintenance of, and public access to, accounting records for contributions received and spent;
- Annual financial reporting of contributions, and
- Public access to contributions plans and supporting documents.

Monetary contributions received under the authority of this Plan will be recorded and kept through a separate account specifically established for this Plan. The records will indicate the contributions received, contributions expended and include the interest, if any, earned on invested funds for each account.

These records are updated on a monthly basis.

Separate accounting records are maintained for all Council's Section 7.11 and Section 7.12 Contribution Plans. Information on Section 94 accounts and funds relating to this Plan will be provided in a condensed format within Armistale Regional Council's Annual Report/s in accordance with requirements of the Regulation

Information is also available in Council's contribution register relating to this Plan, which can be inspected at Council during normal business hours.

### 3.16 Unspent Section 94 funds

This Plan also authorises that unspent monies collected through the previous Section 94 or 94A Plans are to be expended on works identified in the works schedules included in the Appendices of this Plan, or the Works Schedule of the Section 7.12 Plan, to achieve the same or similar outcomes sought by the previous Section 94 or 94A Plan.

### 3.17 Application of the Funds

Money paid to the Council under a condition authorised by this plan is to be applied by the Council towards meeting the cost of the public amenities or services that will be or have been provided within the area as listed in the Works Schedule at Appendix 1.

### 3.18 Pooling of Contributions

Pursuant to section 7.12 (1)(g) of the EP&A Act 1979, this Plan expressly authorises monetary Section 7.12 Contributions paid for different purposes to be pooled and applied (progressively or otherwise) for those purposes. The priorities for the expenditure of the contributions are shown in the Works Schedules.

### 3.19 Condition of Consent

Unless otherwise determined by Council, or directed by the NSW Government, the standard condition described in Appendix 6 will be used on Development Application determinations and Complying Development Certificates for monetary contributions levied under this Plan.

## Appendix 1: Works Schedule

Location	Expected Works	Estimated Annual Expenditure (total expenditure)
Armidale & Surrounds	Streetscape Works, Mall Activation Works, Creekland Works, Footpath & Cycleway Works, Biodiversity & Green Corridors, Heritage activation and conservation, Connectivity links, tourist activities, strategic land purchase & uses, recreation works,	\$700,000 (\$3.5M)
Guyra & Surrounds	Streetscape Works, Footpath & Cycleway Works, Biodiversity & Green Corridors, Heritage activation and conservation, Connectivity links, tourist activities, strategic land purchase & uses, recreation works,	\$300,000 (\$1.5M)
Ben Lomond Village & Surrounds	Streetscape works, Footpath & cycleway works, Heritage activation and conservation, Connectivity links, tourist activities, strategic land purchase & uses, recreation works,	\$80,000 (\$400,000)
Ebor Village & Surrounds	Streetscape works, Footpath works, Heritage activation and conservation, Connectivity links, tourist activities, strategic land purchase & uses, recreation works,	\$80,000 (\$400,000)
Hillgrove Village & Surrounds	Streetscape works, Footpath works, Heritage activation and conservation, Connectivity links, tourist activities, strategic land purchase & uses, recreation works,	\$80,000 (\$400,000)
Wollomombi Village & Surrounds	Streetscape works, Footpath works, Heritage activation and conservation, Connectivity links, tourist activities, strategic land purchase & uses, recreation works,	\$80,000 (\$400,000)
Black Mountain Village and Surrounds	Streetscape works, Footpath and cycleway works, Heritage activation and conservation, Connectivity links, tourist activities, strategic land purchase & uses, recreation works,	\$80,000 (\$400,000)
Llangothlin Village & Surrounds	Streetscape works, Footpath and cycleway works, Heritage activation and conservation, Connectivity links, tourist activities, strategic land purchase & uses, recreation works,	\$40,000 (\$200,000)

The Works Schedule is based on an average annual expenditure and the total cost of expected works over the life of the plan, this being 2028 when the next review is expected. The works plan does not have any priorities for works or expenditure.

## Appendix 2: Land to which this plan applies

This Plan applies to the all land in the Armidale Regional Council local government area.

## Appendix 3: Previous Plans - unspent fund reallocation

Unspent funds received under previous section 94 or 94A Contributions Plans will be reallocated to similar facilities in the Works Schedule that maintain a nexus to the development to which the funds were collected. Funds are to be reallocated as follows:

Previous Plan – facility in works schedule	ARC Section 7.12 Plan – facility in works schedule
Armidale Contributions Plan 1993 – purchase and embellish land as bushland reserve, Box Hill Drive	Purchase Scholes Street bushland reserve, Armidale – recoupment
Armidale Contributions Plan 1993 – carparking – Hanna’s carpark extra deck, Rusden Street	Car parking, 124-126 Allingham Street, Armidale
Dumaresq Shire Section 94 Contributions Plan 1993 (as amended) – open space:  Dumaresq School site – tennis court, picnic facilities, toilet block, fencing  Purchase 4 hectares to establish a West Armidale Reserve	Dumaresq Dam embellishment - BBQ covered area, tables, seating, and wildlife viewing platform

Whilst the facilities in the above works schedule are not strictly mentioned in the revised works schedule, all previous facilities are capable of being funded under the new works schedule. However it is noted that the Scholes Street reserve recoupment has already occurred and the Dumaresq Dam Embellishment has been allocated funding using 7.12 contributions under the 2022-23 FY budgets. Accordingly any unspent funding reallocations will be pooled and assigned to other projects which align with the revised works schedule.

## Appendix 4: Sample Cost Summary Report

[Development between \$100K and \$ 3 million]

DA / CC / CDC No.	Date
Applicant Name	
Applicant's Address	
Property Address	

### ANALYSIS OF DEVELOPMENT COSTS:

Demolition and alterations	\$	Hydraulic services	\$
Structure	\$	Mechanical services	\$
External walls, windows and doors	\$	Fire services	\$
Internal walls, screens and doors	\$	Lift services	\$
Wall finishes	\$	External works	\$
Floor finishes	\$	External services	\$
Ceiling finishes	\$	Other related work	\$
Fittings and equipment	\$	Sub-total	\$
Sub-total above carried forward	\$		
Preliminaries and margin	\$		
Sub-total	\$		
Consultant Fees	\$		
Other related development costs	\$		
Sub-total	\$		
Goods and Services Tax	\$		
<b>TOTAL DEVELOPMENT COST</b>	<b>\$</b>		

I certify that I have:

- Inspected the plans the subject of the application for development consent or construction certificate.
- Calculated the development costs in accordance with the definition of development costs in clause 25J of the Environmental Planning & Assessment Regulation 2000 at current prices.
- Included GST in the calculation of development cost.

Signed

Name

Position

Qualification

Date



## Appendix 5: Sample Quantity Surveyor's\* Detailed Cost Report

[Development in excess of \$ 3 million]

\*A member of the Australian Institute of Quantity Surveyors

DA / CC / CDC No.	Date		
Applicant Name			
Applicant's Address			
Property Address			

**DEVELOPMENT DETAILS:**

Gross Floor Area - Commercial	m <sup>2</sup>	Gross Floor Area - Other	m <sup>2</sup>
Gross Floor Area – Residential	m <sup>2</sup>	Total Gross Floor Area	m <sup>2</sup>
Gross Floor Area – Retail	m <sup>2</sup>	Total Site Area	m <sup>2</sup>
Gross Floor Area – Car Parking	m <sup>2</sup>	Total Car Parking Spaces	m <sup>2</sup>
Total Development Cost	\$		
Total Construction Cost	\$		
Total GST	\$		

**ESTIMATE DETAILS:**

<b>Professional Fees</b>	\$	<b>Excavation</b>	\$
% of Development Cost	%	Cost per square metre of site area	\$ /m <sup>2</sup>
% of Construction Cost	%	<b>Car Park</b>	\$
<b>Demolition and Site Preparation</b>	\$	Cost per square metre of site area	\$ /m <sup>2</sup>
Cost per square metre of site area	\$ /m <sup>2</sup>	Cost per space	\$ /space
<b>Construction – Commercial</b>	\$	<b>Fit-out – Commercial</b>	\$
Cost per square metre of commercial area	\$ /m <sup>2</sup>	Cost per m <sup>2</sup> of commercial area	\$ /m <sup>2</sup>
<b>Construction – Residential</b>	\$	<b>Fit-out – Residential</b>	\$
Cost per square metre of residential area	\$ /m <sup>2</sup>	Cost per m <sup>2</sup> of residential area	\$ /m <sup>2</sup>
<b>Construction – Retail</b>	\$	<b>Fit-out – Retail</b>	\$
Cost per square metre of retail area	\$ /m <sup>2</sup>	Cost per m <sup>2</sup> of retail area	\$ /m <sup>2</sup>

I certify that I have:

- Inspected the plans the subject of the application for development consent or construction certificate.
- Calculated the development costs in accordance with the definition of development costs in clause 25J of the Environmental Planning & Assessment Regulation 2000 at current prices.
- Included GST in the calculation of development cost.

Signed

Name

Position

Qualification

Date

## Appendix 6: Standard Condition

A contribution is to be paid to Council towards the provision or improvement of public facilities (as per ARC's section 7.12 Contributions Plan 2018).

Proposed Cost of Development *	Levy Percentage	Total Contribution	Note
			<i>Contribution Rate remains current until first date of next quarter</i>

\*Proposed cost of carrying out the development less any credits which may apply.

Contributions are indexed quarterly at the beginning of each new quarter.

Contribution fees can be paid online on Council's website or in person to the cashier at Council's offices. For online payments select PAYMENTS/Application Payments and enter your payment reference (provided at the end of this consent).



## Department of Planning and Environment

## Gateway Determination

**Planning proposal (Department Ref: PP-2022-2899):** to schedule “retail premises” as an additional permitted use on Lot A DP 329168, 242 Rusden Street, Armidale

I, the Director, Northern Region at the Department of Planning and Environment, as delegate of the Minister for Planning, have determined under section 3.34(2) of the *Environmental Planning and Assessment Act 1979* (the Act) that an amendment to the Armidale Dumaresq Local Environmental Plan 2012 to schedule “retail premises” as an additional permitted use on Lot A DP 329168, 242 Rusden Street, Armidale should proceed subject to the following conditions:

The Council as planning proposal authority is authorised to exercise the functions of the local plan-making authority under section 3.36(2) of the EP&A Act subject to the following:

- (a) the planning proposal authority has satisfied all the conditions of the gateway determination;
- (b) the planning proposal is consistent with applicable directions of the Minister under section 9.1 of the EP&A Act or the Secretary has agreed that any inconsistencies are justified; and
- (c) there are no outstanding written objections from public authorities.

The LEP should be completed within six months from the date of the Gateway determination.

### Gateway Conditions

1. The planning proposal shall be updated prior to community consultation to:
  - (a) remove the ‘draft’ watermark; and
  - (b) address the draft New England North West Regional Plan 2041.
2. Public exhibition is required under section 3.34(2)(c) and clause 4 of Schedule 1 to the Act as follows:
  - (a) the planning proposal is categorised as standard as described in the *Local Environmental Plan Making Guidelines* (Department of Planning and Environment, 2021) and must be made publicly available for a minimum of 20 working days; and
  - (b) the planning proposal authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in *Local Environmental Plan Making Guidelines* (Department of Planning and Environment, 2021).

Exhibition must commence within one month following the date of the gateway determination.

3. No consultation is required with public authorities or government agencies under section 3.34(2)(d) of the EP&A Act
4. A public hearing is not required to be held into the matter by any person or body under section 3.34(2)(e) of the EP&A Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or if reclassifying land).

Dated 1 day of September 2022.



**Jeremy Gray**  
Director, Northern Region  
Local and Regional Planning  
Department of Planning and Environment

**Delegate of the Minister for Planning**

PP-20XX-XXXX (IRF No)



***Planning Proposal No. 19 – 242 Rusden Street, Armidale Additional  
Permitted Use  
Lot A DP 329168***

**September 2022**

**Armidale Regional Council**  
135 Rusden Street, Armidale  
New South Wales 2350  
Telephone +61 2 6770 3600  
Email [council@armidale.nsw.gov.au](mailto:council@armidale.nsw.gov.au)

**Document Control**

Revision	Date	Purpose
1.0	14/6/2022	Draft for internal review
2.0	13/7/2022	For Council endorsement for Gateway Application
3.0	5/9/2022	For consultation (updated to include Gateway conditions)



## TABLE OF CONTENTS

INTRODUCTION .....	1
The Planning Proposal Site .....	1
History of the Site .....	2
Site Context .....	5
PART 1 – OBJECTIVES OR INTENDED OUTCOMES .....	11
PART 2 – EXPLANATION OF PROVISIONS .....	12
PART 3 – JUSTIFICATION .....	13
Section A. Need for the planning proposal .....	13
Q1. Is the planning proposal a result of any strategic study or report? .....	13
Q2. Is the planning proposal the best means of achieving the objectives or intended outcomes, or is there a better way? .....	13
Section B. Relationship to strategic planning framework .....	13
Q3. Is the planning proposal consistent with the objectives and actions of the applicable regional, sub-regional or district plan or strategy (including any exhibited draft plans or strategies)? .....	13
Q4. Is the planning proposal consistent with a Council’s local strategy or other local strategic plan? .....	39
Q5. Is the planning proposal consistent with applicable State Environmental Planning Policies? ...	52
Q6. Is the planning proposal consistent with applicable Ministerial Directions (section 9.1 directions)? .....	52
Section C. Environmental, social, and economic impacts .....	52
Q7. Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected as a result of the proposal? .....	52
Q8. Are there any other likely environmental effects as a result of the planning proposal and how are they proposed to be managed? .....	52
Q9. Has the planning proposal adequately addressed any social and economic effects? .....	52
Section D. State and Commonwealth interests .....	53
Q.10 Is there adequate public infrastructure for the planning proposal? .....	53
Q.11 What are the views of State and Commonwealth Public Authorities consulted in accordance with the gateway determination? .....	53
PART 4 – MAPPING .....	54
PART 5 – COMMUNITY CONSULTATION .....	55
PART 6 – PROJECT TIMELINE .....	56
References .....	57
ATTACHMENTS .....	58
Attachment 1: APPLICABLE STATE ENVIRONMENTAL PLANNING POLICIES .....	59
Attachment 2: APPLICABLE MINISTERIAL DIRECTIONS (SECTION 9.1 DIRECTIONS) .....	60
Attachment 3: BUS SERVICES .....	65
Attachment 4: BIODIVERSITY MAPPING .....	68



Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

Attachment 5: AHIMS Search .....	71
----------------------------------	----

## Figures

Figure 1: Site Location .....	3
Figure 2: Site Aerial.....	4
Figure 3: Land Use .....	6
Figure 4: LEP Zoning .....	7

## Plates

Plate 1: Subject site (western side) .....	1
Plate 2: Subject site (eastern side) .....	2
Plate 3: Aerial Imagery 1956 .....	5
Plate 4: The Grand Hotel – 251 Rusden Street.....	8
Plate 5: Hairdresser adjacent to the Grand Hotel – 249 Rusden Street.....	8
Plate 6: Curtain Shop adjacent to the subject site – 244 Rusden Street.....	9
Plate 7: Northern Inland Catering Equipment – 97-99 Ohio Street .....	10

## Tables

Table 1: New England North West Regional Plan.....	15
Table 2: Draft New England North West Regional Plan 2041 .....	19
Table 3: Directions .....	37
Table 4: Policy Considerations.....	38
Table 5: Armidale Local Strategic Planning Statement: A Plan for 2040.....	41
Table 6: Project timeline.....	56
Table 7: State Environmental Planning Policies .....	59
Table 8: Section 9.1 Ministerial Directions .....	60

## INTRODUCTION

### The Planning Proposal Site

The site the subject of this Planning Proposal (PP) is Lot A DP 329168, which is known as 242 Rusden Street, Armidale. The location of the site is shown in **Figure 1** and an aerial photograph provided in **Figure 2**.

The site has an area of 35 ¼ perches by title, which converts to 891.5m<sup>2</sup>. The site contains an existing commercial building sited on the western boundary of the site and a detached shed in the southwestern corner of the site. The remainder of the site is undeveloped; however, the eastern part of the site is encumbered by sewerage infrastructure. **Plate 1** and **Plate 2** shows the site from Rusden Street.



*Plate 1: Subject site (western side)*



*Plate 2: Subject site (eastern side)*

The site is zoned R1 General Residential under *Armidale Dumaresq Local Environmental Plan 2012* (LEP).

### **History of the Site**

A review of historic aerial imagery for the site shows the building was in existence from at least in 1956 (refer **Plate 3**).

Council records indicate that on 20 December 2001 consent was granted for a change of use from a butcher's shop (approved in the 1960s) to a commercial premises for food preparation. Council granted consent for a retail clothing outlet on the site on 27 March 2006.

It is considered that the current use being undertaken from the premises at 242 Rusden Street, benefits from 'Existing Use' rights, as the original use was permissible in the zone when it was approved under a previous LEP.



Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use



Figure 1: Site Location

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use



Figure 2: Site Aerial





Source: (NSW Government, 2022)

**Plate 3: Aerial Imagery 1956**

### Site Context

The site is located in a hub of commercial type uses (refer **Figure 3**) at the intersection of Rusden and Ohio Streets, despite being with a R1 zone (refer **Figure 4**). This hub comprises the Grand Hotel (**Plate 3**) on the north-eastern corner, a hairdresser (**Plate 4**) to the immediate east of the hotel, a curtain shop (**Plate 5**) on the south-western corner which is adjacent to the subject site. Drummond Public School is located on the south-western corner of the intersection. These commercial land uses have been in existence for quite some time as evidenced by the 1956 aerial image (**Plate 3**) which shows the hotel, corner shop and subject site building.

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use



Figure 3: Land Use



Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

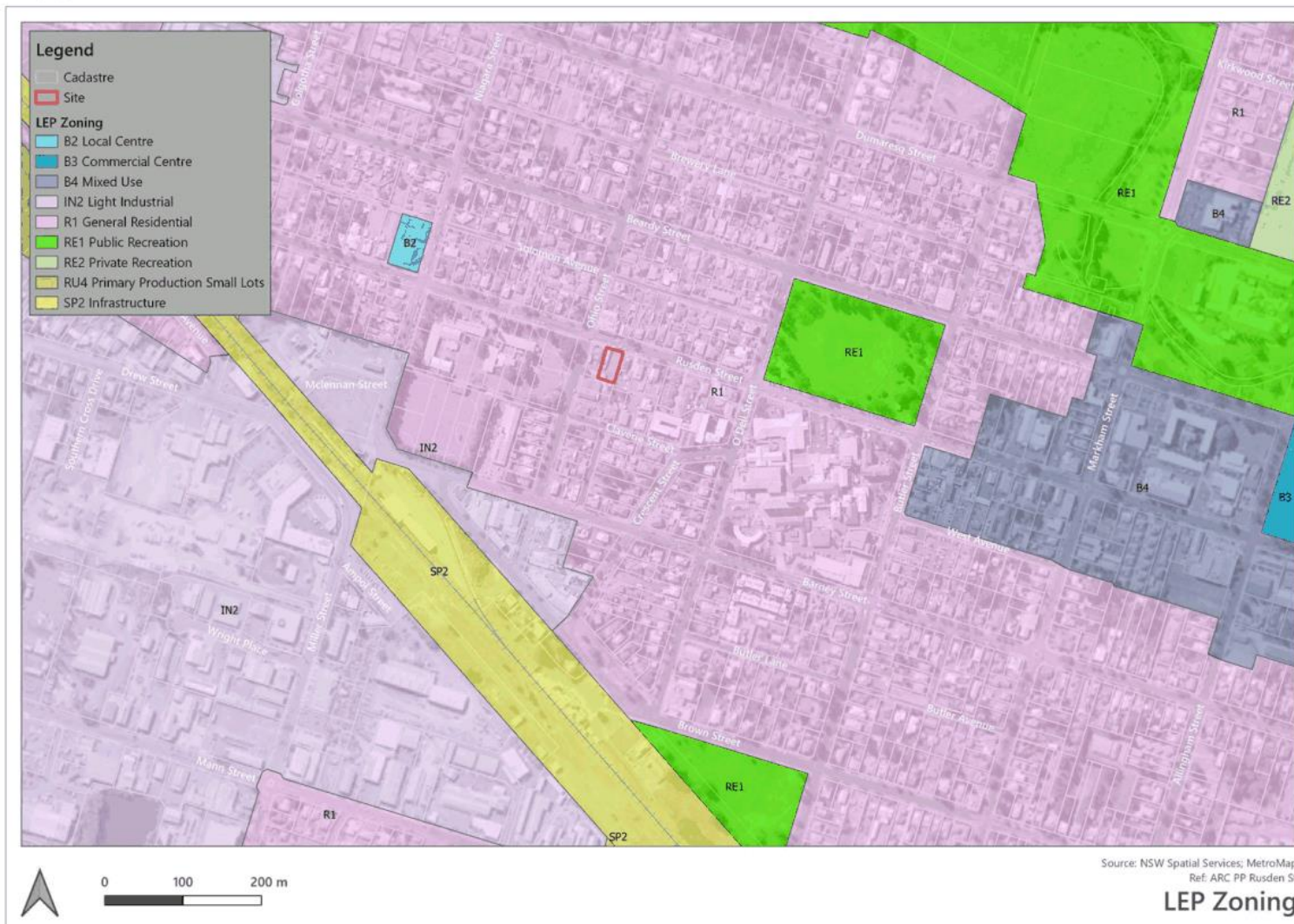


Figure 4: LEP Zoning

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use



**Plate 4: The Grand Hotel – 251 Rusden Street**



**Plate 5: Hairdresser adjacent to the Grand Hotel – 249 Rusden Street**



Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use



Plate 6: Curtain Shop adjacent to the subject site – 244 Rusden Street

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use



*Plate 7: Northern Inland Catering Equipment – 97-99 Ohio Street*





Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

## PART 1 – OBJECTIVES OR INTENDED OUTCOMES

The objective of the PP is:

- To amend the *Armidale Dumaresq Local Environmental Plan 2012* to regularise the permissibility of the retail premises land uses that have historically and continually been carried out at 242 Rusden Street, Armidale.



Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

## PART 2 - EXPLANATION OF PROVISIONS

The PP includes the following intended provisions:

- Amend the Armidale Dumaresq LEP 2012 Schedule 1 to include an Additional Permitted Use for the site as follows:
  - “7 Use of certain land at 242 Rusden Street, Armidale**
  - (1) This clause applies to land at 242 Rusden Street, Armidale, being Lot A DP 329168.
  - (2) Development for the purposes of Retail Premises is permitted with development consent.
  - (3) The retail floor area of the retail premises must not exceed 150 square metres.”
- Amend the Armidale Dumaresq LEP 2012 Additional Permitted Uses Map to include the site.

## PART 3 - JUSTIFICATION

### Section A. Need for the planning proposal

**Q1. Is the planning proposal a result of any strategic study or report?**

No.

**Q2. Is the planning proposal the best means of achieving the objectives or intended outcomes, or is there a better way?**

The retail use of the site has been continuing to operate under existing use rights since the permissible uses of the site were changed in 2008.

There are considered to be three (3) options to achieve the outcomes of the PP. The first is to retain the status quo and rely upon existing use rights for continued retail operations on site. By virtue of the limitations surrounding existing use rights within the *Environmental Planning & Assessment Regulation 2021*, such a use can only extend to minor alterations and additions, and does not permit rebuilding of premises or significant intensification of the land use. The existing use rights are also limited by continuance of use provisions. Due to the condition and small size of the existing building on site, it significantly limits continued use of the site and certainly prohibits any significant investment to modernise the building.

The second and preferred option is the PP option, which is to provide for an additional permitted use of “retail premises” on the site. This option would permit the continued use of the site whilst allowing for modernisation of the building and improving functionality/flexibility which cannot be reasonably achieved utilising option 1. This option would also limit the scale of the use to ensure it remains an appropriate scale for its context.

The third option would be to rezone the site to a B2 Local Centre Zoning, like has occurred at 118-120 Niagara Street. This option is potentially appropriate to apply to the site and the adjacent existing commercial uses within the intersection hub, however, it would require more detailed consideration to ensure the blanket rezoning is appropriate. This option is considered to be a long term strategy to consider, however, would not enable more immediate reuse of the site due to the time to appropriate the require studies.

### Section B. Relationship to strategic planning framework

**Q3. Is the planning proposal consistent with the objectives and actions of the applicable regional, sub-regional or district plan or strategy (including any exhibited draft plans or strategies)?**

#### New England North West Regional Plan 2036

The *New England North West Regional Plan 2036* (‘NENW Regional Plan’) (NSW Planning & Environment, 2017) will guide the NSW Government’s land use planning priorities and decisions in the region up to 2036. The NENW Regional Plan provides an overarching framework to guide subsequent and more detailed land use plans, development proposals and infrastructure funding decisions and is accompanied by an Implementation Plan.

The goals of the NENW Regional Plan are:

- A strong and dynamic regional economy
- A healthy environment with pristine waterways
- Strong infrastructure and transport networks for a connected future
- Attractive and thriving communities.

For each goal the NENW Regional Plan identifies directions and associated actions to assist in achieving the goal.



*Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use*

**Table 1** below summarises the directions of the NENW Regional Plan, provides comment on the directions and actions of the Plan that are directly relevant to the Planning Proposal, and indicates whether the Proposal is considered to be consistent or inconsistent with the Plan.

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

Table 1: New England North West Regional Plan		
DIRECTIONS & APPLICABLE ACTIONS	TIMEFRAME OF IMPLEMENTATION	Planning Proposal response – is the Proposal consistent with the Strategy?
		COMMENTS
Goal 1: A strong and dynamic regional economy		
D1: Expand agribusiness and food processing sectors.	Immediate to ongoing	Not relevant.
D2: Build agricultural productivity.	Medium term to ongoing	Not relevant.
D3: Protect and enhance productive agricultural lands.	Immediate to medium term to ongoing	Not relevant.
D4: Sustainably manage mineral resources.	Ongoing	Not relevant.
D5: Grow New England North West as the renewable energy hub of NSW.	Short term to ongoing	Not relevant.
D6: Deliver new industries of the future.	Immediate to ongoing	Not relevant.
D7: Build strong economic centres.	Ongoing	<p>The PP is considered to be consistent with the Plan as it is consistent with the Interim Settlement Planning Principles by virtue of:</p> <ul style="list-style-type: none"><li>• Design and locate land uses to minimise the need to travel; to maximise opportunity for efficient public transport and pedestrian access options; and to encourage energy and resource efficiency.</li><li>• Provide for local services that meet the day to day needs of residents.</li></ul> <p>Furthermore it will facilitate economic activity around industry anchors, such as health and education facilities, through planning controls that encourage clusters of complementary uses and address infrastructure needs (7.4).</p>

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

Table 1: New England North West Regional Plan		
DIRECTIONS & APPLICABLE ACTIONS	TIMEFRAME OF IMPLEMENTATION	Planning Proposal response – is the Proposal consistent with the Strategy?
		COMMENTS
D8: Expand tourism and visitor opportunities.	Ongoing	Not relevant.
D9: Coordinate growth in the cities of Armidale and Tamworth.	Immediate to ongoing	Not relevant.
<b>Goal 2 : A healthy environment with pristine waterways</b>		
D10: Sustainably manage and conserve water resources.	Medium term to Ongoing	Not relevant.
D11: Protect areas of potential high environmental value.	Ongoing	Not relevant.
D12: Adapt to natural hazards and climate change.	Ongoing to long term	Not relevant.
<b>Goal 3: Strong infrastructure and transport networks for a connected future</b>		
D13: Expand emerging industries through freight and logistics connectivity.	Medium term to ongoing	Not relevant.
D14: Enhance transport and infrastructure networks.	Short term to ongoing	Not relevant.
D15: Facilitate air and public transport infrastructure.	Ongoing	Not relevant.
D16: Coordinate infrastructure delivery.	Short term to ongoing	Not relevant.
<b>Goal 4: Attractive and thriving communities.</b>		
D17: Strengthen community resilience.	Short term to medium term to ongoing	Not relevant.
D18: Provide great places to live.	Immediate to short term to ongoing	<p>The PP is considered to be consistent with the Plan as it is consistent with the Interim Settlement Planning Principles by virtue of:</p> <ul style="list-style-type: none"> <li>Design and locate land uses to minimise the need to</li> </ul>



Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

Table 1: New England North West Regional Plan

DIRECTIONS & APPLICABLE ACTIONS	TIMEFRAME OF IMPLEMENTATION	Planning Proposal response – is the Proposal consistent with the Strategy?
		COMMENTS
		travel; to maximise opportunity for efficient public transport and pedestrian access options; and to encourage energy and resource efficiency. <ul style="list-style-type: none"> <li>• Provide for local services that meet the day to day needs of residents.</li> </ul>
D19: Support healthy, safe, socially engaged and well connected communities.	<i>Immediate to short term to ongoing</i>	Not relevant.
D20: Deliver greater housing diversity to suit changing needs.	<i>Immediate to medium term to ongoing</i>	Not relevant.
D21: Deliver well planned rural residential housing.	<i>Ongoing</i>	Not relevant.
D22: Increase the economic self-determination of Aboriginal communities.	<i>Short term to medium term to ongoing</i>	Not relevant.
D23: Collaborate with Aboriginal communities to respect and protect Aboriginal culture and heritage.	<i>Immediate to ongoing</i>	Not relevant.
D24: Protect the region's historic heritage assets.	<i>Ongoing</i>	Not relevant.



Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

### Draft New England North West Regional Plan 2041

The NENW Regional Plan 2036 is in the process of being reviewed in accordance with the required five yearly review. The Draft NENW Regional Plan 2041 was exhibited from 22 November 2021 to 18 February 2022. The draft plan has not yet been finalised.

The vision of the Draft NENW Regional Plan 2041 is:

*Healthy and thriving communities, supported by a vibrant and dynamic economy that builds on the region's strengths.*

The Draft NENW Regional Plan 2041 is provided in five (5) parts, each of which have overarching objectives and subsequent strategies in order to achieve the objective and overall vision.

**Table 1** below summarises the directions of the NENW Regional Plan, provides comment on the strategies of the Plan that are directly relevant to the Planning Proposal, and indicates whether the Proposal is considered to be consistent or inconsistent with the Plan.

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

Table 2: Draft New England North West Regional Plan 2041	
OBJECTIVES & APPLICABLE STRATEGIES	Planning Proposal response – is the Proposal consistent with the Strategy?
	COMMENTS
<b>Part 1 Growth, change and opportunity</b>	
<b>Objective 1: Coordinate land use planning for future population growth, community need and regional economic development</b>	
<b>Strategy 1.1</b> Land use planning strategies should consider the four key settlement planning principles outlined in the Regional Plan and be referred to the Department of Planning, Industry and Environment for endorsement.	Not relevant.
<b>Strategy 1.2</b> Maximise the cost-effective and efficient use of infrastructure by focusing development around existing infrastructure and promote co-location of new infrastructure.	Consistent. Will facilitate infill development.
<b>Strategy 1.3</b> Undertake infrastructure service planning to establish that land can be feasibly serviced prior to rezoning.	Not relevant.
<b>Strategy 1.4</b> Foster resilience and lower emissions in infrastructure planning at a local, intra-regional and cross border scale.	Not relevant.
<b>Strategy 1.5</b> When updating a LSPS or land use strategy, councils should concurrently prepare infrastructure strategies with a schedule of the major infrastructure items for any employment or residential release area.	Not relevant.
<b>Part 2 Productive and innovative</b>	
<b>OBJECTIVE 2: Protect the viability and integrity of rural land</b>	

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

<b>Table 2: Draft New England North West Regional Plan 2041</b>	
<b>OBJECTIVES &amp; APPLICABLE STRATEGIES</b>	<b>Planning Proposal response – is the Proposal consistent with the Strategy?</b>
	<b>COMMENTS</b>
<b>Strategy 2.1</b> Use local strategic planning to: <ul style="list-style-type: none"> <li>• protect the productive capacity of important agricultural land</li> <li>• supplement State and regional mapping and policy implementation</li> <li>• minimise land use conflict that may restrict the use of important agricultural land</li> <li>• identify initiatives to protect and enhance the future viability of important agricultural land</li> </ul> protect the integrity of existing and planned areas of intensive agriculture.	Not relevant.
<b>Strategy 2.2</b> Ensure land use planning provisions are proportionate to the quality of the land for agriculture and the scarcity of productive agricultural land in the region.	Not relevant.
<b>OBJECTIVE 3: Expand agribusiness and food processing sectors</b>	
<b>Strategy 3.1</b> Facilitate agribusiness employment and income-generating opportunities through the regular review of planning and development controls.	Not relevant.
<b>Strategy 3.2</b> Use local plans to protect intensive agriculture clusters, identify expansion opportunities and avoid land use conflicts, particularly with residential and rural residential land uses.	Not relevant.
<b>Strategy 3.3</b> Investigate options to access secure water resources through the Namoi Regional Water Strategy and Dungowan Dam Business Case.	Not relevant.

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

Table 2: Draft New England North West Regional Plan 2041	
OBJECTIVES & APPLICABLE STRATEGIES	Planning Proposal response – is the Proposal consistent with the Strategy?
	COMMENTS
<b>OBJECTIVE 4: Sustainably manage mineral resources</b>	
<b>Strategy 4.1</b> Use local strategic planning and planning proposals to consider the ongoing operation of mining and resource extraction and future development of known resources by: <ul style="list-style-type: none"> <li>identifying and protecting key areas of mineral, petroleum and energy resources potential</li> <li>protecting related infrastructure, such as road and rail freight routes, from development that could affect current or future extraction.</li> </ul>	Not relevant.
<b>Strategy 4.2</b> Consult with the NSW Division of Mining Exploration and Geoscience when assessing applications for land use changes (strategic land use planning, rezoning and planning proposals) and new developments or expansions.	Not relevant.
<b>Strategy 4.3</b> Support diversification of mining economies. Strategic planning and local plans should consider opportunities to: <ul style="list-style-type: none"> <li>identify future mine closure dates</li> <li>understand potential changes in water availability, economic/skill profiles and demographics</li> <li>consider land use changes and mine rehabilitation activities to maximise future economic opportunities.</li> </ul>	Not relevant.
<b>OBJECTIVE 5: Enhance the diversity and strength of Central Business Districts and town centres</b>	
<b>Strategy 5.1</b> Use strategic planning and land use plans to maintain and enhance the function of established	The PP is considered to be consistent with the Plan as it will maintain and enhance the existing centre.

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

**Table 2: Draft New England North West Regional Plan 2041**

OBJECTIVES & APPLICABLE STRATEGIES	Planning Proposal response – is the Proposal consistent with the Strategy?
	COMMENTS
<p>commercial centres by:</p> <ul style="list-style-type: none"> <li>• simplifying planning controls</li> <li>• developing active city streets that retain local character</li> <li>• facilitating a broad range of uses within centres in response to the changing retail environment</li> </ul> <p>maximising the transport and community facilities commensurate with the scale of the proposal.</p>	
<p><b>Strategy 5.2</b></p> <p>Strengthen the function of CBDs by focussing future commercial and retail activity in existing commercial centres, unless:</p> <ul style="list-style-type: none"> <li>• there is a demonstrated need</li> <li>• there is a lack of suitable sites elsewhere within existing centres</li> <li>• there is positive social and economic benefit to locate activity elsewhere.</li> </ul> <p>Where out-of-centre commercial areas are proposed, they must be of an appropriate size for their service catchment.</p>	<p>The PP is considered to be consistent with the Plan as it will maintain and enhance the existing centre.</p>
<p><b>Strategy 5.3</b></p> <p>Facilitate economic activity around industry anchors, such as health and education facilities, through planning controls that encourage clusters of complementary uses and address infrastructure needs.</p>	<p>The PP is considered to be consistent with the Plan as it will continue to reinforce the local centre, including around the existing health and education facilities.</p>
<p><b>Strategy 5.4</b></p> <p>Undertake place-based precinct planning for commercial centres to guide development of the area over time. A place-based precinct plan will set out the intended future land uses, infrastructure and built form outcomes for the area. It is prepared in consultation with local</p>	<p>The PP is considered to be consistent with the Plan as it will continue to reinforce the existing centre. Further precinct planning will be carried out in the future for the centre.</p>



Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

Table 2: Draft New England North West Regional Plan 2041	
OBJECTIVES & APPLICABLE STRATEGIES	Planning Proposal response – is the Proposal consistent with the Strategy?
	COMMENTS
communities and Government stakeholders to improve public realm and green infrastructure including open spaces to enhance the vitality and viability of those centres.	
<b>OBJECTIVE 6: Coordinate the supply of well-located employment land</b>	
<b>Strategy 6.1</b> Use strategic planning and local plans to: <ul style="list-style-type: none"> <li>• retain, manage and safeguard significant employment lands</li> <li>• respond to characteristics of the resident workforce and those working in the LGA and neighbouring LGAs</li> <li>• identify local and subregional specialisations</li> <li>• identify future employment lands and align infrastructure to support these lands</li> <li>• provide flexibility in local planning controls</li> <li>• respond to future changes in industry to allow a transition to new opportunities.</li> </ul>	The PP is considered to be consistent with the Plan as it will continue to reinforce the existing centre.
<b>OBJECTIVE 7: Support a diverse visitor economy</b>	
<b>Strategy 7.1</b> Use local plans to: <ul style="list-style-type: none"> <li>• enhance the amenity, vibrancy and safety of centres and township precincts</li> <li>• create green and open spaces and enhance existing green infrastructure, such as local and regional parks, for tourist and recreation facilities</li> <li>• support the development of places for artistic and cultural activities</li> <li>• protect heritage, biodiversity and agriculture to enhance cultural tourism, agritourism and eco-tourism</li> <li>• provide flexibility in planning controls to allow sustainable agritourism and ecotourism</li> </ul>	The PP is considered to be consistent with the Plan as it will provide certainty of permissible uses to facilitate further investment in the precinct.

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

Table 2: Draft New England North West Regional Plan 2041	
OBJECTIVES & APPLICABLE STRATEGIES	Planning Proposal response – is the Proposal consistent with the Strategy?
	COMMENTS
<ul style="list-style-type: none"> <li>improve public access and connection to heritage through innovative interpretation.</li> </ul>	
<b>Strategy 7.2</b> Support a diverse visitor economy in national parks through collaboration between National Parks and Wildlife Service (NPWS), Destination NSW, destination networks, councils and local tourism organisations to encourage and welcome visitors.	Not relevant.
<b>Part 3: Sustainable and resilient</b>	
<b>OBJECTIVE 8: Adapt to climate change and natural hazards and increase climate resilience</b>	
<b>Strategy 8.1</b> When preparing local strategic plans, be consistent with and adopt the principles outlined in the draft State-wide Natural Hazards package.	Not considered to be inconsistent.
<b>Strategy 8.2</b> Where significant risk from natural hazard is known or presumed, complete or update hazard strategies to inform new land use strategies and consult with emergency service providers and local emergency management committees.	No significant risk.
<b>Strategy 8.3</b> Where naturally occurring asbestos occurs, councils are encouraged to map the extent of asbestos and develop an asbestos policy to manage associated risks.	Not relevant.
<b>Strategy 8.4</b> Use local strategic planning and local plans to adapt to climate change and reduce exposure to natural hazards by: <ul style="list-style-type: none"> <li>taking a risk-based-approach to determining natural hazard risk in local strategic planning by using the best available science in consultation with the NSW Government, emergency</li> </ul>	The site is not affected by natural hazards.

