



## ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 28 April 2021  
4pm

at

Guyra Council Chamber

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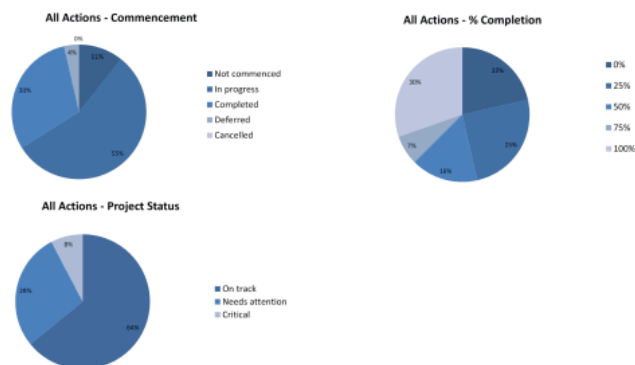
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## INTEGRATED PLANNING AND REPORTING

## DASHBOARD - OPERATIONAL PLAN 2020-2021 SUMMARY (October - December)



ROP	Operational Plan Actions	Overall Rating	% Complete
G1.1.1	Airport Business Park - Construction, Sale and Opening	On track	
G1.1.2	Airport Land Subdivision & Sale	On track	
G1.1.3	Kempsey Road Big Hill Project - Improvements to Heavy Vehicle Access	Not applicable	
G1.1.4	Airport Security Screening Compliance	On track	
G1.1.5	Upgrade of infrastructure and facilities at the Guyra Community Hub building	On track	
G1.1.6	Design and begin construction on a commercially viable hydrotherapy pool	Needs attention	
G1.1.7	Expansion of Rail Trail Business Case	On track	
E2.1.1	Kempsey Road Disaster Recovery	On track	
E3.1.1	Mother of Duds Lagoon & Nature Reserve Upgrade	On track	
E3.1.2	Armidale Region Online Presence	On track	
G3.4.1	Complete Guyra Main Street Upgrade Stages 2 and 3	On track	
E4.1.1	Economic Recovery Initiatives	On track	
G4.3.1	Business Ecosystem establishment	On track	
P1.3.1	Upgrade CBD CCTV Cameras, Security and Lighting on the Creeklands path	On track	
P2.1.1	Deliver and support community events and sponsorship	Needs attention	
P2.2.1	Curtis Park Amenity and play equipment upgrades	On track	
P2.3.1	Administer a Public Art Fund and Annual Arts and Cultural Program	On track	
P2.4.1	Community Connectivity Assistance Grant	Needs attention	
P3.4.1	Provide a Volunteering Engagement and Mentoring Service	On track	
P4.1.1	Implement Stage 1 of the Guyra Early Childhood Learning Centre upgrade	On track	
P4.2.1	Provide Community Assistance Grants to community groups	Needs attention	
U1.1.1	Undertake a Customer Services Realignment	Needs attention	
U2.1.1	Apply for a Special Rate Variation	On track	
U3.2.1	Create a comprehensive Workforce Management Plan	Needs attention	
U3.3.1	Create a Digital Services Strategy	On track	
U4.2.1	Develop the Armidale Masterplan 2040	Needs attention	
E1.1.1	Upgrades to stormwater drainage systems at Rowland Park	On track	
E1.2.1	Implement Air Quality Priority Actions as detailed in the EcoARC strategy	On track	
E1.3.1	Emergency communication upgrades	On track	
E1.3.2	Planning and support services for emergencies and natural disasters	Needs attention	
E1.4.1	Improve environmental monitoring at Guyra Transfer Station	On track	
E1.4.2	Tree recovery and renewal works	On track	
E1.4.3	Installation of Koola Drinkers	Needs attention	
E2.1.1	Develop Project Zero30 actions	On track	
E2.1.2	Improved sorting facilities at Long Swamp Road Transfer Station	On track	
E2.3.1	Implement Climate Emergency Action Plan	On track	
E3.1.1	Implement Bridge Safety Program for timber bridges	On track	
E3.1.2	Improved Heavy Vehicle Access to Castle Doyle Agribusinesses	On track	
E3.1.3	Bridge Renewal Program	On track	
E3.1.4	Mulpas Pipeline Remediation	On track	
E3.2.1	Renewal of water mains	Needs attention	
E3.2.2	Renewal of sewer mains	On track	
E3.2.3	Increase water storage capacity of Mulpas Dam	Needs attention	
E3.2.4	Puddledock Raw Water Main and Pump Station Replacement Program	On track	
E3.2.5	Dumaresq Dam Wall Stabilisation	On track	
E3.3.1	Harris Park Lighting Upgrade	On track	
E3.3.2	Playground shade sails replacement program	On track	
E3.4.1	Kerb and Guttering Renewal	On track	
E3.4.2	Renewal of Community Facilities	On track	
E3.4.3	Improved Council building electrical safety	On track	
E3.4.4	Major infrastructure preparations	On track	
E3.4.5	Council fleet safety and logistics improvements	On track	
E3.4.6	New street lighting at the University of New England	On track	
E4.1.1	Local Urban and Rural Roads Renewal Program	On track	
E4.1.2	Rodvale Road Upgrade	On track	
E4.4.1	Construct new footpath in Kentucky Street Armidale	On track	





## Integrated Planning and Reporting

### Operational Plan **Action** Measures and Progress

#### Quarterly Report, October - December 2020

DP#	<b>G1.1</b>
DP	Plan for the needs of the region
OP	<b>Airport Business Park - Construction, Sale and Opening</b>
Measure	<ul style="list-style-type: none"> <li>100% of contracted works completed August 2020</li> <li>Certificates and approvals completed for sold lots November 2020</li> </ul>
OP Progress	Business Park complete. Opening ceremony took place on 8th October.
	Completed
	100%
	Below Budget
OP	<b>Airport Lands Subdivision &amp; Sale</b>
Measure	Compliance with agreements
Progress	On target - Flood lighting scheduled to install by end of March and construction of Refuelling Apron, Taxiway B extension & Lot 06 access, Gate 06 Taxi lane and stormwater upgrades scheduled to commence end April 2021
	In Progress
	25%
	On track
	On Budget
OP	<b>Airport Security Screening Compliance</b>
Measure	Screening operational by December 2020
OP Progress	Security Screening equipment arrived in Armidale by the end of October 2020. Terminal works and associated approved additions will be completed by April 2021
	In Progress
	75%
	On track
	On Budget

OP	<b>Complete the design and begin construction on a commercially viable hydrotherapy pool and regional health complex</b>
Measure	<ul style="list-style-type: none"> <li>• Final option agreed by Q1</li> <li>• Design developed by Q2</li> <li>• Construction commenced by Q4</li> </ul>
OP Progress	<p>Building Better Regions Fund - 4 Grant contract deferred until April 2021, subject to due diligence on business case and capacity to deliver being conducted by consultants.</p> <p>Regional Growth - Environment and Tourism Funding on hold while the above clarifications sought.</p> <p>In Progress</p> <p>0%</p> <p>Needs attention</p> <p>Not applicable</p>
OP	<b>Expansion of Rail Trail Business Case</b>
Measure	Complete the expansion of the Business Case by Q4
OP Progress	<p>Business case endorsed by Council 28th October, 2020. Applications for funding have also been endorsed by both Armidale Regional Council and Glen Innes Shire Council.</p> <p>Completed</p> <p>100%</p> <p>Not applicable</p>
OP	<b>Kempsey Road Big Hill Project - Improvements to Heavy Vehicle Access</b>
Measure	<ul style="list-style-type: none"> <li>• Stage 1 and Stage 2 of Tranche 1 works completed</li> <li>• Compliance with funding deed</li> </ul>
OP Progress	<p>The project is on hold from January 2020 due to natural disaster event and progression of the project is not feasible until disaster recovery works completed. Revised project completion is end of FY23/24 assuming the disaster recovery completion by end of FY21/22</p> <p>Deferred</p> <p>0%</p> <p>Not applicable</p> <p>Not applicable</p>
OP	<b>Upgrade of infrastructure and facilities at the Guyra Community Hub building</b>
Measure	Completed within budget, by December 2020.
Progress	<p>Completed on time. An additional \$11,000 was added to the budget to complete the project.</p> <p>Completed</p> <p>100%</p> <p>Not applicable</p> <p>On Budget</p>

DP#	<b>G2.1</b>
DP	Partner with local livestock and horticultural industries to ensure the ongoing growth and sustainability of the sectors
OP	<b>Kempsey Road Disaster Recovery</b>
Measure	Completed assessment and design. Implementation of a staged tender process to expedite the re-construction of the road. Medium-term works significantly initiated by Q4
OP Progress	Ongoing assessment of post disaster conditions. Undertaking Emergency Rehabilitation Works. ARC continue to work with Transport for NSW on scope of works and implementation of strategy. TfNSW Project Manager Involved in the process
	In Progress
	0%
	Critical
	Not applicable
DP#	<b>G3.1</b>
DP	Develop a Tourism Strategy and branding to: * attract visitors to stay in the Armidale Region longer, and * enhance the economic and cultural offerings and attractions of the region.
OP	<b>Armidale Region Online Presence</b>
Measure	<ul style="list-style-type: none"> <li>• Create online platform</li> <li>• Increase visitation to website by 5%</li> <li>• Increase number page views by 6% per session</li> <li>• Increase time on site by 7%</li> </ul>
OP Progress	To complete this project we are waiting to find out if we have been successful in securing a grant that will be announced late February 2021. If we are unsuccessful we may be unable to deliver on this project as the funding has been removed from the 20/21 Tourism Budget. If we are successful a tender process can commence to award contract for the design, facilitation and construction of the new Armidale. Draft Website brief has been completed.
	Not Commenced
	0%
	Critical
	Not applicable
OP	<b>Mother of Ducks Lagoon &amp; Nature Reserve Upgrade</b>
Measure	Completion of project by Q1
Progress	The Stronger Country Communities Funding grant has seen the successful completion of the following: The establishment of an approved Primitive Campground Area; vandal resistant amenities consisting of stainless steel fittings and fixtures and security lighting; 8 new park shelters, 2 electric BBQ's and security lighting installed in shelters.
	Completed
	100%
	On Budget

DP#	<b>G3.4</b>
DP	Provide Central Business District (CBD) infrastructure that supports a more vibrant and varied offering of shopping experiences for tourists
OP	<b>Complete Guyra Main Street Upgrade Stages 2 and 3, including public art and beautification</b>
Measure	Works completed Q4
OP Progress	<ul style="list-style-type: none"> <li>• Public Art - Community consultation has been finalised. Recommendation report to adopt the better ranked design has been deferred at the Council Meeting on the 27 Jan 2021.</li> <li>• Landscaping - The landscaping works in several areas between Ollera and Nincoola Streets will start in Feb 2021 with completion expected to Mar 2021.</li> <li>• Road works stage 2- Contractor has been engaged. Works expected to be completed this current financial year.</li> </ul>
	In Progress
	25%
	On track
	On Budget
DP#	<b>G4.1</b>
DP	Support businesses across the region with resources and events.
OP	<b>Economic Recovery Initiatives</b>
Measure	All initiatives completed by Q3
OP Progress	<p>We have partnered with the New England Business (Chamber) to launch a New England Gift Card and some educational events have taken place. Armidale Airside business park was also branded and launched. However, much of this money has been returned back to Council as economic stimulus initiatives such as events have been unable to occur due to Covid-19. Furthermore, many of the planned economic and tourism initiatives are increasingly being able to be funded through State and Federal Grants.</p>
	In Progress
	75%
	On track
	On Budget