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

Table 2: Draft New England North West Regional Plan 2041

OBJECTIVES & APPLICABLE STRATEGIES	Planning Proposal response – is the Proposal consistent with the Strategy?
	COMMENTS
<p>service providers, local emergency management committees and bush fire risk management committees</p> <ul style="list-style-type: none"> <li>• locating development away from areas of known high bushfire risk and flood risk to reduce the community's exposure to natural hazards</li> <li>• identifying industries and locations that would be negatively impacted as a result of climate change and natural hazards and preparing strategies to mitigate negative impacts and identify new paths for growth</li> <li>• considering changes to flood hazards resulting from major infrastructure projects (such as Inland Rail and other significant road upgrades) on existing and future land use, flood mitigation options, feasibility studies and updates to floodplain risk management plans</li> <li>• preparing, reviewing and implementing flood risk management plans in existing and new growth areas to improve community resilience to the impacts of flooding and to enable flood constraints to be incorporated into planning processes early for future development.</li> </ul>	
<p><b>Strategy 8.5</b></p> <p>Reduce the compounded risks of heat more thoroughly, and mitigate these through passive urban design, improved thermal performance and building resilience actions (e.g. minimum standard of building thermal performance without active cooling to mitigate risk to health of occupants in event of heatwave and power/infrastructure failure).</p>	Not relevant.
<p><b>Strategy 8.6</b></p> <p>Resilience and adaptation plans should consider opportunities to:</p> <ul style="list-style-type: none"> <li>• encourage sustainable and resilient building design and materials including the use of renewable energy</li> <li>• promote economic diversity and prosperity, improving liveability and strengthening the</li> </ul>	Not relevant.

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

Table 2: Draft New England North West Regional Plan 2041

OBJECTIVES & APPLICABLE STRATEGIES	Planning Proposal response – is the Proposal consistent with the Strategy?
	COMMENTS
<p>health, wellbeing and social cohesion of a place</p> <ul style="list-style-type: none"> <li>integrate emergency management and recovery needs into new and existing urban areas including evacuation planning, safe access and egress for emergency services personnel, buffer areas, building back better, whole-of-life cycle maintenance and operation costs for critical infrastructure for emergency management</li> <li>recognise the benefits of social connectivity and social cohesion to community resilience.</li> </ul>	
<b>OBJECTIVE 9: Lead renewable energy technology and investment</b>	
<p><b>Strategy 9.1</b> When developing strategic plans, the Department of Planning, Industry and Environment, and councils, should:</p> <ul style="list-style-type: none"> <li>accelerate development of the New England REZ and the Queensland to NSW Interconnector</li> <li>support the development of renewable energy storage options and distributed energy systems that are located close to their point of use</li> <li>support effective early community consultation.</li> </ul>	Not relevant.
<p><b>Strategy 9.2</b> When reviewing LEPs and local strategic planning statements:</p> <ul style="list-style-type: none"> <li>ensure current land use zones encourage and promote new renewable energy infrastructure</li> <li>identify and mitigate impacts on views, local character and heritage where appropriate</li> <li>undertake detailed hazard studies</li> <li>encourage energy efficient buildings and use of buildings materials which have been</li> </ul>	Not relevant.

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

Table 2: Draft New England North West Regional Plan 2041	
OBJECTIVES & APPLICABLE STRATEGIES	Planning Proposal response – is the Proposal consistent with the Strategy?
	COMMENTS
manufactured by some degree of renewable energy.	
<b>OBJECTIVE 10: Support a circular economy</b>	
<b>Strategy 10.1</b> Support the development of circular economy, hubs, infrastructure and activities.	Not relevant.
<b>Strategy 10.2</b> Use strategic planning and waste management strategies to support a circular economy, including dealing with waste from natural disasters and opportunities for new industry specialisations.	Not relevant.
<b>OBJECTIVE 11: Sustainably manage and conserve water resources</b>	
<b>Strategy 11.1</b> Water for communities is essential for their health and prosperity. Strategic planning and local plans should consider opportunities to: <ul style="list-style-type: none"> <li>consider water quality and supply issues and opportunities throughout the planning process</li> <li>locate, design, construct and manage new developments to minimise impacts on water catchments, including downstream impacts and groundwater resources</li> <li>encourage the reuse of water in new development, for urban greening and for irrigation purposes</li> <li>improve provision for stormwater management and water sensitive urban design</li> <li>ensure sustainable development of higher-water use industries by supporting more efficient water use and reuse, and in locations where water can be accessed without significantly impacting on other water users or the environment</li> </ul>	Not relevant.

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

<b>Table 2: Draft New England North West Regional Plan 2041</b>	
<b>OBJECTIVES &amp; APPLICABLE STRATEGIES</b>	<b>Planning Proposal response – is the Proposal consistent with the Strategy?</b>
	<b>COMMENTS</b>
<ul style="list-style-type: none"> <li>identify and protect drinking water catchments and storages in strategic planning and local plans.</li> </ul>	
<b>Strategy 11.2</b> Adopt an integrated approach to water cycle management across the region that considers climate change, water security, sustainable demand and growth, and the natural environment.	Not relevant.
<b>Strategy 11.3</b> Councils should investigate options for water management through innovation including encouraging water efficiency and whole-of-cycle-water-management to be integral parts of future developments and public realm improvements.	Not relevant.
<b>OBJECTIVE 12: Protect regional biodiversity and areas of High Environmental Value</b>	
<b>Strategy 12.1</b> Protect, maintain and restore important environmental assets in strategic planning and local plans by: <ul style="list-style-type: none"> <li>focusing land-use intensification away from HEV land and implementing the 'avoid, minimise and offset' hierarchy in strategic plans, local environmental plans and planning proposals.</li> <li>updating existing biodiversity mapping with new mapping in local environmental plans</li> <li>identifying HEV land at planning proposal stage through site investigation</li> <li>applying appropriate environmental zones to HEV land identified through site investigation at planning proposal stage.</li> </ul>	Not relevant.
<b>Strategy 12.2</b> Support the Biodiversity Conservation Trust in delivering private land conservation programs	Not relevant.



Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

Table 2: Draft New England North West Regional Plan 2041	
OBJECTIVES & APPLICABLE STRATEGIES	Planning Proposal response – is the Proposal consistent with the Strategy?
	COMMENTS
by: <ul style="list-style-type: none"> <li>educating landholders on conservation outcomes and financial opportunities available through conservation agreements on private land</li> <li>encouraging and supporting landholders to participate in private land conservation</li> <li>encouraging landholders to prioritise investment in biodiversity corridors and linkages.</li> </ul>	
<b>Strategy 12.3</b> Protect, maintain and enhance HEV on public land by assessing council managed land for the presence of HEV to identify land suitable for conservation agreements.	Not relevant.
<b>Strategy 12.4</b> Consider the needs of climate refugia for threatened species and other key species in strategic planning including biodiversity and conservation planning.	Not relevant.
<b>Strategy 12.5</b> Councils should preserve, enhance and link existing and potential biodiversity corridors across the region and avoid further fragmentation of these linkages, by: <ul style="list-style-type: none"> <li>including biodiversity corridor mapping in LEPs as a map overlay with associated clause</li> <li>identifying land with connectivity values and opportunities for landholders to voluntarily participate in corridor enhancement/ active rehabilitation/ restoration projects that strengthen and enhance regional connectivity</li> <li>review land zonings on land where there are opportunities to protect high priority corridor areas.</li> </ul>	Not relevant.
<b>Strategy 12.6</b> Strategic planning and local plans should consider opportunities to:	Not relevant.

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

Table 2: Draft New England North West Regional Plan 2041		
OBJECTIVES & APPLICABLE STRATEGIES		Planning Proposal response – is the Proposal consistent with the Strategy?
		COMMENTS
<ul style="list-style-type: none"> <li>• use available TSR mapping and categorisation methods to identify potential biodiversity corridors and linkages in the local landscape</li> <li>• establish relevant partnerships with LALCs and other councils to protect and manage TSRs</li> <li>• include TSRs in biodiversity corridor mapping in LEPs.</li> </ul>		
<b>Strategy 12.7</b> Protect biodiversity values in urban release areas. Strategic planning and local plans should consider opportunities to: <ul style="list-style-type: none"> <li>• incorporate validated and up-to-date environmental data</li> <li>• encourage biodiversity certification by councils at the precinct scale for high growth areas and by individual landholders at the site scale, where appropriate</li> <li>• focus land use intensification away from areas of identified HEV and protect HEV with planning controls</li> <li>• use buffers to separate or manage incompatible land uses and thereby minimise impacts on biodiversity.</li> </ul>		Not relevant.
<b>Part 4 Housing and place</b>		
<b>OBJECTIVE 13: Provide well located housing options to meet demand</b>		
<b>Strategy 13.1</b> Where a council chooses to prepare a local housing strategy, it is to be consistent with the Local Housing Strategy Guideline.		Not relevant.
<b>Strategy 13.2</b> Ensure local plans encourage and facilitate a range of housing options in well located areas to accommodate the projected household change.		Not relevant.

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

<b>Table 2: Draft New England North West Regional Plan 2041</b>	
<b>OBJECTIVES &amp; APPLICABLE STRATEGIES</b>	<b>Planning Proposal response – is the Proposal consistent with the Strategy?</b>
	<b>COMMENTS</b>
<b>Strategy 13.3</b> Only approve rural residential housing on land which has been approved in a strategy endorsed by the Department of Planning, Industry and Environment	Not relevant.
<b>OBJECTIVE 14: Provide more affordable and low cost housing</b>	
<b>Strategy 14.1</b> Assess the potential to renew social housing to increase and diversify social housing stock.	Not relevant.
<b>OBJECTIVE 15: Understand, respect and integrate Aboriginal culture and heritage</b>	
<b>Strategy 15.1</b> Consider applying dual names to important places, features or local infrastructure.	Not relevant.
<b>OBJECTIVE 16: Support the aspirations of Aboriginal people and communities in local planning</b>	
<b>Strategy 16.1</b> Provide opportunities for the region's LALCs to interact with and utilise the NSW planning system and the planning pathways available to achieve development aspirations.	Not relevant.
<b>OBJECTIVE 17: Celebrate local character</b>	
<b>Strategy 17.1</b> Ensure strategic planning and local plans recognise and enhance local character through use of local character statements in local plans and in accordance with the NSW Government's Local Character and Place Guideline.	Not relevant.
<b>Strategy 17.2</b> Celebrate buildings of local heritage significance by	Not relevant.

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

Table 2: Draft New England North West Regional Plan 2041	
OBJECTIVES & APPLICABLE STRATEGIES	Planning Proposal response – is the Proposal consistent with the Strategy?
	COMMENTS
<ul style="list-style-type: none"> <li>retaining the existing use where possible</li> <li>establishing a common understanding of appropriate reuses</li> <li>exploring history and significance</li> <li>considering temporary uses</li> <li>designing for future change of use options</li> </ul>	
<b>OBJECTIVE 18: Public spaces and green infrastructure support connected and healthy communities</b>	
<b>Strategy 18.1</b> Encourage councils to undertake public space needs analysis and develop public space infrastructure strategies for improving access and quality of all public space to meet community need. This could include: <ul style="list-style-type: none"> <li>drawing on community feedback to identify the quantity, quality and the type of public space required</li> <li>prioritising the delivery of new and improved quality public space to areas of most need</li> <li>considering the needs of future and changing populations (i.e. influx or decline of residents, ageing populations, decreasing household size etc.)</li> <li>identifying walkable connectivity improvements and quality access requirements to encourage use and enjoyment of existing infrastructure.</li> </ul>	Not relevant.
<b>Strategy 18.2</b> Public space improvements should consider the local conditions.	Not relevant.
<b>Strategy 18.3</b> Encourage the use of council owned land for temporary community events and creative practices by reviewing development controls so that applications are straight forward.	Not relevant.

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

Table 2: Draft New England North West Regional Plan 2041	
OBJECTIVES & APPLICABLE STRATEGIES	Planning Proposal response – is the Proposal consistent with the Strategy?
	COMMENTS
<b>Strategy 18.4</b> Increase urban tree canopy cover across the public and private domain by strategically planting on streets and open spaces, and reviewing development controls for private land.	Not relevant.
<b>Strategy 18.5</b> Local environmental plan amendments that propose to reclassify public open space must consider the following: <ul style="list-style-type: none"> <li>the role or potential role of the land within the open space network</li> <li>how the reclassification is strategically supported by local strategies such as open space or asset rationalisation strategies</li> <li>where land sales are proposed, details of how sale of land proceeds will be managed</li> <li>the net benefit or net gain to open space.</li> </ul>	Not relevant.
<b>Part 5 Connected and accessible</b>	
<b>OBJECTIVE 19: Leverage new and upgraded infrastructure</b>	
<b>Strategy 19.1</b> Apply zoning and development controls to: <ul style="list-style-type: none"> <li>support the operation of Inland Rail and minimise land use conflicts which could limit network capacity.</li> <li>capitalise on growth opportunities that arise outside the SAP boundaries.</li> </ul>	Not relevant.
<b>Strategy 20.1</b> Optimise the efficiency and effectiveness of the freight network by: <ul style="list-style-type: none"> <li>protecting, maintaining and improving the existing and emerging freight transport network</li> </ul>	Not relevant.

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

Table 2: Draft New England North West Regional Plan 2041	
OBJECTIVES & APPLICABLE STRATEGIES	Planning Proposal response – is the Proposal consistent with the Strategy?
	COMMENTS
balancing land use conflict with the need to support efficient freight capacity.	
<b>Strategy 20.2</b> Support the operation of regional airports and aerodromes in local planning to: <ul style="list-style-type: none"> <li>• manage and protect airport and aerodrome land uses and airspace to support aviation operations (including regular public and private transport, air freight and medical services) and related business</li> <li>• limit the encroachment of incompatible development</li> <li>• identify and activate employment lands surrounding airports and aerodromes with flexible planning controls</li> <li>• provide for the future potential expansion of airports and aerodromes.</li> </ul>	Not relevant.
<b>OBJECTIVE 21: Improve active and public transport networks</b>	
<b>Strategy 21.1</b> Encourage active and public transport use by: <ul style="list-style-type: none"> <li>• prioritising pedestrian amenity within centres</li> <li>• providing a legible, connected and accessible network of pedestrian and cycling facilities</li> <li>• delivering accessible transit stops and increasing convenience at interchanges to serve an ageing customer</li> <li>• incorporating emerging anchors and commuting catchments in bus contract renewals</li> <li>• integrating the active transport network with public transport facilities.</li> </ul>	The PP is consistent with the Plan as it will reinforce the centre and bus route.
<b>OBJECTIVE 22: Utilise emerging transport technology</b>	
<b>Strategy 22.2</b>	Not relevant.



Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

<b>Table 2: Draft New England North West Regional Plan 2041</b>	
<b>OBJECTIVES &amp; APPLICABLE STRATEGIES</b>	<b>Planning Proposal response – is the Proposal consistent with the Strategy?</b>
	<b>COMMENTS</b>
Consider how smart technology can improve planning processes including community engagement and information sharing.	
<b>Local Government Narratives</b>	
Deliver a variety of housing options in Armidale and promote development that contributes to the unique character of Ben Lomond, Black Mountain, Guyra, Ebor, Hillgrove, Llangothlin and Wollomombi	Not relevant.
Foster the growth of knowledge-based services, high-order education services and health-related industries in Armidale CBD and around the Armidale Rural Referral Hospital and University of New England	Not relevant.
Armidale Regional Airport as an opportunity for year-round tourism and a hub for state emergency services	Not relevant.
Support the development of employment lands such as the Airport Business Park and Acacia Park	Not relevant.
Using NBN fibre to the premises to grow businesses	Not relevant.
Support the sustainable and effective management of water resources to enable drought-proofing	Not relevant.
Encourage diversification in agriculture, horticulture and agribusiness to grow these sectors and harness domestic and international opportunities	Not relevant.
Support the New England Regional Arts Museum and other arts organisations to position the LGA as a recognised arts and cultural centre in regional Australia	Not relevant.
Implement place-based planning principles to build more liveable communities for residents	Not relevant.

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

Table 2: Draft New England North West Regional Plan 2041	
OBJECTIVES & APPLICABLE STRATEGIES	Planning Proposal response – is the Proposal consistent with the Strategy?
	COMMENTS
Leverage the proposed REZ and to identify and promote wind, solar and other renewable energy production opportunities.	Not relevant.

### Planning for the future of retail | Discussion Paper

The DPE prepared the *Planning for the future of retail | Discussion Paper* (NSW Department of Planning & Environment, 2018). It “... describes how the NSW planning system could address the State’s increasingly dynamic retail sector (NSW Department of Planning & Environment, 2018)”. The Discussion Paper provides three directions for modernising the retail planning framework and achieving the right balance of customer and community amenity. Each of these is addressed below in relation to the PP.

**Table 3: Directions**

Direction	PP Response
<b>Direction 1: Better local strategic planning for retail</b>	
<p>Retail planning will place greater emphasis on strategic planning and local place-based outcomes to guide retail land use objectives and decisions. In practice, this could mean:</p> <ul style="list-style-type: none"> <li>• Establishing long-term place based outcomes for retail at the local level consistent with local strategic planning statements.</li> <li>• Updating local retail strategies to reflect current and future trends in the retail sector and the implications these have for floor space requirements and other planning considerations such as accessibility.</li> <li>• Aligning strategic narrative and statutory planning controls.</li> </ul>	<p>Council’s LSPS has longer term intentions to carry out a local retail strategy. This PP intends to provide an interim solution to regularise the existing uses that have been carried out on the site since it was initially developed in the 1960s. The PP will limit the scale of the use to ensure in the interim it does not detract from the integrity of the town centre whilst providing some certainty for continued use and investment into the site.</p>
<b>Direction 2: A modern approach to retail development that reflects a range of retail formats in centres</b>	
<p>While most retail will remain well-suited to traditional centre-based development, retail is an important activity in other locations. The emergence of retail clusters in some located will require an appropriate strategic planning and infrastructure response. In practice this could mean:</p> <ul style="list-style-type: none"> <li>• Transitioning clusters of retail into an emerging centre in accordance with principles of planning for centre development.</li> <li>• Ensuring appropriate levels of investment in infrastructure, accessibility and amenity are commensurate with the development of an emerging centre.</li> <li>• Renewing main streets through greater coordination and targeting of investment in social and cultural infrastructure to help support local place-making, tourism and cohesion, particularly for regional towns.</li> <li>• Providing guidance to support councils in planning for retail.</li> </ul>	<p>The PP intends to regularise the existing uses that have been carried out on the site since it was initially developed in the 1960, and within an existing retail cluster/hub as outlined in the <b>Site Context</b> section.</p> <p>Being an existing development and being within an existing retail cluster/hub, the site is considered to have adequate existing infrastructure.</p> <p>The PP will provide for renewal of the existing hub through providing certainty in land use permissibility to enable investment into the redevelopment of the site in order to modernise the existing building.</p>

Table 3: Directions

Direction	PP Response
<b>Direction 3: Adaptability and certainty for retail</b>	
<p>A greater emphasis on strategic planning for controlling retail land use outcomes will need to be matched with changes to the current statutory controls, many of which are complicated and burdensome. In practice this could mean:</p> <ul style="list-style-type: none"> <li>Controlling permissibility by setting open zones.</li> <li>Establishing a retail innovation provision to allow a proposal that involves an undefined or prohibited use to be evaluated and potentially permitted.</li> <li>In the longer term, introducing a strategic plan aligned zoning framework as part of a comprehensive review of all zones.</li> </ul>	Not relevant to this PP.

### Integrating Land Use and Transport

*Integrating Land Use And Transport | The Right Place for Business and Services — Planning policy “aims to encourage a network of vibrant, accessible mixed use centres which are closely aligned with and accessible by public transport, walking and cycling” (NSW Department of Urban Affairs and Planning, 2001). Whilst the policy is more focussed on the development assessment stage of the planning process, the principles are applicable to PPs. The policy considerations are outlined below in relation to the PP.*

Table 4: Policy Considerations

Direction	PP Response
<b>Objectives</b>	
<ul style="list-style-type: none"> <li>locate trip-generating development which provides important services in places that: <ul style="list-style-type: none"> <li>help reduce reliance on cars and moderate the demand for car travel</li> <li>encourage multi-purpose trips</li> <li>encourage people to travel on public transport, walk or cycle</li> <li>provide people with equitable and efficient access</li> </ul> </li> <li>minimise dispersed trip-generating development that can only be accessed by cars</li> <li>ensure that a network of viable, mixed use centres closely aligned with the public transport system accommodates and creates opportunities for business growth and service delivery</li> </ul>	<p>Rusden Street and other surrounding streets form part of the local bus network (refer <b>Attachment 3</b>).</p> <p>The site is located within a cluster/hub of retail uses. It is also located adjacent to an existing school and in close proximity to the hospital precinct. The site and surrounds are interconnected by footpath infrastructure.</p> <p>The site is therefore located in an accessible area to all forms of transport.</p>

Table 4: Policy Considerations

Direction	PP Response
<ul style="list-style-type: none"> <li>protect and maximise community investment in centres, and in transport infrastructure and facilities</li> <li>encourage continuing private and public investment in centres, and ensure that they are well designed, managed and maintained</li> <li>foster growth, competition, innovation and investment confidence in centres, especially in the retail and entertainment sectors, through consistent and responsive decision making.</li> </ul>	The PP will reinforce the existing retail hub, thus encouraging investment in the hub.
<b>Structure</b>	
<ul style="list-style-type: none"> <li><b>The right location</b> — locating trip-generating activities and development in places that optimise accessibility, limit the demand for travel, encourage and facilitate public transport use, and reduce car travel and reliance on cars</li> </ul>	The PP site is accessible by all forms of transport, including for pedestrians, cyclists, public transport and private motor vehicles. It is located within a permeable and interconnected road and footpath network, making it easily accessible.
<ul style="list-style-type: none"> <li><b>The right centre</b> — supporting a viable network of mixed use centres of a variety of sizes and functions to accommodate activities and services, foster the greater use of public transport, walking and cycling, and encourage multi-purpose trips</li> </ul>	The site is located in an area with a cluster of non-residential uses as well as being in a wider residential based area. The site has and, with this PP, will enable such development to lawfully continue to serve the needs of its local community.

**Q4. Is the planning proposal consistent with a Council's local strategy or other local strategic plan?**

**Armidale Local Strategic Planning Statement: A Plan for 2040**

The Armidale Regional LSPS:

- Provides a 20 year land use vision for the Armidale Regional Council Local Government Area;
- Directs where further investigations are to be undertaken to identify how future growth and change will be managed;
- Identifies where further strategic land use planning is required; and
- Explains how the planning priorities and related actions will be implemented.

The LSPS vision is:

*The Armidale Regional Council local government area is an exemplary sustainable region of New England, defined by its rich agricultural lands and its attractive natural environment, complemented by a series of well serviced interconnected communities, with the city of Armidale as the regional hub.*

*The Armidale area offers a positive, healthy and vibrant country lifestyle. Its identity is founded on its diverse economy, cultural heritage, civic and educational institutions and strong sense of community (Armidale Regional Council, 2020).*

The Armidale Regional Local Strategic Planning Statement aims to meet the community's future social, economic and environmental needs by addressing important strategic land use planning and development issues. The LSPS identifies priorities for the Armidale Regional Local Government Area that will support and



*Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use*

develop the local identity, values and opportunities. It will shape the land use over time and the development standards we use. Immediate, short, medium and long term actions have been developed as part of the LSPS to help deliver on these priorities and the vision for the future.

**Table 2** below summarises the directions of the LSPS, provides comment on the directions and actions of the Plan that are directly relevant to the Planning Proposal, and indicates whether the Proposal is considered to be consistent or inconsistent with the LSPS.



Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

Table 5: Armidale Local Strategic Planning Statement: A Plan for 2040

DIRECTIONS & APPLICABLE ACTIONS	TIMEFRAME OF IMPLEMENTATION	Planning Proposal response – is the Proposal consistent with the Strategy?
		COMMENTS
Theme 1. Community		
1a) Population Growth		
i) Endorse the NSW Population Projections as the basis for all Council strategic planning activities.	Immediate: 2020	Not relevant.
ii) Use the current version of the NSW Population Projections as the basis for all Council strategic planning activities.	Ongoing	Not relevant.
1b) Settlement Network		
i) Prepare a place-based strategy to guide future growth and development of each of the following villages and immediate surrounds consistent with the desired future character of the relevant village: a) Ben Lomond; b) Black Mountain; c) Ebor; d) Hillgrove; and e) Wollomombi.	Immediate: 2020/21	Not relevant.
ii) Prepare a place-based strategy to guide future growth and development of Guyra and immediate surrounds consistent with the desired future character of the centre.	Immediate: 2021/22	Not relevant.
iii) Prepare a place-based strategy to guide future growth and development of Armidale and immediate surrounds consistent with “regional city” status.	Immediate: 2022/23	Not relevant.
iv) Review and amend the merged LEP in response to the above-mentioned strategy findings.	Subject to related strategy timing.	Not relevant.
1c) Land for Housing		
i) Undertake such studies as are required to: a) identify land required and suitable for residential and	Short-term	Not relevant.

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

Table 5: Armidale Local Strategic Planning Statement: A Plan for 2040

DIRECTIONS & APPLICABLE ACTIONS	TIMEFRAME OF IMPLEMENTATION	Planning Proposal response – is the Proposal consistent with the Strategy?
		COMMENTS
related purposes within and/or as a logical extension to existing settlements; and b) address the related land use planning implications.		
ii) Review and amend the merged LEP, in response to the above-mentioned study outcomes, to: a) allow development of land identified as being required and suitable for residential and related purposes.	Subject to related study timing.	Not relevant.
<b>1d) Housing Options</b>		
i) Undertake such studies as are required to: a) identify housing options designed to respond to existing and projected future community needs; and b) address the related land use planning implications.	Short-term	Not relevant.
ii) Review and amend the merged LEP, in response to the above-mentioned study outcomes, to: a) allow the development of housing options identified as being required to meet existing and projected future community needs.	Subject to related study timing.	Not relevant.
<b>Theme 2. Economy</b>		
<b>2a) Armidale CBD</b>		
i) Undertake such studies as are required to: a) identify opportunities to facilitate revitalisation of the Armidale central business district consistent with “regional city” status; and b) address the related land use planning implications.	Short-term	Not relevant.

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

Table 5: Armidale Local Strategic Planning Statement: A Plan for 2040

DIRECTIONS & APPLICABLE ACTIONS	TIMEFRAME OF IMPLEMENTATION	Planning Proposal response – is the Proposal consistent with the Strategy?
		COMMENTS
ii) Review and amend the merged LEP, subject to the above-mentioned study outcomes to: (a) allow development designed to revitalise the Armidale central business district.	Subject to related study timing.	Not relevant.
<b>2b) Agricultural Land</b>		
i) Undertake such studies as are required to: a) identify areas of important or potentially important agricultural land; and b) address the related land use planning implications.	Short-term	Not relevant.
ii) Review and amend the merged LEP, as soon as practicable and/or in response to the above-mentioned study outcomes, to: a) protect areas identified as being important or potentially important agricultural land; and b) require development proponents to address important agricultural land values in areas containing or potentially containing such values.	2021+	Not relevant.
<b>2c) Agribusiness</b>		
i) Undertake such studies as are required to: a) identify opportunities to develop agribusiness and related facilities, and the appropriate circumstances for such development; and b) address the related land use planning implications.	Short-term	Not relevant.
ii) Review and amend the merged LEP, in response to the above-mentioned study outcomes, to:	Subject to related study timing.	Not relevant.

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

Table 5: Armidale Local Strategic Planning Statement: A Plan for 2040

DIRECTIONS & APPLICABLE ACTIONS	TIMEFRAME OF IMPLEMENTATION	Planning Proposal response – is the Proposal consistent with the Strategy?
		COMMENTS
a) allow the development of agribusiness and related activities under the defined circumstances.		
<b>2d) Employment Land</b>		
i) Undertake such studies as are required to: a) identify land required and suitable for commercial or industrial and related purposes to support diversification of the local economy; and b) address the related land use planning implications.	Short-term	May form part of these future studies.
ii) Review and amend the merged LEP, in response to the above-mentioned study outcomes, to: a) allow development of land identified as being required and suitable for commercial or industrial and related purposes.	Subject to related study timing.	May form part of these future studies.
<b>2e) Tourism Facilities</b>		
i) Undertake such studies as are required to: a) identify opportunities to develop tourism and related facilities, and the appropriate circumstances for such development; and b) address the related land use planning implications.	Medium-term	Not relevant.
ii) Review and amend the merged LEP, subject to the above-mentioned study outcomes, to: a) allow the development of tourism and related facilities under the defined circumstances.	Subject to related study timing.	Not relevant.
<b>Theme 3. Infrastructure</b>		

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

Table 5: Armidale Local Strategic Planning Statement: A Plan for 2040

DIRECTIONS & APPLICABLE ACTIONS	TIMEFRAME OF IMPLEMENTATION	Planning Proposal response – is the Proposal consistent with the Strategy?
		COMMENTS
3a) Infrastructure		
i) Undertake such studies as are required to: a) identify existing and likely future infrastructure requirements to achieve desired standards of service and to service projected growth and related development; and b) address the related land use planning implications.	Short-term	Not relevant.
ii) Review and amend the merged LEP, as soon as practicable and/or in response to the above-mentioned study outcomes, to: a) facilitate the delivery of infrastructure to achieve desired standards of service and to service projected growth and related development; and b) require development proponents to address infrastructure requirements.	Subject to related study timing.	Not relevant.
3b) Transport Corridors		
i) Undertake such studies as are required to: a) identify the existing and likely future operational requirements of major transport corridors and related infrastructure; and b) address the related land use planning implications.	Medium-term	Not relevant.
ii) Review and amended the merged LEP, as soon as practicable and/or in response to the above-mentioned study outcomes, to: a) protect the operation of major transport corridors,	2021+	Not relevant.

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

Table 5: Armidale Local Strategic Planning Statement: A Plan for 2040

DIRECTIONS & APPLICABLE ACTIONS	TIMEFRAME OF IMPLEMENTATION	Planning Proposal response – is the Proposal consistent with the Strategy?
		COMMENTS
including related infrastructure; and b) require development proponents to address major transport corridor operational requirements in areas impacting or potentially impacting such requirements.		
<b>3c) Regional Airport</b>		
i) Undertake such studies as are required to: a) identify the existing and likely future operational requirements of Armidale Regional Airport; and b) address the related land use planning implications.	Short-term	Not relevant.
ii) Review and amend the merged LEP, as soon as practicable and/or in response to the above-mentioned study outcomes, to: a) facilitate and protect the operation of Armidale Regional Airport; and b) require development proponents to address Armidale Regional Airport operational requirements in areas impacting or potentially impacting such requirements.	2021+	Not relevant.
<b>3d) Armidale Hospital</b>		
i) Undertake such studies as are required to: a) identify whether opportunities exist to cluster development related to the Armidale Rural Referral Hospital near the Hospital site, and if so, under what circumstances; and b) address the related land use planning implications.	Medium-term	Not relevant.



Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

Table 5: Armidale Local Strategic Planning Statement: A Plan for 2040

DIRECTIONS & APPLICABLE ACTIONS	TIMEFRAME OF IMPLEMENTATION	Planning Proposal response – is the Proposal consistent with the Strategy?
		COMMENTS
ii) Review and amend the merged LEP, subject to the above-mentioned study outcomes, to: <ul style="list-style-type: none"> <li>a) allow the clustering of related development near the Armidale Rural Referral Hospital site under the defined circumstances.</li> </ul>	Subject to related study timing.	Not relevant.
<b>3e) Education Facilities</b>		
i) Undertake such studies as are required to: <ul style="list-style-type: none"> <li>a) identify opportunities to develop education and related facilities, and the appropriate circumstances for such development; and</li> <li>b) address the related land use planning implications.</li> </ul>	Medium-term	Not relevant.
ii) Review and amend the merged LEP, subject to the above-mentioned study outcomes, to: <ul style="list-style-type: none"> <li>a) allow the development of education and related facilities under the defined circumstances.</li> </ul>	Subject to related study timing.	Not relevant.
<b>3f) Facilities for Arts and Culture</b>		
i) Undertake such studies as are required to: <ul style="list-style-type: none"> <li>a) identify opportunities to develop facilities that promote arts and culture, and the appropriate circumstances for such development; and</li> <li>b) address the related land use planning implications.</li> </ul>	Medium-term	Not relevant.
ii) Review and amend the merged LEP, subject to the above-mentioned study outcomes, to: <ul style="list-style-type: none"> <li>a) allow the development of facilities that promote arts</li> </ul>	Subject to related study timing.	Not relevant.

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

Table 5: Armidale Local Strategic Planning Statement: A Plan for 2040

DIRECTIONS & APPLICABLE ACTIONS	TIMEFRAME OF IMPLEMENTATION	Planning Proposal response – is the Proposal consistent with the Strategy?
		COMMENTS
and culture under the defined circumstances.		
<b>3g) Open Space and Recreation</b>		
i) Undertake such studies as are required to: a) identify opportunities to develop open space and recreation facilities, and the appropriate circumstances for such development; and b) address the related land use planning implications.	Medium-term	Not relevant.
ii) Review and amend the merged LEP, subject to the above-mentioned study outcomes, to: a) allow the development of open space and recreation facilities under the defined circumstances; and b) facilitate the development of the open space network.	Subject to related study timing.	Not relevant.
<b>3h) Renewable Energy</b>		
i) Undertake such studies as are required to: a) identify whether opportunities exist to develop renewable energy production facilities, and if so, under what circumstances; and b) address the related land use planning implications.	Medium-term	Not relevant.
ii) Review and amend the merged LEP, subject to the above-mentioned study outcomes, to: a) allow the development of renewable energy production facilities under the defined circumstances.	Subject to related study timing.	Not relevant.
<b>Theme 4. Environment</b>		

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

Table 5: Armidale Local Strategic Planning Statement: A Plan for 2040

DIRECTIONS & APPLICABLE ACTIONS	TIMEFRAME OF IMPLEMENTATION	Planning Proposal response – is the Proposal consistent with the Strategy?
		COMMENTS
<b>4a) Natural Environment</b>		
i) Undertake such studies as are required to: a) identify areas of high or potential high natural environmental value; and b) address the related land use planning implications.	Short-term	Not relevant.
ii) Review and amend the merged LEP, as soon as practicable and/or in response to the above-mentioned study outcomes, to: a) protect areas identified as being of high or potentially high natural environmental value; and b) require development proponents to address natural environmental values in areas containing or potentially containing such values.	2021+	Not relevant.
<b>4b) Cultural Heritage</b>		
i) Undertake such studies as are required to: a) identify sites or potential sites of cultural heritage value; and b) address the related land use planning implications.	Short-term	Not relevant.
ii) Review and amend the merged LEP, as soon as practicable and/or in response to the above-mentioned study outcomes, to: a) protect sites identified as being of cultural heritage or potential cultural heritage value; and b) require development proponents to address cultural heritage values on sites containing or potentially	2021+	Not relevant.

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

Table 5: Armidale Local Strategic Planning Statement: A Plan for 2040

DIRECTIONS & APPLICABLE ACTIONS	TIMEFRAME OF IMPLEMENTATION	Planning Proposal response – is the Proposal consistent with the Strategy?
		COMMENTS
containing such values.		
<b>4c) Natural Hazards</b>		
i) Undertake such studies as are required to: a) identify areas impacted or potentially impacted by natural hazards, including flooding and bushfire; and b) address the related land use planning implications.	Short-term	Not relevant.
ii) Review and amend the merged LEP, as soon as practicable and/or in response to the above-mentioned study outcomes, to: a) restrict development in areas identified as being impacted or potentially impacted by natural hazards; and b) require development proponents to address natural hazards on sites / in areas impacted or potentially impacted by such hazards.	2021+	Not relevant.
<b>4d) Contaminated Land</b>		
i) Undertake such studies as are required to: a) identify sites impacted or potentially impacted by contamination; and b) address the related land use planning implications.	Short-term	Not relevant.
ii) Review and amend the merged LEP, as soon as practicable and/or in response to the above-mentioned study outcomes, to: a) manage development on sites identified as being	2021+	Not relevant.



Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

**Table 5: Armidale Local Strategic Planning Statement: A Plan for 2040**

DIRECTIONS & APPLICABLE ACTIONS	TIMEFRAME OF IMPLEMENTATION	Planning Proposal response – is the Proposal consistent with the Strategy?
		COMMENTS
b) impacted or potentially impacted by contamination; and require development proponents to address contamination on sites impacted or potentially impacted by contamination.		



Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

### New England Development Strategy

The *New England Development Strategy* (Worley Parsons, 2010) ('NEDS') was prepared for Armidale Dumaresq, Guyra Shire, Uralla Shire and Walcha Councils. The Strategy outlines key land use policies and principles for the four council areas and provided the planning context for the preparation of the Standard LEP Instruments for each local government area. The Strategy, which has a timeframe up to 2032, was adopted by the four councils and endorsed by the Director-General of the Department of Planning & Infrastructure.

The proposed PP is considered to be consistent with the NEDS. It will facilitate the lawful continuation of existing uses within the neighbourhood hub.

#### **Q5. Is the planning proposal consistent with applicable State Environmental Planning Policies?**

Consideration of each of the State Environmental Planning Policies (SEPPs) is provided in **Attachment 1**. There are none that have any provisions that are specifically applicable to the PP.

#### **Q6. Is the planning proposal consistent with applicable Ministerial Directions (section 9.1 directions)?**

The Ministerial Directions are considered in **Attachment 2**. The PP is not considered to be inconsistent with any of the Ministerial Directions.

### **Section C. Environmental, social, and economic impacts**

#### **Q7. Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected as a result of the proposal?**

As shown on the mapping in **Attachment 4**,

- the site is not mapped as being on the Biodiversity Values Map
- The site is not mapped as containing native vegetation
- There are no threatened species mapped as recorded, by BioNet, as occurring on or near the site.

The site is highly modified through previous use of the site, as shown in **Plate 1** and **Plate 2**. It does not contain any significant or remnant vegetation. Based on this, it is not expected that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected as a result of the PP.

#### **Q8. Are there any other likely environmental effects as a result of the planning proposal and how are they proposed to be managed?**

There are no other likely environmental effects as a result of the PP.

#### **Q9. Has the planning proposal adequately addressed any social and economic effects?**

### Heritage

A search of the State Heritage Inventory has revealed the site is not mapped as containing any items of non-Aboriginal heritage significance. An Aboriginal Heritage Information Management System (AHIMS) Search has identified that no items of Aboriginal heritage significance have been identified on the site (refer **Attachment 5**).

Based on the absence of items of heritage significance, it is not expected that the PP would impact on any items/areas of heritage significance.

### Estimate the number of jobs

The PP will regularise the lawfulness of the existing retail use of the site. This will provide certainty for existing and future employment on the site.





Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

#### **Identify the impact on existing social infrastructure**

Given the existing use of the site, the PP is not expected result in a measurable impact on existing social infrastructure.

#### **Identify the need for public open space or impacts on green infrastructure**

The PP is not expected to result in an increased need for public open space or green infrastructure.

#### **Identify the impact on existing retail centres**

The PP will regularise the lawfulness of the existing retail use of the site. This would reinforce the commercial hub that is located at the intersection of Rusden and Ohio Streets. It is expected to have an immeasurable impact on the Armidale CBD.

#### **Measures to mitigate any adverse social or economic impacts, where necessary, and whether additional studies are required**

Nil required.

#### **Public Benefits**

On balance of issues, the PP is expected to result in a net public benefit through the certainty it will provide in continued use of the site and services provided to the local community.

### **Section D. State and Commonwealth interests**

#### **Q.10 Is there adequate public infrastructure for the planning proposal?**

The site has existing connections to reticulated potable water supply and sewerage infrastructure. The use is in existence on the site. Given this it is understood that site has access to adequate existing public infrastructure.

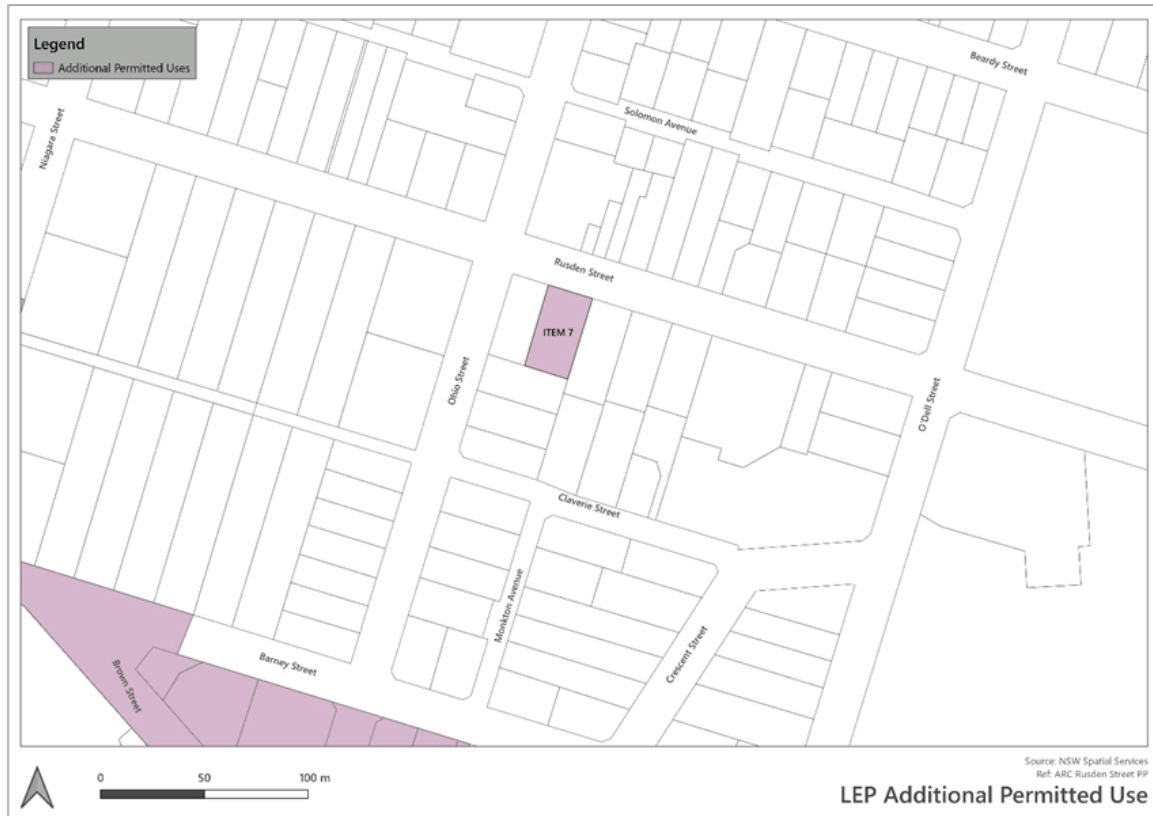
The site has direct access to Rusden Street, which is a two lane two way local street. The continued retail use of the site is not expected to result in exceedances of the capacity of the local network.

#### **Q.11 What are the views of State and Commonwealth Public Authorities consulted in accordance with the gateway determination?**

There are no State or Commonwealth Public Authorities deemed to be required to be consulted as part of this PP unless DPE determines otherwise.

## PART 4 – MAPPING

The LEP “Additional Permitted Uses Map – Sheet APU\_002AA” is to be amended to include the site as Item 7 as generally shown below. Council’s GIS Officer will finalise these in the standard technical format required by the Department prior to finalisation of the PP.





*Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use*

## **PART 5 – COMMUNITY CONSULTATION**

Preliminary consultation with DPE indicated the PP could be undertaken as a Basic Category which requires a maximum of 10 working days public exhibition.

Notification of the PP would be undertaken in the following manner:

- In a newspaper that circulates in the area affected by the PP
- On the Planning Portal
- On council's website
- In writing to affected and adjoining landowners.

## PART 6 – PROJECT TIMELINE

The anticipated project timeline for completion of the Planning Proposal is outlined in **Table 3**.

*Table 6: Project timeline*

Task	Anticipated Timeframe
Date of Gateway Determination	TBA
Completion of technical information, studies if required	Not required
Timeframe for government agency consultation (pre and post exhibition as required by Gateway determination)	Not required
Commencement and completion dates for public exhibition.	10 business days exhibition
Dates for public hearing if required.	Not required
Timeframe for the consideration of submissions	30 days
Timeframe for the consideration of the PP post exhibition	30 days
Date of submission to the Department to finalise the LEP.	TBA following council endorsement meeting
Anticipated date council will make the plan (if delegated).	TBA following council endorsement meeting
Anticipated date council will forward to the Department for notification.	TBA following council endorsement meeting



Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

## REFERENCES

- Armidale Regional Council. (2020). *Local Strategic Planning Statement: A Plan for 2040*. Armidale: Armidale Regional Council.
- NSW Department of Planning & Environment. (2018). *Planning for the future of retail | Discussion Paper*. Sydney: DPE.
- NSW Department of Urban Affairs and Planning. (2001). *Integrating Land Use And Transport | The Right Place for Business and Services — Planning policy*. Sydney: NSW DUAP.
- NSW Government. (2022). *Historical Imagery*. Retrieved from Spatial Collaboration Portal.
- NSW Planning & Environment. (2017). *New England North West Regional Plan 2036*. Tamworth: NSW Planning & Environment.
- Worley Parsons. (2010). *New England Development Strategy*. Newcastle: Worley Parsons.

*Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use*



## **ATTACHMENTS**



### Attachment 1: APPLICABLE STATE ENVIRONMENTAL PLANNING POLICIES

The following table considers the applicability of each of the State Environmental Planning Policies (SEPPs).

*Table 7: State Environmental Planning Policies*

SEPP	Consistent	Comment
Biodiversity and Conservation 2021	N/A	No provisions applicable to the PP.
Building Sustainability Index: (BASIX) 2004	N/A	No BASIX affected buildings.
Exempt and Complying Development Codes 2008	N/A	Provides for exempt and complying development provisions. No provisions applicable to the PP.
Housing 2021	N/A	No housing included or proposed. No provisions applicable to the PP.
Industry and Employment 2021		No provisions applicable to the PP.
No 65—Design Quality of Residential Apartment Development	N/A	No residential apartment development provided. No provisions applicable to the PP.
Planning Systems 2021		No provisions applicable to the PP.
Precincts—Central River City 2021	N/A	Not applicable to the site.
Precincts—Eastern Harbour City 2021	N/A	Not applicable to the site.
Precincts—Regional 2021		No provisions applicable to the PP.
Precincts—Western Parkland City 2021	N/A	Not applicable to the site.
Primary Production 2021	N/A	No provisions applicable to the PP.
Resilience and Hazards 2021		No provisions applicable to the PP.
Resources and Energy 2021		No provisions applicable to the PP.
Transport and Infrastructure 2021		No provisions applicable to the PP.

## Attachment 2: APPLICABLE MINISTERIAL DIRECTIONS (SECTION 9.1 DIRECTIONS)

The following table contains the Ministerial Directions and outlines the applicability and consistency of the PP with each.

*Table 8: Section 9.1 Ministerial Directions*

Direction		Consistent	Comments
<b>Focus area 1: Planning Systems</b>			
1.1	Implementation of Regional Plans	Yes	As outlined in under Question 3 of Section B.
1.2	Development of Aboriginal Land Council land	N/A	Not on land shown on the land application map of Chapter 3 in <i>State Environmental Planning Policy (Planning Systems) 2021</i> .
1.3	Approval and Referral Requirements	Yes	The PP does not include any provisions requiring concurrence, consultation or referral of development applications to a Minister or public authority. The PP does not identify any designated development.
1.4	Site Specific Provisions	Yes	The development will regularise the lawfulness of existing uses on the site without reliance on existing use right provisions. It will achieve this by provision of an additional permitted use on the site within the existing zoning and without imposing developments standards/requirements in addition to those already contained in the LEP. The PP does not contain any or refer to any drawings showing the details of the proposed development.
<b>Focus area 1: Planning Systems – Place-based</b>			
1.5	Parramatta Road Corridor Urban Transformation Strategy	N/A	Not applicable to the site/LGA.
1.6	Implementation of North West Priority Growth Area Land Use and Infrastructure Implementation Plan	N/A	Not applicable to the site/LGA.
1.7	Implementation of Greater Parramatta Priority Growth Area Interim Land Use and Infrastructure Implementation Plan	N/A	Not applicable to the site/LGA.
1.8	Implementation of Wilton Priority Growth Area Interim Land Use and Infrastructure Implementation Plan	N/A	Not applicable to the site/LGA.
1.9	Implementation of Glenfield to	N/A	Not applicable to the site/LGA.

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

**Table 8: Section 9.1 Ministerial Directions**

Direction		Consistent	Comments
Macarthur Urban Renewal Corridor			
1.10	Implementation of the Western Sydney Aerotropolis Plan	N/A	Not applicable to the site/LGA.
1.11	Implementation of Bayside West Precincts 2036 Plan	N/A	Not applicable to the site/LGA.
1.12	Implementation of Planning Principles for the Cooks Cove Precinct	N/A	Not applicable to the site/LGA.
1.13	Implementation of St Leonards and Crows Nest 2036 Plan	N/A	Not applicable to the site/LGA.
1.14	Implementation of Greater Macarthur 2040	N/A	Not applicable to the site/LGA.
1.15	Implementation of the Pyrmont Peninsula Place Strategy	N/A	Not applicable to the site/LGA.
1.16	North West Rail Link Corridor Strategy	N/A	Not applicable to the site/LGA.
1.17	Implementation of the Bays West Place Strategy	N/A	Not applicable to the site/LGA.
<b>Focus area 2: Design and Place</b>			
Nil			
<b>Focus area 3: Biodiversity and Conservation</b>			
3.1	Conservation Zones	N/A	The PP will not impact any land that is identified as an environmentally sensitive area or land within a conservation zone or land otherwise identified for environment conservation/protection purposes in a LEP.
3.2	Heritage Conservation	N/A	<p>The PP site is not known to contain any</p> <ul style="list-style-type: none"> <li>(a) items, places, buildings, works, relics, moveable objects or precincts of environmental heritage significance to an area, in relation to the historical, scientific, cultural, social, archaeological, architectural, natural or aesthetic value of the item, area, object or place, identified in a study of the environmental heritage of the area,</li> <li>(b) Aboriginal objects or Aboriginal places that are protected under the National Parks and Wildlife Act 1974, and</li> <li>(c) Aboriginal areas, Aboriginal objects, Aboriginal places or landscapes identified</li> </ul>

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

**Table 8: Section 9.1 Ministerial Directions**

Direction		Consistent	Comments
			by an Aboriginal heritage survey prepared by or on behalf of an Aboriginal Land Council, Aboriginal body or public authority and provided to the relevant planning authority, which identifies the area, object, place or landscape as being of heritage significance to Aboriginal culture and people.
3.3	Sydney Drinking Water Catchments	N/A	Not applicable to the site/LGA.
3.4	Application of C2 and C3 Zones and Environmental Overlays in Far North Coast LEPs	N/A	Not applicable to the site/LGA.
3.5	Recreation Vehicle Areas	N/A	The PP does not include development for the purpose of a recreation vehicle area.
<b>Focus area 4: Resilience and Hazards</b>			
4.1	Flooding	N/A	The PP does not create, removes or alter a zone or a provision that affects flood prone land.
4.2	Coastal Management	N/A	The PP does not apply to land that is within the coastal zone.
4.3	Planning for Bushfire Protection	N/A	The PP will not affect, or not be in proximity to, land mapped as bushfire prone land.
4.4	Remediation of Contaminated Land	N/A	The PP site is not: <ul style="list-style-type: none"> <li>(a) land that is within an investigation area within the meaning of the Contaminated Land Management Act 1997,</li> <li>(b) land on which development for a purpose referred to in Table 1 to the contaminated land planning guidelines is being, or is known to have been, carried out,</li> <li>(c) for residential, educational, recreational or childcare purposes, or for the purposes of a hospital.</li> </ul>
4.5	Acid Sulfate Soils	N/A	The PP site is not land having a probability of containing acid sulfate soils as shown on the Acid Sulfate Soils Planning Maps held by the Department of Planning and Environment.
4.6	Mine Subsidence and Unstable Land	N/A	The PP site is not located within a declared mine subsidence district in the Coal Mine Subsidence Compensation Regulation 2017 pursuant to section 20 of the Coal Mine Subsidence Compensation Act 2017, or has been identified as unstable in a study, strategy or other

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

Table 8: Section 9.1 Ministerial Directions

Direction	Consistent	Comments
		assessment undertaken by or on behalf of the relevant planning authority or by or on behalf of a public authority and provided to the relevant planning authority.
<b>Focus area 5: Transport and Infrastructure</b>		
5.1 Integrating Land Use and Transport	Yes	The PP will regularise the lawfulness of the existing retail land use of the site. The PP would not be inconsistent with aims, objectives and principles of: (a) Improving Transport Choice – Guidelines for planning and development (DUAP 2001), and (b) The Right Place for Business and Services – Planning Policy (DUAP 2001).
5.2 Reserving Land for Public Purposes	N/A	The PP does not create, alter or reduce existing zonings or reservations of land for public purposes.
5.3 Development Near Regulated Airports and Defence Airfields	N/A	The PP will not create, alter or remove a zone or a provision relating to land near a regulated airport.
5.4 Shooting Ranges	N/A	The PP will not affect, create, alter or remove a zone or a provision relating to land adjacent to and/ or adjoining an existing shooting range.
<b>Focus area 6: Housing</b>		
6.1 Residential Zones	Yes	The PP will regularise the lawfulness of the existing retail uses on site, thus making use of the existing infrastructure and services. It will not impact on the choice of building types/locations available, or impact on the consumption of land for housing and associated urban development on the urban fringe. Furthermore it will not impact on the density of residential development.
6.2 Caravan Parks and Manufactured Home Estates	N/A	The PP does not identify suitable zones, locations and provisions for caravan parks or manufactured home estates.
<b>Focus area 7: Industry and Employment</b>		
7.1 Business and Industrial Zones	N/A	The PP will not impact on any existing or proposed business or industrial zone.
7.2 Reduction in non-hosted short-term rental accommodation period	N/A	Not applicable to the site/LGA.

Table 8: Section 9.1 Ministerial Directions

Direction		Consistent	Comments
7.3	Commercial and Retail Development along the Pacific Highway, North Coast	N/A	Not applicable to the site/LGA.
<b>Focus area 8: Resources and Energy</b>			
8.1	Mining, Petroleum Production and Extractive Industries	N/A	The PP would not have the effect of: <ul style="list-style-type: none"> <li>(a) prohibiting the mining of coal or other minerals, production of petroleum, or winning or obtaining of extractive materials, or</li> <li>(b) restricting the potential development of resources of coal, other minerals, petroleum or extractive materials which are of State or regional significance by permitting a land use that is likely to be incompatible with such development.</li> </ul>
<b>Focus area 9: Primary Production</b>			
9.1	Rural Zones	N/A	The PP does not rezone land from a rural zone to a residential, business, industrial, village or tourist zone.
9.2	Rural Lands	N/A	The PP does not: <ul style="list-style-type: none"> <li>(a) will affect land within an existing or proposed rural or conservation zone (including the alteration of any existing rural or conservation zone boundary) or</li> <li>(b) changes the existing minimum lot size on land within a rural or conservation zone.</li> </ul>
9.3	Oyster Aquaculture	N/A	The PP does not apply to a 'Priority Oyster Aquaculture Areas' or oyster aquaculture outside such an area as identified in the NSW Oyster Industry Sustainable Aquaculture Strategy (2006).
9.4	Farmland of State and Regional Significance on the NSW Far North Coast	N/A	Not applicable to the site/LGA.



Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use



### **Attachment 3: BUS SERVICES**

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

# Timetable

## Armidale & Uralla

**EDWARDS**  
Making travel easier.

- 480** Uralla/Armidale Loop  
**481** Armidale to UNE  
**482** via Gurraveen  
**485** Armidale to UNE  
 via Gurraveen & Colleges.  
**483** Armidale to South Hill  
 (Loop Service)  
 via East.  
**484** Armidale to  
 North Hill (Loop Service)  
 via Erskine St & McDonald Dr.



Effective November 2020

**!** Buses do not operate on Sundays or Public Holidays.  
 All scheduled services are wheelchair accessible.

### Uralla/Armidale Loop **480**

Monday to Friday

Route	Armidale Mall to Uralla	Uralla Visitor Info to Armidale
480 am	7.35S	8.50
480 am	8.20H	
480 pm	12.25	12.50
480 pm	2.40S	3.50
480 pm	3.25	

#### Explanations:

H - School holidays only.  
 S - School days only.

Saturday

Route	Armidale Mall to Uralla	Uralla Visitor Info to Armidale
480 am	8.45	9.15
480 pm	1.15	1.45

#### Important Note:

Trip time Uralla &  
 Armidale - allow up to  
 30 minutes



Routes

**481, 482, 485**

## UNE Bus timetable



### Town to UNE **481, 482, 485**

includes Colleges and Elm Ave

Monday to Friday



am	7.35	481
am	8.10	482
am	8.35	481
am	9.15	482
am	9.45	481
am	10.45	481
am	11.45	482
pm	12.45	481
pm	1.45	481
pm	2.15	482
pm	2.50	481
pm	3.20	482
pm	3.50	481
pm	4.20	482
pm	4.50	481
pm	5.20	482
pm	5.50	485R
pm	6.50	481
pm	7.45	481
pm	8.45	481

#### Saturday

am	8.35	481N
am	9.45	481
am	10.45	481
am	11.45	481
pm	12.45	481
pm	1.45	481
pm	2.45	481
pm	3.45	481
pm	4.50	481

#### Friday & Saturday Nights

pm	6.50	481
pm	7.45	481
pm	8.45	481
pm	9.45	481
pm	10.45	481
pm	11.45	481

### UNE to Town **481, 482, 485**

includes Colleges and Elm Ave

Monday to Friday



am	7.50	485R/S
am	8.25	485N
am	8.50	485N
am	9.30	482
am	10.00	481N
am	11.00	481N
pm	12.00	482N
pm	1.00	481N
pm	2.05	481N
pm	2.30	482
pm	3.05	481N
pm	3.35	482
pm	4.05	481N
pm	4.35	482
pm	5.05	481N
pm	5.35	482
pm	6.05	481N
pm	7.05	481N
pm	8.00	481
pm	9.00	481

#### Saturday

am	8.15	485N/R
am	8.50	485N
am	10.00	481N
am	11.00	481N
pm	12.00	481N
pm	1.00	481N
pm	2.00	481N
pm	3.00	481N
pm	4.00	481N
pm	5.05	481N

#### Friday & Saturday Nights

pm	7.05	481N
pm	8.00	481
pm	9.00	481
pm	10.00	481
pm	11.00	481
am	12.00	481

#### Explanations:

AM normal type/PM bold type R - via Railway Station  
 on request  
 N - via Newling Campus S - via South Hill.

**!** UNE buses do connect with  
 route 483/484 and visa versa.

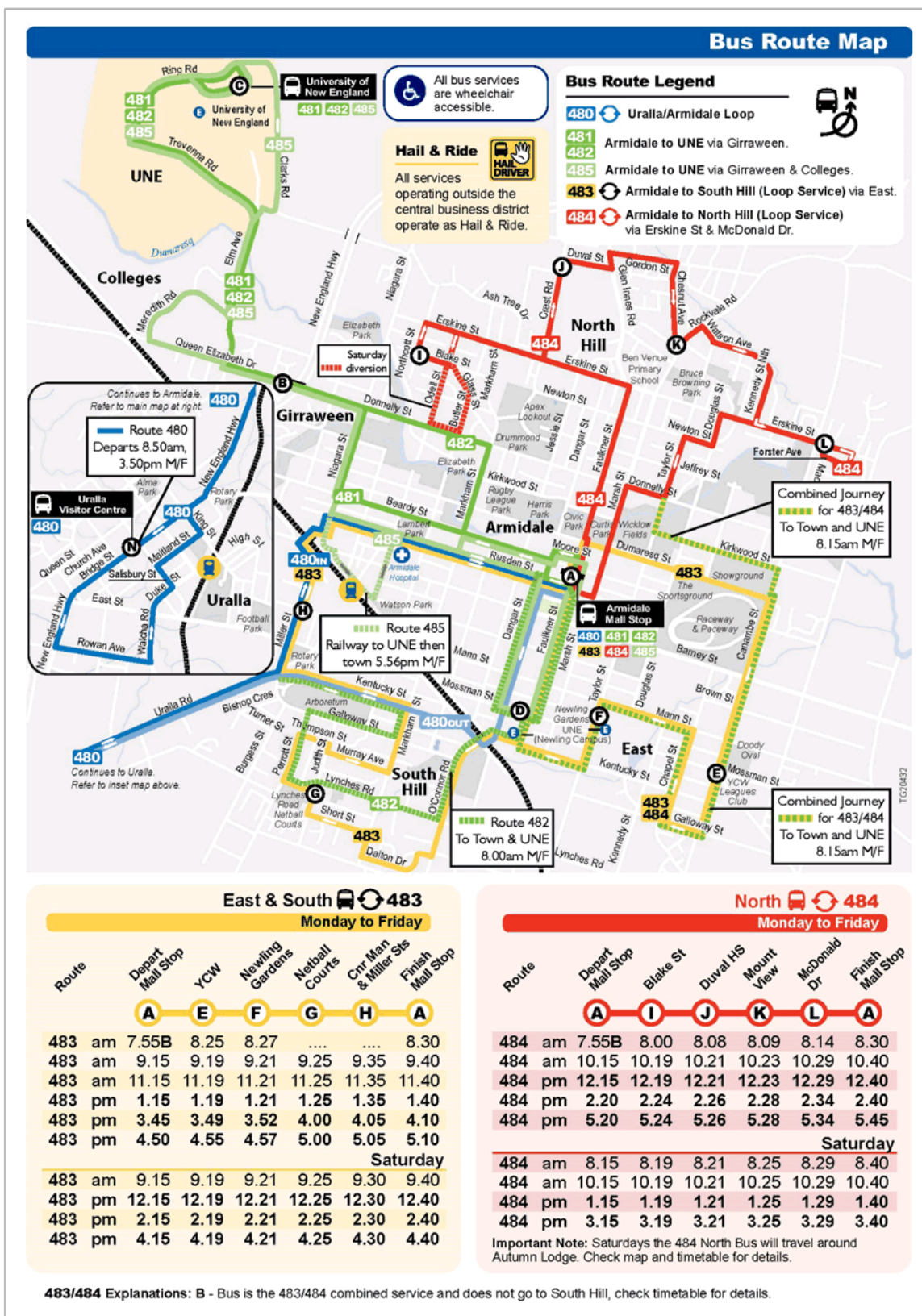
#### Important Notes:

Passengers in South Hill may catch the  
 482 via town to UNE at approximately  
 8.00am. Refer to map for details.

**EDWARDS**
[www.edwardscoaches.com.au](http://www.edwardscoaches.com.au) | 02 6772 3116

*Making travel easier.*

Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use





Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use

**Attachment 4: BIODIVERSITY MAPPING**

- 68 -



Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use





Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use





Planning Proposal No. 19 – 242 Rusden Street Armidale Additional Permitted Use



## **Attachment 5: AHIMS Search**


**AHIMS Web Services (AWS)**  
**Search Result**

Your Ref/PO Number : 21131

Client Service ID : 691648

Integrated Consulting

Date: 14 June 2022

PO Box 9026

Bathurst West New South Wales 2795

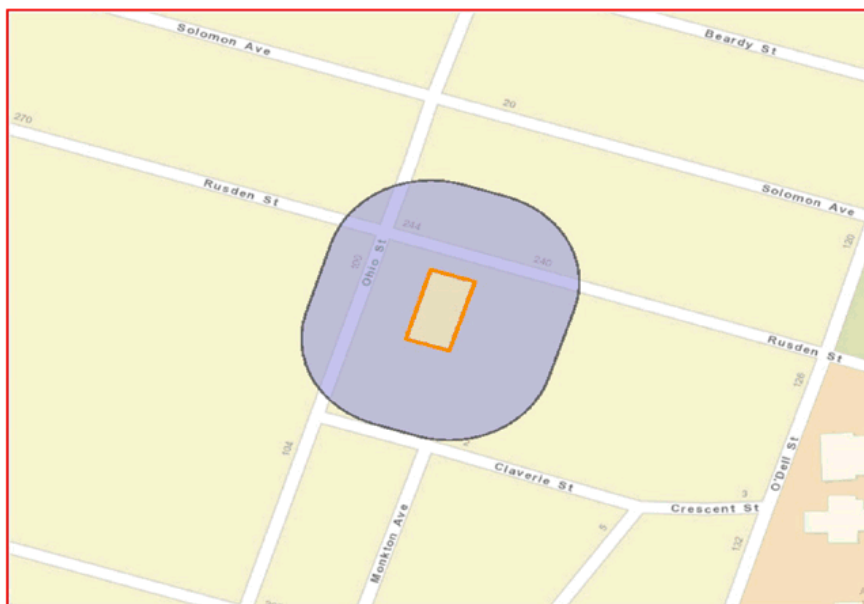
Attention: Erika Dawson

Email: erika@integratedconsulting.com.au

Dear Sir or Madam:

**AHIMS Web Service search for the following area at Lot : A, DP:DP329168, Section : - with a Buffer of 50 meters, conducted by Erika Dawson on 14 June 2022.**

The context area of your search is shown in the map below. Please note that the map does not accurately display the exact boundaries of the search as defined in the paragraph above. The map is to be used for general reference purposes only.



A search of Heritage NSW AHIMS Web Services (Aboriginal Heritage Information Management System) has shown that:

0	Aboriginal sites are recorded in or near the above location.
0	Aboriginal places have been declared in or near the above location. *

**If your search shows Aboriginal sites or places what should you do?**

- You must do an extensive search if AHIMS has shown that there are Aboriginal sites or places recorded in the search area.
- If you are checking AHIMS as a part of your due diligence, refer to the next steps of the Due Diligence Code of practice.
- You can get further information about Aboriginal places by looking at the gazettal notice that declared it. Aboriginal places gazetted after 2001 are available on the [NSW Government Gazette](https://www.legislation.nsw.gov.au/gazette) (<https://www.legislation.nsw.gov.au/gazette>) website. Gazettal notices published prior to 2001 can be obtained from Heritage NSW upon request

**Important information about your AHIMS search**

- The information derived from the AHIMS search is only to be used for the purpose for which it was requested. It is not to be made available to the public.
- AHIMS records information about Aboriginal sites that have been provided to Heritage NSW and Aboriginal places that have been declared by the Minister;
- Information recorded on AHIMS may vary in its accuracy and may not be up to date. Location details are recorded as grid references and it is important to note that there may be errors or omissions in these recordings,
- Some parts of New South Wales have not been investigated in detail and there may be fewer records of Aboriginal sites in those areas. These areas may contain Aboriginal sites which are not recorded on AHIMS.
- Aboriginal objects are protected under the National Parks and Wildlife Act 1974 even if they are not recorded as a site on AHIMS.
- This search can form part of your due diligence and remains valid for 12 months.

---

Level 6, 10 Valentine Ave, Parramatta 2150  
Locked Bag 5020 Parramatta NSW 2124  
Tel: (02) 9585 6345

ABN 34 945 244 274  
Email: [ahims@environment.nsw.gov.au](mailto:ahims@environment.nsw.gov.au)  
Web: [www.heritage.nsw.gov.au](http://www.heritage.nsw.gov.au)



## BUSINESS PAPER

## SPORTS COUNCIL

To be held on

Thursday, 15 September 2022

at

Function Room

### Members

Mr Steve McMillan (Chair)

Councillor Jon Galletly

Mr Michael Porter

Mr Michael Fittler

Mr Graham Parsons

Ms S Sincock

Mr Phillip Pattison

Mr Shane Voigt

Mr Trevor Smith

Mr Tom Bower (Armidale Regional Council)

Mr Ankur Jain (Armidale Regional Council)

Quorum: 6 Members to be Present

AGENDA

Armidale Regional Council  
Sports Council  
Thursday, 15 September 2022

Page 2

---

INDEX

1	Apologies	
2	Confirmation of Previous Minutes <i>Sports Council - 6 September 2022</i>	
3	Declarations of Interest	
4	Business Arising	
5	Administration Reports	
5.1	Sports Council Priority List .....	3
5.2	Sports Council Financial Report to 31 August 2022 .....	5
5.3	New Members on the Sports Council .....	8
5.4	Reseeding Armidale Sportsground .....	9
5.5	New Enlgand Sports Awards .....	10
6	Correspondence	
7	General Business	

Armidale Regional Council

Sports Council

Thursday, 15 September 2022

Page 3

---

<b>Item:</b>	<b>5.1</b>	<b>Ref: AINT/2022/35897</b>
<b>Title:</b>	<b>Sports Council Priority List</b>	<b>Container: ARC16/0330</b>
<b>Author:</b>	<b>Ankur Jain, Sport &amp; Recreation Development Officer</b>	
<b>Attachments:</b>	Nil	

### 1. Purpose

The purpose of the report is to have the Sports Council Committee review the Sports Council's Priority List so it can be amended and projects nominated by the members can be incorporated.

### 2. OFFICERS' RECOMMENDATION:

That the Committee:

- a. Review the Sports Council's Priority List
- b. Make amendments to the list as necessary
- c. Nominate projects that are recommended by the Committee to receive Sports Council funding

### 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 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.

The Sports Council needs to sort out a few more minor and medium cost projects in the Sports Council Priority List.

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.



Armidale Regional Council  
Sports Council  
Thursday, 15 September 2022

Page 4

## 5.2. Risk

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 financial report included within the agenda will stipulate the funds available for the Sports Council to nominate projects to receive funding

## 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.

Armidale Regional Council

Sports Council

Thursday, 15 September 2022

Page 5

<b>Item:</b>	<b>5.2</b>	<b>Ref: AINT/2022/36183</b>
<b>Title:</b>	<b>Sports Council Financial Report to 31 August 2022</b>	<b>Container: ARC16/0330</b>
<b>Author:</b>	<b>Brad Munns, Financial Accountant</b>	
<b>Attachments:</b>	Nil	

**1. Purpose**

The purpose of this report is to provide the Sports Council Financial Report for the period to 31 August 2022.

**2. OFFICERS' RECOMMENDATION:**

That the committee note the financial report for the period to 31 August 2022.

**3. Background**

The Sports Council has an operational and capital project budget for revenues and expenditure. This budget is reported against at each meeting of Sports Council in this financial report.

Sports Player and Association levies invoiced and received by Council are accumulated into Council's Trust Account for application to priority capital projects.

**4. Discussion**

The tables below show the Sports Council Financial report for:

1. FY2021/22 Operational and Capital Budgets and Actual Results (for comparative purposes); and
2. FY2022/23 Operational and Capital Budgets and Actual Results to 31 August 2022.
3. Balance of the Sports Council Capital Priority Projects Reserve at 31 August 2022.

<u>Operating Income</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual to</u>
Project No. 240250	<u>FY21/22</u>	<u>FY21/22</u>	<u>FY22/23</u>	<u>31August</u>
	\$	\$	\$	<u>2022</u>
				\$
Association & Player Levies	42,000	39,142	42,840	26,903
Total Operating Income	42,000	39,142	42,840	26,903

Note: Actual levies received are transferred into Council's Trust Account Reserve at EOFY for allocation to capital priority projects.

<u>Operating Expenditure</u>				
Donations – Small Grants paid	42,000	1,500	42,840	2,000
Materials - Defibrillators	-	-	-	-
Allocation of Levies into Trust bank account Reserve for capital priority projects.		-	-	24,903
Total Operating Expenditure	42,000	37,642	42,840	26,903

Armidale Regional Council  
Sports Council  
Thursday, 15 September 2022

Page 6

<b>Capital Income</b>	<b>Budget FY21/22</b>	<b>Actual FY21/22</b>	<b>Budget FY22/23</b>	<b>Actual to 31 August 2022</b>
<b>Project No. 240386</b>	\$	\$	\$	\$
Capital Income (Allocation from Reserve)	33,000	33,000	-	-
<b>Total Capital Income</b>	<b>33,000</b>	<b>33,000</b>	<b>-</b>	<b>-</b>
<b>Capital Expenditure</b>				
Priority Projects allocation	33,000	-	-	-
Rologas Cricket Storage Shed	-	8,000	-	-
Armidale Sportsground - replacement of electronic scoreboard	-	15,000	-	-
Armidale Sportsground - extension of Armidale District Cricket Association clubhouse	-	10,000	-	-
<b>Total Capital Expenditure</b>	<b>33,000</b>	<b>33,000</b>	<b>-</b>	<b>-</b>

Balance of Sports Council Capital Priority Projects Reserve at 31 August 2022:

Opening Balance of ARC Trust Account Reserve 30/06/2022	\$73,095
Add Newcastle Permanent Bank Account balance (to be transferred to ARC Trust Account)	\$885
<b>Current balance at 31 August 2022</b>	<b>\$73,980</b>
Add Forecast FY2023 Levies to be transferred 30 June 2023	\$24,903
Forecast Balance at 30 June 2023	\$98,883

Commentary:

Operating Income and Expenditure

- Levies of \$26,903 have been invoiced for the year to date 31 August 2022, as compared to the budget of \$42,840.
- Operating expenditure of \$2,000 for small grants has been incurred up to 31 August 2022 and the remaining balance of player levies of \$24,903 is allocated for transfer into the Reserve account for future priority projects.
- The total expenditure of \$26,903 matches the actual revenue received from Levies less allocations to small grant amounts, and compares with the budgeted expenditure of \$42,840. This demonstrates the quarantining of player levies into a Trust Account Reserve for allocation towards the Sports Council priority capital projects, in accordance with Council's resolution at the 29 July 2021 Ordinary Council meeting.

Capital Income and Expenditure

- The Sports Council has a list of priority capital projects. Up to 31 August 2022, no amount was allocated in the capital budget for Sports Council projects).
- The balance of the Reserve at 31 August 2022 is \$73,980.

Armidale Regional Council

Sports Council

Thursday, 15 September 2022

Page 7

- Up to 31 August 2022, based upon current invoicing and receipt of levies, a forecast balance of \$98,813 is expected for the Reserve for allocation to future capital priority projects.
- Other Capital priority projects for FY2022/23 are subject to grant funding opportunities.

## 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.

Capital projects are reviewed and approved as funding becomes available.

### 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:	Public & Town Spaces – Sports Council Administration						
Funding Source:	Player and Association Levies, Sports Council Reserve (Trust Account)						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
240250 (Op)	Operational Revenue - Levies	42,840	26,903	Nil	Nil	26,903	15,937
240250 (Op)	Operational Expenditure	42,840	2,000	Nil	24,903	26,903	15,937
240386 (Cap)	Capital Revenue	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 31 August 2022.

Armidale Regional Council

Sports Council

Thursday, 15 September 2022

Page 8

---

<b>Item:</b>	<b>5.3</b>	<b>Ref: AINT/2022/36198</b>
<b>Title:</b>	<b>New Members on the Sports Council</b>	<b>Container: ARC16/0330</b>
<b>Author:</b>	<b>Ankur Jain, Sport &amp; Recreation Development Officer</b>	
<b>Attachments:</b>	<b>Nil</b>	

### **1. Purpose**

The purpose of this report is to have the Sports Council review the applications submitted by the community members to be on the Committee.

### **2. OFFICERS' RECOMMENDATION:**

That the Committee:

- a. Review the applications
- b. Provide feedback on the applications

### **3. Background**

The Sports Council Advisory Committee takes important decisions about sports development projects which ultimately enhances the quality of sports in our region. The Committee provides suggestions to the Council on how the Sports Development Levies could be spent and review the Sports Council Small Grant applications.

In August this year, the Sports Council reached out to the sporting community and accepted EOIs to be on the Sports Council Advisory Committee. The Sports Council received three applications. The existing members on the Committee are required to review those applications and provide a feedback.

Armidale Regional Council

Sports Council

Thursday, 15 September 2022

Page 9

---

<b>Item:</b>	<b>5.4</b>	<b>Ref: AINT/2022/36282</b>
<b>Title:</b>	<b>Reseeding Armidale Sportsground</b>	<b>Container: ARC16/0330</b>
<b>Author:</b>	<b>Ankur Jain, Sport &amp; Recreation Development Officer</b>	
<b>Attachments:</b>	<b>Nil</b>	

**1. Purpose**

The purpose of this report is to inform the Sports Council about the reseeding work at Armidale Sportsground

**2. OFFICERS' RECOMMENDATION:**

That the Committee note the report

**3. Background**

With the objective of keeping our premiere facility – Armidale Sportsground up to a certain standard, Council carries out the reseeding work at the facility every alternate year. Early next year, the facility would be due for another round of reseeding required for its maintenance. Therefore, Council is planning to carry out the reseeding work at Armidale Sportsground in February 2023.



Armidale Regional Council

Sports Council

Thursday, 15 September 2022

Page 10

---

<b>Item:</b>	<b>5.5</b>	<b>Ref: AINT/2022/36291</b>
<b>Title:</b>	<b>New Enlgand Sports Awards</b>	<b>Container: ARC16/0330</b>
<b>Author:</b>	<b>Ankur Jain, Sport &amp; Recreation Development Officer</b>	
<b>Attachments:</b>	<b>Nil</b>	

**1. Purpose**

The purpose of this report is to discuss ideas with the Sports Council for organizing New England Sports Awards 2022.

**2. OFFICERS' RECOMMENDATION:**

That the Committee note the report

**3. Background**

New England Sports Awards is an annual event to recognize the outstanding achievements of the nominated sportspeople in their respective sport. Council would like to discuss ideas with the Sports Council for organizing a successful event.



## SPORTS COUNCIL

Held on

Thursday, 15 September 2022

at

Function Room

### **PRESENT:**

Mr Steve McMillan (Chair), Councillor Jon Galletly, Mr Mike Porter, Mr Michael Fittler, Mr G Parsons, Ms Sophie Sincock, Mr Shane Voigt, Mr Phillip Pattison, Mr Trevor Smith, Mr Tom Bower (Armidale Regional Council), Mr Ankur Jain (Armidale Regional Council)

Quorum: 6 Members to be Present

MINUTES

Armidale Regional Council

Sports Council

Thursday, 15 September 2022

Page 2

1. APOLOGIES

There were no apologies for this meeting

2. CONFIRMATION OF PREVIOUS MINUTES -

**CONFIRMATION OF THE MINUTES OF THE SPORTS COUNCIL MEETING HELD ON 8 JUNE 2022**

**RECOMMENDATION:**

That the minutes be taken as read and be accepted as a true record of the Meeting.

**Moved by:** Jon Galletly

**Seconded by:** Michael Porter

3. DECLARATIONS OF INTEREST

4. BUSINESS ARISING

5. ADMINISTRATION REPORTS

**5.1 Sports Council Priority List**

*Ref: AINT/2022/35897 (ARC16/0330)*

**2. OFFICERS' RECOMMENDATION:**

That the Committee:

- a. Review the Sports Council's Priority List
- b. Make amendments to the list as necessary
- c. Nominate projects that are recommended by the Committee to receive Sports Council funding

The Sports Council Advisory Committee reviewed the old Sports Council Priority List and removed those projects that were executed in the past year or two. The Committee also rearranged the existing projects and added new projects to the list. The newly added projects were;

- **Newling Field Lighting:** After consulting with the Sports Council, Council decided to submit an application for upgrading and expanding the lights at Newling under Round 5 of the Stronger Country and Communities Fund. Council engaged a contractor and conducted a preliminary inspection of the site and acquired an indicative costing for this project which was around \$1,000,000. However, the Sports Council was informed that Council is also submitting applications for other projects that were aligned with Council's Community Strategic Plan.

Considering the financial envelope assigned to the Armidale region (\$1.7 million), it was determined that Council had a better chance of getting a positive outcome on multiple small projects rather than one big project. Therefore, it was suggested that Council and the Sports Council look for other grant opportunities for this project. This decision also saved \$5,000 for the Sports Council which would have been spent to get a preliminary report and designs for the project. However, the project has been placed as number one on the Priority List.