DP#	<b>G4.3</b>
DP	Encourage new business investment in the Armidale Region
OP	<b>Business Ecosystem establishment</b>
Measure	All planned 20/21 initiatives delivered by June 2021
OP Progress	Platforms, mentoring and support are in development with business stakeholder groups.
	Structure for Business Ecosystem and 'one stop service centre' will be replaced by an integrated strategy for delivery of ED programs and outcomes in 2022FY comprising sector based business engagement and support programs, built around B2B platforms above.
	Approximately 60 Jobs so far secured through sales of Airside Business Park and associated industrial land. Delivery of this project in 2021FY has been the primary focus for incentivisation of business growth in the region.
	Business Hub successfully Leased. Building refurb and fitout to commence June 2021 with aim of opening /relocation of 38+ businesses in the CBD by September 2021
	In Progress
	50%
	On track
	Below Budget
DP#	<b>P1.3</b>
DP	Partner with local police and other community and government agencies to develop strategies to reduce crime, improve community safety and promote regulatory compliance
OP	<b>Upgrade CBD CCTV Cameras, Security and Lighting on the Creeklands path</b>
Measure	Plan completed by Q4
OP Progress	<ul style="list-style-type: none"> <li>• CCTV upgrade - 5 new digital CCTV cameras installed – completed August 2020.</li> <li>• Solar Lighting at the cycleway - 49 solar lights installed – completed September 2020.</li> <li>• Completed installation of the additional 3 solar lightings.</li> <li>• Total Solar Lighting installed - 52.</li> </ul>
	Completed
	100%
	Below Budget
DP#	<b>P2.1</b>
DP	Deliver and support local programs and events which meet the social and cultural needs of the community
OP	<b>Deliver and support community events and sponsorship</b>
Measure	Calendar created by Q2.
	Events supported and delivered according to schedule (pending COVID19 restrictions)
OP Progress	The Community Recovery Officer has been appointed, commencing later than expected and is working towards a covid safe calendar of events as highlighted .
	In Progress
	25%
	Needs attention
	On Budget

DP#	<b>P2.2</b>
DP	Support increased community participation in sports and recreation throughout the region
OP	<b>Curtis Park Amenity and play Equipment Upgrades</b>
Measure	Complete project in 2020 within allocated funding
OP Progress	<ul style="list-style-type: none"> <li>The Playground practical completion has been reached on the 16 Oct 2020 as per contractual agreement.</li> <li>Completed the installation of 1 CCTV camera with all associated infrastructure works to link to the existing City Safe CCTV network</li> <li>The project Final Report has been issued to the Funding Body on the 22 Jan 2021.</li> </ul>
	Completed
	100%
	On Budget
DP#	<b>P2.3</b>
DP	Deliver an Arts and Cultural Program throughout the region with an emphasis on enriching the lives of our community
OP	<b>Administer a Public Art Fund and Annual Arts and Cultural Program</b>
Measure	Arts Fund developed by Q2.
	All successful 20-21 grants distributed by Q4
OP Progress	This project was stalled in Q2 awaiting the outcomes of the grants and sponsorship review. The grants will be offered and distributed before the end of the 2020/21 financial year.
	Not Commenced
	0%
	On track
	On Budget
DP#	<b>P2.4</b>
DP	Support and empower the community to deliver community initiatives that improve the lives of residents and visitors to the region
OP	<b>Community Connectivity Assistance Grant</b>
Measure	Equipment delivered to all successful applicants by June 2021
OP Progress	Criteria and application process (application form, assessment, etc) are being developed for launch in April 2020.
	In Progress
	25%
	Needs attention
	On Budget
DP#	<b>P3.4</b>
DP	Develop strategies which promote inclusiveness of people from a culture and linguistically diverse (CALD) background
OP	<b>Provide a Volunteering Engagement and Mentoring Service</b>
Measure	Increase the number of registered and trained volunteers.
	Online system developed by Q2.
OP Progress	Review of alternative systems currently in progress.
	In Progress
	50%
	On track
	On Budget

DP#	<b>P4.1</b>
DP	
OP	Support the delivery of high quality early childhood and out-of-school services in the Guyra region
Measure	<b>Implement Stage 1 of the Guyra Early Childhood Learning Centre upgrade</b>
	<ul style="list-style-type: none"> <li>• Building Design finalised</li> <li>• DA submitted</li> <li>• Construction Certificate and contract completed</li> <li>• Tenders drafted, released and awarded by Q2</li> <li>• Demolition, civil works completed by Q2</li> <li>• Building construction commenced Q3</li> </ul>
OP Progress	A Development Application has been submitted. Practical completion has been achieved for the new Guyra UNE study hub fitout.
	In Progress
	0%
	Critical
	Over Budget
DP#	<b>P4.3</b>
DP	Provide Aboriginal services and programs
OP	<b>Provide Community Assistance Grants to community groups</b>
Measure	Distribute financial assistance to all successful applicants within funding timelines
OP Progress	A review of community contributions is currently underway and will determine the process and timing of grant distributions.
	In Progress
	25%
	Needs attention
	On Budget
DP#	<b>L1.1</b>
DP	
OP	Develop and deliver an engagement strategy to ensure effective engagement with the community and provide opportunities for participation in decision making where appropriate
Measure	<b>Undertake a Customer Services Realignment to improve customer engagement.</b>
	<ul style="list-style-type: none"> <li>• Improved customer feedback</li> <li>• Knowledge Base accessible by 30 September</li> <li>• Hub and Realignment in place and 1st quarterly report completed August 2020</li> <li>• 85% of current customer service and administration processes mapped by September 2021</li> <li>• 50% of future state processes mapped by September 2020</li> <li>• Increased efficiency gains and savings realised by September 2020</li> <li>• Reduction of costs to outside contractors</li> <li>• Improved online and face-to-face contact channels</li> </ul>



OP Progress	<p>The Administration Hub - project discontinued (Ordinary Council Council Meeting 22 July) and project modified.</p> <p>External Contractor - phone cost reduction strategy (continued)</p> <p>Process Mapping</p> <ul style="list-style-type: none"> <li>• 90% of process mapped in draft format driven by revised ProMapp training (Feb21)</li> </ul> <p>Business Process Improvement</p> <ul style="list-style-type: none"> <li>• Cemeteries - commenced scoping multiple projects</li> <li>• GIPA - Commenced Open Access information gaps (website); Informal GIPA process clarity</li> <li>• End of day balancing - process improvement 50% time saving</li> </ul> <p>Projects:-</p> <ul style="list-style-type: none"> <li>• Complaints Policy &amp; System - drafted, implementing Q2</li> <li>• Pathway - electronic receipting, draft expansion strategy, and other initiatives driving CS time/ cost efficiencies</li> </ul>	In Progress	25%	Needs attention	Below Budget
DP#	<b>L2.1</b>				
DP	Financial sustainability is maintained through effective short, medium, and long term financial management, including investigating the need for a Special Rate Variation				
OP	<b>Apply for a Special Rate Variation to fund future infrastructure and community Improvements</b>				
Measure	<ul style="list-style-type: none"> <li>• Determine SRV options for the purpose of public consultation in Q1</li> <li>• Run public consultation process on SRV options in Q1</li> <li>• Determine final SRV position to make application by Q2</li> </ul>				
OP Progress	SRV consultation was undertaken November & December 2020. Council resolved SRV Option 2 at the Council meeting 27/1/2021 and SRV application was lodged 8/2/2021.	Completed	100%		On Budget
DP#	<b>L3.2</b>				
DP	Develop and implement workforce plans and strategies which commit to building a skilled, motivated, inclusive and diverse workforce				
OP	<b>Create a comprehensive Workforce Management Plan</b>				
Measure	<ul style="list-style-type: none"> <li>• Software systems upgraded - additional module for capturing employee data for competence tracking of training and upskilling requirements.</li> <li>• Training days per employee</li> <li>• Improve Council's career website presence.</li> </ul>				
OP Progress	Software upgrade on hold due to budget review. Councils career website has been improved and updated on a regular basis. COVID-19 has impacted on the delivery of training for 2020 so data does not reflect commitment to training.	In Progress	50%	Needs attention	Below Budget



DP#	<b>L3.3</b>
DP	Council utilises appropriate data management systems to support service delivery and effective decision making
OP	<b>Create a Digital Services Strategy to inform technology-based decisions and systems</b>
Measure	Strategy implemented by December 2020
OP Progress	This project is to be deferred, reassigned and led by IT (with consultation/collaboration from Communications/Marketing and Customer Services).
	Deferred
	0%
	Not applicable
DP#	<b>L4.2</b>
DP	Council's strategic planning documents are integrated in a way which delivers community outcomes while effectively managing budgets, asset management and workforce planning
OP	<b>Develop the Armidale Masterplan 2040</b>
Measure	Armidale Masterplan 2014 adopted by Council by Q1
	Draft LSPS adopted by Q2
OP Progress	At the Ordinary Council Meeting on 28 October 2020, Council resolved (277/20) in part that Council: b) Adopt the final Local Strategic Planning Statement ... ; and d) Reallocate the \$20,000 identified in the 2020/21 budget for the completion of the Masterplan. A report in response to resolution 187/20 Item c) is to be presented to the February 2021 Ordinary Council Meeting.
	In Progress
	50%
	Needs attention
	Not applicable
DP#	<b>E1.1</b>
DP	Maintain and improve local waterways, lagoons and creek lands in partnership with community groups and other agencies
OP	<b>Upgrades to stormwater drainage systems at Newling Park</b>
Measure	Decreased quantity of sediments entering waterways
OP Progress	Design completed, project manager selected and project underway.
	In Progress
	25%
	On track
	On Budget

DP#	<b>E1.2</b>
DP	Partner with stakeholders to develop strategies and provide programs which improve air quality across the region, including the reduction of smoke pollution by using alternative energy sources
OP	<b>Implement Air Quality Priority Actions as detailed in the EcoARC strategy</b>
Measure	<ul style="list-style-type: none"> <li>Air Quality Awareness Survey - 50% of residents aware of availability of air quality data</li> <li>Achieve a return rate of 1000 people</li> </ul>
OP Progress	<p>A decision has been made to redirect the funding in light of what technology is now available re: mobile phone/electronic devices apps and in consideration of the current financial position of Council. LED screens initial costing was \$35,000 each. The LED screen project will not be undertaken. However the ARC community will be notified as to how they can see current air quality data on the DPIE air monitor in Armidale when they are looking to exercise outdoors and this information will also be added to the ARC website so that people can view this data from their mobile phone or other device to check levels before they undertake outdoor exercise.</p> <p>\$5,000 has now been allocated to this project.</p> <p>The community survey has been put on hold. Information regarding wood smoke/air quality will be communicated to the community via Communications team and ARC market stalls in relation to operating wood heaters and issues of exercising outdoors when air quality is low.</p> <p>DPIE has also been contacted as to how community members could access the High regional air quality category - Alert - for the Northern Tablelands (Armidale).</p> <p>In Progress</p> <p>25%</p> <p>On track</p> <p>Below Budget</p>
DP#	<b>E1.3</b>
DP	Work with local emergency management agencies and committees to plan for the management of natural disasters
OP	<b>Emergency communication upgrades</b>
Measure	<ul style="list-style-type: none"> <li>Funding distributed to Guyra SES by August 2020.</li> <li>All units purchased and fitted by June 2021.</li> </ul>
OP Progress	<p>Project completed - all units purchased and fitted</p> <p>Completed</p> <p>100%</p> <p>Not applicable</p> <p>Below Budget</p>
OP	<b>Planning and support services for emergencies and natural disasters</b>
Measure	<ul style="list-style-type: none"> <li>Business Continuity Plan completed by Q4</li> <li>Temporary role filled and operational in Q1</li> </ul>
OP Progress	<p>At the Ordinary Council Meeting on 23 September, it was resolved to reallocate Federal Bushfire Funding including to replace funding for the Business Continuity Plan and Drought and Resilience Officer with other community projects. The Business Continuity Plan currently on hold pending reallocation of resources.</p> <p>Not Commenced</p> <p>0%</p> <p>Needs attention</p> <p>Not applicable</p>

DP#	<b>E1.4</b>
DP	Protect and enhance the natural environment to promote and support biodiversity
OP	<b>Improve environmental monitoring at Guyra Transfer Station</b>
Measure	<ul style="list-style-type: none"> <li>Bores installed by April 2021</li> <li>Data published on website quarterly.</li> </ul>
OP Progress	Council and a consultant are currently obtaining necessary approvals and licences for the three new boreholes required at the waste transfer station.
	Not Commenced
	0%
	On track
	On Budget
OP	<b>Installation of Koala Drinkers to support the Koala population</b>
Measure	All drinkers installed by Q4
OP Progress	<p>At the Ordinary Council meeting on 23 September 2020, Council resolved (239/20) that Council: a) Adopt the amended allocation for the Federal Bushfire Funding Grant \$1.3m as listed below; b) Note the allocation of the State Drought Stimulus Funding is under review; c) Note the original list of Projects &amp; Activities for Bushfire Recovery &amp; Drought stimulus funding was presented to Council under closed session on 22 April 2020 minute number 93/20 Item 20.1. This resolution included an additional \$20,000 for "Support of the Koala population". The initial \$10,000 for Koala Drinkers was moved from the Strategic Planning budget to Urban Forest providing for \$30,000 in total for Koala Revegetation Project (TRIM: AINT/2021/01309) under the Transport/Public &amp; Town Spaces team (R Morseley's team). Recommended that this action be removed from APSM Op description as is now being undertaken by a different team within Council.</p>
	Not Commenced
	0%
	Needs attention
	Not applicable
OP	<b>Tree recovery and renewal works</b>
Measure	Funded projects completed and funding acquitted by Q4
OP Progress	Project is now complete. Final Invoice from Local tree contractor was invoiced on the 11/12/20 and paid by Council on 17/12/20
	Completed
	100%
	Not applicable
	On Budget