Armidale Regional Council

Sports Council

Thursday, 15 September 2022

Page 3

- **Armidale Sportsground Fencing:** ADCA informed the Committee that the fence around the Sportsground is around 50 years old. There are areas around the facility where the condition of the fence is not fit for purpose. Council got a quote for renovating the fence at the Sportsground earlier this year and it was estimated to be around \$250,000. The fencing project has been placed second under the major projects section.
- **Guyra Recreation Ground Amenities Block:** Guyra United Football Club has suggested that there is a need for an amenities block and change rooms at the Guyra Recreation Ground. Players playing at the facility have nowhere to change which keeps participants away from being involved in sports (especially women). The Sports Council was in agreement with this suggestion and this project was added to the number eighth position on the Sports Council's Priority List.
- **Purchase New Soccer Posts:** ADFA has suggested that the existing posts at Harris Park and Rologas are old and not fit for purpose and there is a need for new soccer posts at these facilities. ADFA has submitted an application under the Sports Development Program requesting a total of \$5,000 from the Sports Council. This project has been added to the Priority list under the medium projects section.
- **Electronic Scoreboard Armidale Sportsground:** ADCA was allocated \$15,000 for purchasing and installing a new electronic scoreboard at the Sportsground. ADCA enquired about the scoreboards and informed the Sports Council that a scoreboard that would best suite soccer and cricket would cost around \$42,000. South Soccer United has agreed to contribute to this project but the amount is not ascertained. ADCA has requested that this project be added to the Sports Council's Priority List.
- **Lynches Road Grass Netball Courts:** A suggestion was also made to the Sports Council for upgrading the grass netball courts at Lynches Road. The indicative costing for this project will be around \$25,000. This project has been added to the fourth position under the medium projects section.
- **Armidale Sportsground Cricket Nets:** ADCA informed the Sports Council that there is a need to upgrade the outdoor nets at Armidale Sportsground. This project has been added to the medium projects section of the Priority List.
- **Long Jump Pits at Harris Park:** Armidale Athletics has reported that the long jump pits at Harris Park constantly keep flooding due to their location. They have requested that pits be moved to a different location. Council did a quote to move the pits which came up to \$4,750. Council to discuss the new location for the pits with Armidale Athletics.
- **Moran Top Dressing and Reseeding:** Armidale Blues carried out some drainage work on the south-western side of Moran to deal with the water logging issue. The problem was resolved but the oval needed top dressing and reseeding to reinstate the surface after the work. Blues have requested \$5,300 from the Sports Council to facilitate the project. This has been added under the minor projects section of the Priority List.
- **Picnic Tables at Lambert:** ADCA has requested to install two picnic tables on the west side of Lambert Park. Currently, the facility does not have enough seating for people to sit and enjoy sport. The estimation provided for this work is \$4,500 and ADCA has requested this amount from the Sports Council.
- **Armidale Sportsground Waterline:** ADCA has suggested that there is a need for a new waterline from the water storage tank to the wicket irrigation system. The project would cost around \$20,000. This project is the last under the minor projects section of the Priority List.

Armidale Regional Council  
Sports Council  
Thursday, 15 September 2022

Page 4

**5.2 Sports Council Financial Report to 31 August 2022** *Ref: AINT/2022/36183 (ARC16/0330)*

**2. OFFICERS' RECOMMENDATION:**

That the committee note the financial report for the period to 31 August 2022.

The financial report was accepted as it was.

**Moved by:** Mike Porter      **Seconded by:** Trevor Smith

**5.3 New Members on the Sports Council** *Ref: AINT/2022/36198 (ARC16/0330)*

**2. OFFICERS' RECOMMENDATION:**

That the Committee:

- a. Review the applications
- b. Provide feedback on the applications

Application of the new members were sent to the Sports Council Advisory Committee before the meeting and they were approved via email

**Moved by:** Steve Mcmillan      **Seconded by:** Jon Galletly

**5.4 Reseeding Armidale Sportsground** *Ref: AINT/2022/36282 (ARC16/0330)*

**2. OFFICERS' RECOMMENDATION:**

That the Committee note the report

Council informed the members of the Sports Council Advisory Committee that the Sportsground is due for reseeding. Reseeding would help in keeping the premiere facility up to a certain standard. Initially, the reseeding work was scheduled in the first week of March 2023. However, considering that cricket have their finals scheduled at the Sportsground during that time and that being the most optimal time for the Rye seeds to grow, it was decided that the reseeding works will be done in March 2024. ADCA will be informed about the dates before the 2023-24 cricket season.

**5.5 New England Sports Awards** *Ref: AINT/2022/36291 (ARC16/0330)*

**2. OFFICERS' RECOMMENDATION:**

That the Committee note the report

This item was deferred to be discussed in the next Sports Council meeting

**6. CORRESPONDENCE**

**7. GENERAL BUSINESS**

Armidale Regional Council

Sports Council

Thursday, 15 September 2022

Page 5

---

#### **7.1 Amenities Block Lynches Road Netball Courts**

It was raised at the meeting that there is a need for a toilet block at Lynches Road Netball Courts. The netball courts and the adjacent playground is used by a lot of kids on a daily basis and the facility does not have a toilet block in place. Therefore, the Sports Council would like to make a recommendation to the Council to install an amenities block at the Lynches Road Netball Courts.

**Moved by:** Michael Porter

**Seconded by:** Sophie Sincock

There being no further business, the Chairman declared the meeting closed at 06:35pm.





## AUDIT, RISK AND IMPROVEMENT COMMITTEE

Held on

Tuesday, 20 September 2022

11 am – 12:26 pm

at

Council Function Room & GoTo Meeting

**PRESENT:** Mr Phil Thomas (Chairperson)(on GoTo) and Mr Michael O'Connor(In Person)

**IN ATTENDANCE:** Mr James Roncon (ARC – General Manager), Mr Darren Schaefer (ARC – Acting Chief Officer Corporate & Strategy), Mr Alex Manners (ARC – Chief Officer Assets and Services), Mr Daniel Boyce (ARC – Chief Officer Sustainable Development), Ms Annie Harris (ARC - Executive Manager People and Culture), Mr Simon Paul (ARC – Manager Financial Services), Mr Brad Munns (ARC - Financial Accountant), Ms Simone Mooketsi (ARC - Manager Governance & Strategy), Mr Piyush Joshi (Coordinator Management Accountant) and Ms Michaella Giandomenico (ARC – Governance Administration Officer).

MINUTES

Armidale Regional Council  
Audit, Risk and Improvement Committee  
Tuesday, 20 September 2022 Page 2

---

1. APOLOGIES  
JASON MASTERS

2. CONFIRMATION OF PREVIOUS MINUTES -

**CONFIRMATION OF THE MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE  
MEETING HELD ON 21 JUNE 2022**

**RECOMMENDATION:**

That the minutes be taken as read and be accepted as a true record of the Meeting.

Resolution: Accepted

2. DECLARATIONS OF INTEREST  
Standing declarations and:  
Michael O'Connor:
  - Uralla Shire Council (ARIC) ceased.
  - Member of the Namoi Valley Joint Organisation ARIC, Tamworth Regional Council ARIC, Liverpool Plains ARIC, Walcha Shire ARIC.
3. APPROVAL FOR MANAGEMENT TO BE PRESENT  
APPROVED.

5. ADMINISTRATION REPORTS

**5.1 Minutes of ARIC Meeting 21 June 2022**

*Ref: AINT/2022/38853 (ARC22/5007)*

**2. OFFICERS' RECOMMENDATION:**

That the Committee review and approve the attached draft minutes of the ARIC Meeting of 21 June 2021.

RESOLUTION: Approved

**5.2 Agenda - matching Charter Requirements - September 2022***Ref: AINT/2022/38534 (ARC22,*

**2. OFFICERS' RECOMMENDATION:**

That the Committee note the detailed Agenda, matching to the Charter Requirements.

RESOLUTION: Noted

Armidale Regional Council  
 Audit, Risk and Improvement Committee  
 Tuesday, 20 September 2022 Page 3

### 5.3 ARIC Action Items Report September 2022 *Ref: AINT/2022/38535 (ARC22/5007)*

#### 2. OFFICERS' RECOMMENDATION:

That ARIC note the report summarising the actions taken on action items arising from previous ARIC meetings.

RESOLUTION: Noted

#### ACTIONS:

- Items 1-6 & 18- need due dates and closure dates added.
- Simone Mooketsi to rework how to present.

### 5.4 Internal Audit Plan - Calendar of Proposed Reviews 2021-2022, 2022-2023 *Ref: AINT/2022/*

#### 2. OFFICERS' RECOMMENDATION:

That ARIC note:

- a. The status of the Annual Internal Audit Plan 2021 / 2022
- b. A suggested list of items subject to future prioritisation into 2022 / 2023.

RESOLUTION: Noted

RECOMMENDATION: Note the performance audit schedule of the NSW Audit office and undertake pre-emptive audits of these areas.

### 5.5 Status of Outstanding Audit Recommendations - September 2022 *Ref: AINT/2022/36059 (A*

#### 2. OFFICERS' RECOMMENDATION:

That the Committee note the status of the Outstanding Audit Recommendations as at September 2022.

RESOLUTION: Noted

#### ACTIONS:

Sheet 45:

- items 11 & 12- change status to complete and remove from list once checked
- Item 16- change TBD (need an actual timeframe)
- Note requirements re: Heavy Vehicles Program. Chair to send link. Manger of Fleet to review the checklist and the Chief Officer Assets & Service to report back at Feb 2023 ARIC.

### 5.6 Draft Financial Statements Year Ended 30 June 2022 *Ref: AINT/2022/38769 (ARC17/1711)*

#### RECOMMENDATION:

Armidale Regional Council  
 Audit, Risk and Improvement Committee  
 Tuesday, 20 September 2022 Page 4

**That the Committee review and endorse the draft Financial Statements for the Year Ended 30 June 2022 for audit.**

**ACTIONS:**

- Brad- Review formal document between NERAM, to see if rate pegging is included and if SRV is separate. Report back at November 2022 ARIC meeting.

**RECOMMENDATION:**

- Consider a review of the Reserves Policy prior to 30/06/2023- adopted by Council and disclosed in the next financial year. (unrestricted cash)

**5.7 Management Representations to ARIC - Financial Reporting Processes for Year Ended 30 June 2022**

*Ref: AINT/2022/38772 (ARC17/1711)*

**RECOMMENDATION:**

**That the Committee note the Management Representations to ARIC in relation to the Financial Reporting Processes for the year ended 30 June 2022.**

RESOLUTION: Noted

**Actions:**

- Phil to send Michael the questionnaire .

**5.8 Rural Fire Services Assets Accounting Treatment 2021-22***Ref: AINT/2022/38776 (ARC22/50*

**2. OFFICERS' RECOMMENDATION:**

That the Committee note the Council resolution to recognise the RFS assets as at 30 June 2022, in accordance with the ARIC's endorsement at the 21 June 2022 ARIC meeting.

RESOLUTION: Noted

**5.9 Performance Improvement Order Update & Voluntary Report September 2022**

**-1**

*Ref: AINT/2022/38844 (ARC22/5007)*

**2. OFFICERS' RECOMMENDATION:**

That the Committee :

- Note the content of the Performance Improvement Order Voluntary Report to be submitted to the Minister for Local Government in September 2022.
- Note the content of the letter from the Minister for Local Government.

Armidale Regional Council  
 Audit, Risk and Improvement Committee  
 Tuesday, 20 September 2022 Page 5

RESOLUTION: Noted

Actions:

- Page 180 typo (104%) Brad Munns to amend prior to submission of the PIO Progress Report to the Minister for Local Government.

#### 5.10 2021-2022 Fourth Quarter Budget Review

Ref: AINT/2022/38778 (ARC22/5007)

#### 2. OFFICERS' RECOMMENDATION:

That Council:

- a. Note the 2021-2022 Fourth Quarter Budget Review (QBR4).
- b. Note the revised 2021-2022 budget produces an unrestricted cash forecast of \$4.031 million and the following fund results:

Fund	Operating Surplus / (Deficit) (before capital grants)
General	\$238,000
Water	\$2,236,000
Sewerage	\$2,023,000
Consolidated Result	\$4,497,000

- c. Note the proposed reduction in capital expenditure from \$41m to \$28.7m as a result of the budget review.
- d. Resolve to amend the 2021-2022 budget in accordance with the Quarterly Budget Review Statement for the period 1 April 2022 to 30 June 2022 tabled at the attachment.
- e. Resolve to carry forward unspent amounts in order to provide funding for the projects commenced and expected to be completed in the 2022/23 financial year. The 2022/23 Carry Forwards represent incomplete capital projects as at 30 June 2022 that had a 2021/22 budget allocation.

RESOLUTION: Noted

#### 5.11 Adoption of Integrated Planning and Reporting - Community Strategic Plan, Delivery Program, Resourcing Strategy, Operational Plan and Budget for 2022-2023

Ref: AINT/2022/36063 (ARC22/5007)

Armidale Regional Council  
 Audit, Risk and Improvement Committee  
 Tuesday, 20 September 2022 Page 6

## 2. OFFICERS' RECOMMENDATION:

That ARIC:

Note that Council endorsed the following documents pursuant to the requirements of the *Local Government*

*Act 1993 (NSW)*:

- i. Advancing our Region Community Plan 2022-2032 (CP)
- ii. Delivery Program 2022-2026 (DP)
- iii. Resourcing Strategy (consists of Long Term Financial Plan 2022-2032, Workforce Management Plan 2022-2026 and Asset Management Strategy)
- iv. Operational Plan and Budget 2022-2023 (OP)
- v. Revenue Policy 2022-2023
- vi. Fees and Charges 2022-2023

With the following changes:

- the CP on page 15 to include an additional "How do we know we have arrived" measure:  
 Measure: 'Number of exceedances per winter of the World Health Organisation PM2.5 Air Quality Guidelines.  
**Trend:** Substantial decreasing trend  
**Source:** NSW DPE and PurpleAir PM2.5 measurements
- In the DP and OP: replace 'Advocate to the NSW Government' in F2.4.1 and F2.4.2 with 'Advocate to the NSW and Federal Governments'
- In the OP, page 70, under Future Region, Goal 2, 2022/2023 Operational Actions add:
  1. Develop a Healthy Winter Air business case, and apply for funding to:
    - \* Educate on the harms to human health from air pollution
    - \* Provide subsidies for home energy efficiency measures and installation of cleaner forms of heating
  2. Reinstall Council's Purple Air Monitors and make their real-time air quality data accessible.
- b. Note that community submissions received during the public exhibition period (Wednesday, 11 May to Wednesday, 8 June 2022) are attached to this report;
- c. Note that the 2022-2023 budget proposes a General Fund operating deficit of \$3.2 million and a draw down on internal reserves of \$2.5 million;
- d. Endorse commencement of a community engagement process on a Special Rate Variation on the following basis:
  - i. A permanent Special Rate Variation of 50% to be phased in over three (3) years



Armidale Regional Council  
 Audit, Risk and Improvement Committee  
 Tuesday, 20 September 2022

Page 7

(cumulative 58.81%) commencing in the 2023-2024 financial year on the basis of ensuring that Council has sufficient revenue to:

- Improve financial sustainability by eliminating the General Fund operating deficit;
  - Deliver the services as outlined in the adopted Integrated Planning and Reporting documents;
  - Provide sufficient funding to meet asset renewal funding requirements and appropriately manage the infrastructure backlog; and
  - Meet compliance obligations under the Local Government Act 1993 (NSW) and other forms of legislation.
- ii. Note the appointment of Centium to commence the community engagement process; and
- iii. Note that the final Special Rate Variation position will be subject to Council approval.
- e. Formally make rates and charges for the 2022-2023 financial year (1 July 2022 to 30 June 2023 inclusive) as follows:
- i. Council adopt the addition of the following for application to Ordinary Rates:
- \* \$5,428 rate revenue surplus from previous year;
  - \* 0.7% annual maximum rate peg determined by the Independent Pricing and Regulatory Tribunal; and
  - \* 1.8% Additional Special Rate Variation as determined by the Independent Pricing and Regulatory Tribunal.
- ii. Note that in accordance with Section 127(2) and 129 of the Local Government Amendment Bill 2021, ordinary rates are being harmonised in accordance with the following resolution:
- Ordinary rates began being gradually harmonised from 1 July 2021;
  - The harmonisation period occurs over four (4) years with the exception of Business - Armidale and Business - Armidale Industrial, which was harmonised effective 1 July 2021;
  - At the conclusion of the harmonisation period in 2024-2025, Council will have 9 rating categories/sub-categories as follows:

Rate Category	Rate Sub- Category
Residential	Armidale
Residential	Guyra
Residential	Non-Urban
Business	Armidale
Business	Guyra
Business	Non-Urban
Farmland	
Farmland	Intensive

Armidale Regional Council  
Audit, Risk and Improvement Committee  
Tuesday, 20 September 2022

Page 8

Mining
--------

- The average percentage change, including the rate peg (estimated beyond 2022- 2023), for each rating category and sub-category that will occur in each rating year over the harmonisation period is estimated to be:

Former Guyra Shire Council categories/sub-categories:

Category	Sub Category	2021/2022	2022/2023	2023/2024	2024/2025
Residential	Guyra	4.85%	2.53%	3.61%	3.16%
Residential	Village	1.58%	0.73%	-1.05%	1.75%
Residential	Non-Urban	4.38%	5.58%	9.45%	9.11%
Business	Guyra	3.01%	2.15%	2.49%	2.42%
Business	Village	8.01%	10.65%	2.49%	4.39%
Farmland	Guyra	9.62%	6.45%	6.41%	9.17%
Farmland	Guyra Intensive	2.11%	8.18%	2.49%	2.42%

Former Armidale Dumaresq Council categories/sub-categories:

Category	Sub Category	2021/2022	2022/2023	2023/2024	2024/2025
Residential	Armidale	2.01%	2.02%	2.23%	2.75%
Residential	Armidale (Non-Urban)	1.50%	2.07%	3.27%	2.23%
Residential	Wollomombi	-9.85%	-4.52%	-10.32%	-28.60%
Residential	Ebor	-21.70%	1.47%	-12.16%	-0.74%
Residential	Hillgrove	0.24%	1.73%	-24.85%	-27.83%
Business	Armidale	4.34%	1.56%	3.24%	3.25%
Business	Non-Urban	-25.42%	-9.19%	0.86%	-5.99%
Mining	Armidale	2.00%	4.92%	2.49%	2.42%
Farmland	Armidale	-0.65%	-0.70%	-0.57%	-4.75%

iii. Pursuant to Section 494 of the NSW Local Government Act 1993, Council make and levy the following Ordinary Rates:

Category and Sub-Category	Base Amount \$	Base Amount %	Ad-Valorem Rate in the \$
Residential -	470.00	40.06	0.005231

Armidale Regional Council  
 Audit, Risk and Improvement Committee  
 Tuesday, 20 September 2022

Page 9

Armidale			
Residential - Guyra	240.00	42.21	0.005453
Residential - Wollomombi	215.00	43.35	0.012254
Residential - Ebor	205.00	47.24	0.005892
Residential - Hillgrove	215.00	36.64	0.016412
Residential - Armidale Non-Urban	285.00	23.96	0.003360
Residential - Guyra Non-Urban	230.00	34.45	0.002940
Residential - Village (Guyra)	190.00	48.22	0.004664
Business - Armidale Non-Urban	255.00	23.67	0.003465
Business - Armidale	880.00	18.11	0.013681
Business - Guyra	410.00	43.13	0.009746
Business - Village (Guyra)	152.00	45.98	0.003823
Farmland - Armidale	1,000.00	28.72	0.002127
Farmland - Guyra	850.00	24.85	0.001702
Farmland - Guyra Intensive	1,150.00	16.56	0.007823
Mining	1,000.00	18.33	0.085077

iv. Pursuant to Section 501 of the NSW Local Government Act 1993, Council make and levy the following annual charge for Water Supply Services:

Charge Description	Charge
Water Access Charge	\$315.00

The Water Access Charge will be applied as follows:

- Single Occupancy – a fixed service access charge will be applied per assessment.
- Multiple Occupancy (Strata) – a fixed service access charge will be applied per flat/unit.
- Multiple Occupancy (Community Title) – a fixed service access charge will be applied per flat/unit.
- Multiple Occupancy (Non Strata) – a fixed service access charge will be applied per assessment.

Armidale Regional Council  
 Audit, Risk and Improvement Committee  
 Tuesday, 20 September 2022 Page 10

v. That pursuant to Section 502 of the NSW Local Government Act 1993, Council make and levy the following water usage charges for Water Supply Services:

Water Consumption Tariff	Stepped Consumption Tariff Per Quarter	\$ Per Kilolitre
Residential, Commercial and Untreated Water Consumption Stepped Tariff	0 to 100 kilolitres	\$4.20
	101 to 250 kilolitres	\$4.30
	above 250 kilolitres	\$4.60
Non-Rateable – Flat Rate	N/A	\$4.60
Intensive Horticulture – Treated Bulk Water Flat Rate	N/A	\$3.10

vi. That pursuant to Sections 501, 502, 551 and 552 of the NSW Local Government Act 1993, Council make and levy the following rates and annual charges for Sewerage Supply Services:

Charge Description	Charge
Residential - Sewerage Access Charge	\$525.00
Vacant Residential - Sewerage Access Charge	\$525.00
Residential - Multiple Occupancy (each additional Occupancy)	\$525.00
Non-Residential - Sewerage Access Charge	
– Minimum Rate	\$525.00
– *Ad Valorem Rate upon connection	\$0.0060
Vacant Non-Residential - Sewerage Access Charge	\$525.00
Each Additional Urinal	\$95.00
Each Additional Water Closet	\$183.00

\* The Non-Residential Ad Valorem Sewerage Access Charge will be the greater of the amount of the sewerage rate generated on the land using the ad valorem calculation or the Minimum Rate.

The Sewerage Access Charge will be applied as follows:

- Single residential properties will be charged a single residential sewerage access charge.
- Multiple occupancy residential complexes will be charged a single residential sewerage access charge plus a flat/unit charge for each additional residential flat/unit.
- Commercial properties will be charged the minimum rate while unconnected, upon connection properties will be charged the minimum rate or the ad valorem rate (whichever is greater), with additional charges for multiple water closets and urinals.
- Vacant properties within Council's sewerage service area will be charged a single vacant

Armidale Regional Council  
 Audit, Risk and Improvement Committee  
 Tuesday, 20 September 2022

Page 11

sewerage access charge.

vii. That pursuant to Section 496 and 501 of the NSW local Government Act 1993, Council make and levy the following annual charges for Waste Management Services:

Charge Description	Charge
<b>Domestic Waste Management</b>	
– Domestic Waste Service	\$436.00
– Additional 140lt Waste Service	\$164.00
– Additional 240lt Organics Service	\$164.00
– Vacant Domestic Waste Management Charge	\$154.00
– Domestic Waste Service - 240lt (Guyra Only)	\$574.00
<b>Commercial Waste Management</b>	
– Commercial Waste Service (1 x 240lt red lid bin) – Collected Weekly	\$436.00
– Commercial Organics 240lt Service – Collected Weekly	\$164.00
– Commercial Organics 240lt Service – Collected 2 x Weekly	\$246.00
– Commercial Recycling Service – Collected Weekly	\$170.00
<b>Rural Waste Management</b>	
– Rural Waste Management Charge - former Armidale Dumaresq Council LGA	\$155.00
– Rural Waste Management Charge - former Guyra Shire Council LGA	\$135.00
<b>Regional Landfill</b>	
– Regional Landfill Levy	\$155.00
– Regional Landfill Operation Charge	\$72.00

A Vacant Domestic Waste Management Charge is to be levied on all rateable parcels of land within the domestic waste collection boundary, which do not have a dwelling and are zoned for residential use in the Local Environment Plan. Multiple occupancy residential complexes (non-strata) will have a minimum number of full services equal to 50% of the number of flats. Therefore, a block of twelve (12) flats will have six (6) full services as a minimum. A rural waste management charge will be levied on all rateable assessments which have a dwelling and do not receive a waste collection service. The Regional Landfill levy and operation charge will be levied on all rateable and non-rateable assessments.

viii. That pursuant to Section 501 of the NSW Local Government Act 1993, Council make and

Armidale Regional Council  
 Audit, Risk and Improvement Committee  
 Tuesday, 20 September 2022 Page 12

levy the following annual charge for drainage services:

Charge Description	Charge
Armidale Drainage Charge	\$50.00

This charge will be levied on all properties within the Armidale City drainage catchment area.

ix. That pursuant to Section 496A of the NSW Local Government Act 1993, Council make and levy the following annual charge for stormwater management services:

Charge Description	Charge
Guyra Stormwater Charge	\$25.00

This charge will be levied on all properties in the township of Guyra.

x. That pursuant to Section 566(3) of the NSW Local Government Act 1993, Council set the maximum rate of interest payable on overdue rates and charges determined by the Office of Local Government at 6.0% per annum.

RESOLUTION: Noted

Actions:

- Page 295- Armidale Regional Council Profile- Gross Regional Product should be Billion not Million (Typo).
- Page 497- 2 x missing figures in table, please clarify and report back.

## **5.12 Integrated Planning and Reporting - Delivery Program 2018-2022 and Operational Plan 2021-2022 Progress Report - January to June 2022***Ref: AINT/2022/38314*

### **2. OFFICERS' RECOMMENDATION:**

That the Committee note the Delivery Program 2018-2022 and Operational Plan 2021-2022 Progress Report for the period January to June 2022.

RESOLUTION: Noted

ACTIONS:

- Consider if there should be deliberate over-programming in future plans to allow for progress of an alternate project instance of delays. E.g. Schedule to 120% capacity.

## **6. GENERAL BUSINESS**

REQUEST FOR NEW ENGLAND WEEDS AUTHORITY TO SHARE ARIC WITH ARC (RESCHEDULE DISCUSSION FOR NEXT ARIC WHEN THE GM IS AVAILABLE)



Armidale Regional Council  
Audit, Risk and Improvement Committee  
Tuesday, 20 September 2022 Page 13

---

Michael O'Connor queried about the risk of potential Guyra de-amalgamation given the recent de-amalgamation of Cootamundra-Gundagai. After discussion it was determined this was not an imminent risk in the short term due to the high costs and lengthy process involved in de amalgamating.

There being no further business the Chairperson declared the meeting closed at 12:26pm.



## BUSINESS PAPER

### TRAFFIC ADVISORY COMMITTEE

To be held on

Tuesday, 6 September 2022  
10am

at

Function Room

**Committee Members:**

Cr Susan McMichael (Chair)  
Mr Hans Hietbrink (Rep. Member for Northern Tablelands)  
Snr Sgt Paul Caldwell (NSW Police)  
Ms Wendy Wallace & Mel Jones (TfNSW)

**Council Staff:**

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.



Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 September 2022

Page 4

# INDEX

1	Apologies / Leave of Absence	
2	Confirmation of Previous Minutes <i>Traffic Advisory Committee - 2 August 2022</i>	
3	Declarations of Interest	
4	Business Arising	
5	Special Event Reports	
5.1	Special Event Management - New England Antique Machinery Club - Advertising Run 2022.....	5
5.2	Special Event Transport Management Plan NESCC Rallysprint 2022 .....	15
6	Correspondence	
6.1	Safety concerns intersection of Beardy St and O'Dell St, Armidale.....	26
6.2	Request for Workzone - St Mary School .....	31
6.3	Change 1/4 Hour Parking Zones in CBD to 1/2 Hour .....	44
7	General Business	
7.1	DA-29-2022 - 340 Heathersleigh Road - Depot - Road Upgrades.....	46
7.2	DA-95-2022 - 32A Crest Road - Proposed 1 into 23 Lot Residential Subdivision.....	76

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 September 2022

Page 5

<b>Item:</b>	<b>5.1</b>	<b>Ref: AINT/2022/35246</b>
<b>Title:</b>	<b>Special Event Management - New England Antique Machinery Club - Advertising Run 2022.</b>	<b>Container: ARC16/0168-7</b>
<b>Author:</b>	<b>Graham Earl, Engineering Technical Officer</b>	
<b>Attachments:</b>	1. NEAM Advertising Run: Schedule 1 - Notice of Intention to Hold a Public Assembly 2022 2. NEAM Advertising Run: Transport Management Plan 2022 3. NEAMC Run Map 4. NEAMC Rally Insurance Certificate	

### 1. Purpose

The purpose of this report is to advise of the intention on the New England Antique Machinery Club (NEAMC) to hold their annual advertising run using local roads.

### 2. OFFICERS' RECOMMENDATION:

That Council endorse the proposed advertising run to be held by the New England Antique Machinery Club on 11<sup>th</sup> November 2022

### 3. Background

The NEAM have an annual rally at the Armidale Showground in November every year. The intention of the road run to raise aware to the community of the rally.

### 4. Discussion

The Special Event Transport Management Plan for the New England Antique Machinery Club – Rally Advertising Run is planned to occur from 2pm until 2.30pm Friday 11<sup>th</sup> November 2022.

There will 9 vehicles comprising of tractors and prime movers, all on rubber tyres. The vehicles will leave the showground and travel west on Dumaresq Street turn left into Faulkner Street, left into Rusden Street, and left into Douglas Street and return to the showground. It is anticipated that the vehicles will return to the Showground by 2.30pm to avoid conflict with school traffic.

### 5. Implications

#### 5.1. Strategic and Policy Implications

The application is in accordance as per POL086 – Road – Events on public roads and as per the TfNSW guidelines for Event Management.

#### 5.2. Risk

- The Rally Advertising Run requires no road closures or assistant. Vehicles will travel as close to the left hand side of the street as possible so as not to interfere with general traffic, and will obey all traffic rules. All vehicles have historic registration and are road worthy.

#### 5.3. Sustainability

- Promotion of the NEAMC Annual Rally at the Showground.
- A tourism strategy to attract visitors to return and enhance the economic and cultural offerings and attractions of the region



Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 September 2022

Page 6

#### 5.4. Financial

Budget Area:	N/A						
Funding Source:	N/A						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
N/A	N/A	Nil	Nil	Nil	Nil	Nil	Nil

There is no cost to Council for this activity.

#### 6. Consultation and Communication

The NEAM are responsible all notifications in relation to the run.

#### 7. Conclusion

The NEAMC is a community group of enthusiasts who would like to promote their activities and display vehicles and machinery from a bygone era at the annual rally held at the Showground

### Schedule 1 - Notice of Intention to Hold a Public Assembly

#### SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1	<p>I Bronwyn Broom .....(name)  of 839 Boorolong Rd, Armidale, 2350 .....(address)  on behalf of New England Antique Machinery Club ..... (organisation)  notify the Commissioner of Police that  on the ..11th..... (day) of November..... (month), .2022..... (year), it is  intended to hold</p> <p><i>either:</i></p> <p>(a) a public assembly, <b>not</b> being a procession, of approximately  ..... (number) persons,  which will assemble at ..... (Place)  at approximately ..... am/pm,  and disperse at approximately ..... am/pm.</p> <p><i>or</i></p> <p>(b) a public assembly, being a procession of approximately  .....9... (number) persons,  which will assemble at approximately ...2.00pm..... am/pm, and at  approximately .2.00pm..... am/pm the procession will commence and shall  proceed</p> <p>From Armidale Showground, travel west on Dumaresq St, left into Faulkner St  , left into Rusden St, left into Douglas St and return to Showground .....</p> <p>.....</p> <p><i>(Specify route, any stopping places and the approximate duration of any stop; and the  approximate time of termination. A diagram may be attached.)</i></p>
2	<p>The purpose of the proposed assembly is to advertise the NEAMC annual  Rally at the showground on the 12<sup>th</sup> and 13<sup>th</sup> November, 2022 .....</p> <p>.....</p> <p>.....</p> <p>.....</p>

3	<p>The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly (<i>strike out whichever is not applicable</i>):</p> <p>(I) There will be ...9.... (number) of vehicles and/or..... (number) of floats involved.</p> <p>The type and dimensions are as follows:</p> <p>Tractors and prime movers .....</p> <p>.....</p> <p>(II) There will be ...0.... (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.</p> <p>(III) The following number and type of animals will be involved in the assembly:</p> <p>NA .....</p> <p>.....</p> <p>(IV) Other special characteristics of the proposed assembly are as follows:</p> <p>NA .....</p> <p>.....</p>
4	I take responsibility for organising and conducting the proposed assembly.
5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p>839 Boorolong Rd,</p> <p>Armidale .....</p> <p>.....</p> <p>.....2350..... Postcode.</p> <p>Telephone No.0408 658 594 .....</p>
6	<p>Signed     Bronwyn Broom .....</p> <p>Capacity/Title     Secretary.....</p> <p>Date 16<sup>th</sup> July, 2021 .....</p>

## Special Event Transport Management Plan

### 1 EVENT DETAILS

#### 1.1 Event summary

Event Name **New England Antique Machinery Rally Advertising Run**

Event Location: **Local Armidale Street Drive- Refer to map**

Event Date: 11/11/2022 Event Start Time: 2.00pm Event Finish Time: 2.30pm

Event Setup Start Time: <> Event Packdown Finish Time: <>

Event is ☐ off street ☒ on street - moving ☐ on street non-moving

#### 1.2 Contact names

Event Organiser\* **Gavin Walker Activities Coordinator**

Phone:< > Mobile:0428 625 812<> E-mail: [≤ ≥](#)

Event Management Company (if applicable)

Phone: ..... Fax: ..... Mobile: ..... E-mail:

**Police** ARMIDALE POLICE

Phone: 02 6771 0699 ..... Fax: 02 67710611

**Council** ARMIDALE REGIONAL COUNCIL – Belinda Ackling

Phone:02 67703600 Fax: 02 67729275 [council@armidale.nsw.gov.au](mailto:council@armidale.nsw.gov.au)  
[backling@armidale.nsw.gov.au](mailto:backling@armidale.nsw.gov.au)

**Roads & Traffic Authority** (if Class 1) **Class 3 event**.....

Phone: ..... Fax: ..... Mobile: ..... E-mail: .....

*\*Note: The Event Organiser is the person or organisation who is the employer and in whose name the Public Liability Insurance is taken out.*

**1.3 Detailed description of event (please attach any maps to back of application)**

This Special Event Transport Management Plan is for the New England Antique Machinery Club – Rally Advertising Run is planned to occur .....

There will approximately 9 tractors/ prime movers, all on rubber tyres. The vehicles will leave the showground and travel west on Dumaresq Street turn left into Faulkner Street, left into Rusden Street, and left into Douglas Street and return to the showground. It is anticipated that the vehicles will return to the Showground by 2.30pm to avoid conflict with school traffic.

The Rally Advertising Run requires no road closures or assistant. Vehicles will travel as close to the left hand side of the street as possible so as not to interfere with general traffic, and will obey all traffic rules. All vehicles have historic registration and are road worthy.

## 2 Risk Management - Traffic

CLASS 1 CLASS 2 CLASS 3	2.1 Occupational Health & Safety - Traffic Control
	<input type="checkbox"/> Risk assessment plan (or plans) attached
	2.2 Public Liability Insurance
	<input type="checkbox"/> Public liability insurance arranged. <u>Copy of Policy attached.</u>
	2.3 Police
	<input type="checkbox"/> Police written approval attached <u>Letter sent to the Armidale Police – referred to Belinda Ackling, Armidale Regional Council.</u>
	2.4 Fire Brigades and Ambulance
	<input type="checkbox"/> Fire brigades notified 02 67715076
	<input type="checkbox"/> Ambulance notified 02 6771 1710

## 3 TRAFFIC AND TRANSPORT MANAGEMENT

CLASS 1 CLASS 2 CLASS 3	3.1 The route or location
	<input checked="" type="checkbox"/> Map attached
	3.2 Parking
	<input type="checkbox"/> Parking organised - details attached.
	<input checked="" type="checkbox"/> Parking not required
	3.3 Construction, traffic calming and traffic generating developments
	<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
	<input type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	3.4 Trusts and Authorities
	<input type="checkbox"/> This event uses a facility managed by a Trust or Authority; written approval attached
<input type="checkbox"/> This event does not use a facility managed by a trust or Authority	
3.5 Public transport	
<input type="checkbox"/> Public transport plans created - details attached	
<input type="checkbox"/> Public transport not required	
3.6 Reopening roads after moving events	
<input type="checkbox"/> This is a moving event - details attached.	
<input type="checkbox"/> This is a non-moving event.	
3.7 Traffic management requirements unique to this event	
<input type="checkbox"/> Description of unique traffic management requirements attached	
<input type="checkbox"/> There are no unique traffic requirements for this event	
3.8 Contingency plans	
<input type="checkbox"/> Contingency plans attached	



CLASS 1	3.9 Heavy vehicle alternate routes
	<input type="checkbox"/> Alternative routes for heavy vehicles required - RTA to arrange
	<input type="checkbox"/> Alternative routes for heavy vehicles not required
	3.10 Special event clearways
	<input type="checkbox"/> Special event clearways required - RTA to arrange
	<input type="checkbox"/> Special event clearways not required
<b>4 MINIMISING IMPACT ON NON-EVENT COMMUNITY &amp; EMERGENCY SERVICES</b>	
CLASS 3	4.1 Access for local residents, businesses, hospitals and emergency vehicles
	<input type="checkbox"/> Plans to minimise impact on non-event community attached
	<input type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes
CLASS 2	4.2 Advertise traffic management arrangements
	<input type="checkbox"/> Road closures -advertising medium and copy of proposed advertisements attached
	<input type="checkbox"/> No road closures but special event clearways in place - advertising medium and copy of proposed advertisements attached
	<input type="checkbox"/> No road closures or special event clearways - advertising not required
CLASS 1	4.3 Special event warning signs
	<input type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s
	<input type="checkbox"/> This event does not require special event warning signs
	4.4 Permanent Variable Message Signs
	<input type="checkbox"/> Messages, locations and times attached
	<input type="checkbox"/> This event does not use permanent Variable Message Signs
	4.5 Portable Variable Message Signs
	<input type="checkbox"/> The proposed messages and locations for portable VMS are attached
	<input type="checkbox"/> This event does not use portable VMS

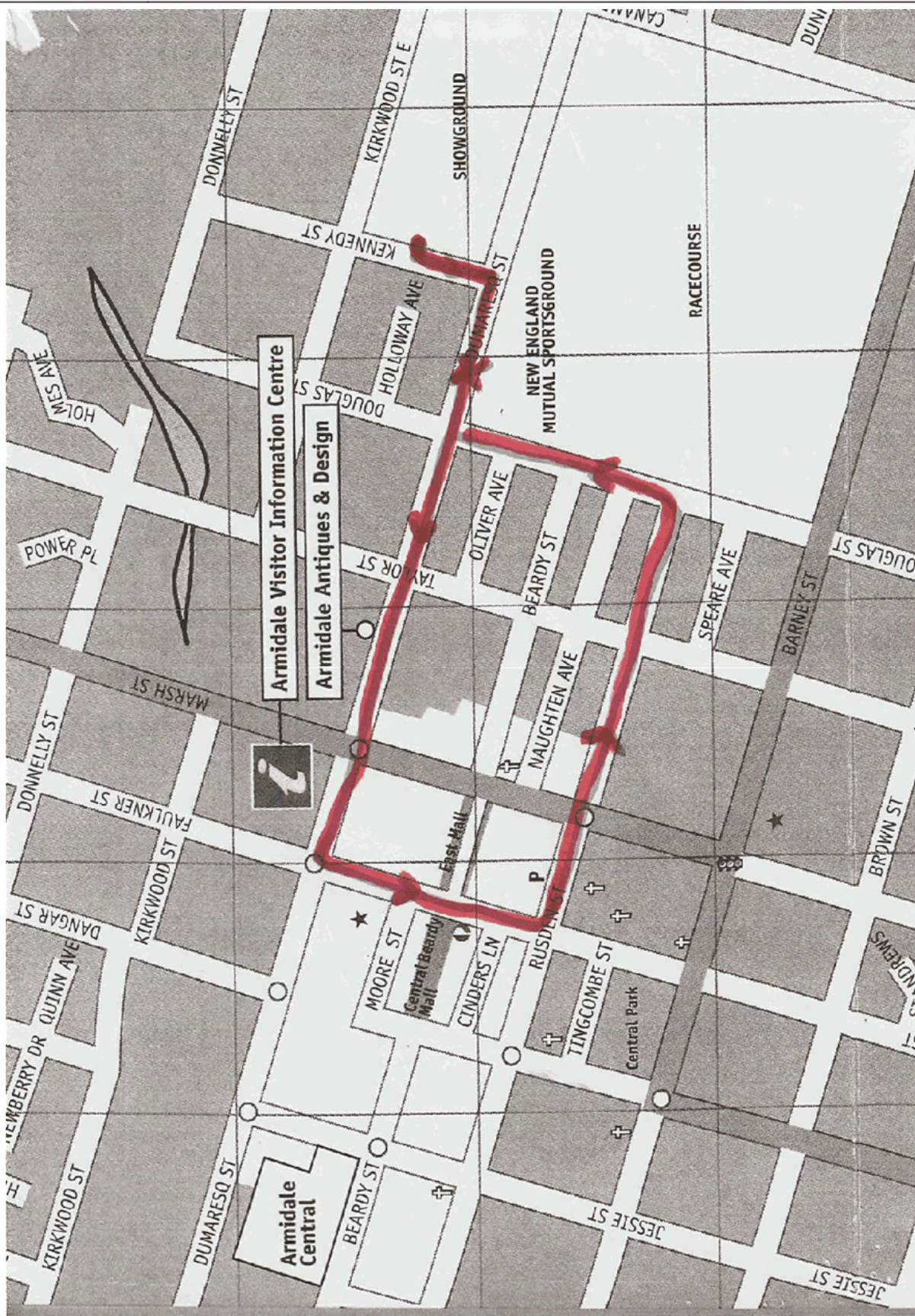
**5 APPROVAL**

Your application needs to be provide to Council 3 weeks prior to the Local Traffic Committee meeting which is held 2<sup>nd</sup> Tuesday of each month, with Council approval being sort for recommendations at the meeting held 4<sup>th</sup> Monday of the month.

<b>Privacy and Personal Information Protection Notice (S.10 PPIPA Act 1998)</b>
Your information will be stored and used by Armidale Dumaresq Council, 135 Rusden St, Armidale 2350
Purpose of Collection: Traffic Management for a Special Event
Intended Recipients of your information: Local Traffic Committee
You have the right to access and amend your personal information by contacting the Public Officer at the address above.
Your personal information is required: By law
Consequences if you do not supply your information:

Attachment 3

NEAMC Run Map



Attachment 3

Page 13





## Certificate of Currency

**Date of Issue:** 1 August 2022

National Historical Machinery Association  
PO Box 620  
Neutral Bay Junction NSW 2089

**Contact:** Sarah Alexander

t: 61 7 3232 7567  
e: sarah.alexander@aon.com

**We hereby certify that the under mentioned insurance policy is current as at the date of this certificate, please refer to the important notices below.**

<b>Policy Type</b>	Public and Products Liability
<b>Insured</b>	National Historical Machinery Association- New England Antique Machinery Club Inc
<b>Insurer</b>	Insurance Australia Limited T/As CGU Insurance ABN: 11 000 016 722
<b>Policy Number(s)</b>	10M1792939
<b>Period of Insurance</b>	From: 4.00 pm 31/07/2022 Local Standard Time To: 4.00 pm 31/07/2023 Local Standard Time
<b>Interest Insured</b>	The Insured's Legal Liability to pay compensation in respect of: (a) Injury to any person (b) Property Damage (c) Advertising Injury Occurring within the Geographical Limits during the Period of Insurance as a result of an Occurrence happening in connection with the Insured's Business or Products
<b>Limits of Liability</b>	Public Liability and Advertising Liability - any one Occurrence \$20,000,000 Products Liability - any one Occurrence and in the aggregate \$20,000,000
<b>Situation of Risk</b>	Anywhere in the world except United States of America and Canada other than in respect of: (a)(i) Products sent to the United States of America and/or Canada without the knowledge of the Insured or (b) Commercial visits by directors and non-manual employees normally resident outside USA or Canada
<b>Remarks</b>	Nil Advised

### Further Information

Should you have any queries, please contact us on the details set out at the top of the page.

### Important notes

- Aon does not guarantee that the insurance outlined in this Certificate will continue to remain in force for the period referred to as the Policy may be cancelled or altered by either party to the contract, at any time, in accordance with the terms of the Policy and the Insurance Contracts Act 1984 (Cth).
- Aon accepts no responsibility or liability to advise any party who may be relying on this Certificate of such alteration to or cancellation of the Policy.
- Subject to full payment of premium
- This certificate does not:
  - represent an insurance contract or confer rights to the recipient;
  - amend, extend or alter the Policy; or
  - contain the full policy terms and conditions

Aon Reference: AONBNE23GC9  
Version: D381913/000

Aon Risk Services Australia Limited ABN 17 000 434 720 AFSL 241141  
GPO Box 65, Brisbane QLD 4001

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 September 2022

Page 15

<b>Item:</b>	<b>5.2</b>	<b>Ref: AINT/2022/37646</b>
<b>Title:</b>	<b>Special Event Transport Management Plan NESCC Rallysprint 2022</b> <b>Container: ARC16/0168-7</b>	
<b>Author:</b>	<b>Graham Earl, Engineering Technical Officer</b>	
<b>Attachments:</b>	1. Special Event Transport Management Plan NESCC Metz Gorge Rallysprint 2022 2. Plan - TGS Hillgrove Rally 2022 3. 2022 AASA Public Liability Insurance Certificate of Currency - Copy	

### 1. Purpose

To gain approval for the 2022 New England Sporting Car Club (NESCC) to conduct another motorsport event, the Metz Gorge Rallysprint.

### 2. OFFICERS' RECOMMENDATION:

That Council endorse the requested road closures for the New England Sporting Car Club (NESCC) Metz Gorge Rallysprint for 2022.

### 3. Background

This is an annual event, organisers have worked with Council to develop plans and put processes in place. New England Sporting Car Club have an ongoing DA for the event and are required to reinstate the road to the condition prior the event.

### 4. Discussion

The New England Sporting Car Club (NESCC) is planning to conduct another motorsport event, the Metz Gorge Rallysprint, based at Echidna Gully. The event is split into two stages as detailed below.

**Morning Stage:** Cars will depart from Echidna Gully, onto Chinaman's Gully Road turning right onto Old Hillgrove Road. This section of the event will end just prior to Stockton Road.

**Afternoon Stage:** Cars will travel in the reverse direction to the morning stage. Starting on Old Hillgrove Road, turning left onto Chinaman's Gully Road and finishing at Echidna Gully

Waterfall Way via Stockton Road/Metz Road will be used only as a means for vehicles to return to staging point between each event stage at non-competitive speeds.

The details (including proposed Road Closures, road intersection marshalling etc.) of the Traffic Control Plan (TCP) is detailed in the enclosed plans.

The club is again seeking council approval to enable the closure of the above mentioned roads for use on Saturday 22<sup>nd</sup> October 2022 between 7am and 7pm for the purpose of the Rallysprint.

The event would be authorised by AMSAG, and be covered by their insurance. Approval would also be needed from NSW police, an application which is currently being made.

### 5. Implications

#### 5.1. Strategic and Policy Implications

The application is in accordance as per POL086 – Road – Events on public roads and as per the TfNSW guidelines for Event Management.

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 September 2022

Page 16

### 5.2. Risk

- This event is at no cost to Council.
- Residents will be inconvenienced for the day but are informed and are accepting of the event.

### 5.3. Sustainability

Organisers are required to make sure that Council roads are reinstated to the condition prior the event completing a site inspection with staff prior to the event.

A tourism strategy to attract visitors to return and enhance the economic and cultural offerings and attractions of the region

Budget Area:	N/A						
Funding Source:	N/A						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
N/A	N/A	Nil	Nil	Nil	Nil	Nil	Nil

There is no financial risk to Council

### 6. Consultation and Communication

Organisers will advertise the event and advise all residents affected by the event. As this is an annual event residents are accepting of the days activities.

### 7. Conclusion

Council supports the annual event as it compiles with polies and procedures previously set in conjunction with council staff.

## Special Event Transport Management Plan

### 1 EVENT DETAILS

#### 1.1 Event summary

Event Name: Armidale Rallysprint

Event Location: Echidna Gully, Chinamans Gully Rd Hillgrove

Event Date: < 22 October 2022 > Event Start Time: < 8am > Event Finish Time: . 6pm ,

Event Setup Start Time: 7am Event Packdown Finish Time: 7pm

Event is ☐ off street ☒ on street - moving ☐ on street non-moving

#### 1.2 Contact names

Event Organiser\* Bevan Michel c/- New England Sporting Car Club

Phone:0411051489 E-mail: bevanmichel@hotmail.com

Event Management Company (if applicable)

Phone: ..... Fax: ..... Mobile: ..... E-mail:

**Police** ARMIDALE POLICE

Phone: 02 6771 0699 ..... Fax: 02 67710611

**Council** ARMIDALE REGIONAL COUNCIL

Phone:02 67703800 Fax: 02 67729275 [council@armidale.nsw.gov.au](mailto:council@armidale.nsw.gov.au)

**Roads & Traffic Authority** (if Class 1).....

Phone: ..... Fax: ..... Mobile:..... E-mail: .....

*\*Note: The Event Organiser is the person or organisation who is the employer and in whose name the Public Liability Insurance is taken out.*



**1.3 Detailed description of event (please attach any maps to back of application)**

The New England Sporting Car Club is planning to conduct another motorsport event, the "Armidale Rallysprint", based at Echidna Gully on the 22nd October 2022.

Morning Stage: Cars will depart from Echidna Gully, onto Chinaman's Gully Road turning right onto Old Hillgrove Road. This section of the event will end just prior to Stockton Road.

Afternoon Stage: Cars will travel in the reverse direction to the morning stage. Starting on Old Hillgrove Road, turning left onto Chinaman's Gully Road and finishing at Echidna Gully

Waterfall Way via Stockton Road/Metz Road will be used only as a means for vehicles to return to staging point between each event stage at non-competitive speeds. Competing cars will only travel at 60 kph on the waterfall way.

The details (including proposed road closures, road intersection marshalling etc) of the Traffic Control plan (TCP) have been discussed and set up with ARC staff and Bevan Michel and that a completed TCP is to be lodged with Council.

The event is authorised by AMSAG, and covered by their insurance.

**2 Risk Management - Traffic**

<div>CLASS 1</div> <div>CLASS 2</div> <div>CLASS 3</div>	2.1	Occupational Health & Safety - Traffic Control
	<input checked="" type="checkbox"/>	Risk assessment plan (or plans) attached
	2.2	Public Liability Insurance
	<input checked="" type="checkbox"/>	Public liability insurance arranged. <u>Copy of Policy attached.</u>
	2.3	Police
	<input type="checkbox"/>	Police written approval attached <u>Letter sent to the Armidale Police – referred to Belinda Ackling, Armidale Regional Council.</u>
	2.4	Fire Brigades and Ambulance
	<input checked="" type="checkbox"/>	Fire brigades notified 02 67715076
	<input checked="" type="checkbox"/>	Ambulance notified 02 6771 1710

**3 TRAFFIC AND TRANSPORT MANAGEMENT**

<div>CLASS 1</div> <div>CLASS 2</div> <div>CLASS 3</div>	3.1	The route or location
	<input checked="" type="checkbox"/>	Map attached
	3.2	Parking
	<input checked="" type="checkbox"/>	Parking organised - details attached.
	<input type="checkbox"/>	Parking not required < >
	3.3	Construction, traffic calming and traffic generating developments
	<input type="checkbox"/>	Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
	<input checked="" type="checkbox"/>	There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	3.4	Trusts and Authorities
	<input type="checkbox"/>	This event uses a facility managed by a Trust or Authority; written approval attached
<input checked="" type="checkbox"/>	This event does not use a facility managed by a trust or Authority	
3.5	Public transport	
<input type="checkbox"/>	Public transport plans created - details attached	
<input checked="" type="checkbox"/>	Public transport not required	
3.6	Reopening roads after moving events	
<input checked="" type="checkbox"/>	This is a moving event - details attached.	
<input type="checkbox"/>	This is a non-moving event.	
3.7	Traffic management requirements unique to this event	
<input checked="" type="checkbox"/>	Description of unique traffic management requirements attached	
<input type="checkbox"/>	There are no unique traffic requirements for this event	

Class 1	3.8	Contingency plans
	<input type="checkbox"/>	Contingency plans attached
	3.9	Heavy vehicle alternate routes
	<input type="checkbox"/>	Alternative routes for heavy vehicles required - RTA to arrange
	<input checked="" type="checkbox"/>	Alternative routes for heavy vehicles not required
	3.10	Special event clearways
<input checked="" type="checkbox"/>	Special event clearways required - RTA to arrange	
<input type="checkbox"/>	Special event clearways not required	

#### 4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

Class 1	Class 3	4.1	Access for local residents, businesses, hospitals and emergency vehicles
		<input checked="" type="checkbox"/>	Plans to minimise impact on non-event community attached
		<input type="checkbox"/>	This event does not impact the non-event community either on the main route (or location) or detour routes
	Class 2	4.2	Advertise traffic management arrangements
		<input checked="" type="checkbox"/>	Road closures -advertising medium and copy of proposed advertisements attached
		<input type="checkbox"/>	No road closures but special event clearways in place - advertising medium and copy of proposed advertisements attached
		<input type="checkbox"/>	No road closures or special event clearways - advertising not required
	Class 1	4.3	Special event warning signs
		<input checked="" type="checkbox"/>	Special event information signs are described in the Traffic Control Plan/s
		<input type="checkbox"/>	This event does not require special event warning signs
		4.4	Permanent Variable Message Signs
		<input type="checkbox"/>	Messages, locations and times attached
	Class 1	<input checked="" type="checkbox"/>	This event does not use permanent Variable Message Signs
		4.5	Portable Variable Message Signs
		<input type="checkbox"/>	The proposed messages and locations for portable VMS are attached
<input checked="" type="checkbox"/>	This event does not use portable VMS		

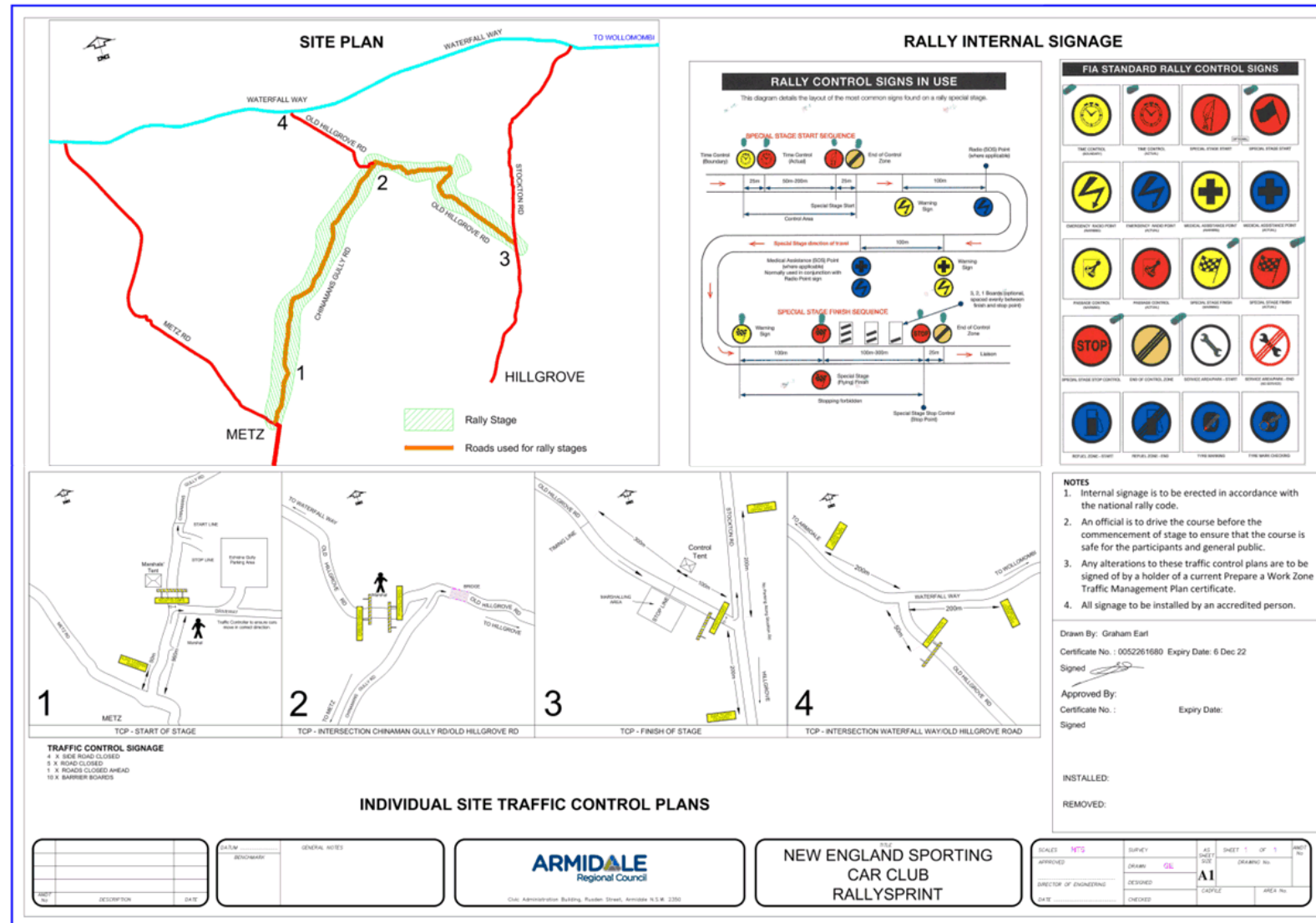
#### 5 APPROVAL

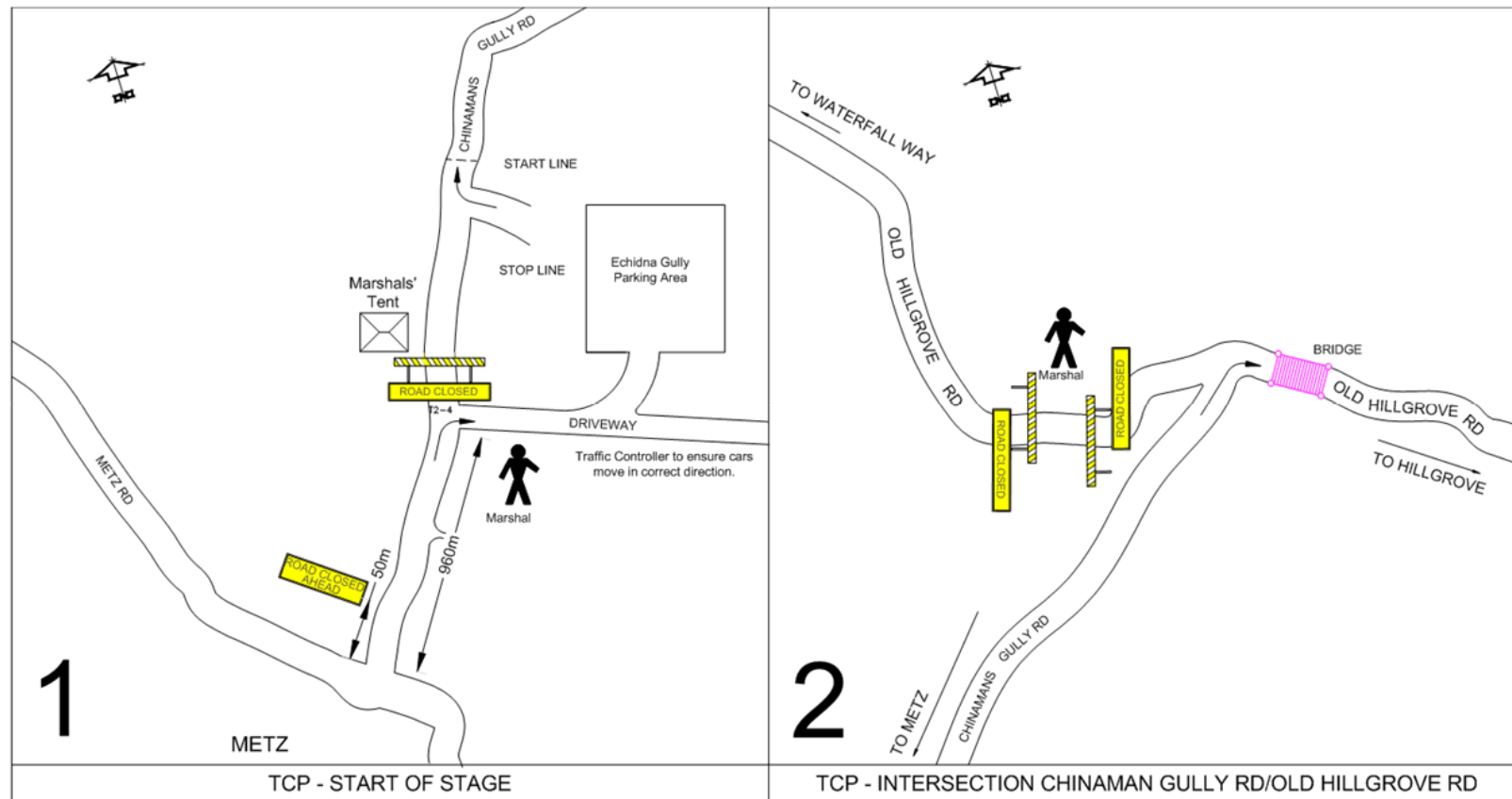
Your application needs to be provide to Council 3 weeks prior to the Local Traffic Committee meeting which is held 2<sup>nd</sup> Tuesday of each month, with Council approval being sort for recommendations at the meeting held 4<sup>th</sup> Monday of the month.

Privacy and Personal Information Protection Notice (S.10 PPIPA Act 1998)
Your information will be stored and used by Armidale Dumaresq Council, 135 Rusden St, Armidale 2350
Purpose of Collection: Traffic Management for a Special Event
Intended Recipients of your information: Local Traffic Committee
You have the right to access and amend your personal information by contacting the Public Officer at the address above.
Your personal information is required: By law

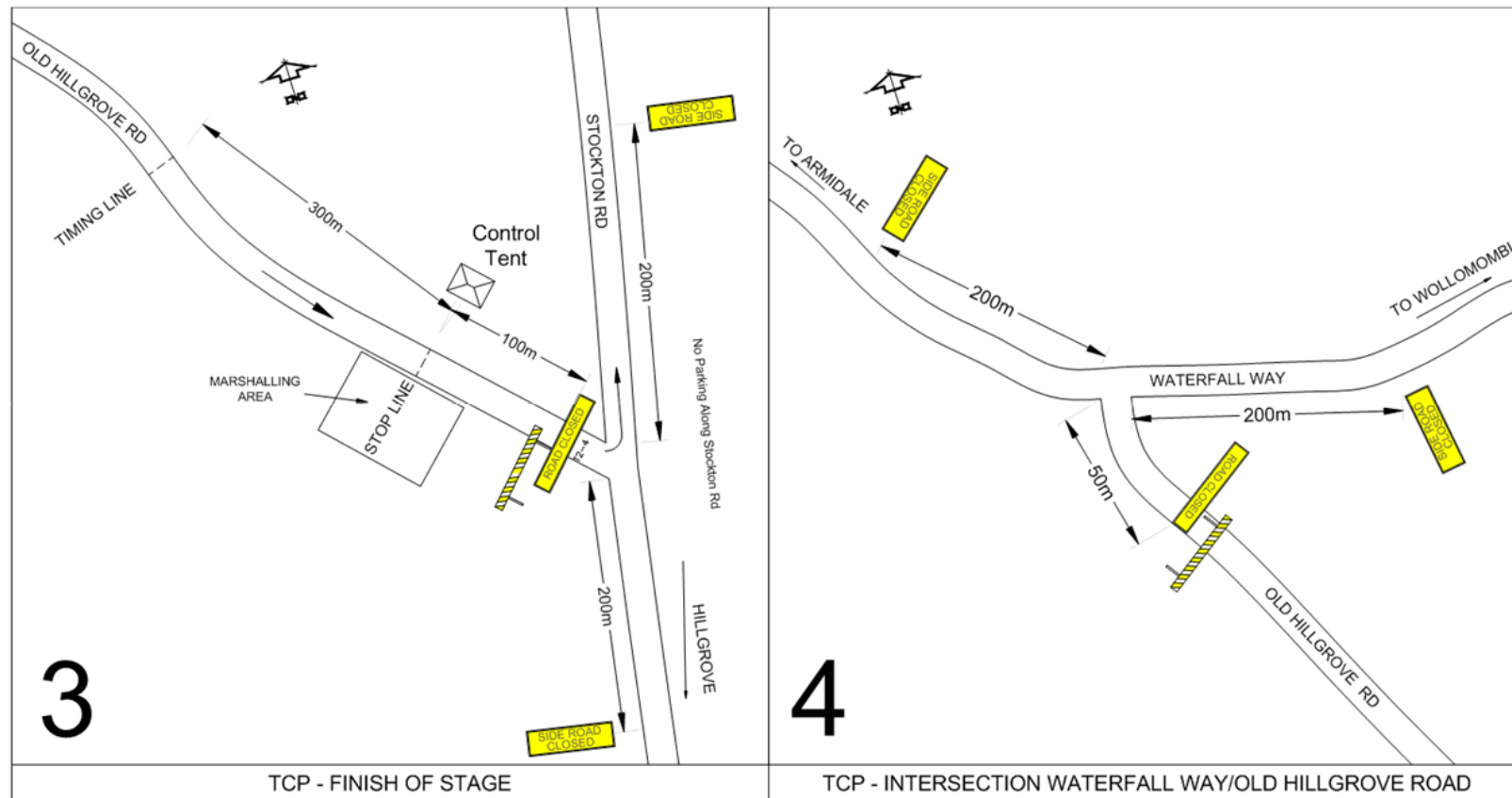
PAGE 4 TRAFFIC MANAGEMENT FOR A SPECIAL EVENT - TRAFFIC MANAGEMENT PLAN TEMPLATE  
R:\ENGINEER\GEAR\TRAFFIC FACILITIES\TRAFFIC COMMITTEE REPORTS\HILLGROVE RALLY2022\SPECIAL EVENT TRANSPORT MANAGEMENT PLAN  
NESCC METZ GORGE RALLYSPRINT 2019.DOCX

Consequences if you do not supply your information:











7 March 2022

**CERTIFICATE OF CURRENCY****PUBLIC & PRODUCTS LIABILITY AND PROFESSIONAL INDEMNITY**

This is to certify that we, in our capacity as Insurance Brokers to Australian Auto Sport Alliance and companies we have arranged coverage as follows:

**NAME OF INSURED:** Benalla Auto Club Inc  
 Australian Autosport Alliance Pty Ltd  
 BACWMR Pty Ltd  
 Wakefield Park Motorsports Pty Ltd  
 Winton Motor Raceway Pty Ltd

**PERIOD OF INSURANCE:** From: 1<sup>st</sup> January 2022 at 4.00pm  
 To: 1<sup>st</sup> January 2023 at 4.00pm  
 Both Local Standard Time at the Insured's head office

**INTEREST INSURED:** All sums which the Insured shall be legally liable to pay as Compensation in respect of Personal Injury or Property Damage occurring during the Policy Period as a result of an Occurrence happening in connection with the Business of the Insured.

**LIMITS OF LIABILITY:** \$25,000,000 any one occurrence but in the aggregate for Products and Pollution Liability

**REGION:** Worldwide except USA and Canada

**INTERESTED NOTED FOR:** *New South Wales Police Force, with Reference to all AMSAG events to be held.*

**INSURER:** Certain Underwriters at Lloyds – Various Syndicates

**POLICY NUMBER:** B0507IC2200316

**IMPORTANT NOTES**

- This Certificate does not reflect in detail the policy terms or conditions and merely provides a summary of the insurance that is in existence at the date we have issued this Certificate.
- HDL Brokers does not guarantee that the insurance outlined in this Certificate will continue to remain in force for the period referred to as the Policy may be cancelled or altered by either party to the contract, at any time, in accordance with the terms of the Policy and the *Insurance Contracts Act 1984 (Cth)*.
- HDL Brokers accepts no responsibility or liability to advise any party who may be relying on this Certificate of such alteration to or cancellation of the Policy.

Thanks and regards,

On Behalf of  
**Horsell Duffy Langley Pty Limited**  
 ABN 12 155 940604 // AFSL 422018

**Horsell Duffy Langley Pty Limited**  
 ABN 12 155 940 604 AFSL 422018

Level 3, 205 Clarence Street, Sydney NSW 2000  
 Telephone: 1300 565 622

[www.HDLbrokers.com.au](http://www.HDLbrokers.com.au)  
[info@HDLbrokers.com.au](mailto:info@HDLbrokers.com.au)

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 September 2022

Page 26

<b>Item:</b>	<b>6.1</b>	<b>Ref: AINT/2022/34969</b>
<b>Title:</b>	<b>Safety concerns intersection of Beardy St and O'Dell St, Armidale.</b>	
	<b>Container: ARC16/0168-7</b>	
<b>Author:</b>	<b>Graham Earl, Engineering Technical Officer</b>	
<b>Attachments:</b>	1. Plan - Beardy St/O'Dell St Sight Distance 2022 2. Photos - Beardy St/O'Dell St Intersection Sight Distance 3. Plan - Proposed Central Median Beardy St/O'Dell St.	

### 1. Purpose

The purpose of this report is to improve the safety for motorists using the intersection of Beardy St and O'Dell St, Armidale.

### 2. OFFICERS' RECOMMENDATION:

That Council endorse the installation of central median islands with supplementary Give Way sign in O'Dell St at the intersection of Beardy ST, Armidale.

### 3. Background

Council has received a Pathway request to improve the safety of the intersection of Beardy St and O'Dell St after a serious crash.

Recurring Accidents: Cnr Beardy and O'Dell Streets: This morning there was a major collision between 2 cars on the cnr of O'Dell St and Beardy Sts, causing significant damage to my house and car. One car drove through the fence on O'Dell st and the other hit my parked car on Beardy Street. My car is undriveable and had to be towed away. This is the 6th accident on this corner that I have experienced since living here with other accidents causing damage to the fence. This time a number of children were involved and a woman unable to speak English well. The entire incident was extremely distressing and is causing major disruption as I now have insurance claims and house & repairs to deal with involving time and cost to myself. Can someone please put in a roundabout on this corner before someone is killed.

Surname : McDonell

Given Names : Jennifer

### 4. Discussion

The crash history at this intersection indicates there have been no reported crashes for the 5 year period 1 July 2016 to 30 June 2021. As stated in the request there have been 6 crashes at the intersection during the period of her residence in the area.

An investigation into the sight distance was completed in accordance with AS 1742.2-2009 Clause 2.5.4, which indicated that there is no significant issue. There is a bus shelter on the SE corner, and a power pole and trees on the SW corner of the intersection that reduce sight distance but not significantly for northbound motorists and no restriction for southbound.

Motorists travelling along O'Dell are not required to give way to traffic until they reach this intersection and this may contribute to the lack of awareness of the change in control.

The installation of central medians and supplementary Give Way signs would highlight the requirement to give way at this intersection.

### 5. Implications

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 September 2022

Page 27

### 5.1. Strategic and Policy Implications

#### *Link to the Community Strategic Plan and Delivery Program*

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.

This recommendation is in line with:  
AS 1749.2-2009 Clause 2.5.4

### 5.2. Risk

- To reduce the risk of an accident
- To try and promote better driving

### 5.3. Sustainability

- Promoting more efficient and improved service delivery through collaboration and innovation with the community

### 5.4. Financial

Budget Area:	Traffic Facilities						
Funding Source:	Traffic Facilities Block Grant						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
270219	Construct medians and install signs	\$116,000	\$14,494.42	Nil	\$1,500	\$15,994.42	\$100,005.58

The construction of the central median islands will be funded from the Traffic Facilities Block Grant

### 6. Consultation and Communication

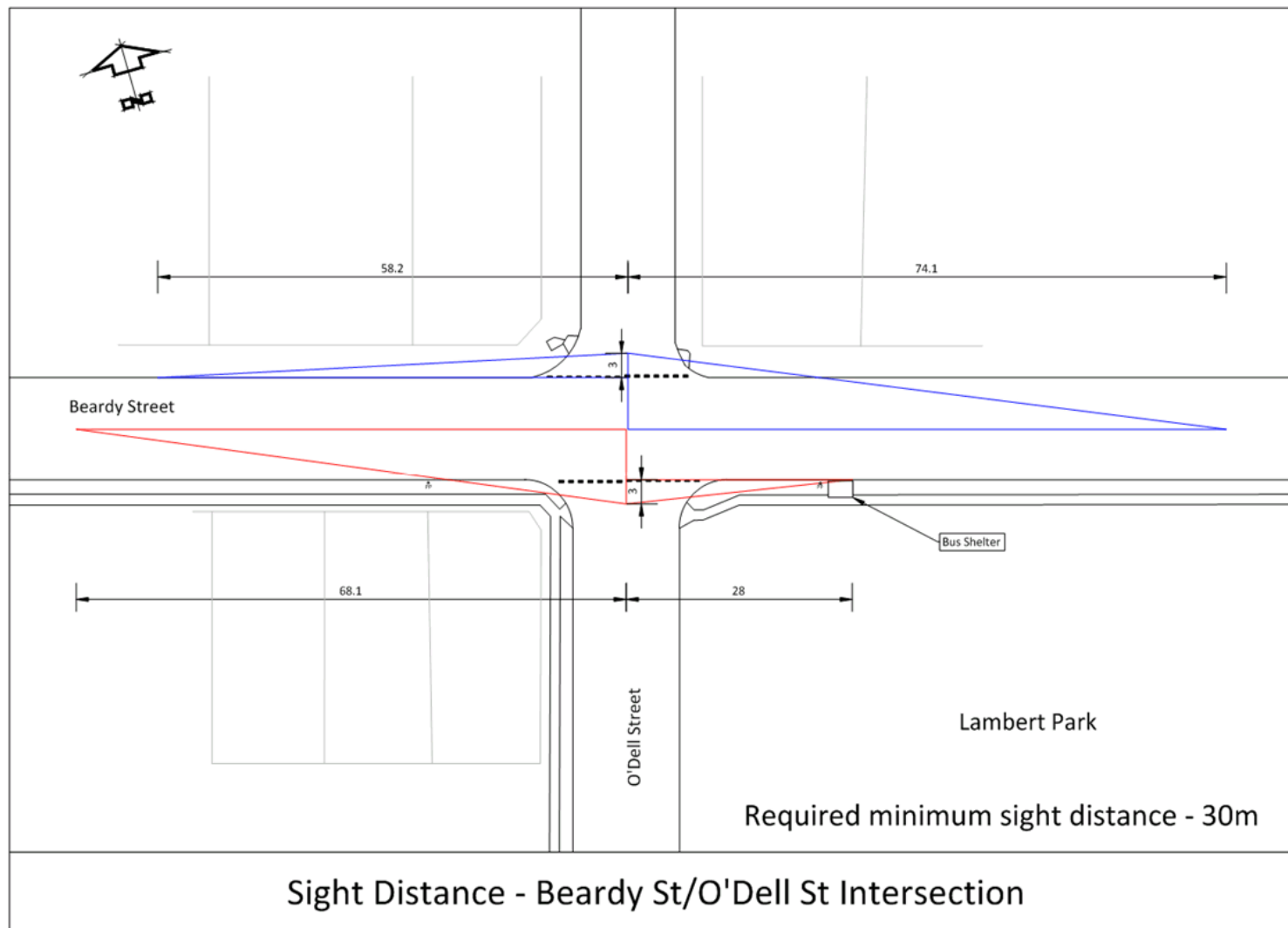
Graham Earl has discussed the existing safety concerns with the complainant and advised her that the investigation would be undertaken and any recommendation would be taken to the Traffic Advisory Committee for consideration.

Any work that is to be completed will be advised to the public through Council's web site and social media.

### 7. Conclusion

The traffic volumes through the intersection are low. However, the openness of the road environment would indicate that motorists are not fully aware that they have give way to the traffic in Beardy St.

The installation of central medians with supplementary Give Way signs would highlight the intersection, enabling motorists to make better decisions.





## Beardy St/O'Dell St Intersection - Site Photos



O'Dell St Southbound – Approx. 50m Nth of intersection



O'Dell St Southbound – Looking West



O'Dell St Southbound – Looking East



O'Dell St Northbound – Approx. 50m Sth of intersection



O'Dell St Northbound – Looking West

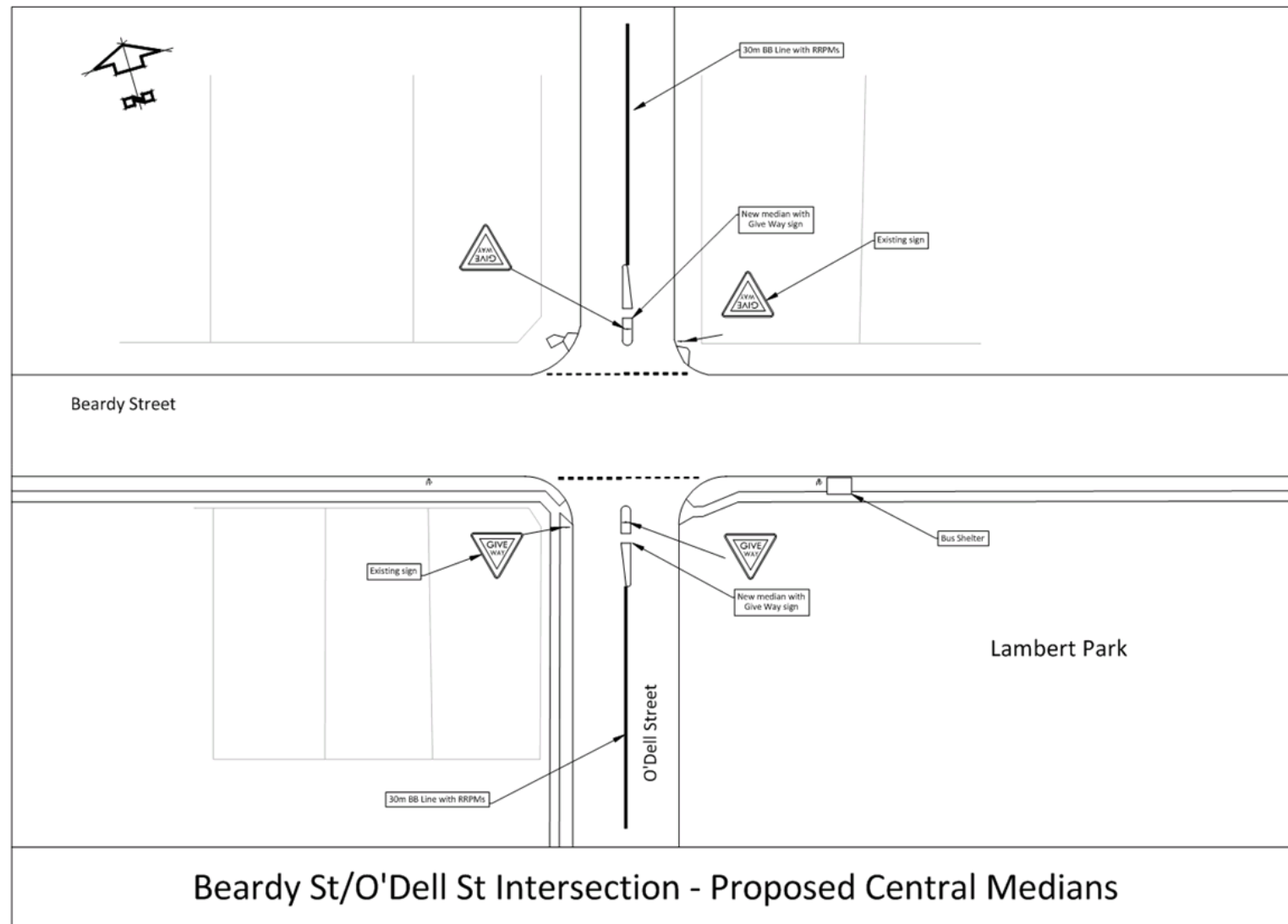


O'Dell St Northbound – Looking East



## Attachment 3

## Plan - Proposed Central Median Beardy St/O'Dell St.



Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 September 2022

Page 31

---

<b>Item:</b>	<b>6.2</b>	<b>Ref: AINT/2022/35929</b>
<b>Title:</b>	<b>Request for Workzone - St Mary School</b>	<b>Container: ARC16/0168-7</b>
<b>Author:</b>	<b>Belinda Ackling, Personal Assistant</b>	
<b>Attachments:</b>	1. s138-73-2022 - Construction and Maintenance Work 2021-2022 - 135 Jessie Street Armidale	

### Purpose

The purpose of this report is to consider the request of a work zone at St Mays School.