DP#	<b>E2.1</b>
DP	Promote or provide educational programs to increase community awareness of climate change risks and enable the community to implement climate change adaptation and mitigation actions in daily life
OP	<b>Develop Project Zero30 actions to achieve carbon neutrality by 2030</b>
Measure	<ul style="list-style-type: none"> <li>Emissions measurement commenced by Q2</li> <li>Committee active and meeting monthly</li> <li>2,000 social media followers</li> </ul>
OP Progress	<p>Post Doctorate Dr. Kara Tighe has begun the carbon account for beef farming. Energy consumption and waste carbon accounts will also be undertaken this year. The literature review also continues. Information on Councils electrical energy use, solar installations provided to Kara. Community and Science committees formed and meeting. Community Committee Terms of Reference reviewed and to be updated, additional members to be requested to join committee due to a number of members leaving.</p> <p>In Progress</p> <p>50%</p> <p>On track</p> <p>Below Budget</p>
DP#	<b>E2.2</b>
DP	Provide waste and recycling services, and environmentally responsible waste disposal facilities together with education programs to reduce waste and increase recycling
OP	<b>Improved sorting facilities at Long Swamp Road Transfer Station</b>
Measure	Completed by Q4
OP Progress	<p>Slab foundations excavated and slab reinforcement installed.</p> <p>In Progress</p> <p>25%</p> <p>On track</p> <p>On Budget</p>
DP#	<b>E2.3</b>
DP	Facilitate access to renewable energy for the local community and businesses
OP	<b>Implement Climate Emergency Action Plan</b>
Measure	2020/2021 actions completed Q4
OP Progress	<p>CEWG representatives have been working with Council officers with a view to identify projects which available funding can be applied to.</p> <p>In Progress</p> <p>25%</p> <p>On track</p> <p>Not applicable</p>

DP#	<b>E3.1</b>
DP	Partnerships with all levels of government to support the provision of essential infrastructure for the region
OP	<b>Bridge Renewal Program</b>
Measure	Replace Pint Pot Bridge in 2021 Replace Dumaesq Creek Bridge in 2021
OP Progress	<ul style="list-style-type: none"> <li>• Pint Pot bridge replacement -               <ul style="list-style-type: none"> <li>- Design completed</li> <li>- Construction started Nov 2020.</li> <li>- Completion expected to Feb 2021.</li> </ul> </li> <li>• Dumaesq bridge replacement -               <ul style="list-style-type: none"> <li>- Design in progress</li> <li>- Construction started Jan 2021.</li> <li>- Completion expected to Apr 2021.</li> </ul> </li> </ul>
	In Progress
	50%
	On track
	On Budget
OP	<b>Implement Bridge Safety Program for timber bridges</b>
Measure	Refurbishment of timber bridges to achieve no increase in number of load limited bridges.
OP Progress	<ul style="list-style-type: none"> <li>• Approved funding for the replacement of the Superstructure of Martins Gully Bridge at Shambrook Ave.</li> <li>• Request for Tender for Design and Construct will be released to market in Feb 2021.</li> <li>• Engagement of the Design and Construct Contractor expected to Apr 2021.</li> </ul>
	In Progress
	25%
	On track
	On Budget
OP	<b>Improved Heavy Vehicle Access to Castle Doyle Agribusinesses</b>
Measure	Replace Shingle Hut Bridge on Castledoyle Road in 2021
OP Progress	Shingle Hut bridge replacement completed.
	Completed
	100%
	Below Budget

OP	<b>Malpas Pipeline Remediation</b>
Measure	2020-2021 works completed by Q4
OP Progress	<p>Work is progressing. Gabion walls around the piers at Site 1 have been installed. The project also includes bridge structure for future access. Earthworks for bridge pier foundation has been prepared. Currently awaiting the supply of galvanised rebar for strip footing.</p> <p>Site 2 and 3 will be commenced after the completion of Site 1.</p> <p>Malpas Pier works on hold at the moment due to crew deployed to undertake disaster works on Kempsey Road.</p> <p>The pier work is scheduled to recommence in mid February 2021.</p>
	In Progress
	25%
	On track
	On Budget
DP#	<b>E3.2</b>
DP	Supply water and waste water services to meet the community needs in Armidale and Guyra, as well as environmentally appropriate impoundment, distribution and disposal infrastructure
OP	<b>Dumaresq Dam Wall Stabilisation</b>
Measure	Phase 1 (60%) completed Q4
	Revised Measure:
	Phase 1 (design and tender) completed Q2 Phase 2 (construction) completed Q2 2021/2022
OP Progress	<p>Contractor commenced work on site in February. Access roadway alongside the dam wall laid, and slots for the anchor heads for the post tensioning bars along the top of the dam wall are being cut out. Redesign of the post tensioning system expected by the end of the month.</p>
	In Progress
	75%
	On track
	On Budget
OP	<b>Increase water storage capacity of Malpas Dam</b>
Measure	<ul style="list-style-type: none"> <li>Study completed</li> <li>Detailed cost estimates completed</li> </ul>
OP Progress	The consultant's preliminary report has been received and is being reviewed.
	In Progress
	25%
	Needs attention
	On Budget

OP	<b>Puddledock Raw Water Main and Pump Station Replacement Program for future water security</b>
Measure	50% of works completed Q4
OP Progress	<p>- Pipeline is in design phase</p> <p>- Technical memorandum received from the designer CARDNO with recommendations on pump site location and pipe alignment based on hydraulic assessment.</p> <p>- Proposed recommendations have been accepted by ARC.</p> <p>- Project is now in full design stage.</p> <p>Continuation on the final design and drafting of pipeline and pump station.</p> <p>Review of Environment Factor to commence on 8th February 2021.</p> <p>Preparation of Geotech investigation to know the level and hardness of the rock along the pipe alignment</p>
	In Progress
	50%
	On track
	On Budget
OP	<b>Renewal of sewer mains</b>
Measure	<ul style="list-style-type: none"> <li>Study completed</li> <li>Detailed cost estimates completed</li> </ul>
OP Progress	Sewer mains relining contract for this year is complete with 6.5km of main relined (5.6km in Armidale & 0.9km in Guyra).
	Completed
	100%
	Below Budget
OP	<b>Renewal of water mains</b>
Measure	Proportion of network renewed is greater than 2% per annum
OP Progress	Design section has started on designs and we should have some to start on this month (Feb 21). The budget was revised at the Q2 review and reduced from \$700k to \$275k due to timeframes left in this F/Y.
	In Progress
	0%
	Needs attention
	Below Budget
DP#	<b>E3.4</b>
DP	Provide and maintain functional, appropriate, safe and desirable community facilities
OP	<b>Council fleet safety and logistics improvements</b>
Measure	20 new GPS units installed and activated
OP Progress	Units purchased and installed
	Completed
	100%
	Not applicable
	On Budget

OP	<b>Improved Council building electrical safety</b>
Measure	Building compliance
OP Progress	Project delivery completed.
	Completed
	100%
	On Budget
OP	<b>Kerb and Guttering Renewal</b>
Measure	<ul style="list-style-type: none"> <li>• Kerb and guttering replaced as per program of works</li> <li>• Program completed by Q4</li> </ul>
OP Progress	Works completed in St Andrews Avenue. Further works planned for Q3 and Q4.
	In Progress
	50%
	On track
	On Budget
OP	<b>Major Infrastructure preparations</b>
Measure	All projects shovel-ready by Q4
OP Progress	<ol style="list-style-type: none"> <li>1. Airport runway expansion - final concept design being prepared, will be sent to Council for approval to seek funding opportunities</li> <li>3. CBD Precinct Masterplan - preliminary assessment of options being undertaken</li> <li>4. Stage 2 Guyra Preschool - preliminary work has begun, waiting outcome of Stage 1 funding</li> <li>5. Stages 2 and 3 Business Park - stage 2 design (remainder of the subdivision) currently in progress, scheduled to be completed by the end of April 2021. Subsequent sub staging for construction will be driven by demand and available funding for construction. Works being completed under the current grant funding.</li> </ol>
	In Progress
	25%
	On track
	On Budget
OP	<b>New street lighting at the University of New England</b>
Measure	Project completed Q2
OP Progress	<ol style="list-style-type: none"> <li>1. Electrical design received Essential Energy certification on 15th October</li> <li>2. Contractor was engaged and the project has been completed.</li> </ol>
	Completed
	100%
	On Budget
OP	<b>Renewal of Community Facilities</b>
Measure	<ul style="list-style-type: none"> <li>• Complete SRV project within the conditions and allocation</li> <li>• Budgeted amount applied to prioritised facilities</li> </ul>
OP Progress	Projects have been identified and work orders allocated.
	In Progress
	75%
	On track
	On Budget



DP#	<b>E3.3</b>
DP	Regular review of open spaces to ensure parks, sportsgrounds, water recreation facilities and other open space meets community needs and are provided to an acceptable level of service and accessibility standards
OP	<b>Harris Park Lighting Upgrade</b>
Measure	Project completed Q1
OP Progress	Successfully delivered below budget. Community sports clubs extremely happy with result.
	Completed
	100%
	Below Budget
OP	<b>Playground shade sails replacement program</b>
Measure	Project completed by end of Q2
OP Progress	Council is seeking quotations and work will begin later in the financial year.
	Not Commenced
	0%
	On track
	On Budget
DP#	<b>E4.1</b>
DP	Maintain safe and effective traffic facilities on the road network
OP	<b>Local Urban and Rural Roads Renewal Program</b>
Measure	Prioritised Gravel Resheeting Program completed by Q4
OP Progress	12.74km of works completed to date. All priority 1 roads for 20-21 now completed. Priority 2 and 3 roads are also completed. Additional funding sourced through LRCI for additional works to be completed by June 2021.
	Completed
	100%
	On track
	On Budget
OP	<b>Rockvale Road Upgrade - 1.5km from Guyra Road Intersection to improve safety and reduce vehicle operator costs.</b>
Measure	Works completed by Q4
OP Progress	Armidale Regional Council internal project construction team has commenced works on the project with completion expected by mid March 2021 (weather permitting).
	In Progress
	50%
	On track
	On Budget
DP#	<b>E4.4</b>
DP	Develop a network of footpaths and cycle ways to encourage sustainable and active transport options
OP	<b>Construct new footpath in Kentucky Street Armidale</b>
Measure	120m of all weather concrete footpath constructed by June 2021
OP Progress	Project completed - footpath now links the ACKP and NERAM
	Completed
	100%
	Not applicable
	Below Budget

TRIM:



# Asset Management Policy

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

## 1. PURPOSE

Armidale Regional Council manages a significant portfolio of assets and is committed to establishing a framework for implementation of asset management processes throughout the organisation.

The purpose of the Asset Management Policy is to set out principles and define how Council will develop and implement the Asset Management Strategy, the Asset Management Plans and outcomes associated with those documents. In line with the Community Strategic Plan, this policy will establish clear direction and guidance for asset management in order to attend to Council's strategic goals and the community needs.

Armidale Regional Council is committed to implementing a systematic asset management methodology to ensure that all Council assets are planned, created, operated, maintained, replaced and disposed of in accordance with Council's priorities for cost effective service delivery.

An Asset Management Steering Committee will be established to start implementing this policy.

## 2. APPLICATION

The Asset Management Policy applies to all fixed assets owned, controlled and managed by Armidale Regional Council. Council has a current overarching community strategy document called "Community Strategic Plan 2017-2027" that guides and influences the resourcing strategy. The Asset Management Planning is a vital component of the Resourcing Strategy, linking the delivery of services to the community goals.

This policy must be integrated with all Council business processes and procedures, ensuring efficient and effective delivery, accountabilities and responsibilities. They should be applied by Councillors, Council staff, consultants, contractors and whoever else conducting activities associated with the creation, acquisition, maintenance, operation, rehabilitation and disposal of assets.

## 3. POLICY INTENT

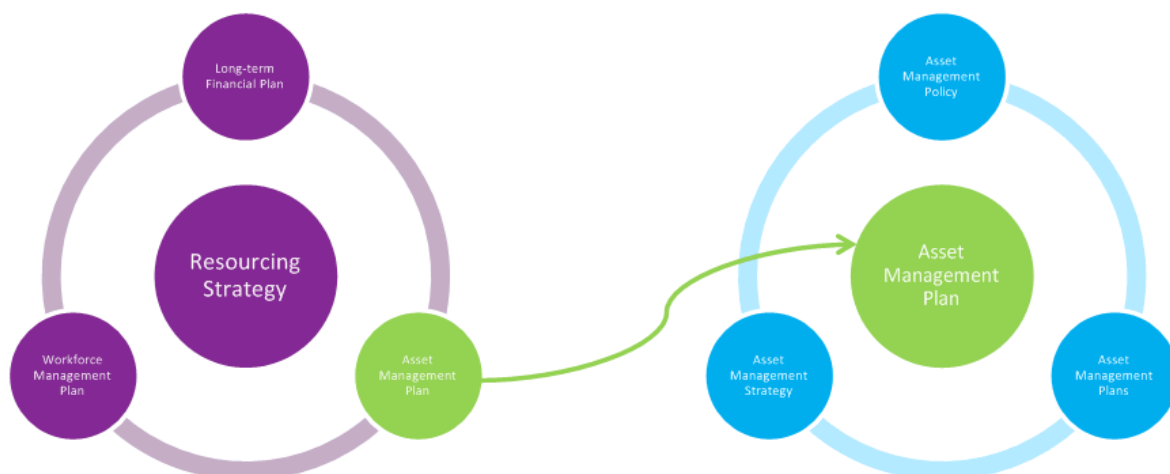
NSW local councils are required to undertake their planning and reporting activities in accordance with the Local Government Act 1993 and the Local Government Amendment (Planning and Reporting) Act 2009. To meet the Integrated Planning and Reporting legislation, councils must have a Resourcing Strategy, which is the long term strategy for council and includes the following:

- Long-term Financial Plan;
- Workforce Management Plan; and

- Asset Management Plan

Council is currently in the process of reviewing its Asset Management Plan, and the key documents that will drive the framework are:

- Asset Management Policy;
- Asset Management Strategy; and
- Asset Management Plans



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

- Provide long term sustainable assets as required by the community, ensuring that asset management decisions are made to maximise the desired social, cultural, environmental and economic outcomes for the community, providing service to current and future generations
- Provide infrastructure and services that are aligned with the community needs, supporting quality of life for the residents and visitors in the short and long term
- Ensure all assets maximise value for money through the implementation of a life-cycle approach, allowing Council to do better planning and evaluate alternate solutions from acquisition, operation, maintenance and renewal, through to disposal
- Provide the necessary resources and operational capabilities to manage assets adequately
- Ensure compliance with legislative requirements by having clear policies, processes and data, and providing adequate staff to manage assets
- Develop a forward works program for all asset categories, addressing the need for funds, required renewals and funding to be sourced
- Maintain financial sustainability through effective short and long-term financial management
- Develop an Asset Management Improvement Plan for the next four years

- Develop and regularly review the Asset Management Strategy and Asset Management Plans, detailing the approach taken in managing assets and facilitating the continuous improvement of asset management practices
- Prepare an integrated Asset Management Strategy and Plans, delivering on community strategy plan strategies and ensuring coverage of a minimum ten years
- Implement transparency and trust in managing assets by engaging and consulting with the community to establish satisfactory and agreed level of services
- Increase and improve communication with the community, consulting with them on all new initiatives or projects, providing them with a clear schedule of infrastructure works per financial year and increasing their involvement in initiatives which contribute to sustainable lifecycle
- Ensure that the Asset Management Strategy includes specific actions required to improve the Council's asset management capability and projected resource requirements and timeframes
- Address current asset register data issues, providing reliable information for better decision making
- Allocate asset management responsibilities to Councillors and relevant staff

The long-term and sustainable planning, delivery and management of Council's assets are critical to meeting the community's long-term objectives and Council's financial sustainability.

#### 4. COMMUNITY STRATEGIC PLAN OBJECTIVES

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

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

The four strategic directions specified in the Community Strategic Plan, which will contribute to achieving the community vision are:

- Environment and Infrastructure
- Growth, Prosperity and Economic Development
- Leadership for the Region
- Our People and Community

Of those four strategic directions, the main supporting strategies related to asset management in the document are:

- Regularly review Asset Management Plans to ensure prioritisation of resources is allocated in the most effective and efficient manner
- Improve community engagement mechanisms to establish acceptable levels of service for all of Council's asset classes
- Regularly review open space-related asset management plans to ensure parks, sports grounds, water recreation facilities and other open space meets community needs and is provided to an acceptable level of service
- Council's Asset Management Plans ensure that roads and bridges are provided and maintained to an acceptable standard and are suitable for use

- Integrate Council's strategic planning documents in a way that delivers community outcomes while effectively managing budgets, asset management and workforce planning
- Work collaboratively to develop Asset Management Plans for community facilities and public spaces such as buildings, sports grounds, swimming pools, playgrounds and open space which reflect community needs
- Give consideration to the issue of accessibility to Council's services and infrastructure as part of Asset Management Planning

## 5. POLICY

This policy applies to all infrastructure related service provisions such as water, sewer, roads, bridges, footpaths, stormwater drainage, buildings, fleet, parks and open spaces, airport, libraries and museums, sport and recreation centres owned or leased by Council and environmental protection and crown lands managed by Council.

The Asset Management Policy and accompanying Asset Management Strategy will establish the principles and direction for managing Council's fixed assets. The purpose of the Asset Management Strategy is to ensure that the management of Council's asset are being planned, delivered and operated in a way that aligns to the objectives in the Community Strategic Plan and ensures best possible value for the community from its assets.

To guide the sustainable management of Council's fixed assets and the delivery of the policy objectives, this policy has been based on the principles outlined below. No principle should be applied to the detriment of another; principles must be collectively considered and applied to the extent that are reasonable and practicable in the circumstances.

The Asset Management Framework will be developed and implemented based on an Asset Management Improvement Plan that is currently being developed, pending staff and funding allocation.

### 5.1 Life-cycle approach

- Council will develop a life cycle approach in managing assets, which will allow Council to perform better financial planning
- Decisions to accept, acquire or construct new assets will consider the full life cycle costs (operation, maintenance and renewal funding) with this information to be included in Council reports and to be subsequently allocated in Council's Long Term Financial plan and Asset Management Plans
- All asset renewal, upgrade or new projects are to include full lifecycle costs including maintenance as part of the project planning phase
- By using full life cycle methods, Council will identify and prioritise the lowest cost life cycle options in decision-making



## 5.2 Back to basics/ Focus on maintenance and renewal of existing assets

- Council will ensure that the asset management of existing assets will not be compromised by the creation of new assets
- Maintenance and renewal expenditure will be planned and prioritised in order to keep assets in an acceptable condition and minimise increase in renewal backlog
- By applying an optimised level of maintenance and renewal, Council will reduce future life cycle costs
- Council will only acquire new assets where there is demonstrable need in the community for the service and the lifecycle costs of the asset can be funded by Council
- An inspection regime will be used as part of the asset management to ensure service levels are maintained and to identify asset renewal priorities.

## 5.3 Financial capacity and value for money for the community

- Council will apply this policy to inform, plan and guide decisions about assets in order to deliver the optimum balance of services and risks within its financial capacity
- Effective planning around budget and operations will be undertaken to provide value for money solutions for community
- Council will identify funding to support and maintain Council infrastructure
- Asset Management Plans and the Long Term Financial Plan will be aligned to identify any funding gaps that will need to be addressed by balancing risk, lifecycle cost and service levels

## 5.4 Planning, process, practices and continuous improvement

- Decisions on asset renewal, disposal, upgrade or new asset provision will be carried out in accordance with asset management information that includes demonstrated need, life cycle costing, alternative modes of delivery, sustainability, equitable distribution of resources and social equity, financial performance, utilisation, function and the condition of the assets
- Council will better understand its assets, their criticality and consequences associated with poor planning and management of assets
- Council will plan, create, operate, maintain, renew and dispose of assets in accordance with community and Council's priorities for service delivery
- Asset management process, documents and practices will be review at appropriate intervals
- Key issues with asset management practices and process will be identified and Council will continuously work towards improvement
- An Asset Management Strategy will be developed, reviewed and adopted every four years by Council
- An Asset Management Framework aligned with the requirements of ISO 55001 will be prepared, implemented, monitored and continually improved
- Asset Management Plans should be considered as the baseline for future capital planning, and it will be guided by relevant Council plans and strategies, will include demand forecasts and community consultation

### 5.5 Resources

- Council will allocate sufficient resources for the development of asset strategies, asset management plans and service level documents and the identified asset maintenance and renewal activities from those strategies and plans
- Council is working towards ensuring that all employees are appropriately trained in asset management principles, practices and processes in order to effectively deliver asset management objectives and create and sustain an asset management awareness throughout the organisation

### 5.6 Legislative requirements

- The application of asset management will conform to legislative requirements and seek to achieve best practice in the industry
- Relevant legislative requirements and political, social and economic environments are to be taken into account in asset management decision making

### 5.7 Communication and engagement with the community

- Consultation and engagement with the community will be undertaken on key issues affecting the delivery of services and infrastructure assets
- When determining service and intervention levels through community and key stakeholder consultations, financial efficiency, utilisation, function and the condition of the assets will be the key performance measures considered

## 6. LEGISLATIVE REQUIREMENTS

As part of the management of assets, there are a number of legislative requirements that will apply and need to be followed as part of this policy:

- Local Government Act 1993 (NSW)
- Local Government (General) Regulation 2005
- Local Government Amendment (Planning and Reporting) Act 2009
- Environmental Planning and Assessment Act 1979
- Civil Liability Act 2002
- Public Works Act 1912
- Environmental Protection Act 1994
- Work, Health and Safety Act and Regulations
- Commonwealth Disability Discrimination Act 1992 (DDA)
- NSW Anti-Discrimination Act 1997
- State Records Act 1998 (NSW)
- Public Records Act 2002
- Privacy and Personal Information Protection Act 1998 (NSW).
- Government Information (Public Access) Act 2009 (NSW)

- AS 1428 (Set) – 2003 Design for Access and Mobility
- AS/NZS 4360 – 2004 Risk Management
- Road Transport (General) Act 2005
- Road Transport (Safety and Traffic Management) Act 1999
- Roads Act 1993
- NSW Road Rules 2008
- Valuation of Land Act 1916
- Australian Accounting Standards
- Environmentally Hazardous Chemicals Act 1985
- Water Management Act 2000
- Heritage Act 1977
- Plant Protection Act 1989
- Threatened Species Conservation Act, 1995
- Protection of the Environment Operations Act 1997
- National Parks and Wildlife Act (1974)
- Native Vegetation Act 2003
- Crown Lands Act 1989
- Building Code of Australia
- Building Fire and Safety Regulation 1991
- Electrical Safety Act 2002
- Building Regulation 2003
- Plumbing and Drainage Act 2002
- Rural Fires Act, 1997
- Dangerous Goods Safety Management Act 2001
- Fire and Rescue Service Act 1990
- Surveillance Devices Act
- International Infrastructure Management Manual (IPWEA)
- Australian Infrastructure Financial Management Guidelines (IPWEA)
- ISO 55001:2014 Requirements for Asset Management

## 7. REVIEW

An update of the policy will be done within each term of Council following the Local Government Elections, or as required to ensure that it incorporates relevant legislation requirements, newly released documentation from State Government, needs of the community and Council, and other best practice guidelines.

## 8. REPORTING

As part of the Local Government Act 1993 and the Local Government Amendment (Planning and Reporting) Act 2009, NSW local councils are required to undertake their planning and reporting activities to meet the Integrated Planning and Reporting legislation. Councils must have a Resourcing Strategy, which is the long term strategy for council and includes the Long-term Financial Plan; Workforce Management Plan; and the Asset Management Plan.