### OFFICERS' RECOMMENDATION:

That Council endorse the requested temporary work zone at St Mays School during the school holidays commencing Monday 26 September to 7 October 2022 for the replacement of window at the School.

### Background

Council has received a Working on Council land application requesting that the full time bus zone be used a temporary work zone during the upcoming school holidays for the replacement of windows at the School from Monday 26 September to 7 October 2022.

Previously the construction company were working in Barney Street and caused no issue with residents and no impact on traffic, the road was open for general parking and no work zone was required for the duration of the works on the eastern side of the building.

### Discussion

The requested temporary work zone to be set up in the St Mays School full time bus bay in Jessie Street, this work will occur during the upcoming school holidays, removing and replacing the windows of the original old building from Monday 26 September to 7 October 2022.

The temporary work zone will not impact general parking due to the use of the full time bus bay, Edwards Coaches have been consulted and while they occasionally use the bus zone during holidays it is generally on weekends if they have been hired to charter for weddings and are willing to work around the work zone.

### Implications

#### Strategic and Policy Implications

The recommendation aligns with the CSP relation to the effective management of traffic facilities on the road network.

Environment and Infrastructure:

E4 Transport - The Community has access to transport which enables connectivity both locally and outside of the region.

- E4.1: Maintain safe and effective traffic facilities on the road network, through appropriate resourcing, including applying for a Special Rate Variation to maintain and renew roads and bridges to expected service levels.

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 September 2022

Page 32

### Risk

There is no risk associated with this change of a bus zone to a temporary work zone and there will be no impact to pedestrian access.

### Sustainability

- Promoting more efficient and improved service delivery through collaboration and innovation with the community.

### Financial

There is no financial impact on Council

Budget Area:	nil						
Funding Source:	nil						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget

### Consultation and Communication

The communication of the changes will be through Councils Social Media platforms, website and e-newsletter. The construction company will letter drop Jessie Street between Barney and Rusden to advise residents and businesses of their relocation and the temporary change of the Bus zone to a temporary work zone.

### Conclusion

As the requested temporary work zone at St Mays School during the upcoming school holidays for the replacement of windows at the School from Monday 26 September to 7 October 2022, caused no interference with traffic or pedestrians technical office have no concern granting the request.

Attachment 1

s138-73-2022 - Construction and Maintenance Work 2021-2022 - 135 Jessie Street Armidale

135 Rusden Street  
PO Box 75A Armidale NSW 2350  
P: 1300 136 833  
ABN 39 642 954 203  
council@armidale.nsw.gov.au  
[www.armidaleregional.nsw.gov.au](http://www.armidaleregional.nsw.gov.au)

S138-73-2022

Receipt 1689884

**ARMIDALE**  
Regional Council

ARC

- 2 SEP 2022

RECEIVED

## CONSTRUCTION AND MAINTENANCE WORK 2021-2022

### APPLICATION TO CONDUCT WORK ON LAND TO WHICH COUNCIL IS THE REGULATORY AUTHORITY

Roads Act 1993, part 9 section 138

#### PRIVACY PROTECTION NOTICE:

THIS INFORMATION IS BEING COLLECTED, STORED AND USED FOR ARMIDALE REGIONAL COUNCIL  
TO MAKE FURTHER CONTACT WITH YOU.

APPLIES TO ALL COUNCIL ROADS, ROAD RESERVES, FOOTPATHS, PARKS AND RESERVES  
(CHECK FOR PERMIT EXEMPTIONS OVERLEAF)

#### TO BE COMPLETED BY THE CONTRACTOR

Name of Contractor: GARY BURTON BUILDING CONTRACTOR.

Business Name: GARY F BURTON

Postal address: P.O. Box 459

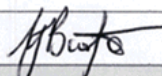
Postal address: ARMIDALE 2350

Mobile: 0408658401

Email: gburton@bigpond.com

I HEREBY APPLY FOR APPROVAL TO CARRY OUT THE WORK DESCRIBED

SIGNATURE OF CONTRACTOR CARRYING OUT THE WORKS:



#### WORK SITE DETAILS

Street No: ~~133~~ 135.

Street/Road Name: JESSIE ST

Suburb: ARMIDALE

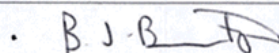
Planned Commencement Date: 26/9/2022

Planned Completion Date: 7/10/2022

Provide a map (overleaf) that clearly identifies the site and the extent of proposed works

#### APPROVAL HAS BEEN GIVEN FOR THE WORKS TO BE UNDERTAKEN

SIGNATURE OF OWNER OF THE PROPERTY:

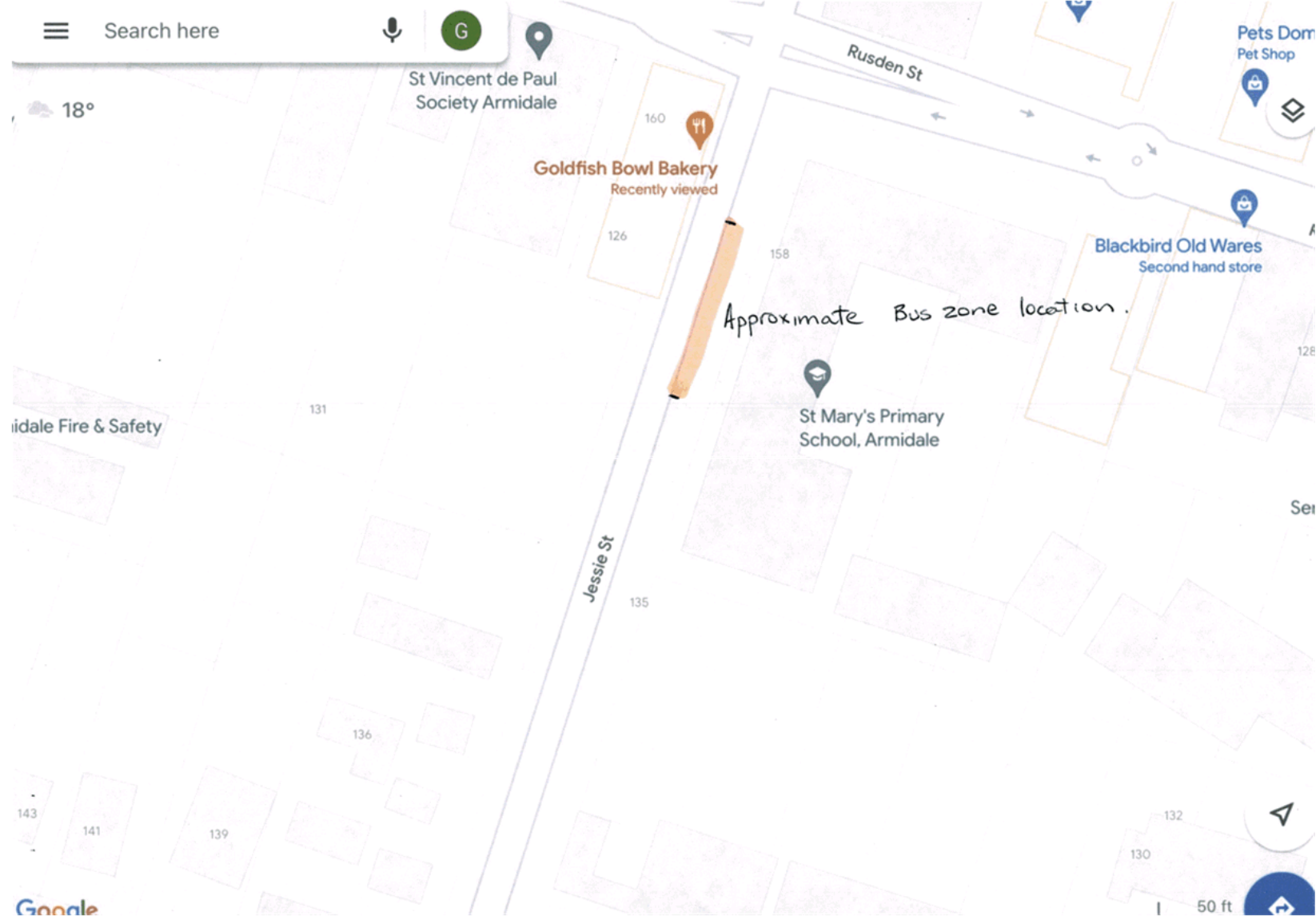
PRINCIPAL  
ST MARYS SCHOOL

2021/2022

Trustees Roman Catholic Church.  
Diocese

Attachment 1

s138-73-2022 - Construction and Maintenance Work 2021-2022 - 135 Jessie Street Armidale



Attachment 1

Page 34



## Attachment 1

s138-73-2022 - Construction and Maintenance Work 2021-2022 - 135 Jessie Street Armidale

135 Rusden Street  
 PO Box 75A Armidale NSW 2350  
 P: 1300 136 833  
 ABN 39 642 954 203  
 council@armidale.nsw.gov.au  
[www.armidaleregional.nsw.gov.au](http://www.armidaleregional.nsw.gov.au)



## CONSTRUCTION AND MAINTENANCE WORK 2021-2022

SPECIFY REQUIREMENTS	
<input type="checkbox"/> HALF ROAD CLOSURE <input type="checkbox"/> FULL ROAD CLOSURE	<input checked="" type="checkbox"/> PARKING LANE CLOSURE <input type="checkbox"/> PEDESTRIAN FOOTPATH OBSTRUCTION
<b>A TRAFFIC CONTROL PLAN (TCP) IS REQUIRED FOR ALL WORK COVERED BY THIS APPLICATION</b>	
<input checked="" type="checkbox"/> Use Council supplied TCP for minor work only	
<input type="checkbox"/> TCP supplied by Contractor (must be prepared by an TFNSW licensed person or Council by fee)	
<input type="checkbox"/> TFNSW certificate number	
<input type="checkbox"/> Request Council to draw a TCP for the works	
ADDITIONAL REQUIREMENTS	
<input checked="" type="checkbox"/> Public Liability Insurance to \$20 million (attach current copy)	
<input checked="" type="checkbox"/> Risk Management Plan (requirement under OH&S Act 2000)	
SITE PLAN	
SITE SKETCH/LOCALITY PLAN (locate north, name all affected and adjacent streets and clearly indicate proposed works in relation to site boundaries and buildings)	

2021/2022



## Attachment 1

s138-73-2022 - Construction and Maintenance Work 2021-2022 - 135 Jessie Street Armidale

135 Rusden Street  
PO Box 75A Armidale NSW 2350  
P: 1300 136 833  
ABN 39 642 954 203  
council@armidale.nsw.gov.au  
[www.armidaleregional.nsw.gov.au](http://www.armidaleregional.nsw.gov.au)



## CONSTRUCTION AND MAINTENANCE WORK 2021-2022

NOTIFICATION OF TEMPORARY ROAD/LANE OR FOOTPATH CLOSURE	
REASON FOR CLOSURE: Request for change of BUS zone to Construction zone during school holidays to allow for works as approved by Development Application DA-43-2022. Removal and replacement of windows.	
PLEASE TICK ONE OR MORE OF THE FOLLOWING:	
<input type="checkbox"/> HALF ROAD CLOSURE  <input type="checkbox"/> FULL ROAD CLOSURE	<input checked="" type="checkbox"/> PARKING LANE CLOSURE  <input type="checkbox"/> PEDESTRIAN/FOOTPATH OBSTRUCTION/CLOSURE
STREET NAME:	JESSIE STREET
BETWEEN:	RUSDEN STREET AND BARNEY STREET
BETWEEN THE DATES OF:	26/9/2022 AND 7/10/2022.
BETWEEN THE HOURS OF:	7.00 AM <del>PM</del> AND 6.00 AM <del>PM</del> PM
DETOUR DETAILS:	NIL. required.
CONTRACTOR OR PROJECT MANAGERS DETAILS:	NAME: GARY BURTON MOBILE PHONE NUMBER: 0408658401 DATE: 30 <sup>th</sup> AUGUST 2022

2021/2022

## Attachment 1

s138-73-2022 - Construction and Maintenance Work 2021-2022 - 135 Jessie Street Armidale

135 Rusden Street  
PO Box 75A Armidale NSW 2350  
P: 1300 136 833  
ABN 39 642 954 203  
council@armidale.nsw.gov.au  
[www.armidaleregional.nsw.gov.au](http://www.armidaleregional.nsw.gov.au)



## CONSTRUCTION AND MAINTENANCE WORK 2021-2022

### Risk Control Measures

PROCEDURAL	PRACTICAL	PERSONAL
Risk assessment Standard Operating Procedures Training certificates/licenses Instruction/induction Check location of services (Dial before you dig) Impose restrictions on certain activities Tool box talks Inspect site for changed conditions Work breaks and routine changes Material safety data sheets	Traffic control plan Barricades Warning signs Mobile Phone/2 way radio Work in teams Time of day Use of an observer or spotter Reduce exposure time Enforce limited site access	PPE (Personal protective equipment) Protective clothing First aid equipment Wet weather gear Solar protection Amenities (drinking water toilet/washing facilities)

### Risk Management Plan

Job: JESSIE ST - temporary change of use parking - Bus to Construction Zone - School hold	
Location: JESSIE ST	
Contractor: GARY BURTON BUILDING CONTRACTOR	
Supervisor's Name: <i>[Signature]</i> GARY BURTON	Will the work be supervised by this person at all times? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
I AGREE TO IMPLEMENT THESE CONTROL MEASURES AND ANY ADDITIONAL MEASURES, TO MAINTAIN A SAFE WORK SITE FOR WORKERS, PEDESTRIANS AND VEHICULAR TRAFFIC.	
Supervisors Signature: <i>[Signature]</i>	

2021/2022

## Attachment 1

s138-73-2022 - Construction and Maintenance Work 2021-2022 - 135 Jessie Street Armidale

135 Rusden Street  
PO Box 75A Armidale NSW 2350  
P: 1300 136 833  
ABN 39 642 954 203  
council@armidale.nsw.gov.au  
[www.armidaleregional.nsw.gov.au](http://www.armidaleregional.nsw.gov.au)



## CONSTRUCTION AND MAINTENANCE WORK 2021-2022

### Hazard Identification

1 Manual handling	8 Unauthorised entry ✓	15 Changed conditions ✓	22 Falling objects
2 Electrical	9 Pressure	16 Uneven ground	23 Temperature
3 Hazardous substances	10 Confined space	17 Slippery surface	24 Noise
4 Working near traffic	11 Excavation	18 Auto start	25 Dust
5 Working with plant/equipment	12 contact with utility services	19 Heights above 1.5m	26 Biological (plant irritants, insect other animal bites)
6 Contaminated water/earth	13 Radiation	20 Scaffolding	27 Weather conditions
7 Pedestrian traffic	14 Movements	21 Guarding	

### Assessment of Risks

LIKELIHOOD	CONSEQUENCES			
	First aid needed	Medical attention/days off work	Long term illness/serious injury	Kill or permanent disability or ill health
Probability of occurrence				
Very Likely	3	2	1	1
Likely	4	3	2	1
Unlikely	5	4	3	2
Very unlikely	6	5	4	3

2021/2022

135 Rusden Street  
PO Box 75A Armidale NSW 2350  
P: 1300 136 833  
ABN 39 642 954 203  
council@armidale.nsw.gov.au  
[www.armidaleregional.nsw.gov.au](http://www.armidaleregional.nsw.gov.au)



### CONSTRUCTION AND MAINTENANCE WORK 2021-2022

Basic task steps	Hazards Identified refer to hazard table	Initial risk rating refer to risk table	Control measures refer to control measures table	Revised risk ranking
Change of Zone.	parking	6	change of signage	

2021/2022

<p><b>TRAFFIC CONTROL PLAN</b>          DESIGN BY: J TOOKE          APPROVED BY: M WILSON          CERT No 7153016204          DATE: 12/12/16</p> <p><b>INSPECTION DETAILS</b>          INSTALLED BY:          INSPECTION BY:          DATE:</p>	<p><b>NOTES</b></p> <ol style="list-style-type: none"> <li>1. PROVIDE A MINIMUM CLEAR WIDTH OF 1.2m FOR PEDESTRIAN ACCESS.</li> <li>2. ARRANGE PEDESTRIAN ACCESS PAST WORK AREA USING MEDIUM CONES, PORTABLE BARRIERS OR PLASTIC MESH FENCING.</li> <li>3. PARK WORK VEHICLE ADJACENT TO WORK SITE WITH AT LEAST ONE REVOLVING YELLOW LIGHT.</li> <li>4. ALL TOOLS TO BE REMOVED FROM KERSIDE AND REAR OF VEHICLE.</li> <li>5. ANY AMENDMENTS MADE TO THIS TCP MUST BE MARKED ON THE TCP AND SIGNED OFF BY A SUITABLY QUALIFIED PERSON.</li> <li>6. SIGN SPACING DISTANCE TO FROM WORK AREA IS EQUAL TO THE SPEED LIMIT HOWEVER IT CAN BE REDUCED AS SHOWN BELOW:</li> </ol> <p style="margin-left: 40px;">SPEED (KPH) LESS THAN:          45 D=5          46-55 D=15          56-65 D=45</p>
--	---

**IMPORTANT NOTIFICATION**

THE MOBILITY ACCESS OFFICER MUST BE NOTIFIED ONE WEEK BEFORE WORKS COMMENCE

(Ask to be transferred to the Mobility Access Officer)  
 APPLICANT MUST PROVIDE DETAILS OF THE LOCATION AND DURATION OF THE JOB AND A CONTACT NUMBER.

**DETAIL A**

**PLAN**  
NOT TO SCALE

**LEGEND**

- SIGN
- MEDIUM CONE 450mm
- RAMP PEDESTRIAN
- ==== PLASTIC CONTAINMENT FENCE
- BARRIER BOARDS

<b>Armidale</b> Regional Council		SCALES NTS		DATE		SHEET 1 OF 3	
TRAFFIC CONTROL PLAN (TCP) SHORT TERM WORK ON FOOTWAY NEAR INTERSECTION WHERE ONLY PART OF THE FOOTWAY IS CLOSED		SIGN N/A		DRAWN JT		AS SHEET SIZE	
		DES JT		A4		DRAWING No	
		CHRD MW		CABLE N/A		TCP 1	
						AREA No N/A	



## Attachment 1

s138-73-2022 - Construction and Maintenance Work 2021-2022 - 135 Jessie Street Armidale

135 Rusden Street  
PO Box 75A Armidale NSW 2350  
P: 1300 136 833  
ABN 39 642 954 203  
council@armidale.nsw.gov.au  
[www.armidaleregional.nsw.gov.au](http://www.armidaleregional.nsw.gov.au)



## CONSTRUCTION AND MAINTENANCE WORK 2021-2022

### ONCE APPROVAL HAS BEEN GRANTED

Following approval of this application for a half/full road closure or a footpath disruption

The applicant is required to **notify local residents and/or businesses** that may be affected by the scheduled works with the notification template on the next page.

ADVERTISEMENT OF THE CLOSURE WILL BE POSTED ON COUNCIL'S WEBSITE AND SOCIAL MEDIA PLATFORMS

Please fill out the form (on the next page) for notification of the planned works to be sent to residents/businesses and these groups.

- Emergency Services
- Bus Companies
- Taxi's
- Disability Action Group

### EMAIL A COPY OF THE FORM (below)

TO BELINDA ACKLING

[backling@armidale.nsw.gov.au](mailto:backling@armidale.nsw.gov.au)

(who is Council's contact for the services listed above and she will send out notification to the groups)

If the construction schedule or site details change, **7 days' notice** is required prior to implementing the changes and an email **must** be sent to **Belinda Ackling** to allow notification to be forwarded to the affected services listed above.

Belinda Ackling's contact details are: [backling@armidale.nsw.gov.au](mailto:backling@armidale.nsw.gov.au) or 02 6770 3852

2021/2022



## Attachment 1

## s138-73-2022 - Construction and Maintenance Work 2021-2022 - 135 Jessie Street Armidale

135 Rusden Street  
PO Box 75A Armidale NSW 2350  
P: 1300 136 833  
ABN 39 642 954 203  
council@armidale.nsw.gov.au  
[www.armidaleregional.nsw.gov.au](http://www.armidaleregional.nsw.gov.au)



## CONSTRUCTION AND MAINTENANCE WORK 2021-2022

PERMIT EXEMPTIONS	
<p>A permit is <u>not</u> required for:</p> <ul style="list-style-type: none"> <li>Contractors undertaking work for or on behalf of Council, not as part of a Development Application.</li> <li>Footpath levelling to remove pedestrian trip hazards where machinery is not required</li> <li>Manual patching of bitumen or gravel vehicle crossings where pedestrian access is not restricted</li> <li>Emergency work</li> </ul>	
FEE SCHEDULE	
Permit to conduct works	\$170.00 (incl. GST)
Full temporary road closure incl. hire of barricades PI # required	\$ As per Fees & Charges 2021/2022
Charge for erection and removal of barricades/signage PI # required	\$ As per Fees & Charges 2021/2022
Provision of Traffic Control Plan (TCP)	\$230.00 per hour/min 2 hrs (incl. GST)
Advertisement of Road Closure (incl. GST)	\$200.00
<b>TRAFFIC CONTROL SIGNS &amp; BARRICADES MAY BE HIRED FROM COUNCIL DEPOT CO-ORDINATOR: 6770 3914</b>	
<p>PROMPT PROCESSING OF YOUR APPLICATION WILL BE ASSISTED IF YOU ENSURE THAT ADEQUATE AND ACCURATE DETAILS, AS SPECIFIED ABOVE, ARE SUPPLIED. FEES MAY APPLY ON RECEIPT OF APPLICATION APPROVAL</p> <p><b>14 WORKING DAYS ARE REQUIRED TO PROCESS APPLICATIONS</b></p>	
OFFICE USE ONLY	
S138: 73 / 2022	AMOUNT PAID: \$175.00.
RECEIPT NUMBER: 1689884	DATE: 11/9/22
<input checked="" type="checkbox"/> PUBLIC LIABILITY ATTACHED	<input checked="" type="checkbox"/> RISK MANAGEMENT PLAN ATTACHED

2021/2022



MECON Insurance Pty Ltd  
A.B.N 29 059 310 904  
AFSL 253106

www.mecon.com.au

08 July 2022

Policy Number: AUSAP-362351

### CERTIFICATE OF CURRENCY

Dear Sir/Madam

This is to certify that the undermentioned policy is current to the due date shown below.

**Type of Insurance:** Annual Project  
**Insured Name:** Gary Burton  
**Territorial Limit:** Within New South Wales  
**Current Period of Insurance:** 30 June 2022 to 30 June 2023 at 4pm local time  
**Business Details:** Construction, Alteration and Additional to Residential and Non-Residential Buildings

#### Interested Party:

#### Section 1 - Material Damage

1.02 Maximum Project Value	\$500,000 E.E.E.
1.03 Principal Supplied Materials	Not Covered
1.04 Existing Structures	Not Covered
1.05 Contractors Plant, Tools and Re-useable Equipment	Not Covered
1.06 Variations and Escalation	\$100,000 E.E.E.
1.07 Removal of Debris	\$50,000 E.E.E.
1.08 Professional Fees	\$50,000 E.E.E.
1.09 Expediting Costs	\$25,000 E.E.E.
1.10 Mitigation Costs	\$25,000 E.E.E.

*E.E.E. means each and every event*

#### Section 2 - Public Liability

6.01 Public Liability	\$20,000,000 E.E.O.
Sub Limits	
6.02 Products Liability	\$20,000,000 A.O.P.I.
6.03 Vibration Weakening or the Removal of Support	\$20,000,000 A.O.P.I.
6.04 Property in Care, Custody and Control	\$100,000 A.O.P.I.

*E.E.O. means each and every occurrence*

*A.O.P.I. means in the aggregate of all occurrences in any one period of Insurance*

INSURER	PERCENT
AIG Australia Limited (AIG), ABN 93004727753, AFSL 381686	100.00%

Yours Faithfully

Stephanie Doherty

*This Certificate of Currency is issued as a matter of information only and provides no rights to the holder. It does not amend, extend or alter the cover provided by the Policy. It is only a summary of the cover provided by the Policy. (Reference must be made to the current Policy wording and Schedule for full details). It is current at the date of issue only.*

Transaction Ref: 587558

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 September 2022

Page 44

<b>Item:</b>	<b>6.3</b>	<b>Ref: AINT/2022/33245</b>
<b>Title:</b>	<b>Change 1/4 Hour Parking Zones in CBD to 1/2 Hour</b>	<b>Container: ARC16/0168-7</b>
<b>Author:</b>	<b>Graham Earl, Engineering Technical Officer</b>	
<b>Attachments:</b>	<b>Nil</b>	

### 1. Purpose

The purpose of this report is to formalise the change of the 1/4 Hour parking zones in the CBD to 1/2 Hour as part of the Parking Strategy, adopted in part by Council at the 27 July Council meeting.

### 2. OFFICERS' RECOMMENDATION:

That Council

- a. Endorse the change of the change of the 1/4 Hour parking zones in the CBD Heart, Core and Frame to 1/2 Hour in line with the Parking and Mobility Study.

### 3. Background

In early 2018 Council engaged King & Campbell Pty Ltd and TPS Group to undertake a Parking and Mobility Study for the Armidale CBD Revitalisation Project. The recommendations from this study were adopted by Armidale regional Council at its Ordinary Meeting held on 24 October 2018.

Due to Covid and other factors the implementation was delayed until this year.

Council at its meeting on 27 June 2022 Item No. 146/22 (b), resolved to endorse the implementation of changes to the CBD Heart, Core and Frame Parking limits relating to the 15min time zones only.

### 4. Discussion

The item relating changes to of Parking Limits is to change 15min parking to 30 min parking.

The CBD Heart, Core and Frame is an area bounded by Allingham St to the west, Taylor St to the east, midblock Dumaresq St to Kirkwood St to the north and midblock Rusden St to Barney St to the south

There are 11 parking zones to which this change applies.

### 5. Implications

#### 5.1. Strategic and Policy Implications

The recommendation aligns with the CSP relation to the effective management of traffic facilities on the road network.

Environment and Infrastructure:

E4 Transport - The Community has access to transport which enables connectivity both locally and outside of the region.

- E4.1: Maintain safe and effective traffic facilities on the road network, through appropriate resourcing, including applying for a Special Rate Variation to maintain and renew roads and bridges to expected service levels.

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 September 2022

Page 45

## 5.2. Risk

There is no risk associated with this change

## 5.3. Sustainability

- Promoting more efficient and improved service delivery through collaboration and innovation with the community.

## 5.4. Financial

Budget Area:	Regulation and Enforcement						
Funding Source:	Operational						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
250502	Car parking and general enforcement	\$40,000	Nil	\$5,600	\$1,500	\$7,100	\$32,900

The expenditure is for the removal of existing sign and installation of the replacement signs.

The signs were purchased previously and are on stock.

## 6. Consultation and Communication

The communication of the changes will be through Councils Social Media platforms, website and e-newsletter.

## 7. Conclusion

The change of the parking restriction is part of the Parking Strategy that has been endorsed at the June Council meeting.



Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 September 2022

Page 46

---

<b>Item:</b>	<b>7.1</b>	<b>Ref: AINT/2022/35214</b>
<b>Title:</b>	<b>DA-29-2022 - 340 Heathersleigh Road - Depot - Road Upgrades</b> <b>Container: DA-29-2022</b>	
<b>Author:</b>	<b>Jesse Dick, Town Planner</b>	
<b>Attachments:</b>	1. APPENDIX 2 DA-29-2022 Traffic Impact Statement	

### 1. Purpose

The purpose of this report is to provide the Committee with information regarding the operations of a Depot at 340 Heathersleigh Road and the potential road network upgrades required to service the development.

### 2. OFFICERS' RECOMMENDATION:

That Council note the report.

### 3. Background

The depot at 340 Heathersleigh Road has been operating since approximately 2019. Council has received numerous complaints about the truck movements and the impacts this is having on the road network and the amenity of neighbouring residents along Heathersleigh Road. The depot commenced operations without any approvals in place and has been operating without a valid consent since.

Council followed up with compliance action and the landowner proceeded to submit a Development Application (DA) in March 2022. Council staff have been undertaking assessment of the application since it was lodged and are now at a point whereby Committee input is sought on matters relating to Heathersleigh Road.

### 4. Discussion

The landowner owns and operates an earthmoving business and therefore has numerous trucks, plant and machinery that are required to be transported to/from the site on a daily basis.

Depots are a permissible land use within consent in the *RU4 - Primary Production Small Lots* zone, hence the development can be considered under the Armidale LEP 2012.

Whilst the development has numerous issues that Council needs to consider, the primary issue has been the use of Heathersleigh Road by heavy vehicles. A significant number of complaints have been lodged with Council over the past 3 years from multiple properties located along Heathersleigh Road. The primary issues relate to excessive dust, noise, vehicle movements and road safety (near misses and inadequate road formation) all being of concern.

Whilst the application seeks consent for ongoing use of the site as a Depot, numerous other activities have occurred on the property. This includes the importation of significant quantities of fill onto the subject property since 2019, which has been used to create a sizeable hardstand area. Whilst this involved significant truck movements to bring the soil to site, it is understood that the landowner is not pursuing any further approvals to import more fill or operate any landscaping type operations. However it is noted that since inspections were carried out by Council staff, new stockpiles of material have been placed on site, which is evident in reports submitted recently. The landowner is also seeking permission to retain a diesel storage tank and emulsion tank on the property, the latter of which involves emulsion deliveries via a semi-trailer. These related activities will also impact on the use of Heathersleigh Road.

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 September 2022

Page 47

In support of the application, the landowner commissioned a Traffic Impact Statement (TIS) which is attached to this report. See **Appendix 2**. The TIS undertook an assessment of Heathersleigh Road from the development site to the intersection with Knobs Road. The TIS undertook an assessment of the road formation and provided an assessment against the following critical properties of the road:

- Road geometry (horizontal and vertical alignments);
- Pavement width and condition,
- Sight distance;
- Roadside drainage,
- Signage and delineation;
- Roadside vegetation and other features within the road reserve.

Importantly, the report noted numerous issues with Heathersleigh Road that could compromise the safety of road users which would present a risk to the travelling public. In summary the TIS Noted:

*Heathersleigh Road is a two-lane, two-way unsealed gravel road with varying horizontal and vertical geometry, including sharp corners, crests and narrow pavement widths. The gravel pavement is considered to be in good condition. The Heathersleigh Road formation generally meets Austroads and Council standards for rural roads, although sight stopping distances are compromised through the horizontal curves and vertical crests, and roadside vegetation including mature trees within the road reserve present hazards for the travelling public.*

Accordingly a Risk Management assessment was undertaken by combining the likelihood and consequences of harm being caused by an identified hazard. Using the risk matrix contained within the report, it was concluded that there was risk of a CRITICAL hazard occurring however the likelihood was deemed UNLIKELY, thus the risk was determined to be MEDIUM. See below excerpt from the TIS for further information:

*The two main hazards for the travelling public in the context of the proposed development can be expressed in generalised terms as;*

- *a collision between a vehicle and one of the heavy vehicles associated with the development, or*
- *a collision between one of the heavy vehicles and roadside features such as mature trees, earthworks batters etc*

*The consequence of each of these hazards is considered **critical** – a collision between two vehicles or a single vehicle and roadside objects may cause permanent injury or even death, but is not likely to cause multiple fatalities.*

*The likelihood of either hazard occurring is deemed to be unlikely considering the following;*

- *Very low existing traffic volumes;*
- *Very low traffic generated by the development;*
- *Low vehicle travel speeds – operating speeds of 70km/h or less;*
- *Driver familiarity – employees and residents of the area would be aware*



Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 September 2022

Page 48

*of each of the hazards and would typically adjust their driving behaviours;*

*Therefore, the risk result arising from each of the hazards occurring is deemed to be **medium**, which is considered an acceptable level of risk provided control measures or mitigation actions are developed.*

*For medium risks, the following actions should be considered;*

- *Control or treatment measures to be identified and implemented during execution of the project where existing controls are observed to be inadequate;*
- *Reporting and monitoring on the effectiveness of existing controls and the need for additional controls.*

Consequently the TIS proposes a Vehicle Management Plan (VMP) be developed in order to manage the risk. The VMP is intended to comprise:

1. self-imposed speed limits,
2. self-reported incidents or near misses register,
3. implementation of a complaints register;

All of which would be provided to Council from time to time, who would then work collaboratively with the landowner to ensure the best road safety outcomes for all parties.

Council's development assessment team holds significant reservations with this approach as the landowner has not been willing to work collaboratively with Council to date and has proceeded to operate a depot without consent the past 3 years (approx.) with little regard for the amenity of nearby residents which has therefore created much angst.

It is further noted that whilst the VMP may reduce the risk of hazards occurring, the amenity impacts have not been addressed.

Accordingly Council's development assessment team are proposing to insert the following draft traffic related consent conditions to ensure both the safety and amenity issues are address holistically.

Draft Condition 1:

Within 60 days of the issue of the development consent, the speed limit on Heathersleigh Road is to be reduced to 60km/h.

**Reason:** *To ensure the safety of all road users is maintained.*

Draft Condition 2:

Within 60 days of the issue of the development consent, detailed construction plans must be submitted to Council demonstrating that the following matters have been met:

- The correction of curves,
- The correction of crests,
- The widening of the road pavement,
- The provision of road shoulders,

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 September 2022

Page 49

Heathersleigh Road is required to be upgraded so that the provisions of *Section 4 & 5 of Austroads Guide to Road Design Part 3* are met.

Note: should any tree removal or vegetation clearing be required to achieve the requirements of this condition, the appropriate ecological studies are to be prepared in accordance with the Biodiversity Conservation Act 2016 by a suitably qualified person with demonstrated experience in completing such studies.

**Reason:** *To ensure the road satisfies the requirements of Austroads and minimise the risk of vehicles trying to pass each other which may lead to head-on incidents and to ensure sight distances are improved along Heathersleigh Road to improve road user safety.*

Draft Condition 3:

The road surface on Heathersleigh Road is to be bitumen sealed from the existing seal extending just south of the intersection with Knobs Road, to the driveway at 340 Heathersleigh Road.

**Reason:** *To ensure dust nuisance does not occur which would negatively impact the amenity of nearby residential properties and to reduce the burden on Council to maintain Heathersleigh Road as an unsealed gravel road.*

## **5. Implications**

### **5.1. Strategic and Policy Implications**

Council recently adopted the Compliance and Enforcement Policy at the meeting held on 27 July 2022. Should the relevant matters raised in this report not be adequately addressed, the ongoing complaints and enforcement activities will be dealt with under the new Policy, in addition to other relevant legislation.

### **5.2. Risk**

Council holds significant risk in approving a development where safety and amenity issues are not adequately addressed.

The proposed conditions are intended to mitigate the impacts of the development so that the depot operations do not reduce the amenity of nearby residential properties and the safety of road users is not compromised.

If not adequately addressed at DA stage, Council risks being burdened with future road upgrades in order to appease residents who are well within their rights to continue to raise issues such as dust/noise/ road safety and road maintenance matters.

### **5.3. Sustainability**

In order to offset the above risks, some sustainability targets could be achieved, primarily a reduction in the maintenance burden that would be realised if the depot is permitted to continue operating whilst utilising an unsealed gravel road.

### **5.4. Financial**

Nil

## **6. Consultation and Communication**

Neighbour notification of the proposed development was undertaken and Nine (9) submissions were received from surrounding properties.

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 September 2022

Page 50

---

Internal discussions have been held within Council between the Development Assessment team and the Transport and Infrastructure team.

#### **7. Conclusion**

This report seeks advice from the Traffic Committee in determining the appropriate pathway for addressing the ongoing issues created by the operation of a Depot at 340 Heathersleigh Road. Council staff consider that the proposed draft conditions are relevant to the development and can validly be applied in this instance.

Comments from the Traffic Committee are sought on the regulatory changes proposed to the Local Road Network.



**KELLEY COVEY**  
GROUP PTY LTD  
Consulting Engineers



TRAFFIC IMPACT STATEMENT  
FOR  
PROPOSED TRUCK DEPOT  
AT  
LOT 21 IN DP250855– 340 HEATHERSLEIGH ROAD, ARMIDALE NSW  
FOR  
MR HUGH WAIN  
PROJECT NO: T228993  
REPORT NO: 55566RPT ISSUE A - JUNE 2022

Tamworth | Maroochydore | Gladstone | Rockhampton [www.kelleycovey.biz](http://www.kelleycovey.biz)

## T228993 – 340 Heathersleigh Road Armidale – Traffic Impact Statement

## DOCUMENT ISSUE APPROVAL

**Project No:** T228993

**Title:** 340 Heathersleigh Road Armidale - Traffic Impact Statement

**Client:** Mr Hugh Wain

**Date:** June 2022

**Issue No:** A

**Distribution:** Mr Hugh Wain – One (1) Electronic (PDF) Copy  
ProAspect Planning and Development Services - Mr Karl Bock - One (1) Electronic (PDF) Copy  
Kelley Covey Group Pty Ltd – File (paper) copy and master electronic copy

© Copyright Kelley Covey Group Pty Ltd (2022).

This document is the property of Kelley Covey Group Pty Ltd. This document and the information contained in it are solely for the use of the authorised recipient and this document may not be used, copies of reproduced in whole or part for any purpose other than that for which it was supplied by Kelley Covey Group Pty Ltd. Kelley Covey Group Pty Ltd makes no representation, undertakes no duty and accepts no responsibility to any third party who may use or rely upon this document or the information contained in it.

**COPYRIGHT NOTICE:**

Parts of this document contain material originally prepared by:

- ProAspect Planning and Development Services

This material is the intellectual property and copyright of Kelley Covey Group Pty Ltd.



Author: Matthew Ferris

BEng, AdDipMgt



Approved: Justin Cant

BEng, MIEAust, CPEng, RPEQ, NER,  
PE2165



*T228993 – 340 Heathersleigh Road Armidale – Traffic Impact Statement***1. Introduction**

Kelley Covey Group (KCG) have been engaged by Mr Hugh Wain to prepare a Traffic Impact Statement to accompany a retrospective development application for a truck depot at Lot 21 in DP250855; 340 Heathersleigh Road, Armidale. The development involves the use of an existing rural shed and surrounding hardstand area for the parking of vehicles associated with a local earthmoving and excavation contractor.

The site is a 9.9ha parcel of land with the Kellys Plains rural residential area, and is Zoned RU4 – Primary Production Small Lots as per the Armidale Dumaresq Local Environmental Plan, 2012. The site is located at the end of Heathersleigh Road, an unsealed minor rural road of varying width. The site is surrounded by low density rural residential housing and small lot primary production on all sides, and is bounded by Saumarez Creek along its western and southern boundaries.

The proposed development is for the use of an existing rural shed and surrounding hardstand area for the storage of vehicles and machinery associated with an established earthmoving and excavation contracting business outside of business hours. The proposal is not considered a Traffic Generating Development pursuant to Schedule 3 of State Environmental Planning Policy (Transport and Infrastructure, 2021), and does not require referral to Roads and Maritime Services, however the impact of traffic generated by the development as well as the suitability of public roads to be utilised for access is required to be assessed as part of the development application process.

The study area encompasses the length of Heathersleigh Road between Platform Road and the road termination at the entrance to the site.