The Asset Management Framework will incorporate key documents that will form part of the framework and are as follows:

- Asset Management Policy;
- Asset Management Strategy; and
- Asset Management Plans

## 9. RESPONSIBLE OFFICER

All related departments/Council staff that have direct or indirect responsibility for the whole or part lifecycle management of Council's assets are responsible for asset management. However, the responsible officer for communicating, maintaining its currency and making decisions on this policy is the Principal Advisor Strategic Infrastructure Planning.

## 10. ROLES AND RESPONSIBILITIES

The responsibilities for the implementation, application, adherence and review of this policy across Council will be administrated by the following stakeholders as per below.

### 10.1 Councillors

- Provide stewardship for the assets, setting the Asset Management Policy and considering the impact on Council's asset base of planning, financial and service level decisions
- Adopt the Asset Management Policy and Asset Management Strategy
- Ensure appropriate resources are available to manage Council's assets
- Communicate the policy to the community and ensure the provision of services provided by the assets are meeting the community priorities for present and future generations
- Ensure decisions made regarding assets are in accordance with this policy

### 10.2 General Manager

- Development and review of the Asset Management Framework (Asset Management Policy, Strategy and Plans)
- Management of policies and procedures, reporting on the status and effectiveness of asset management within Council
- Provide leadership in implementing asset management, leading staff in their understanding of this policy and to monitor its relationships with other areas of Council activity
- Provide financial planning models to help Councillors with decision making
- Meet Council's obligations within this policy, dealing with breaches in accordance with normal disciplinary procedures
- Report to Council on the status of asset management within the organisation
- Ensure that sound business principles are reflected in the Asset Management Strategy and Plans

**10.3 Asset Management Steering Committee (to be put in place/ members to be nominated) \*\*\***

- Ensure all asset management activities are consistent with the objectives of Council's Community Strategic Plan and Integrated Planning and Reporting Framework
- Ensure that people, processes and systems are in place to help delivering services and meet the Asset Management Framework objectives
- Development and implementation of asset and risk management plans for all asset categories
- Monitor adherence to this policy
- Monitor and review the implementation and improvement of the Asset Management Framework to ensure Council's asset management objectives are met
- Implement, monitor and report on the delivery of actions articulated in the Asset Management Strategy and Asset Management Plans that are associated with this policy
- Facilitate and coordinate asset management across the organisation

**10.4 Executive Leadership Team**

- Review the Asset Management Strategy
- Advise Council on asset matters
- Implementation of the Asset Management Framework (Asset Management Policy, Strategy and Plans)
- Implement asset management systems and procedures
- Ensure their divisions adhere to the requirements of this policy
- Provide guidance on how to achieve the strategic objectives of this policy within their division and the organisation
- Support the implementation of the Asset Management Strategy and associated Asset Management Plans

**10.5 Senior Managers & Asset owners**

- Responsible for implementing the Asset Management Framework, systems and procedures
- Ensure that business principles that are reflected in the Asset Management Strategy and Plans are being implemented
- Ensure community is involved and engaged with Council matters affecting service delivery
- Ensure service levels are communicated and agreed on all main asset categories
- Endorse Asset Management Plans
- Ensure the integration and compliance of this policy in conjunction with other policies and Council's processes
- Management of assets within their area of responsibility
- Implement this policy and related procedures
- Ensure adherence to the requirements of this policy

**10.6 Service areas coordinators; Asset Management, Strategic Infrastructure Planning and Design teams; and other Council staff where applicable**

- Develop, implement and review Asset Management Policy and Strategy

- Develop and maintain Asset Management Plans
- Identify and develop appropriate policies and procedures to ensure effective asset management across the organisation
- Implement better practice asset management principles across Council
- Facilitate community consultation to establish agreed service levels
- Develop and maintain asset maintenance and renewal plans
- Provide advice where applicable to other departments of Council in relation to asset management
- Develop and maintain an asset registers for all asset categories
- Make recommendations to Council in regard to the most sustainable use of available funds across the asset portfolio
- Review all new asset acquisitions before commitments are made to ensure they are consistent with Council's long-term objectives, that the life cycle costs have been considered and that the asset can be funded within agreed risk tolerances
- Timely completion of activities contained within the Asset Management Framework
- To comply with this policy and consider its implications for related projects and programs.
- Implement the Asset Management Strategy and Plans
- Engage current technologies, methodologies and continuous improvement processes in Asset Management
- Consistently provide programs, data and actions within the adopted Asset Management Policy, Strategy and Plans

## 11. RELATED PROCEDURES

The following documentation is to be read and considered in conjunction with this policy:

- Resourcing Strategy
- Asset Management Strategy
- Asset Management Plans
- Community Strategic Plan
- Delivery Program
- Operational Plan
- Procurement Policy
- Risk Management Policy
- Plan of Management Policies
- Council's Code of Conduct
- Local Strategic Planning Statement (adopted in October 2020)
- Roads Management Policy (under review)
- Armidale Regional Council Operating policies
- Other adopted strategic plans/ documents related to assets

APPROVAL AND REVIEW		
Responsible Business Unit	Asset Management and Strategic Planning	
Responsible Officer	Principal Advisor Strategic Infrastructure Planning	
Date/s adopted	<i>Council Executive</i> [updated by policy owner]	<i>Council</i> [DD Mmmm YYYY]
Date/s of previous adoptions	May 2013	
Date of next review	After the next Local Government Elections in 2024	
TRIM Reference	TBC	

## APPENDIX A – DEFINITIONS

**Asset:** an item of physical infrastructure under the control of council that has actual or potential value to council and its stakeholders.

**Asset Categories:** grouping of assets having common characteristics that distinguish those assets as a group or class.

**Asset Disposal:** activity or activities necessary to dispose of unwanted, unserviceable and/or decommissioned assets. There are two distinct aspects to asset disposals: the physical disposal process and the associated accounting treatment.

**Asset Life Cycle:** period of ownership of an asset from the planning and design phase through to decommissioning or disposal.

**Asset Maintenance:** activity performed on an asset with a view to ensuring that it is able to deliver an expected level of service until it is scheduled to be renewed, replaced or disposed of.

**Asset Management:** coordinated activity of an organization to realize value from assets. A systematic process to guide the planning, acquisition, operation, maintenance, renewal, upgrade and disposal of assets, combining management, financial, economic, engineering and other practices to provide the required level of service in the most efficient manner.

**Asset Management Plans (AMPs):** documented information that specifies the activities, resources and timescales required for an individual asset, or a grouping of assets, to achieve the organization's asset management objectives. It identifies asset service standards, containing long- term projections of asset maintenance, rehabilitation and replacement costs.

**Asset Management Policy:** A statement of council's approach and preferred directions in managing its assets to meet desired outcomes consistent with its strategic goals.

**Asset Management Steering Committee (AMSC):** representative senior staff responsible for ensuring that people, processes and systems are in place and oversee the development and implementation of asset and risk management plans for all asset classes. The AMSC is still to be established and nominations will occur once working group is constituted.

**Asset Management Strategy (AMS):** Identifies the way council currently looks after its assets, both day to day (maintenance and operational) and in the long term (strategic Asset Management). It also looks at where council wants to be in the long term and how council intends to get there. The Asset Management Strategy is a key component of the 10 year Council Resourcing Strategy. The Asset Management Strategy will include specific actions required to improve council's asset management capability and projected resource requirements and timeframes.

**Asset Renewal:** replacement or refurbishment of an existing asset (or component) with a new asset (or component) capable of delivering the same level of service as the existing asset.

**Asset Upgrade:** an upgrade is capital work carried out on an existing asset to provide a higher level of service. This is different to a renewal, which restores an asset to its original condition (and service level).

**Backlog:** total amount or value of renewal works that need to be undertaken to bring council's asset stock up to an acceptable standard.

**Depreciation:** reduction in the value of an asset due to usage, passage of time, environmental factors, wear and tear, obsolescence, depletion or inadequacy.

**Expenditure:** the spending of money on goods and services. Expenditure is typically broken up into recurrent and capital expenditure, and further sub-categorised as operating, maintenance, renewal, upgrade, expansion or new.

**Fixed Asset:** an asset planned to have useful life that spans multiple reporting periods. In most cases, only tangible assets are referred to as fixed. Fixed assets are subject to depreciation to account for the loss in value as the assets are used, whereas intangibles are amortized. Plant and equipment are also included within the fixed assets.

**Intervention Level:** in asset management the term intervention level refers to the condition score below which the owner or operator of an asset has decided it should not be allowed to deteriorate, i.e. the point in an asset's life at which it should be programmed for renewal. A number of factors can be considered when setting intervention levels, including: cost; safety, historical practices, available resources, public opinion & community consultation, legislative requirements, neighbouring council practices, user amenity and accessibility, asset integrity, effect on life cycle cost, engineering judgement, etc.

**ISO 55001:** ISO 55001 or more precisely "ISO 55001:2014" is an International Standard relating to Asset Management Systems (Framework).

**Level of Service:** The defined quality and quantity of services to meet community expectations delivered by council.

**Lifecycle Cost (also known as Whole of Life Cost):** total cost of ownership over the life of an asset including; planning, design, construction/acquisition, operation, maintenance, renewal, finance and disposal costs.

**Resourcing Strategy:** As per Integrated Planning and Reporting Guidelines (IP &R) for local governments in NSW, the Resourcing Strategy is the point where the council assists the community by sorting out who is responsible for what, in terms of the issues identified in the Community Strategic Plan. The Resourcing Strategy focuses in detail on matters that are the responsibility of the council and looks generally at matters that are the responsibility of others.





**The Hon. Shelley Hancock MP**  
Minister for Local Government

Ref: A765892

Mr James Roncon  
General Manager  
Armidale Regional Council  
PO Box 75A  
ARMIDALE NSW 2350

By email: [executiveoffice@armidale.nsw.gov.au](mailto:executiveoffice@armidale.nsw.gov.au)

Dear Mr Roncon

As you are no doubt aware, legislation to implement the NSW Government's response to IPART's review of the local government rating system is currently before Parliament.

The *Local Government Amendment Bill 2021* (the Bill) includes provisions for the 17 new councils created in 2016 to gradually harmonise their rating structures over up to four years to protect ratepayers from excessive and sudden rates rises.

While the Bill has been considered by the Legislative Assembly it is now before the Legislative Council, with some proposed amendments, and I am disappointed that is yet to be debated. Once the Bill is debated in the Legislative Council, the legislation must still return to the Legislative Assembly, which cannot occur until the May sittings of the Parliament.

I can advise that the Government maintains its support for the Bill as introduced and expects those provisions that would allow councils to harmonise rates gradually to pass into law.

While this continuing Parliamentary process occurs, it is paramount that councils continue the process of determining their preferred approach to rates harmonisation. Importantly, this means continuing to have a conversation with communities about whether to adopt a gradual approach to transitioning to a single rating structure and, if so, over how many years.

Councils that choose to harmonise rates gradually will be required to advise ratepayers in advance over how many years the harmonisation will take place and what the effect will be in each of those years. That's why it is crucial that your council continues to develop the required modelling for its draft revenue strategy and operational plan for 2021-22.

The Office of Local Government (OLG) will continue to support councils that have yet to harmonise their rates. In the current circumstances, it is considering how best to help each council meet their statutory responsibilities to consult their communities and deliver a final operational plan before issuing rates notices for 2021-22.

I am advised by OLG that, in order for your council to determine its rate structure and issue rates notices before 1 August 2021, it will need to pass a council resolution making the rates and charges and adopting the Revenue Policy as part of their next Operational Plan. This will require each council to release a Draft Operational Plan for community consultation by 21 June at the latest (consultation would then close on 20 July). If council is able to meet that day to consider submissions and pass the above resolution, rates notices may then be issued on 21 July, and deemed to be served by 1 August, as required by law.

GPO Box 5341 Sydney NSW 2001 ■ P: (02) 8574 5400 ■ W: [nsw.gov.au/ministerhancock](http://nsw.gov.au/ministerhancock)

In addition, each council will need to pass a resolution that sets out whether it has chosen to achieve harmonisation gradually, and over how many years. While this can be achieved as part of council's Operational Plan, it could also be undertaken separately so long as councils apply the same consultation process and timing.

You should have already received an invitation by email from OLG to a further meeting of the General Managers' Reference Group this week to discuss rates harmonisation. I strongly encourage you to participate in this online meeting hosted by OLG Deputy Secretary Tim Hurst.

Please be assured that I remain committed to ensuring a fair and equitable rating system for local government in NSW. Please contact your OLG Council Engagement Manager in the first instance if you have any questions.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Shelley Hancock', with a stylized, cursive script.

**The Hon. Shelley Hancock MP**  
Minister for Local Government





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

19th April 2021

Dear Armidale Regional Council,

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

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

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

The loan details are as follows:

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

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

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

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

Kind Regards,

Jocelyn Reynolds  
Bookkeeper  
Armidale City Gymnastics Club

## 1. PURPOSE

This Policy provides a framework for the consideration of proposal for the burning of cut and stacked vegetation (pile burn) within the Armidale Regional Council Local Government Area.

## 2. APPLICATION

Where Council grants approval to burn, the approval is giving permission to pollute and is not giving permission to light a fire. Additional information should also be gained from the NSW Rural Fire Service or NSW Fire and Rescue about approvals required from those agencies.

## 3. POLICY INTENT

The *Protection of the Environmental Operations (Clean Air) Regulation 2010* and *Rural Fires Act 1997* regulate the burning of materials in New South Wales.

Under cl.13 of the *Protection of the Environmental Operations (Clean Air) Regulation 2010*, approvals to burn may be granted by Armidale Regional Council for the 'burning of dead and dry vegetation on the premises from which the vegetation grew'. All other approvals to burn can only be granted by the Environment Protection Authority (EPA).

**NOTE:**

*The Protection of the Environment Operations (Clean Air) Regulation 2010:*

- *Requires anyone who burns anything in the open or in an incinerator to do so in a manner that prevents or minimises air pollution (Clause 13(3))*
- *Prohibits the burning of tyres, coated wire, paint or solvent containers and residues, and timber treated with copper chromium arsenate or pentachlorophenol (Clause 11)*
- *Controls the burning of domestic waste and vegetation (Clause 12)*
- *Permits agricultural, cooking and recreational fires in certain circumstances. (Clause 12(4))*
- *Prohibits the burning of domestic waste without approval where there is a domestic waste collection service available (Schedule 8)*

The main objectives of this policy are:

- To improve ambient air quality in Armidale's urban area.
- To implement this Policy in a manner which is fair to our community, balancing consideration of local Climate, environment sustainability and community health.
- To encourage the re-use of green waste at Council's waste transfer station and recycling facilities.
- To address Council's statutory responsibilities in relation to pile burning.
- To allow burning where there is no reasonable alternative to dispose of dead and dry vegetation on the premises from which the vegetation grew.

#### 4. COMMUNITY STRATEGIC PLAN OBJECTIVES

To implement Strategic Goal 5E-1.3 of the Armidale Community Strategic Plan 2011-2026 – “To reduce wood smoke pollution in Armidale urban area in order to meet national fine particle (PM 2.5) air quality standards”.

#### 5. POLICY

Armidale Regional Council requires that other alternatives to pile burning of vegetation within the “Armidale urban area” (see definition below) should be considered. These are preferred before an application for a permit to burn is submitted for assessment or blanket approval applies under this policy.

##### **Burning in the Armidale urban area**

##### **No pile burning allowed within the Armidale urban area.**

**NOTE:**

*The Rural Fires Act 1997:*

*This Act regulates the lighting of fires. If the lighting of any fire is to occur during the bush fire danger period or is likely to cause harm to any building, a permit from either the NSW Rural Fire Service or NSW Fire and Rescue is required (depending on the location of the fire). The purpose of this permit is to provide for the safe use of fire. The lighting of any open fire is prohibited by the declaration of a Total Fire Ban by the Commissioner of the NSW Rural Fire Service or on days when the Fire Danger Rating for the New England area is VERY HIGH OR ABOVE. (Information on Fire Danger Ratings and Total Fire Bans can be obtained from [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au) or by calling 1800 679 737). It is the responsibility of any person lighting a fire to determine if a prohibition is in force.*

Applications to pile burn within the Armidale urban area are rarely granted as there is a green waste collection service and a waste transfer station that receives green waste for a charge listed in Council’s Operational Plan. Additionally it is expected that urban landowners will manage their land such that large piles will not be removed by burning.

Certain recreational and cooking fires do not require Council approval in accordance with the *Protection of the Environment Operations (Clean Air) Regulation 2010*. As a guide for the purposes of this Policy, recreational or cooking fires consist of dry seasoned wood or proprietary BBQ fuel less than 1 metre in diameter and 1 metre in height. Any larger fires must be discussed with Council’s Environmental Health Officers. No prohibited items under the Regulation (eg tyres) are to be burnt in any case.

The Armidale urban area is defined for this purpose as the following land use zones in Council's Local Environmental Plan 2012:

- R1 General Residential
- R2 Low Density Residential
- B2 Local Centre
- B3 Commercial Core
- B4 Mixed Use
- B5 Business Development
- B7 Business Park
- E4 Environmental Living
- IN1 General Industrial
- IN2 Light Industrial
- SP2 Infrastructure zone
- RE1 Public Recreation
- RE2 Private Recreation

### Burning in Rural Areas including Guyra

#### 'Blanket approval':

A 'blanket approval' is available for properties that are not located within the Armidale urban area as defined above.

As required by cl.10 of the Regulation, at all times burning must be carried out *"by such practical means necessary to prevent or minimise air pollution"*. The potential for smoke impacting on any person due to wind direction and weather conditions must be taken into account.

Enforcement actions for not complying with the conditions in this Policy or lighting fires without approval are listed at the end of this document.

***The blanket approval is granted only when Requirements 1 and 2 below are met.***

#### Requirement 1 - Before burning

- a) The person responsible for the burn must consider:
- Can they avoid the burning altogether? Consider other options. Is mechanical clearing possible? Is vegetation destruction essential? Have alternatives such as mulching been considered?
  - If persistent pesticides have been applied to the biomass, burning should be avoided.
- b) Burning must **NOT** include:
- Matter other than dead and dry vegetation grown on the property.
  - Grass clippings and leaves.
  - Any vegetation, where necessary Council and/or other relevant agency approvals have not been obtained (eg vegetation subject to Council or State Government tree preservation controls).

#### Requirement 2 - Blanket Approval Conditions

- a) The person responsible for the burn must conduct the burn in accordance with the *NSW Rural Fire Service* 'Standards for Pile Burning' and 'Before You Light That Fire' documents as available from [www.rfs.nsw.gov.au](http://www.rfs.nsw.gov.au)
- b) The person must undertake the following prior to burning:

- If open burning cannot be avoided, choose weather conditions likely to be favourable for both fire control and pollution dispersion.
  - In the event of a total fire ban or a fire danger rating of very high or above being declared, this approval is suspended. Any existing fire is to be extinguished and cannot be re-commenced until the fire ban is lifted and the fire danger rating recedes below Very High.
  - In the event of a no burn day being declared by the EPA, this approval is suspended for the duration of the declaration. When a No Burn Notice is issued, it applies to the lighting of new fires in the declared areas. Existing fires should be allowed to continue as extinguishing them would result in more smoke. No Burn Notices are usually available from 4pm the day before they come into effect. Information is available by calling 131 555 or via the OEH website <http://www.environment.nsw.gov.au/air/aboutnb.htm>.
  - This permit is subject to variation, suspension or revocation by Council's authorised officers, either verbally or in writing should the conditions of this blanket approval not be complied with.
- c) The person responsible for the burn must undertake the following during burning:
- Persons lighting fires in proximity to main roads or highways must ensure the safety of the road users from smoke hazards or other hazards associated with the fire. Before lighting, the wind direction should be favourable to prevent these hazards.
  - A responsible supervising adult over the age of 18 shall be available to monitor the fire periodically with enough water to extinguish the fire, if required, for the time the fire is active. Any direction or condition issued by a fire authority supersedes this requirement.
- d) The person responsible for the burn must undertake the following after burning:
- Any residue waste from the burning must be disposed of in an environmentally satisfactory manner and in accordance with *Protection of the Environment Operations Act 1997* and *Protection of the Environment Operations (Waste) Regulation 2005*. On completion of the burn, the burnt area must be maintained in a condition that minimises or prevents the emission of dust and prevents sediment or ash from fires being washed from the area into surrounding waterways (natural or constructed).

**Special Circumstances:**

If any conditions in this Policy cannot be complied with, a proposal may be presented to the General Manager or delegated officer for determination. A report is to be prepared by an authorised officer to provide information to the General Manager or delegated officer to assist in the determination. The preparation of this report shall incur an hourly fee for "Development/activity-related information services" in the Council's annual schedule of fees. This is to be paid at the time of lodgement of an application to gain approval to pile burn, based on the officer's estimated processing time. Any unexpended fees will be refunded. Payment of fees will not guarantee that approval will be granted.

**Notes:**

*The exhibition of this document and review of submissions prior to its adoption is considered to satisfy Clause 13 (3d) and (3e) of the Protection of the Environment Operations (Clean Air) Regulation 2010.*

*Due to the restrictions this Policy will place on the residents in the Local Government Area, there will be a transitional period of twelve months after this Policy has been adopted. During this period there will be increased awareness made of this Policy through the media and education resources. Applications made during this period will be assessed by the Environmental Health Officer on a case by case basis using the criteria described above.*



## Enforcement

An authorised officer of Council or of the EPA can issue directions to extinguish a fire and not to light or maintain a similar fire at a premise for a period of up to 48 hours in accordance with Section 134 of the *Protection of the Environment Operations Act 1997* if:

1. The fire is prohibited by an order of the EPA under Section 133 of the Act, or;
2. Air pollution from the fire is injurious to the health of any person, or is causing or likely to cause serious discomfort or inconvenience to any person.

The authorised officer may give this direction to:

- The occupier of the premises, or;
- The person apparently in charge of the premises, or;
- The person apparently in charge of the fire.

A direction to extinguish a fire, and not to light or maintain a similar fire at premises for a period of up to 48 hours, overrides any approval for certain fires or incinerators granted under the Regulation.

**Note - Penalties:**

*A person who, with out reasonable excuse does not comply with an order or notice (as stated above) is guilty of an offence, Maximum Penalty 30 Penalty units (Protection of the Environment Operations Act 1997 s.135).*

*The burning of vegetation in the Armidale Dumaresq LGA without approval may incur a Maximum Penalty of 100 Penalty Units (Corporation) and 50 Penalty Units (Individual). This excludes exempt fires as described in the background section of this policy, as per the Protection of the Environment Operations (Clean Air) Regulation 2010 cl.12. At the time of writing a penalty unit is \$110.00.*