This report provides an estimation of the existing traffic movements in the vicinity of the site, as well as an assessment of predicted traffic generation from the proposed development, the impact of that traffic on the surrounding roadways and properties and the suitability of the public road network to cater for the development traffic.

**2. Description of Site and Existing Road/Traffic Conditions****2.1 Site Description**

The site of the development is a portion of 340 Heathersleigh Road, located at the southern termination of Heathersleigh Road in the Kellys Plains rural residential area approximately 8km southwest of Armidale city. The site is Zoned RU4 – Primary Production Small Lots as per the Armidale Dumaresq Local Environmental Plan, 2012, with a Minimum Lot Size (MLS) of 40ha. It is unlikely that any further subdivision can occur along the road as all existing properties are already smaller than the MLS.

The site is currently occupied by a five-bedroom dwelling located towards the northern portion of the block, along with a single carport and a small shed at the rear of the dwelling. The remainder of the site consists of several open fenced paddocks for stock grazing, as well as miscellaneous trees and exotic vegetation. Access to the site is provided by an informal, unsealed access road extending from the terminating end of Heathersleigh Road at the northern end of the property.

The site slopes down from north to south towards Saumarez Creek. The dwelling is located on a small, flat knob or ridge located at the north of the site, and the remaining site slopes towards the watercourse.

Heathersleigh Road is a two-lane, two-way undivided road with gravel surfacing and open swale/table drains on each side. The carriageway varies in width from 4.5m to 7m wide, and the posted speed limit is 80km/h per hour. The closest intersection is with Knobs Road, approximately 3km to the north from the development site, and the road connects to Platform Road approximately 400m further north. The section of Heathersleigh Road between Platform Road and Knobs Road is bitumen sealed with a width of approximately 7m. The Main Northern Railway crosses the roadway immediately north of the Platform Road intersection.



T228993 – 340 Heathersleigh Road Armidale – Traffic Impact Statement

The road reserve is 30m wide, except for the final 500m from the termination of the physical road (see Segment 3 description in Section 3) where the reserve narrows to 20m. The physical pavement is not located centrally within the road reserve, rather it is typically located on the lower side of the sloping topography within the road reserve (assumed to allow for easier construction of cut/fill batters within the confines of the road reserve), and also deviates at several locations to avoid mature trees.

There are no dedicated pedestrian or cyclist facilities within Heathersleigh Road.



Figure 1. Site Location Plan (Source: SixMaps, retrieved 28 June 2022)



Figure 2. Site Location Plan (Source: NearMaps/Google Maps, retrieved 28 June 2022)

## T228993 – 340 Heathersleigh Road Armidale – Traffic Impact Statement



Figure 3. Typical Heathersleigh Road Carriageway (Source: Author, captured 24 June, 2022)

## 2.2 Existing Traffic Conditions

The local environment surrounding the development is characterised as rural residential properties with direct access to Heathersleigh Road. As the road is a *No Through Road* terminating at the subject site, the likelihood of traffic generated from non-local origin/destination nodes outside the immediate Heathersleigh Road area is considered very low. In that regard, the road can generally be considered as a “local rural street” in accordance with the Armidale Regional Engineering Code (Table D1.4), typified by traffic generation dominated by the individual properties with direct access to the road.

Formal counts of actual traffic numbers in Heathersleigh Road are not available, however due to the no-through nature of the road and the presumed traffic generation by local traffic only, imperial methods to estimate traffic will provide an acceptable level of accuracy.

To determine existing traffic volumes on Heathersleigh Road, estimated volumes are established using the rates suggested in the *RMS Guide to Traffic Generating Developments – Technical Direction TDT 2013/04a – Updated Traffic Surveys for Low Density Residential Dwellings (Regional Areas)* as follows;

- Daily Vehicle Trips (vpd) = 7.4 per dwelling
- Weekday average evening (PM) peak hour vehicle trips (vph) = 0.78 per dwelling
- Weekday average morning (AM) peak hour vehicle trips (vph) = 0.71 per dwelling

Heathersleigh Road can be split into three distinct segments as follows;

1. An 840 segment aligned north-south between Knobs Road and a 90 degree turn towards the west. Lot sizes and dwelling concentrations are higher in this segment than the remaining length of the road, and there are 11 dwellings with direct access to Heathersleigh Road.
2. A 1.6km long segment aligned east-west extending from Segment 1 to another sharp 90 degree bend towards the south. There are 12 dwellings with direct access to Heathersleigh Road in this segment.
3. A 500m section aligned north-south extending from Segment 2 to the termination of the road at the subject site, including four (4) dwellings with direct access.

In summary, there are 27 dwellings with direct access along the length of Heathersleigh Road, and the cumulative number of dwellings in each segment is the total number of dwellings in that segment plus the number of dwellings with access further along the road and through that particular segment.

## T228993 – 340 Heathersleigh Road Armidale – Traffic Impact Statement

In that regard, Segment 3 of Heathersleigh Road can be considered as an “Access Place” as per Table D1.4 of the Armidale Regional Engineering Code, as that segment serves four (4) or less dwellings (tenements).

By applying these rates, the estimated traffic volumes for Heathersleigh Road, split into the segments described above, are;

Segment No.	Description	ADT	AM Peak	PM Peak
1	Knobs Road to 840m south; 11 direct dwellings, 27 cumulative dwellings	200	21	19
2	840m south to 2.44km west; 12 direct dwellings, 18 cumulative dwellings	133	14	13
3	2.44km to 2.94km south; 4 direct dwellings, 4 cumulative dwellings	30	3	3

The estimated traffic counts are considered to represent the local environment adequately, and were reflected during a site inspection on 24 June, 2022 between the hours of 7:30am – 10:30am when only two vehicles were observed to use Heathersleigh Road in Segments 2 and 3.

### 3. Design Parameters

To determine the suitability (or otherwise) of the road geometry in Heathersleigh Road, the following road design parameters have been adopted;

- Operating Speed – is defined in the *Austrroads Guide to Road Design, Part 3 – Geometric Design* as “the 85th percentile speed of cars at a time when traffic volumes are low, and drivers are free to choose the speed at which they travel”.

Using the principles of the Operating Speed Model as described in *Austrroads* as a guide, and based on several vehicle passes of Heathersleigh Road, the following operating speeds have been adopted, with adjustments for heavy vehicles made as per Section 3.6 of *Austrroads*;

- Segment 1 – 70km/h (60km/h for heavy vehicles);
  - Segment 2 – 60km/h (52km/h for heavy vehicles);
  - Segment 3 – 40km/h (34km/h for heavy vehicles).
- Design Speed – defined in *Austrroads* as “a fixed for the design and correlation of those geometric features of a carriageway that influence vehicle operation”.

For the purposes of this analysis, the design speed is taken from Table D1.5 of the Armidale Engineering Code as 80km/h. It is noted that this speed correlates to the posted speed limit on Heathersleigh Road.

### 4. Existing Carriageway and Pavement Condition

A detailed site inspection was carried out on Friday, June 24<sup>th</sup> 2022 between 7:30am and 10:30am to determine the geometry and condition of the existing road formation of Heathersleigh Road, including the following critical properties;

- Road geometry (horizontal and vertical alignments);
- Pavement width and condition,
- Sight distance;
- Roadside drainage,
- Signage and delineation;
- Roadside vegetation and other features within the road reserve.

In addition, LIDAR data from NSW Spatial Services was obtained along with georeferenced aerial imagery from NearMaps to accurately determine the horizontal and vertical geometry of the road alignment.



## T228993 – 340 Heathersleigh Road Armidale – Traffic Impact Statement

Photographs from the site inspection are included in Appendix A

#### 4.1 Road Geometry

A site plan detailing the established horizontal and vertical alignment and profiles of Heathersleigh Road is included in Appendix B. In summary;

##### Horizontal Geometry

- The horizontal geometry of the road is roughly defined as three multiple long straight sections connected by two sharp horizontal curves.
- The first of these (taken as being as travelling from Knobs Road towards the end of Heathersleigh Road) has a centreline radius of **32.5m**.
- The second curve has a centreline radius of **105m**,
- Both curves have significant (estimated >7% superelevation), and both include pavement widening as compared to the adjacent connecting straights;

The radii of the first curve is less than the Minimum Radius Value described in Austroads (Table 7.5) for an assumed superelevation value ( $e_{max}$  = 7%) and the design operating speed of 70km/h. The radii of the second curve satisfies the requirements of Austroads Table 7.5.

##### Vertical Geometry

- The vertical geometry is significantly varied, and includes steep climbs, crests and falls.
- Segment 1 is relatively flat for the initial 800m, then drops into a decline of approximately 2.5% before reaching a sag point at the same point as the first horizontal curve.
- A sharp rise out of the first horizontal curve of up to 9.8% incline grade reaches a crest along the straight section of Segment 2 before again dropping into a downhill section of between 1% - 3% grade.
- Further along the Segment 2 straight section a 400m long climb at a grade of up to 6.5% leads to another crest transitioning to a sharp decline of up to 11% leading into and continuing through the second horizontal curve.
- The K value (defined in Austroads as “the length of vertical curve in metres for every 1% grade change”) for each of the crests is 3.5 and 8.2 respectively – which is less than the recommended value noted in *Austroads Table 8.6 – Length of crest vertical curves*. This indicates that the crest curves may reduce or impede sight distances along the road and increase the risk of opposing vehicle collisions.
- The vertical decline continues through the third straight section in Segment 3 at a shallower grade (1.5%) until the termination of the pavement at the subject site.

##### Pavement Width and Condition

- The pavement width varies considerably along the length of Heathersleigh Road as follows;
  - The sealed section between Platform Road and just south of Knobs Lane includes a 6m bitumen sealed carriageway within an 8m wide formation;
  - The unsealed section of Segment 1 is approximately 5.8m wide within a 7m formation;
  - The first horizontal curve has an unsealed width of 6.5m;
  - The straight sections of Segment 2 vary from 4.6m to 6m wide, with the wider pavement generally located at each of the two crests;
  - The second horizontal curve has a pavement width of 5.5m;

T228993 – 340 Heathersleigh Road Armidale – Traffic Impact Statement

- The third straight section within Segment 3 has a width of 4.5m within a 5.5m formation;
- The surfacing of the gravel pavement also varies, and it is noted that a 1.7km section, generally within Segment 2, was re-sheathed in late 2020 as part of the Australian Government Roads to Recovery Program.
- The surface generally consists of well-graded crushed rock, light-brown in colour and is most likely to be a crushed granite/shale.
- The surface was generally in very good condition, with only very minor longitudinal wheel path rutting visible. Only small amounts of gravel were observed at the edges of the carriageway, indicating either that the road had recently been re-graded, or that the gravel has very good retention properties.
- No significant corrugations were observed. A few isolated defects such as potholes and gravel loss were identified; these were concentrated around each of the two curves.
- Pavement cross-fall was typical for an unsealed road, generally consisting of a crowned centreline with 2-3% cross-fall across the centre of the lane, increasing to 3-4% at the gravel edges.

The pavement widths satisfy the general requirements of *Austroads Section 4.2.6 – Rural Road Widths*, where a minimum 3.7m of traffic lane width is required for roads with traffic volumes less than 150 vehicles per day. However, the shoulder widths observed along the road (generally 0.6m – 1m) do not satisfy the requirements of *Austroads*, and may lead to two vehicles trying to pass each other on the main carriageway which may potentially increase head-on accidents.

The pavement widths generally satisfy the requirements of Table D1.4 of the *Armidale Engineering Code*, which includes the requirement for between 4-6m gravel carriageway width (depending on traffic volumes and number of dwellings served) and 0.5-1.0m shoulders with localised widening at blind crests and curves.

The pavement gravel is considered to be in a satisfactory condition for the hierarchy of the road and to cater for the traffic generated by the proposed development. A consistent layer of wearing surface gravel was observed at all locations, the nominal particle size of 20mm was consistent across the carriageway width and there were no locations of sub-grade exposure noted.

*Sight Distance*

Sight distance parameters were observed and estimated during the site inspection and in accordance with Section 5 of *Austroads* and for the adopted Design Speed of 80km/h. It was observed that sight distance requirements were generally not met at the each of the two crests (vertical alignment changes) and curves (horizontal alignment changes) due to the sharp changes in alignment and/or roadside obstructions. This was particularly relevant for each of the two horizontal curves, where earthworks batters and roadside vegetation reduce and/or eliminate sight distance through each of the curves.

*Roadside Drainage*

Roadside drainage was generally considered adequate, with a network of table drains, finger drains and swales providing good drainage of runoff from the unsealed surface. The depth of the drains, along with the narrow shoulder widths in some locations, may present a hazard to vehicles during passing manoeuvres as vehicles are forced to deviate into the shoulders/drains to avoid collisions.

*Signage and Delineation*

Each of the crests are signposted at each approach, as are each of the horizontal curves. Unidirectional Hazard Markers (RMS Sign Reference: D4-1-1) are also installed on the downhill (westbound

*T228993 – 340 Heathersleigh Road Armidale – Traffic Impact Statement*

approach) to the second horizontal curve, presumably to provide additional warning to drivers where downhill acceleration may lead to excessive speeds entering the curve.

Guideposts are installed on both edges of the first horizontal curve, and on the outer edge of the second horizontal curve. A "GRAVEL ROAD" sign is located at the commencement of the unsealed pavement near Knobs Road.

*Roadside vegetation and Other Features*

- Several mature native trees (eucalypt species) are located within the road reserve in close proximity to the travel lanes, particularly in Segment 1 and at each of the crests in Segment 2. At two locations in Segment 2 the horizontal road alignment deviates slightly to accommodate mature trees.
- Generally this isn't considered to be hazardous, except the presence of mature trees in close proximity to the travel lanes at each of the two crests which may prevent the safe passing of two vehicles at locations where safe stopping sight distances are already sub-standard.
- A power pole is located within the road reserve on the inside of the first horizontal curve, although this does not present an immediate hazard to vehicles travelling within the formation.
- A property entrance is located within the first horizontal curve, creating a de-facto intersection and pavement widening at that location.
- Remaining property entrances, including fences and gates, are all located outside of the road formation and gates are recessed within the properties to allow a vehicle to be parked off the carriageway whilst gates are opened/closed.

**5. Proposed Development and Traffic Generation****5.1 Description**

The proposed development includes the storage of vehicles and machinery within a large shed and gravel hardstand area within the subject site. The vehicles and machinery are operated by the site owner as part of a local earthmoving/construction contracting business. The site itself is not intended to be used for business operations with the exception of minor maintenance of the vehicles and equipment stored/housed on site. All earthmoving and construction activities occur off site.

The business employs the owner, one permanent employee and one casual employee, and the traffic generated by the development at the site closely reflects the employee numbers.

Loading and unloading of machinery/equipment is all undertaken within the site and is carried out between 6am and 7pm.

**5.2 Traffic Generation**

Traffic movements to and from the site involve the two employees travelling to the site in the morning to collect the construction vehicles, and three heavy vehicles depart the site for the day (two employees and the owner) to work at remote construction sites. In the afternoon the movements are reversed; the three heavy vehicles return to the site and the two employees leave in their own light vehicles.

In total, the development will typically generate four (4) light vehicle movements and six (6) heavy vehicle movements per day, all within either the peak AM or PM periods.

Occasionally the vehicles may return during the day as business conditions dictate, but this is not a usual occurrence as the vehicles typically work at remote sites.

**5.3 Vehicle Types/Classes**

The heavy vehicles operated by the business consist of the following;



## T228993 – 340 Heathersleigh Road Armidale – Traffic Impact Statement

- Two (2) six axle truck and dog trailer combinations, maximum length of 19m and total GML 48.0 tonne;
- A bitumen spraying truck – a three axle rigid truck, maximum length of 12.5m and GML 22.5 tonnes)
- A three axle bogie tipper – maximum length 12.5m and GML 22.5 tonne;

Schematic diagrams of the heavy vehicles are shown below;



Figure 3. Heavy Vehicle Combinations (Source: Transport for NSW)

## 6. Impact of Development

### 6.1 Traffic Generation of Development

Table 4.5 of the RTA Guide to Traffic Generating Developments 2002 (the Guide) prescribes the mid-block capacity of two-lane rural roads in mountainous terrain with a high percentage of heavy vehicles (15%) at **260 vehicles per hour** for a desired Level of Service of C (see the Guide for discussion on the concept of Level of Service).

The addition of five vehicle movements in each of the peak periods in Heathersleigh Road will increase the worst-case peak traffic (AM, Segment 1) to 26 vehicles per hour – approximately 10% of the nominal capacity of the road.

In that regard, Heathersleigh Road is considered to have significant spare carriageway capacity, and the proposed development have a minimal impact on the capacity and Level of Service of the road.

### 6.2 Heavy Vehicle Movements and Swept Paths

A swept path analysis of the largest design vehicle for the development (the six (6) axle truck and dog trailer combination) has been undertaken over Heathersleigh Road using AutoCad Vehicle Tracking within AutoDesk Civil3D civil design software using a design speed of 15km/h (considered appropriate for the road geometry), with the following results;

- The design vehicle is able to negotiate the first of the two horizontal curves wholly within a single traffic lane whilst travelling south (towards the site from Armidale). It is able to achieve this due to the larger radius on the outside of the curve, as well as the widened pavement associated with the private property entrance located at the outer edge of the curve.
- The design vehicle is unable to negotiate the first of the two horizontal curves wholly within a single traffic lane whilst travelling north (away from the site towards Armidale) due to the smaller centreline radius on the inside of the curve;
- The design vehicle is successfully able to negotiate the second of the two horizontal curves wholly within a single traffic lane in either direction due to the larger centreline radius on the inside of the curve. To achieve this the vehicle makes use of the unsealed but formed shoulders on either side of the curve.

## T228993 – 340 Heathersleigh Road Armidale – Traffic Impact Statement

- Heavy vehicles are able to pass each other along the straight sections of road between these two curves by utilising the unsealed but formed shoulders, however in some isolated locations the depth of the adjacent table drains may prevent this manoeuvre.
- Two heavy vehicles are able to pass each other at the peak of each of the crests by utilising the unsealed but formed shoulders, however roadside vegetation presents a risk to vehicles that are deviating from the road centreline in isolated locations.

Swept paths for the design vehicle are shown in the plans in Appendix C.

### 6.3 Pavement Condition

The addition of ten (10) daily vehicle movements, including six heavy vehicle movements, is unlikely to have a significant impact on the longevity of the gravel wearing surface of the road. The surface is in good condition with minimal existing defects with a solid and consistent gravel layer, and regular maintenance, including re-grading and re-sheeting as per Council's existing works program should be sufficient to ensure the existing level of service is maintained.

### 6.4 Risk Analysis and Control Measures

The combination of sharp curves, crests, narrow pavement widths and roadside vegetation does present a risk to the travelling public along Heathersleigh Road.

Using a Risk Management approach, the level of risk is determined by combining the likelihood and consequences of harm being caused by an identified hazard according to the risk matrix below:

	Consequence				
Likelihood	Insignificant	Minor	Major	Critical	Extreme
Almost Certain	M	S	S	H	H
Likely	M	M	S	S	H
Possible	L	M	M	S	S
Unlikely	L	M	M	M	S
Rare	L	L	L	M	M

The definition of each category of likelihood is as follows:

Likelihood	Definition
Almost Certain	Could be expected to occur in most circumstances
Likely Chance	Will probably occur at least once.
Possible Chance	Might occur at some time.
Unlikely Chance	Not expected to occur or only in exceptional circumstances.
Rare Chance	May only occur in exceptional circumstances

## T228993 – 340 Heathersleigh Road Armidale – Traffic Impact Statement

The definition of each type of consequence is as follows:

Consequence	Definition
Insignificant	Incident or near miss - no treatment
Minor	First aid treatment
Major	Medical treatment or lost time injury or hospitalisation
Critical	Single fatality or permanent injury
Extreme	Multiple fatalities or permanent injuries

The two main hazards for the travelling public in the context of the proposed development can be expressed in generalised terms as;

- *a collision between a vehicle and one of the heavy vehicles associated with the development, or*
- *a collision between one of the heavy vehicles and roadside features such as mature trees, earthworks batters etc*

The consequence of each of these hazards is considered **critical** – a collision between two vehicles or a single vehicle and roadside objects may cause permanent injury or even death, but is not likely to cause multiple fatalities.

The likelihood of either hazard occurring is deemed to be **unlikely** considering the following;

- Very low existing traffic volumes;
- Very low traffic generated by the development;
- Low vehicle travel speeds – operating speeds of 70km/h or less;
- Driver familiarity – employees and residents of the area would be aware of each of the hazards and would typically adjust their driving behaviours;

Therefore, the risk result arising from each of the hazards occurring is deemed to be **medium**, which is considered an acceptable level of risk provided control measures or mitigation actions are developed.

For medium risks, the following actions should be considered;

- Control or treatment measures to be identified and implemented during execution of the project where existing controls are observed to be inadequate;
- Reporting and monitoring on the effectiveness of existing controls and the need for additional controls

In the context of this development, an appropriate control measure would be the implementation of a **Vehicle Management Plan** for the business. The purpose of a Vehicle Management Plan (VMP) is as follows;

- To make employees aware of the existing hazards when driving heavy vehicles along Heathersleigh Road during the initial induction process and at regular staff meetings;
- To implement control measures such as a self-imposed speed limit of 40km/h along the road, as well as assigned speeds of no more than 15km/h through each of the two horizontal curves, to reduce deceleration times, and improve sight stopping distances and driver reaction times;
- To implement an incident register when incidents or near misses occur, with designated follow up/action times and responsibilities;
- To implement a complaints register whereby local road users are able to communicate issues regarding driver behaviour or safety concerns, with designated follow up/action times and responsibilities;

---

*T228993 – 340 Heathersleigh Road Armidale – Traffic Impact Statement*

- To provide Council with records of actions taken to ensure the safety of all road users on Heathersleigh Road.

The implementation of the VMP should be a collaborative process between the business and Council to ensure the best road safety outcomes for all parties. In that regard, the VMP should be available for Council (as the roads authority) to review on request to direct the business to take additional actions if deemed necessary.

The preparation and implementation of the Vehicle Management Plan can be included as a condition of development consent.

#### **7. Summary**

The proposed development includes the use of an existing shed and hardstand pavement area for the parking and storage of vehicles and machinery associated with a local earthmoving and construction contracting business.

The development will regularly generate up to ten (10) vehicle movements per day, including six (6) heavy vehicles including six axle truck and dog trailer combinations.

Heathersleigh Road is a two-lane, two-way unsealed gravel road with varying horizontal and vertical geometry, including sharp corners, crests and narrow pavement widths. The gravel pavement is considered to be in good condition.

The Heathersleigh Road formation generally meets Austroads and Council standards for rural roads, although sight stopping distances are compromised through the horizontal curves and vertical crests, and roadside vegetation including mature trees within the road reserve present hazards for the travelling public.

The traffic generated by the development has been evaluated and is unlikely to have a significant impact on the existing Level of Service of the road.

An analysis of the road geometry and formation, including design vehicle swept paths, has been undertaken and used to prepare a risk assessment for heavy vehicles using the road. The assessment determined a medium risk rating, and the implementation of a Vehicle Management Plan is considered an appropriate control measure to mitigate this risk.

With the successful implementation of the Vehicle Management Plan, including control of heavy vehicle speeds along the road and in particular the critical curves and crests, the traffic generated by the development is unlikely to have a significant impact on the amenity, safety and longevity of Heathersleigh Road, the travelling public and Council as the asset owner.



T228993 – 340 Heathersleigh Road Armidale – Traffic Impact Statement

Appendix A – Site Photographs



1 – Site Entrance



2 – Typical Segment 3 Formation

T228993 – 340 Heathersleigh Road Armidale – Traffic Impact Statement



3 – Typical Property Access



4 – Curve No.2 looking north



T228993 – 340 Heathersleigh Road Armidale – Traffic Impact Statement



5 – Curve No.2 looking south



6 – Typical Crest and Roadside Vegetation

T228993 – 340 Heathersleigh Road Armidale – Traffic Impact Statement



7 – Typical Segment No.2 Formation



8 – Curve No.1 looking north



T228993 – 340 Heathersleigh Road Armidale – Traffic Impact Statement



9 – Curve No.1 looking south – note property entrance



10 – Roadside Vegetation – Segment No.1

T228993 – 340 Heathersleigh Road Armidale – Traffic Impact Statement



11 – Bitumen Sealed Pavement – Segment No.1



11 – Railway Crossing near Platform Road

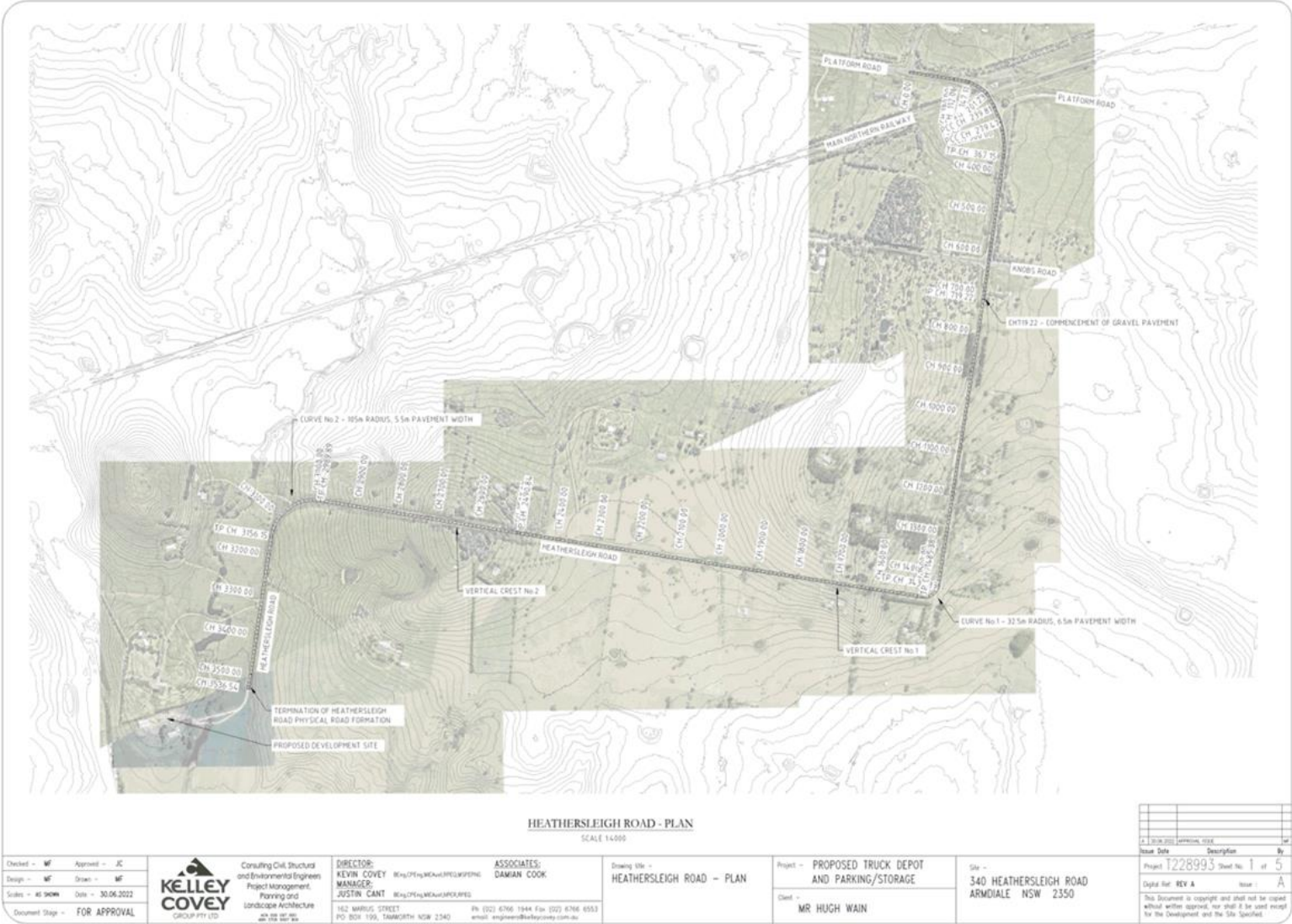
T228993 – 340 Heathersleigh Road Armidale – Traffic Impact Statement

---

Appendix B&C – Heathersleigh Road – Plan, Longitudinal Sections and Swept Path Analysis

---

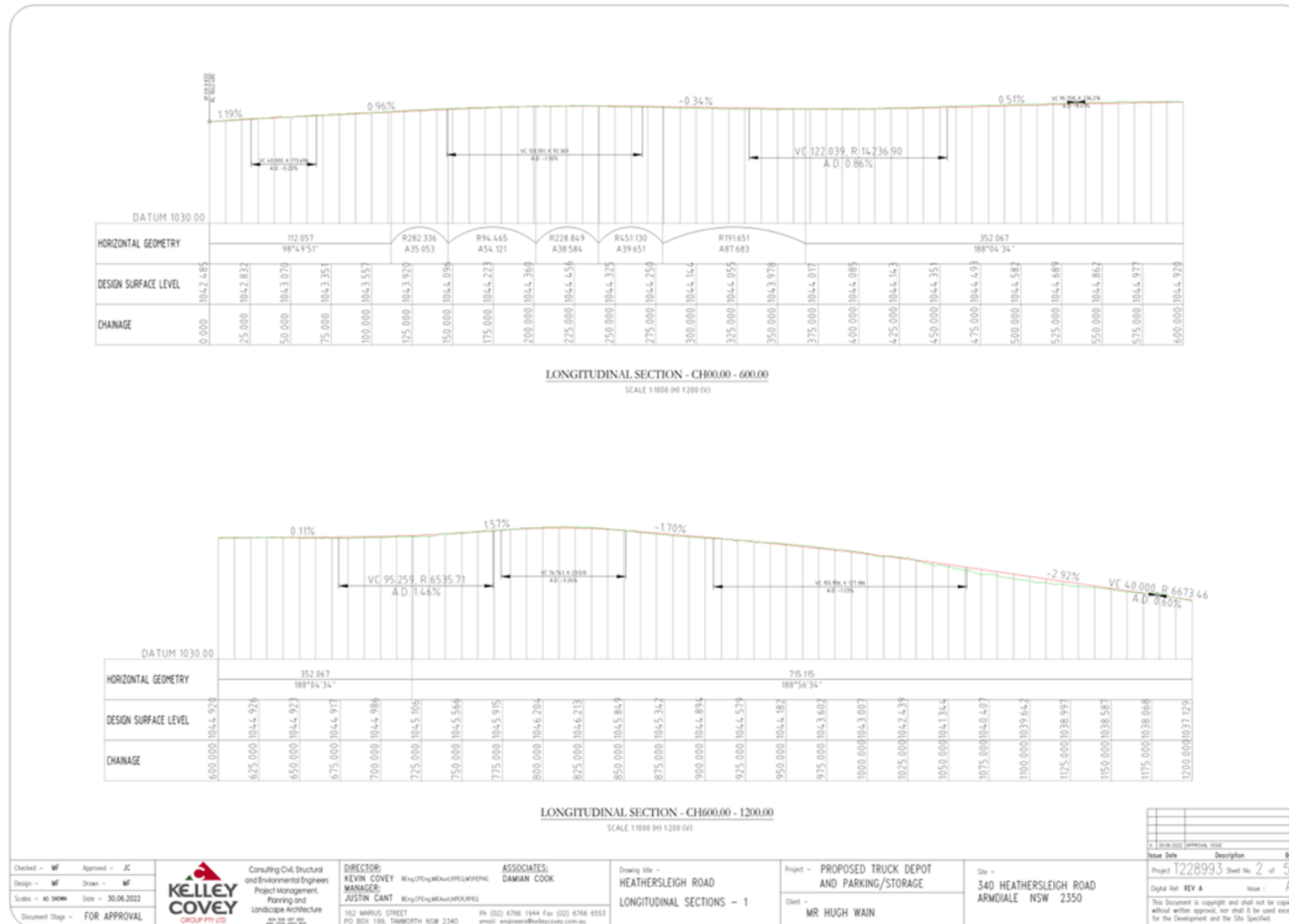


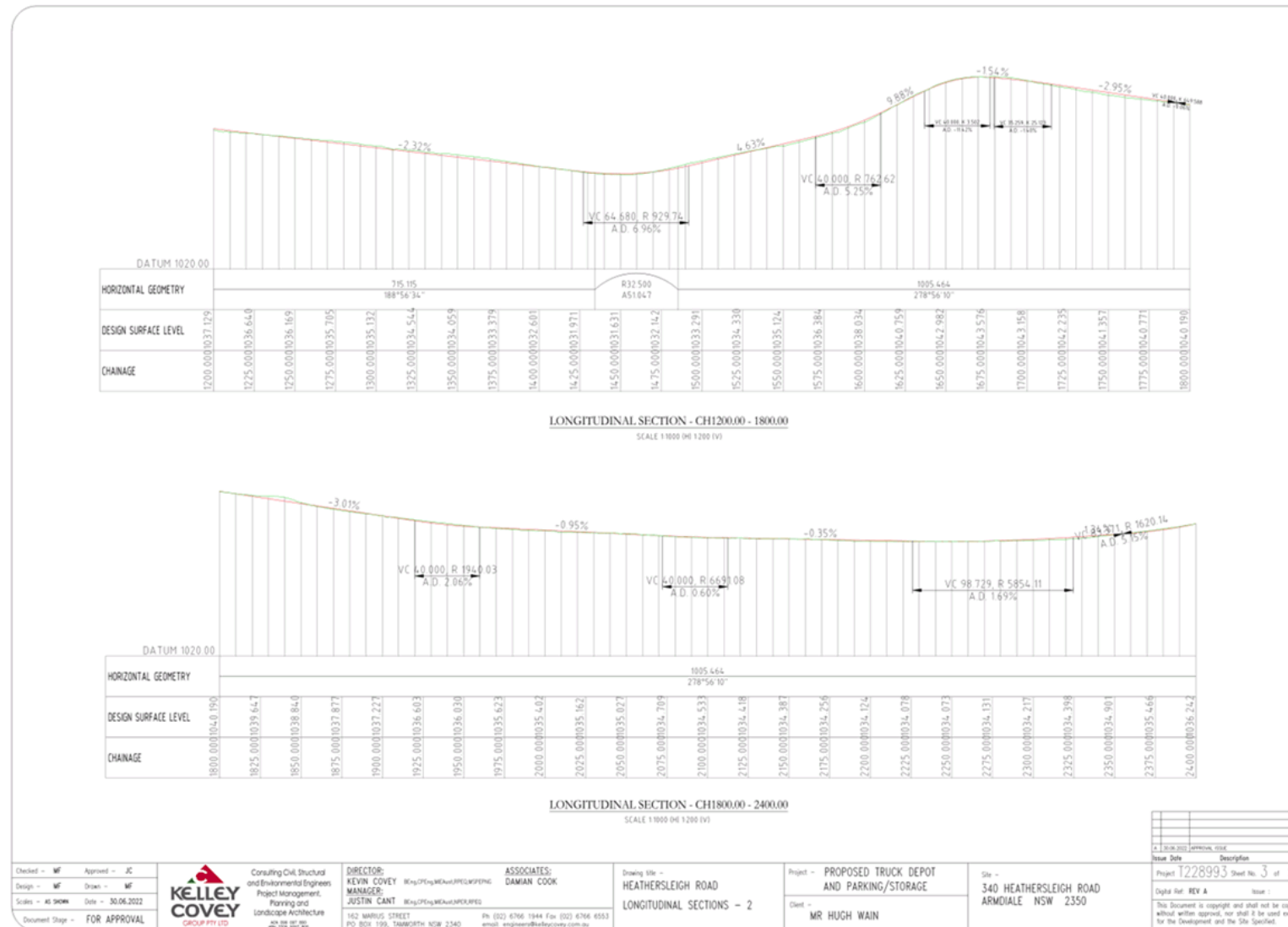




## Attachment 1

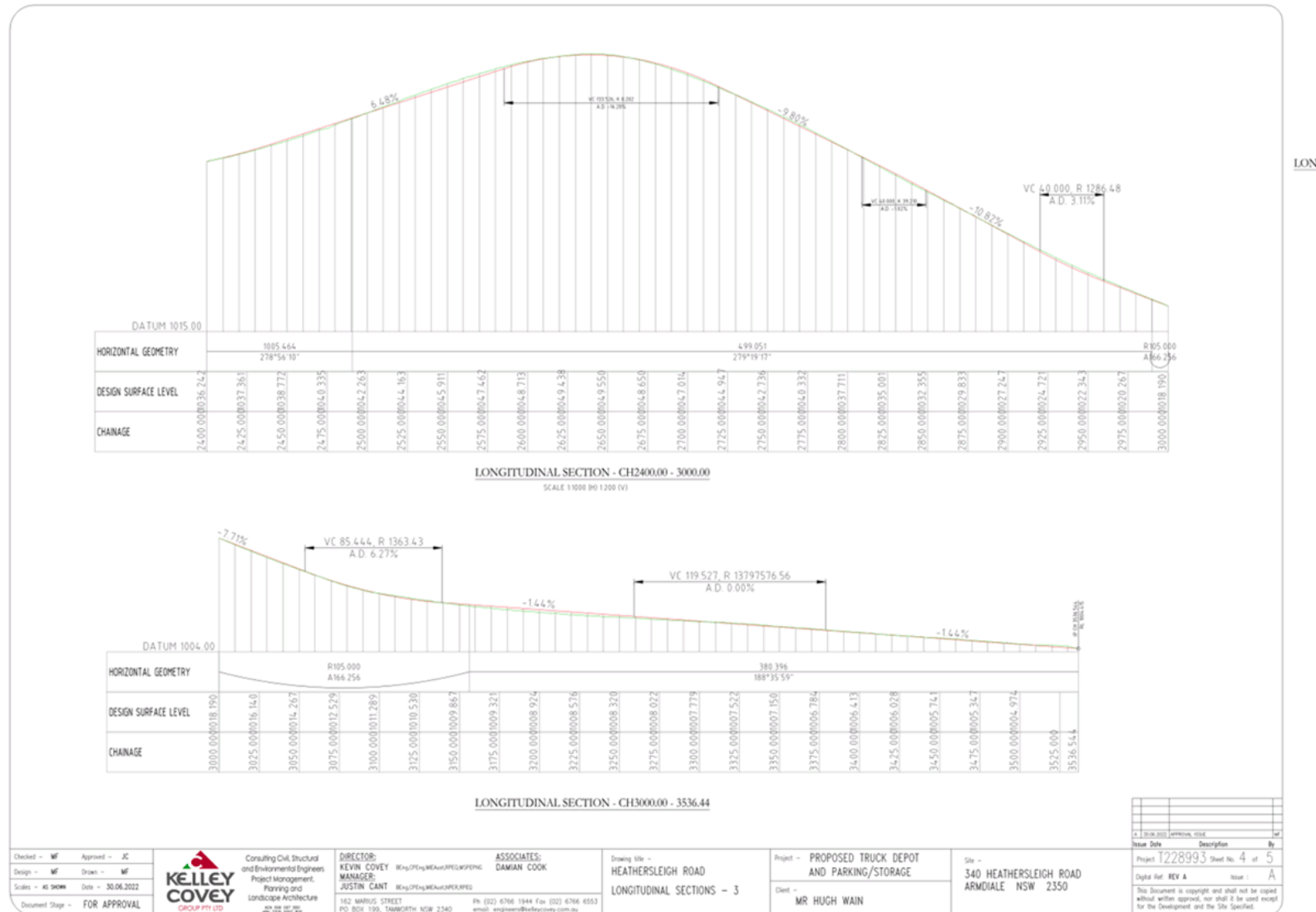
## APPENDIX 2 DA-29-2022 Traffic Impact Statement





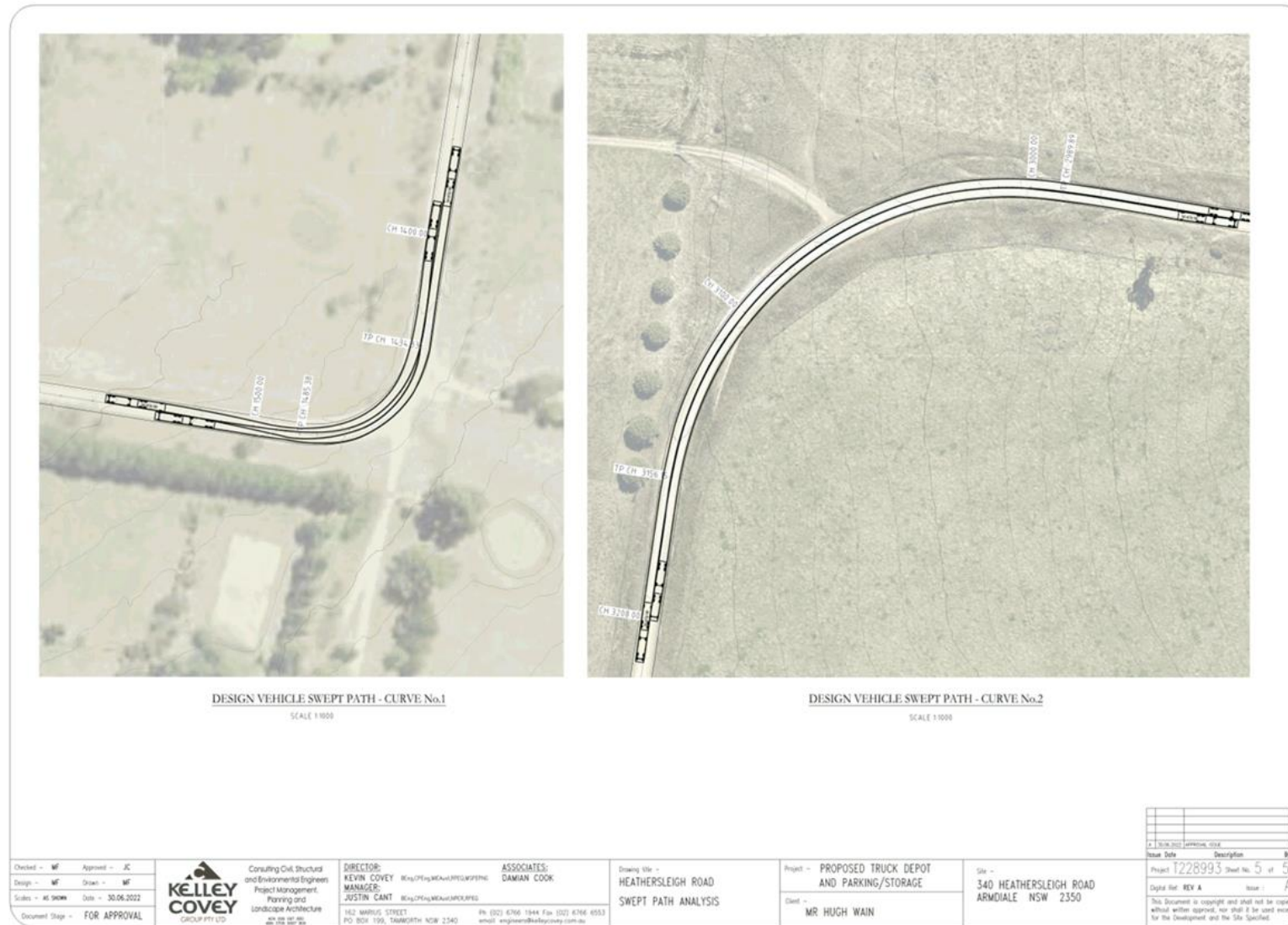
## Attachment 1

## APPENDIX 2 DA-29-2022 Traffic Impact Statement



## Attachment 1

## APPENDIX 2 DA-29-2022 Traffic Impact Statement



Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 September 2022

Page 76

<b>Item:</b>	<b>7.2</b>	<b>Ref: AINT/2022/36391</b>
<b>Title:</b>	<b>DA-95-2022 - 32A Crest Road - Proposed 1 into 23 Lot Residential Subdivision</b>	<b>Container: DA-95-2022</b>
<b>Author:</b>	<b>Jesse Dick, Town Planner</b>	
<b>Attachments:</b>	1. DA-95-2022 - 32A Crest Road - Proposed Subdivision PLANS	

### 1. Purpose

This report seeks input from the committee on regulatory matters relating to the proposed 23 lot residential subdivision at 32A Crest Road which is currently being assessed via a Development Application (DA) that will be determined by Council's development assessment team.