## 6. LEGISLATIVE REQUIREMENTS

Protection of the Environment Operations Act 1997

Protection of the Environment Operations Act (Clean Air) Regulation 2010

Rural Fires Act 1997

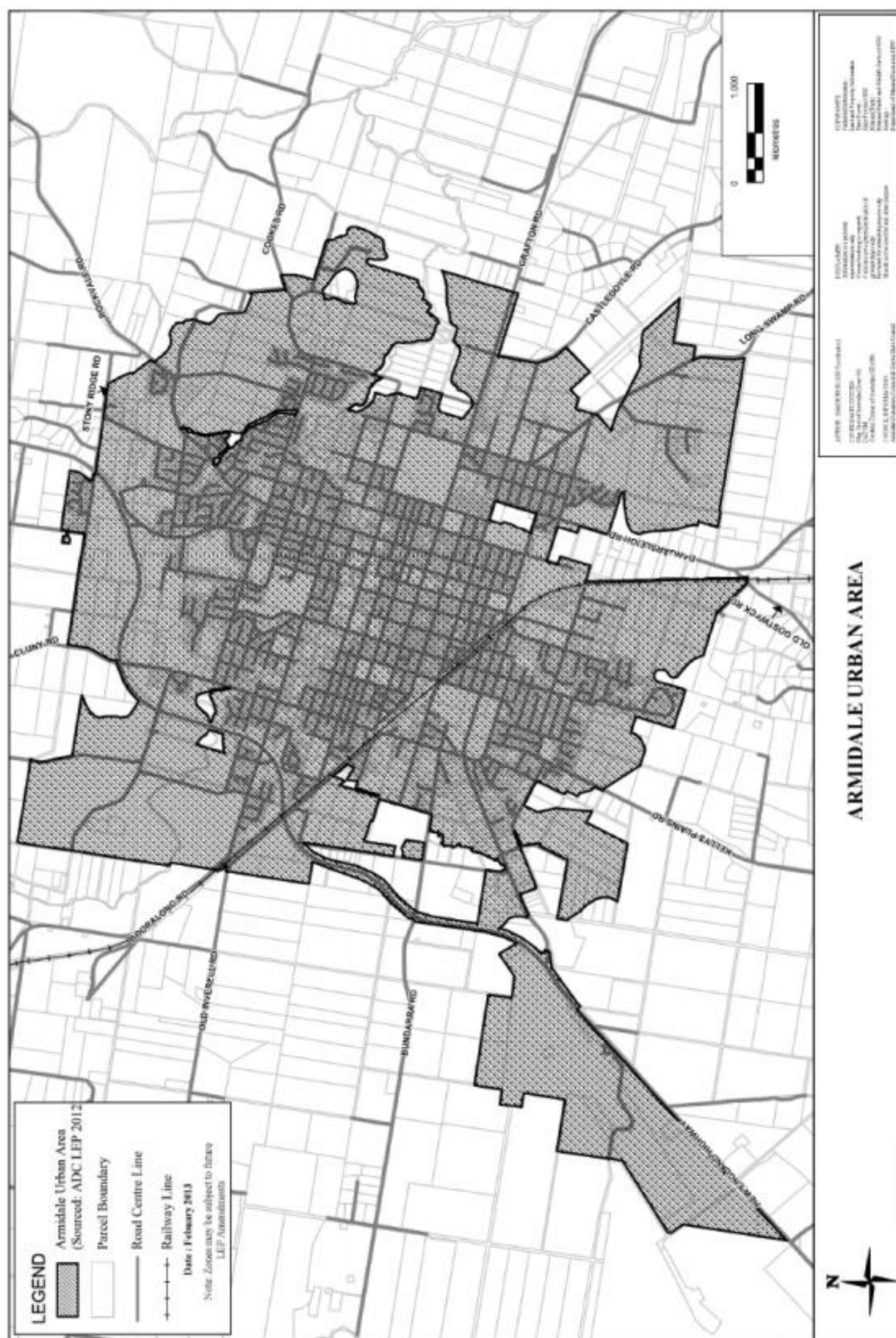
Associated documents:

POL 134 Policy for sustainable Domestic Energy Use and Local Air Quality (incorporation Local Approvals Policy for Solid Fuel Heaters).

NSW Rural Fire Service “Standards for Pile Burning”

NSW Rural Fire Service “Before you light that Fire:”





**Christopher Bonning**

---

**From:****Sent:****Subject:**

Tuesday, 15 December 2020 12:13 PM

Submission on Draft POL229- Regulatory - Policy for Burning of Vegetation within the Local Government Area

Acting General Manager,  
Armidale Regional Council

Regarding your policy on burning vegetation, we are writing about our property (9.7 ha) which lies within your map of the 'urban area'. At appropriate times over the past 31 years, we have needed to carry out safe burning of piles of dead timber on our property which is largely used for grazing. Whenever we have done this, we have sought and been granted permission from AR Council and NSW Fire and Rescue.

During and following the recent extreme drought, many trees (native and introduced) have died on our property, and continue to drop limbs and trunks, especially. We need to remove fallen trees and any piles provide harbour for pests such as rabbits which we are obliged to control.

We are concerned with your blanket statement: "No pile burning allowed within the Armidale urban area".

We submit that ARC should allow for exemptions on land which is used for agricultural purposes such as grazing, which are located within the urban area, provided that an application is made to ARC to make smoke and provided that permission is granted by the NSW Fire and Rescue service. We accept that it should be done at times and under conditions that will not exacerbate smoke pollution over the city and at times when weather conditions are suitable.

Please ensure that your policy allows for such exemptions.

Yours sincerely,





**ecosure**  
improving ecosystems



## **ARMIDALE KOALA MANAGEMENT STRATEGY**

Final Draft March 2021

ARMIDALE REGIONAL COUNCIL

## Acknowledgements

Ecosure acknowledges the New South Wales Department of Planning, Industry and Environment and Armidale Regional Council for the provision of data layers used in the Koala Management Strategy mapping and analyses.

We would also like to thank Armidale Regional Council for their assistance in developing this Koala Management Strategy along with the Southern New England Landcare and Northern Tablelands Local Land Services.

Cover image: Darren Doyle

## Glossary, acronyms and abbreviations

ARKS	Areas of Regional Koala Significance
APZ	Asset Protection Zone
BC Act	NSW <i>Biodiversity Conservation Act 2016</i>
BOS	Biodiversity Offset Scheme
BDAR	Biodiversity Development Assessment Report under NSW BC Act
CKPoM	Comprehensive Koala Plan of Management
Council	Armidale Regional Council
DA	Development Application
DBH	diameter at breast height
DCP	Development Control Plan
DPIE	Department of Planning, Industry and Environment
DAWE	Commonwealth Department of Agriculture, Water and Environment
EP&A Act	NSW <i>Environmental Planning and Assessment Act 1979</i>
EPBC Act	Commonwealth <i>Environment Protection and Biodiversity Conservation Act 1999</i>
the Guideline	Koala Habitat Protection Guideline
IUCN	International Union for Conservation of Nature
KTP	Key Threatening Process under the NSW BC Act
LEP	Local Environment Plan
LGA	Local Government Area
LLS Act	NSW <i>Local Land Services Act 2013</i>
NPW Act	NSW <i>National Parks and Wildlife Act 1974</i>
NPWS	National Parks and Wildlife Services
NSW	New South Wales
NTKRS	Northern Tablelands Koala Recovery Strategy
PCT	Plant Community Type




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the Strategy	Koala Management Strategy
SAT	Spot Assessment Technique
SEPP 2019	State Environmental Planning Policy (Koala Habitat Protection) 2019
SEPP 2020	State Environmental Planning Policy (Koala Habitat Protection) 2020
SEPP 2021	State Environmental Planning Policy (Koala Habitat Protection) 2021
SIS	Species Impact Statement under the NSW Biodiversity Conservation Regulation 2017
SNELC	Southern New England Landcare
SOS	Saving Our Species Fund
TfNSW	Transport for New South Wales
ToS	Test of Significance under the EP&A Act
WIRES	NSW Wildlife Information, Rescue and Education Services

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# 1 Introduction

The koala (*Phascolarctos cinereus*) is an iconic Australian marsupial. The koala population's decline in abundance and distribution leaves the species vulnerable to extinction under the New South Wales (NSW) *Biodiversity Conservation Act 2016* (BC Act), the Commonwealth *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) and on the International Union for Conservation of Nature (IUCN) Red List of Threatened Species.

Armidale Regional Council (Council) is within the New England and Northern Tablelands region and covers an area of 8,621 km<sup>2</sup> (Figure 1). The Northern Tablelands region has been identified as an important area for the future of koalas. A number of koala studies have been undertaken in the Northern Tablelands region with funding from the Department of Planning, Industry and Environment (DPIE) and Local Land Services (LLS). The Saving our Species Iconic Koala Project 2017-2021: Securing Koalas in the wild for the next 100 years (SOS Iconic Koala Project) sets out broad conservation actions for koalas across NSW. In the 2020-21 financial year, the Northern Tablelands Koala Conservation Project was partly funded by the SOS Iconic Koala Project. Council is also part of the Northern Tablelands Koala Recovery Strategy 2015-2025 (NTKRS) along with five other local governments; Inverell, Tenterfield, Glen Innes Severn, Uralla and Walcha (Hawes et al. 2016). From the NTKRS, the Cool Country Koala Project 2018-2019 delivered baseline knowledge of koala distribution and abundance within the Northern Tablelands (Cristescu et al. 2019). Additionally, mapping of koala priority areas and usage patterns including ongoing koala tracking projects have and are being undertaken around Armidale (Carr 2020).

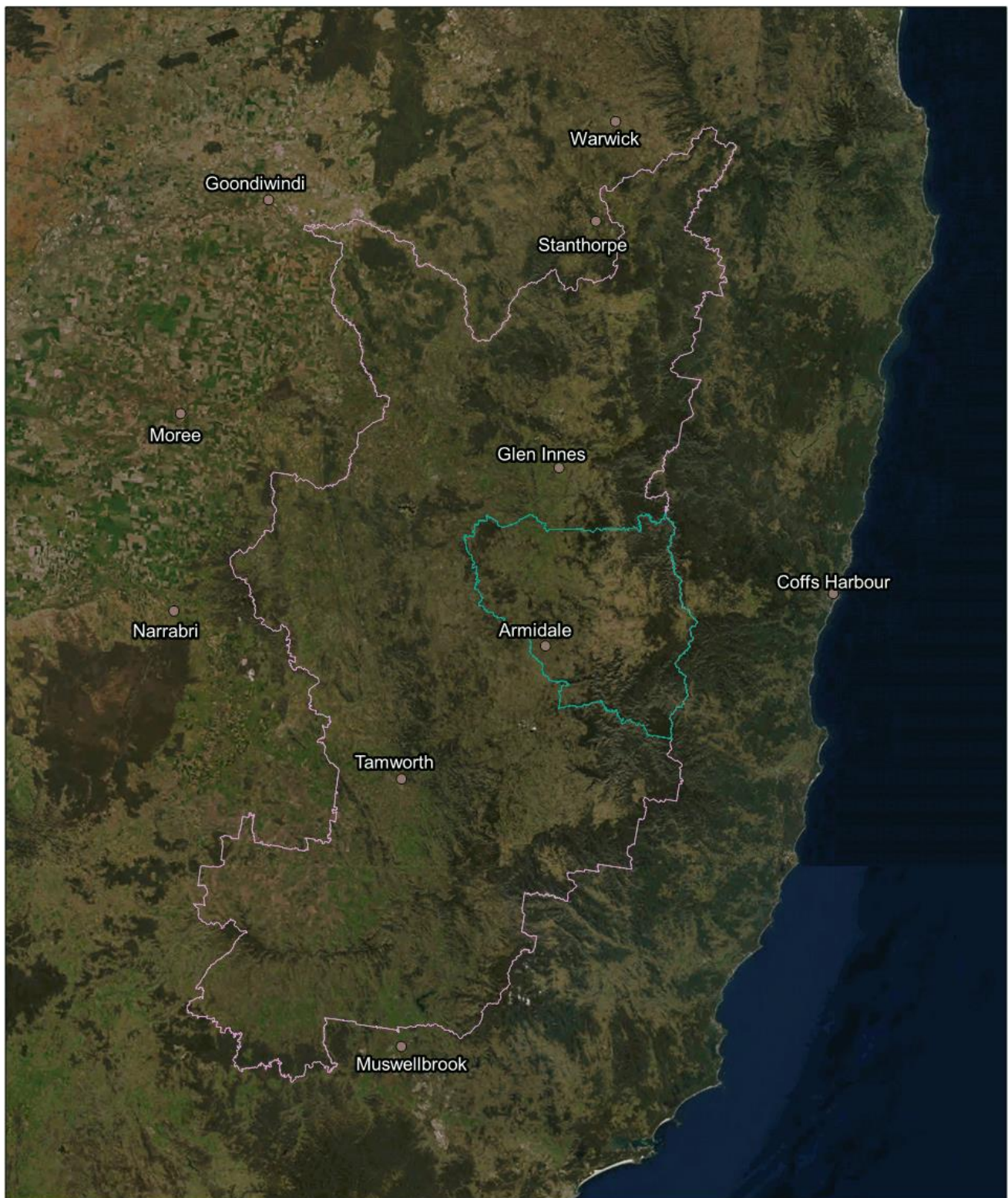
Before these studies, koalas' distribution and status in the Northern Tablelands was poorly understood (Hawes et al. 2016). Enhanced understanding of koala populations will allow the Armidale community to deliver better strategic conservation decisions for koalas and koala habitat in the region.

The timing of the development of this Koala Management Strategy has been complicated by the NSW Government's recent repeal of the State Environmental Planning Policy (Koala Habitat Protection) 2019 (SEPP 2019) in November 2020. SEPP 2019 was replaced by State Environmental Planning Policy (Koala Habitat Protection) 2020 (SEPP 2020) which replicates the objectives and provisions of the former State Environmental Planning Policy No. 44 – Koala Habitat Protection (SEPP 44). This includes the processes for preparing koala plans of management, determining whether land contains potential or core koala habitat and determining development applications associated with core koala habitat.