Given the subdivision proposes to create a new intersection and two new roads within a School Zone, input is sought from the committee on how matters relating to the road network, including traffic and pedestrian safety, should be addressed via the DA.

### 2. OFFICERS' RECOMMENDATION:

That Council note the report.

Council would seek to support the development with respect to traffic generations providing appropriate measures around the school zone are addressed as part of the consent.

### 3. Background

32A Crest road is presently a single large parcel of R1 – General Residential zoned land which is approximately 2.9Ha and contains a single residential dwelling.

The present parcel was created in the 1980's when the surrounding land was being subdivided for residential allotments. The reasons why this block was created, but not developed at that time are unknown. Regardless development on this land into residential allotments is permissible with consent.

The current proposal is to subdivide the land into 23 residential allotments, with some lots being large enough that they will readily allow the future construction of Multi Dwelling Housing or Dual Occupancies etc. As such, in excess of 30x dwellings are expected to use the proposed road network and intersection onto Crest Road. A plan of the proposed subdivision layout is provided below:



Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 September 2022

Page 77

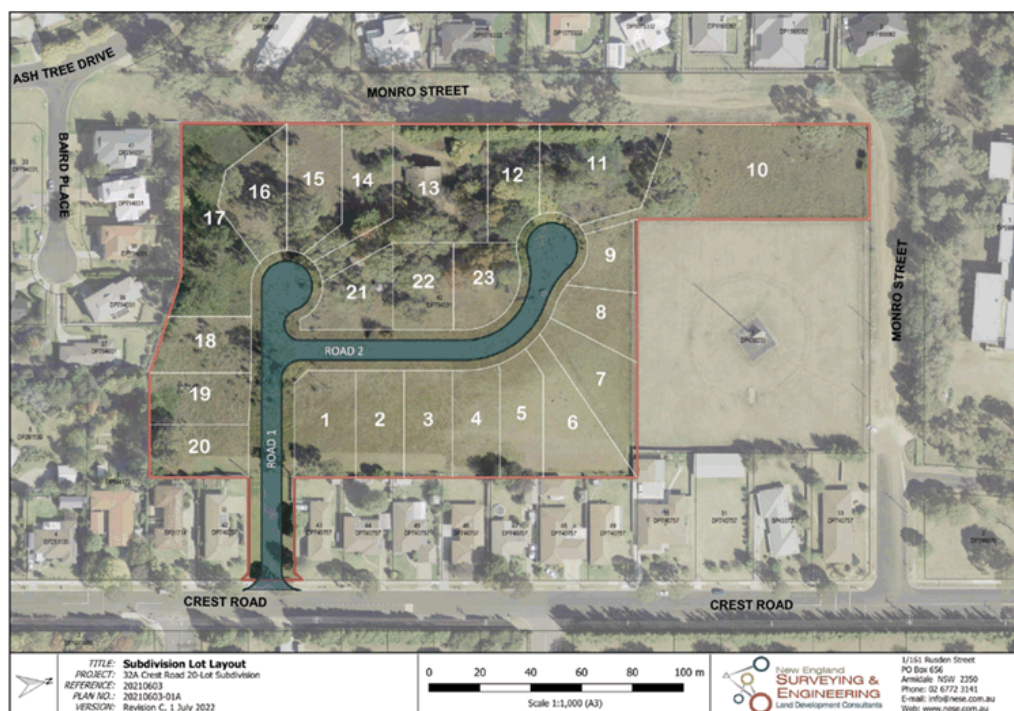


Figure 1: Plan showing proposed subdivision layout.

For further information on the proposed development and how the relevant planning related matters have been addressed, refer to the attached appendices. **Appendix 1** contains the proposed development Plans and **Appendix 2** Contains the applicants Statement of Environmental Effects.

In terms of planning controls, Council's DCP Chapters 3.1 and 6.2 are the most relevant chapters that apply to proposed development in this location.

Whilst the applicant has not addressed Development Control Plan (DCP) Chapter 6.1 which relates to the 'Duval' precinct, the relevant sections of this DCP chapter have been extracted and provided below. It is noted that the relevant provisions of this DCP Chapter relating to the proposed development site, predominantly identifies certain matters relating to the embellishment and infrastructure within Monro Street (Presently an unformed road reserve located to the north and west of the development site. However there are no specific matters under Council's DCP that specifically relates to the proposed new internal streets, the Intersection with Crest Road or School Zone treatments.

Figures 2 and 3 below show the relevant DCP matters that relate to development within the Duval precinct. Figure 2 contains the relevant provisions that specifically relate to the proposed development site (numbered 2 on the plan).



Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 September 2022

Page 78

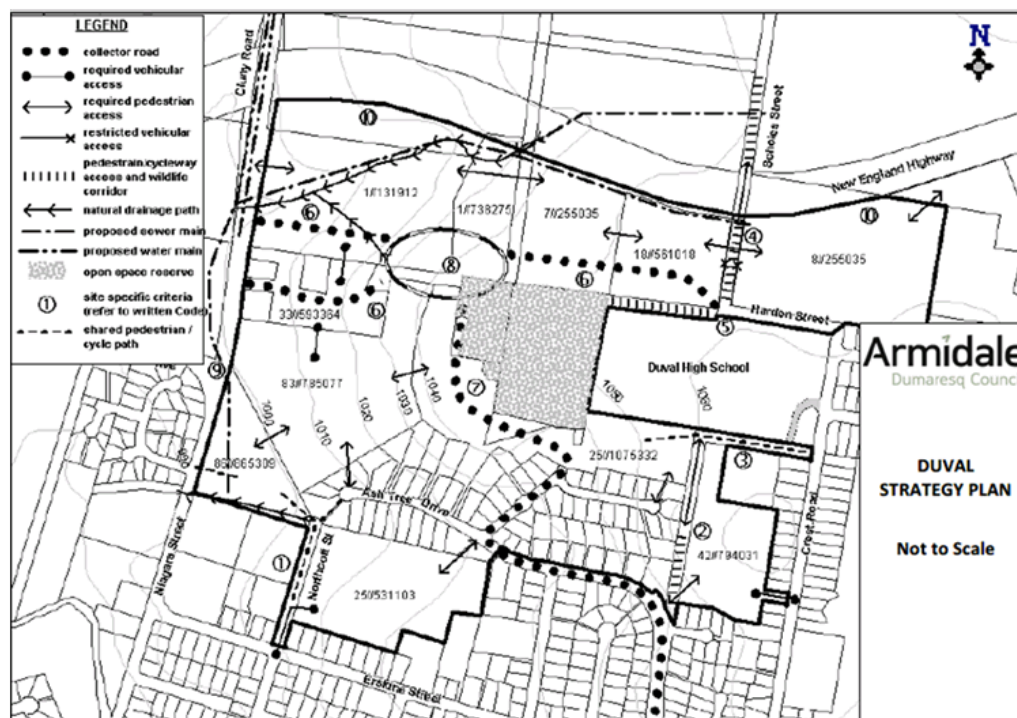


Figure 2: Extract from Council's DCP Chapter 6.2 Duval Precinct.

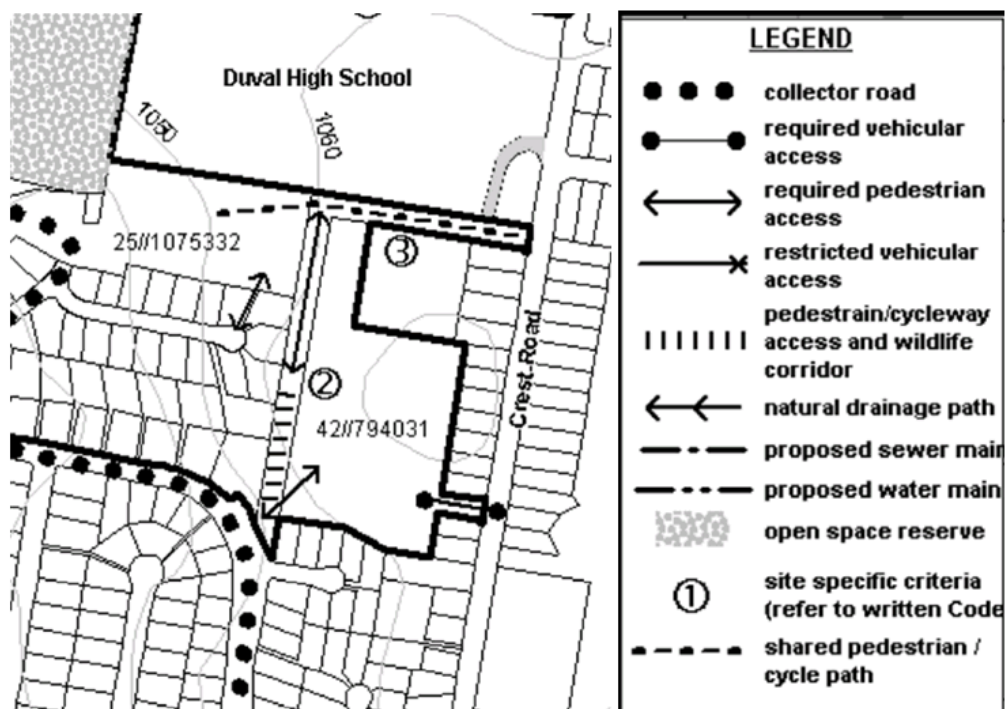


Figure 3: Extract from Council's DCP Chapter 6.2 Duval Precinct detailing matters relating to the proposed development site.

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 September 2022

Page 79

Council's Engineering Code D1 – Geometric Road Design summaries the road hierarchy required for new subdivisions. A 'Local Street' requires an 8m pavement width with 4m verges. This exceeds the minimum requirements that Council would generally specify for developments with less than 30 allotments (i.e. Access Place - 6m pavement width and 4m verges). Refer to below table confirming Council's road requirements based on traffic volumes/allotments created (i.e. tenements):

	1 Shareway	2 Access place	3 Local Street & Access Street	4 Local Collector	5 Major Distributor	6 Arterial	7 Commercial	8 Industrial
LEP 2012 Zone	R1	R1	R1	R1	R1	R1		
Maximum no. of potential tenements	6 ET	30 ET	75 ET	300 ET	-	-	-	-
Vehicles/day	Less than 60	61 - 300	300 - 750	751 - 3000	3001 to 10000	More than 10000	-	-
Carriageway width (m) kerb face to kerb face	5	6	8	11.2/11.6 (4)	11.6/13 (5)	13	13	13
Verge width (m)								
Road Reserve width (m)	13	14	16	20	20	22	20	20
Kerb type	One side only	RT Rollover	RT Rollover	SA Barrier	SA Barrier	SA Barrier	SA Barrier	SA Barrier
Design Speed(km/h) Desirable	15	25	40	50	50	80	40	50
Minimum distance between intersections (m)	-	30	60	80	80	500	60	60
Longitudinal grading Max/Min	20%	18%	16%	12%	10%	10%	5%	10%
Pavement surface	25mm AC	25mm AC	25mm AC	40mm AC	40mm AC	40mm AC	40mm AC	40mm AC or Reinforced Concrete
Concrete footpath (m)	No	No	No	Yes (2) 1.2m	Yes (2)	No (2)	Yes (2)	No
Cycleway	No	No	No	Refer (2)	Refer (3)	Refer (2)	No	No
Minimum Pavement Design Traffic ESAs	5 x 10 <sup>4</sup>	7 x 10 <sup>4</sup>	5 x 10 <sup>5</sup>	1 x 10 <sup>6</sup>	2 x 10 <sup>6</sup>	1 x 10 <sup>7</sup>	5 x 10 <sup>8</sup>	5 x 10 <sup>9</sup> (light) 1 x 10 <sup>7</sup> (heavy)
Atypical road in ARC LGA	-	-	Dalton Drive	Link Road	Marsh Street	Grafton Road	Rusden Street	Mann Street

Table D1.6 - Characteristics of Roads in Urban Residential Subdivision Road Networks

- (1) Footpath may need to be widened to 4.5m to accommodate a 2.0m wide shared path or 5.0m for a 2.5m wide shared path.
- (2) If required by Council or if included in Council's Footpath Strategic Plan or Bike Strategy.
- (3) 2.5m wide shared path one side or two 1.5m marked lanes on carriageway plus 1.2m wide footpath.
- (4) Adopt 11.6m for through roads and bus routes.
- (5) Adopt 13m for higher trafficked roads and commercial routes.

Figure 4: Extract from Council's Engineering Code D1 – Geometric Road Design.

The developer has not approached Edwards Coaches (the local bus service) for comment.

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 September 2022

Page 80

#### 4. Discussion

With specific reference to the road and traffic impacts of the development, the following important matters are considered relevant to the committee. These include:

1. Construction of new internal roads (Labelled 'Road 1' & 'Road 2' on the proposed subdivision plan). Roads 1 & 2 are proposed to be 8m wide.
2. Relocation of the existing Hail & Ride bus stop (comprising sign and seat) approx. 20m further north along Crest Road.
3. Construction of new roads and creation of an intersection within a 40kmh School Zone.

Accordingly input is sought from the traffic committee on the following matters:

1. Proposed new internal roads exceed Council's requirements (i.e. both roads only need to be min 6m wide, however both proposed roads are 8m wide - *see below excerpt from the Statement of Environmental Effects*). Will traffic impacts from the nearby School create traffic/parking/safety issues at school drop off/pick up time?
2. Is the revised bus stop location acceptable?
3. No internal footpaths are proposed within the subdivision. This is consistent with Council's Engineering Code for a 'Local Street' (see figure 4).
4. Is the proposed intersection appropriate given the nearby School?
5. Are 40kmh regulatory School signs/pavement markings required within the new road network created by the subdivision?
6. If regulatory School signs/pavement markings are required will it be up to the developer to install and if so to what standard(s) are the signs/markings to be designed and installed to?
7. Any other traffic/regulatory/safety matters of relevance?

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 September 2022

Page 81

Relevant excerpts from the applicants Statement of Environmental Effects:

### 3.5 Proposed Roadworks

*The proposed subdivision includes the design and construction of two (2) internal streets off Crest Road. Since daily vehicle traffic will be less than 300 vehicles per day, Council's Engineering Design Code permits these streets to be designed as an 'Access Place' with a reservation width of 14 metres and carriageway width of six (6) metres. However to create a liveable environment with space for on-street parking on each side of the street, it is intended to create the two new streets as a 'Local Street / Access Street' having a minimum reservation width of 16 metres and carriageway width of eight (8) metres.*

*The existing footpath, kerb and gutter, and street tree will be locally removed from the Road 1 and Crest Road intersection, to permit a suitable kerb radius, and two new pram ramps constructed to access the realigned Crest Road footpath. Replacement street trees will be planted as shown in the Street Landscaping Plan at Appendix D, where they will not obstruct intersection sight distances.*

*The existing bus stop on Crest Road, including concrete pavement, public seat and signage, will be relocated clear of the future intersection as part of the subdivision works. It is proposed that the bus stop be relocated approximately 25m to 30m north of its present location such that it is nearly equidistant from the nearest bus stops, in close proximity to this subdivision and PLC, and where it will not obstruct existing driveways in use. Full details will be provided in a detailed plan set to be submitted as part of the Subdivision Works Certificate application.*

### 3.6 Pedestrian Traffic

*Council's Road Design guide does not require concrete footpaths for this hierarchy of street, and residents will be able to walk on grassed footways. With the low traffic volumes and speeds and proposed wider 8m streets, there is adequate space for pedestrians and cyclists to be able to safely share the carriageway. The existing footpath in Crest Road will be realigned at the proposed intersection with the new internal street, and perambulator laybacks installed in compliance with Australian Standards and Council standards.*

*The subdivision Road No. 1 is centered approximately 64m north of the marked 40km/h childrens crossing near PLC, and so there is adequate storage length for right-turning vehicles leaving the subdivision.*

## **5. Implications**

### **5.1. Strategic and Policy Implications**

There are no strategic or policy implications relevant to this report.

### **5.2. Risk**

Council's Traffic Committee is sought in order to minimise the risk associated with determining the proposed DA.

### **5.3. Sustainability**

There are no sustainability implications relevant to this report.

### **5.4. Financial**

There are no financial implications relevant to this report.

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 September 2022

Page 82

---

#### **6. Consultation and Communication**

The DA was placed on neighbour notification for 2 weeks and a single submission was received. The submission related to the provision of driveway access to 32 and 34 Crest road via the proposed new road, as the garages and driveways presently servicing these dwellings gain access to the public road network informally over 32A Crest Road. The matters raised in the submission are capable of being addressed via consent conditions.

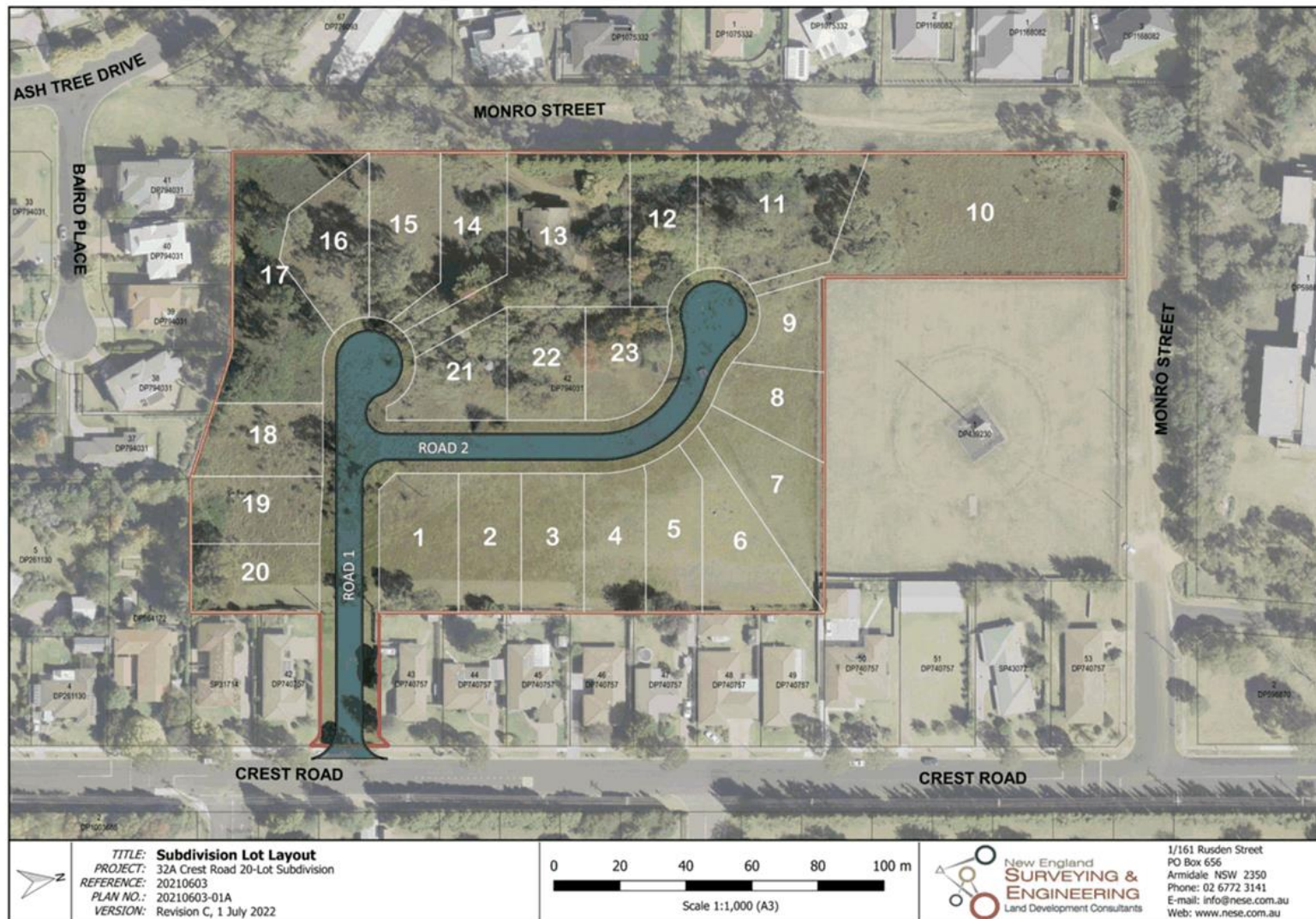
#### **7. Conclusion**

Input from the committee is sought on the matters raised under Section 4 of this report.

Any recommendations from the committee will be raised with the applicant via an Additional Information request, where the matters raised will formally need to be addressed before the DA is determined by Council.

Depending on the information requested by Council, and any response received from the applicant, a further report to this Committee may be required.

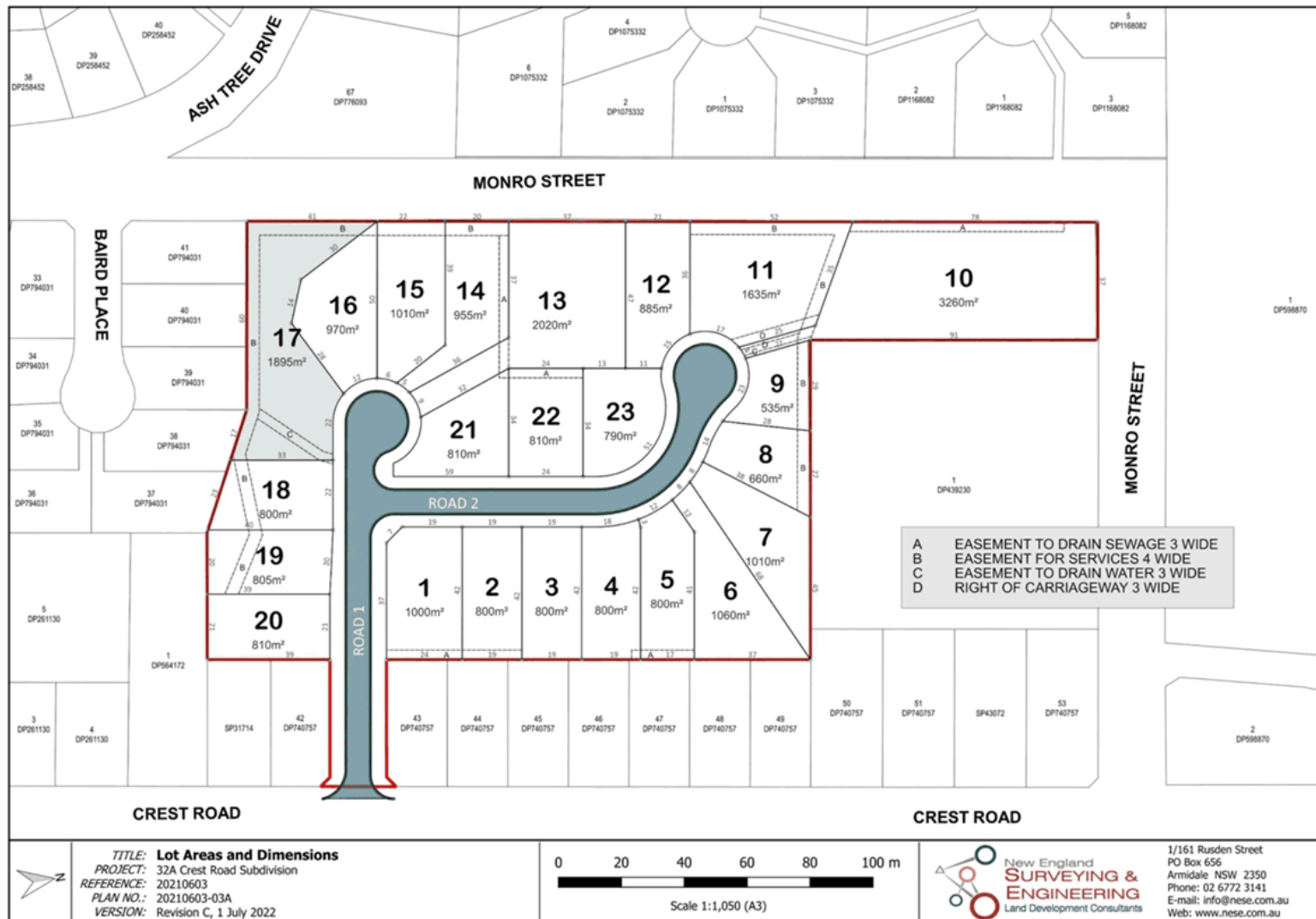






## Attachment 1

## DA-95-2022 - 32A Crest Road - Proposed Subdivision PLANS

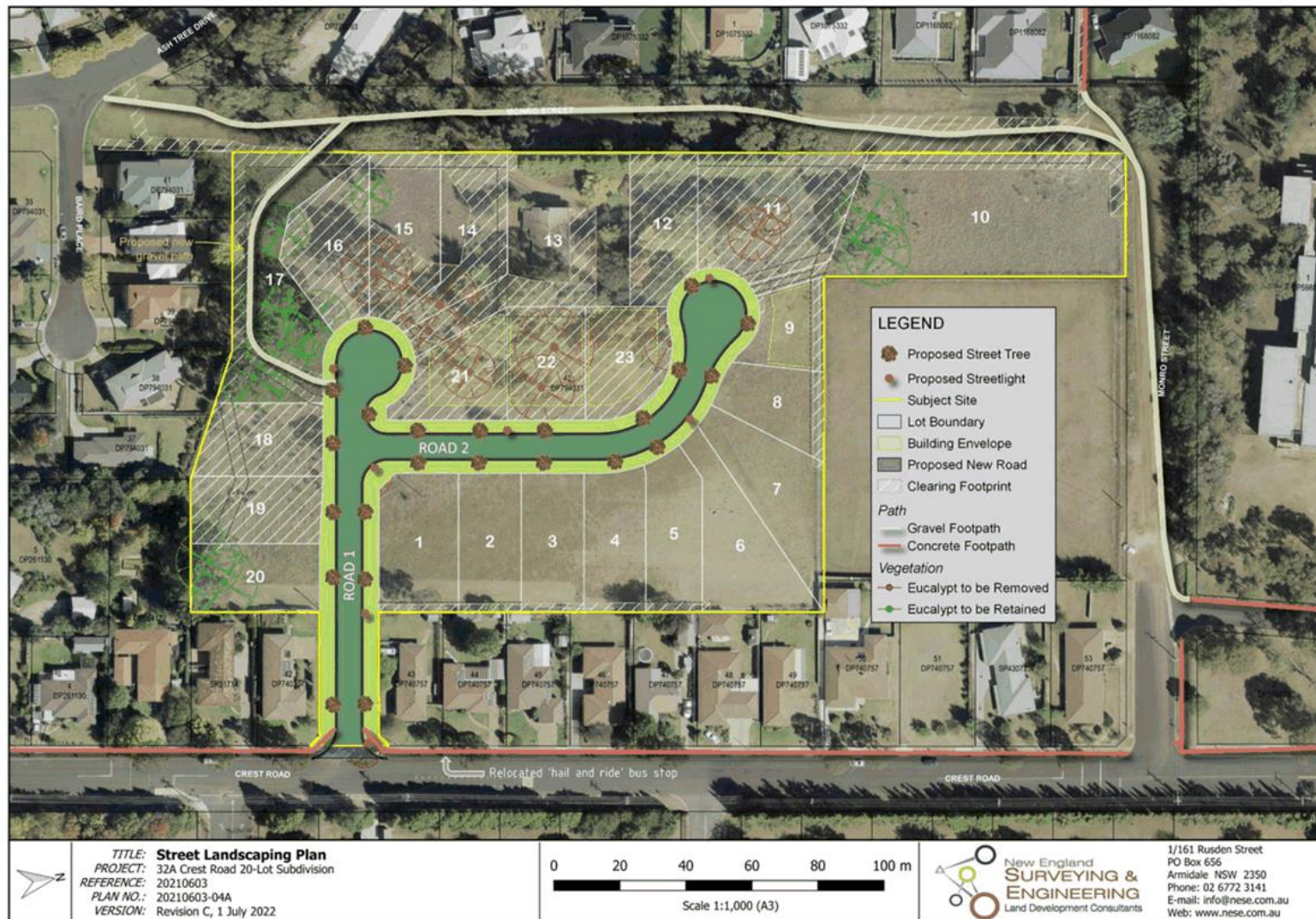


## Attachment 1

## DA-95-2022 - 32A Crest Road - Proposed Subdivision PLANS









## Attachment 1

## DA-95-2022 - 32A Crest Road - Proposed Subdivision PLANS

**Ethical Decision Making and Conflicts of Interest*****A guiding checklist for Councillors, officers and community committees*****Oath or Affirmation of Office**

Councillors are reminded of the Oath or Affirmation taken of office, made under section 233A of the *Local Government Act 1993* when elected.

**Ethical decision making**

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Do you stand to gain personally at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

**Conflict of interest**

A conflict of interest is a clash between private interest and public duty. There are two types of conflict:

- ***Pecuniary*** – regulated by the *Local Government Act 1993* and Office of Local Government
- ***Non-pecuniary*** – regulated by Codes of Conduct and policy. ICAC, Ombudsman, Office of Local Government (advice only). If declaring a Non-Pecuniary Conflict of Interest, Councillors can choose to either disclose and vote, disclose and not vote or leave the Chamber.

**The test for conflict of interest**

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of 'corruption' – using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest.

**Identifying problems**

**1st** Do I have private interests affected by a matter I am officially involved in?

**2nd** Is my official role one of influence or perceived influence over the matter?

**3rd** Do my private interests conflict with my official role?

*Attachment 1*DA-95-2022 - 32A Crest Road - Proposed Subdivision PLANS

---

**Local Government Act 1993 and Model Code of Conduct**

For more detailed definitions refer to the *Local Government Act 1993*, Chapter 14 Honesty and Disclosure of Interest and Model Code of Conduct.

**Disclosure of pecuniary interests / non-pecuniary interests**

Under the provisions of Section 440AAA(3) of the *Local Government Act 1993* (pecuniary interests) and the Model Code of Conduct it is necessary for you to disclose the nature of the interest when making a disclosure of a pecuniary interest or a non-pecuniary conflict of interest at a meeting.

**A Declaration form should be completed and handed to the General Manager** as soon as practicable once the interest is identified. Declarations are made at Item 3 of the Agenda: Declarations - Pecuniary, Non-Pecuniary and Political Donation Disclosures, and prior to each Item being discussed: The Declaration Form can be downloaded at [Disclosures and Declarations of Interest at Meetings](#).





## TRAFFIC ADVISORY COMMITTEE

Held on

Tuesday, 6 September 2022  
10am

at

Function Room

### In attendance

**Committee Members:**

Cr Susan McMichael (Chair)  
Mr Hans Hietbrink (Rep. Member for Northern Tablelands)  
Snr Sgt Paul Caldwell (NSW Police)  
Mr Russell Humble (TfNSW)

**Council Staff:**

Mr Graham Earl (ARC Technical Officer)  
Ms Belinda Ackling (Minute Taker)  
Mr Ian Chetcuti (Ranger)

**Others:**

Nil

MINUTES

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 September 2022

Page 2

1. Apologies / Leave Of Absence
2. Confirmation of Previous Minutes -

**CONFIRMATION OF THE MINUTES OF THE TRAFFIC ADVISORY COMMITTEE MEETING HELD ON 2 AUGUST 2022**

**RECOMMENDATION:**

That the minutes be taken as read and be accepted as a true record of the Meeting.

3. Declarations of Interest  
Nil

4. Business Arising  
Nil

5. Special Event Reports

- 5.1 Special Event Management - New England Antique Machinery Club - Advertising Run 2022.** *Ref: AINT/2022/35246 (ARC16/0168-7)*

**RESOLVED**

That Council endorse the proposed advertising run to be held by the New England Antique Machinery Club on 11<sup>th</sup> November 2022 on local Armidale Roads.

**The Motion on being put to the vote was CARRIED unanimously.**

- 5.2 Special Event Transport Management Plan NESCC Rallysprint 2022** *Ref: AINT/2022/37646 (*

**RESOLVED**

That Council endorse the requested road closures for the New England Sporting Car Club (NESCC) Mets Gorge Rallysprint for 2022 to take place on Chinamans and Old Hillgrove road, Hillgrove.

**The Motion on being put to the vote was CARRIED unanimously.**

6. Correspondence

- 6.1 Request for Workzone - St Mary School** *Ref: AINT/2022/35929 (ARC16/0168-7)*

**RESOLVED**

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 September 2022

Page 3

That Council endorse the requested temporary work zone at St Mays School Armidale during the school holidays commencing Monday 26 September to 7 October 2022 for the replacement of window at the School.

**The Motion on being put to the vote was CARRIED unanimously.**

**6.2 Change 1/4 Hour Parking Zones in CBD to 1/2 Hour***Ref: AINT/2022/33245 (ARC16/0168-7)*

**RESOLVED**

That Council endorse the change of the change to the Armidale 1/4 Hour parking zones in the CBD Heart, Core and Frame to 1/2 Hour in line with the Parking and Mobility Study.

**The Motion on being put to the vote was CARRIED unanimously.**

**7. Development Committee Applications.**

**7.1 DA-29-2022 - 340 Heathersleigh Road - Depot - Road Upgrades***Ref: AINT/2022/35214 (DA-*

**2. OFFICERS' RECOMMENDATION:**

That Council

- a) Within 60 days of the issue of the development consent a request TfNSW consider reducing the speed limit on Heathersleigh Road to 60km/h for safety reasons.
- b) Within 60 days of the issue of the development consent, detailed construction plans must be submitted to Council demonstrating that the following matters have been met:
  - The correction of curves,
  - The correction of crests,
  - The widening of the road pavement,
  - The provision of road shoulders,

Heathersleigh Road is required to be upgraded so that the provisions of *Section 4 & 5 of Austroads Guide to Road Design Part 3* are met.

Note: should any tree removal or vegetation clearing be required to achieve the requirements of this condition, the appropriate ecological studies are to be prepared in accordance with the Biodiversity Conservation Act 2016 by a suitably qualified person with demonstrated experience in completing such studies.

- c) Within 60 days of the issue of the development consent the road surface on Heathersleigh Road is to be bitumen sealed from the existing seal extending just south of the intersection with Knobs Road, to the driveway at 340 Heathersleigh Road to ensure dust nuisance does not occur.

**7.2 DA-95-2022 - 32A Crest Road - Proposed 1 into 23 Lot Residential Subdivision**

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 6 September 2022

Page 4

*Ref: AINT/2022/36391 (DA-95-2022)*

TfNSW has no objections to the proposed conditions of consent except for:

- No internal footpaths are proposed within the subdivision. This is consistent with Council's Engineering Code for a 'Local Street'
- Whilst understanding Council's policies for footpath, the subdivision is adjacent to a school and it would be reasonable to presume that any children in that subdivision would either walk or cycle to that school or if not attending school they would walk to Crest Road to access a Bus Stop. Therefore requiring all weather access to separate child pedestrians and Cyclists to the school and Bus Stop from motor vehicles. TfNSW would recommend that footpaths be included as a condition of consent for this subdivision.

## **2. OFFICERS' RECOMMENDATION:**

That Council

- a) Endorse the recommendation that footpaths be included as a condition of consent for the Crest Road subdivision Armidale.
- b) Endorse the relocation of the existing Hail & Ride bus stop (comprising sign and seat) approx. 20m further north along Crest Road Armidale and in consultation with Edwards Coaches.
- c) Endorse all regularity signs and markings associated with a 40kmh school zone, within the new Crest Road subdivision and be installed by the developer if required.
- d) Endorse the installation of full time No stopping zones along Road 1 for the length of 20m Crest Road subdivision Armidale.
- e) Endorse the installation of No stopping during school zones times, be installed from the end of the full time No stopping zone to the intersection of Road 2 Crest Road subdivision Armidale.

There being no further business the Chairman declared the meeting closed at 2.30pm