As of 17 March 2021, the Koala SEPP 2021 reinstates the policy framework of SEPP Koala Habitat Protection 2019, with the Koala SEPP 2020 applying to Primary Production, Rural Landscape or Forestry areas outside the Sydney Metropolitan Area and Central Coast.

In the interest of using the best science available and pursuing best practice planning and management of koalas, this Koala Management Strategy will be strongly guided by the intent of SEPP 2019 regarding the definitions of koala habitat including alignment with the Koala Habitat Protection Guideline (still not adopted) (DPIE 2019a). The NSW government is proposing to prepare a new Koala SEPP in 2021, however, there are no guidelines or provisions as to what might be included in the policy.





**Figure 1: New England Tablelands and Armidale LGA**

Armidale Regional Council  
Koala Management Strategy

- Armidale LGA boundary
- New England Tablelands boundary
- Towns



Job number: PR5838  
Date: 22/02/2021



0 20 40 60 km

GDA 1994 MGA Zone 56  
Projection: Transverse Mercator  
Datum: GDA 1994  
Units: Meter

Data Sources: © State of New South Wales (Department of Planning, Industry and Environment), 2021; © Ecosure 2021.  
ECOSURE does not warrant the accuracy or completeness of information displayed in this map. Any person using this map does so at their own risk, and should consider the context of the report that this map supports. ECOSURE shall bear no responsibility or liability for any errors, faults, defects, or omissions in the information.

## 1.1 Purpose

The purpose of this Koala Management Strategy (hereafter called the Strategy) is to encourage the conservation, management and rehabilitation of areas of natural vegetation that provide habitat for koalas to support a permanent free-living population over their present range in Armidale local government area (LGA). Combined with other initiatives across the state the intent is to reverse the current trend of koala population decline.

This Strategy is guided by the planning principles in the Koala Habitat Protection Guideline (the Guideline) which are:

1. Understand and identify areas of habitat that meet the definition of core koala habitat and other habitat values (including habitat linking areas and underutilised koala habitat).
2. Avoid inappropriate land uses or intensifying land uses in koala habitat areas through appropriate landscape planning.
3. Encourage the proper conservation and management of areas of natural vegetation that provide core habitat or likely habitat for koalas.
4. Minimise potential impacts to koalas and their habitat through design that avoids fragmentation or direct loss of koala habitat and maintains the function of koala habitat.
5. Implement best practice measures to manage identified threats, particularly bushfire and drought in the prevailing climate, to koalas and their habitat.
6. Use compensatory (i.e. offsetting) measures only where they can be shown to meet the aim of the Strategy.
7. Use adaptive management strategies to monitor, evaluate and deliver appropriate planning outcomes for koalas in the Armidale region.

## 1.2 Strategy aims

Within the Armidale LGA, there are two areas (Precinct 1 and 1a, and Precinct 2) where this Strategy will apply (Figure 2). The main aims of the Strategy are to:

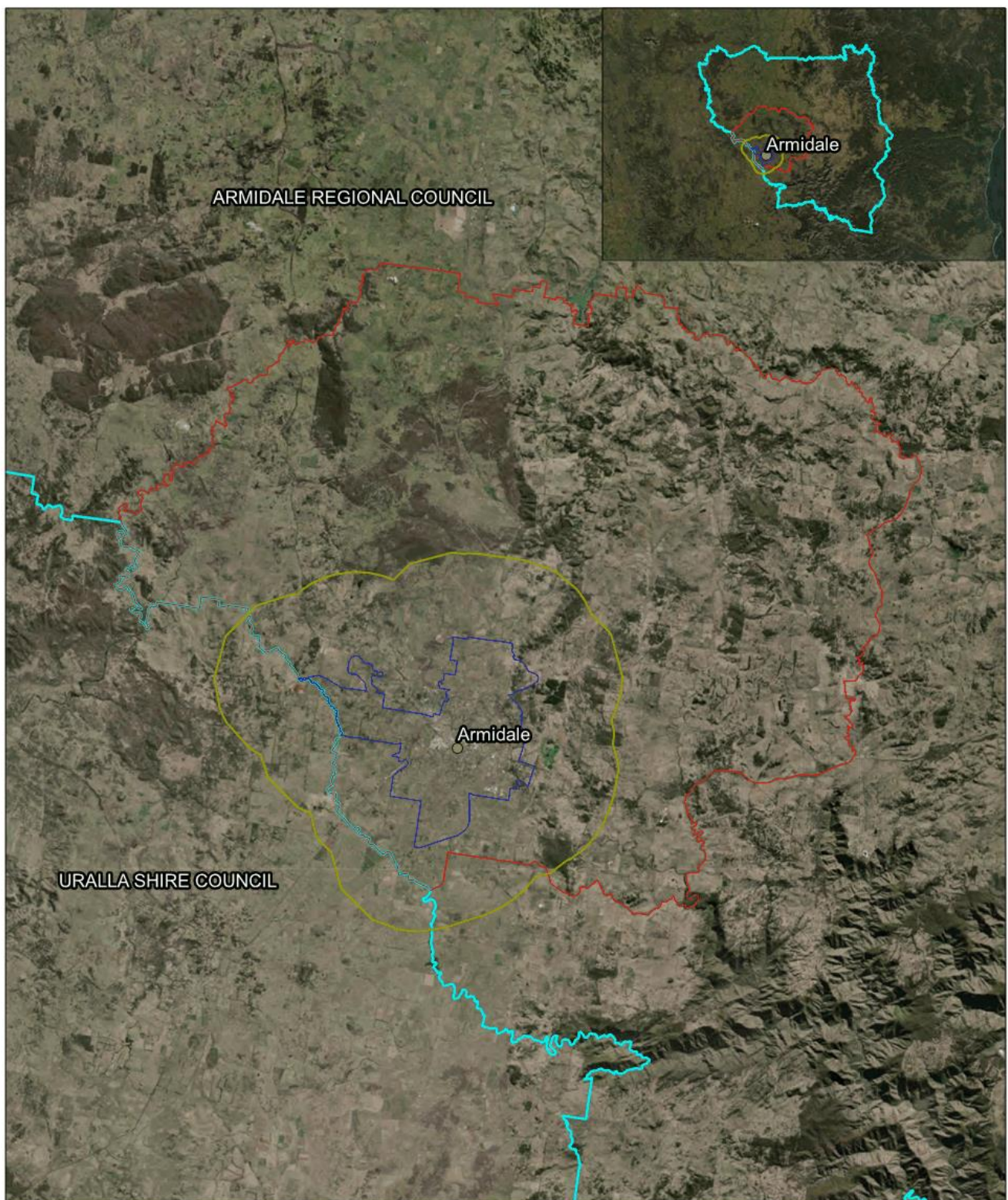
- identify areas of protection that meet the definition of core koala habitat that are on private or public land (excluding state forests and national parks)
- identify areas with other habitat values (i.e. habitat linkages, impact buffers, areas sufficient for population expansion or recovery, underutilised koala habitat that koalas may move into)
- provide management recommendations for planning frameworks for the Local Environmental Plan (LEP) and Development Control Plan (DCP)
- establish a landholder education program including awareness of koalas, habitat management, rehabilitation and koala corridor management in Precinct 2



- identify key threatening processes
- establish procedures to secure and manage koala populations into the future
- specify requirements for land use/activity assessment inside and outside core koala habitat and areas with other habitat value
- provide the next steps for Council in management of koala habitat and strategic planning.

The existing land uses within Precinct 1 and 1a is provided in Figure 3. Precinct 2 is predominantly zoned Primary Production of which Council has planning control over the use of land, subdivision and building development in this zone.





**Figure 2: Precincts 1, 1A and 2**

Armidale Regional Council  
Koala Management Strategy

- Precinct 1
- Precinct 1A
- Precinct 2
- Armidale LGA boundary



Job number: PR5838  
Date: 09/03/2021

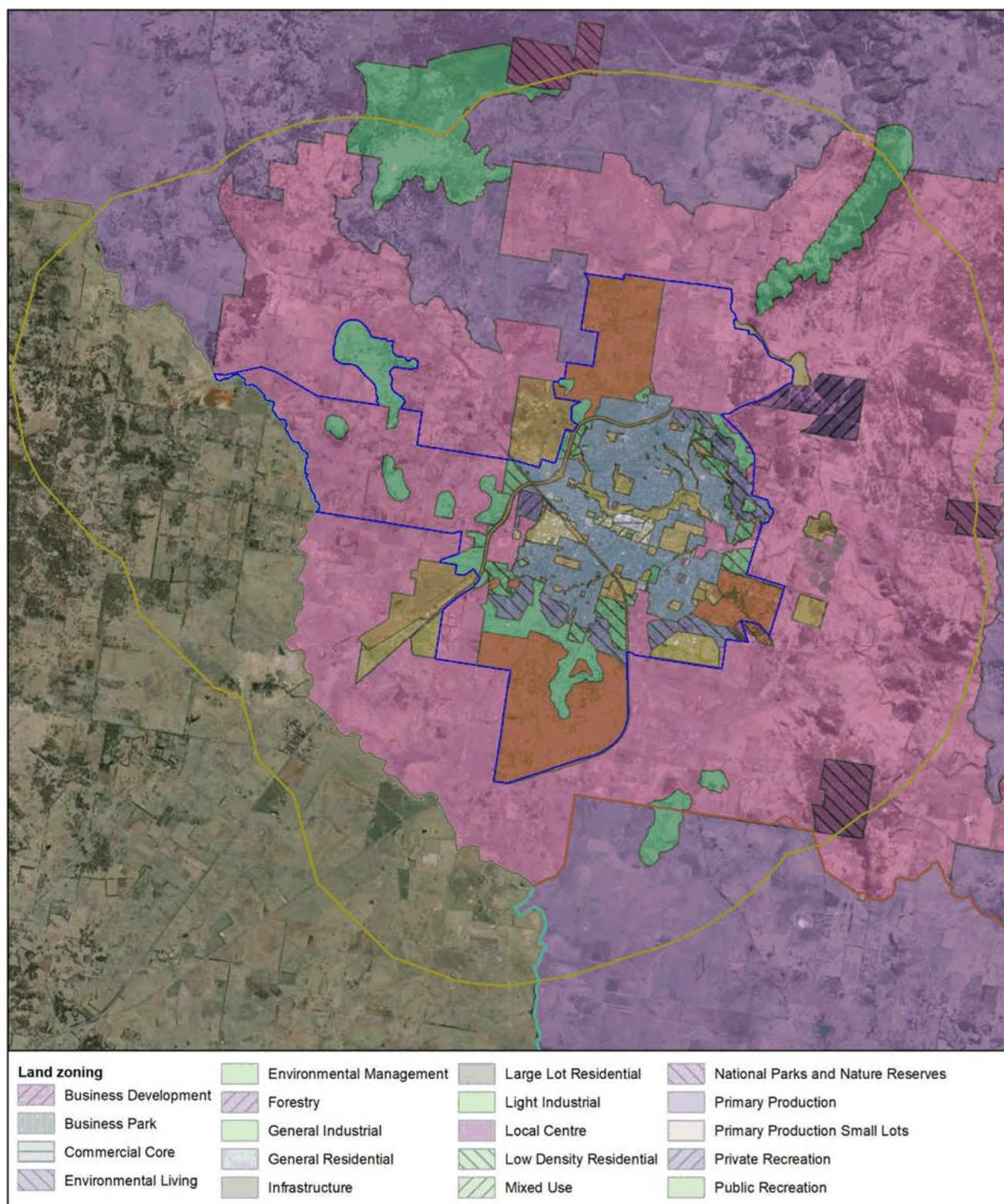


0 2 4 6 km

GDA 1994 MGA Zone 56  
Projection: Transverse Mercator  
Datum: GDA 1994  
Units: Meter

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**Figure 3: Precinct 1 and land zones**

Armidale Regional Council  
Koala Management Strategy

Precinct 1  
Precinct 1A  
Precinct 2  
Armidale LGA boundary



Job number: PR5838  
Date: 06/03/2021



0 1 2 3 km

GDA 1994 MGA Zone 56  
Projection: Transverse Mercator  
Datum: GDA 1994  
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## 1.3 Legislative context

Appendix 1 provides an overview of the legislation relevant to the operation of this Strategy and which relate to the management and conservation of koalas and their habitat in the Armidale LGA.

## 1.4 Limitations of methodology

This Strategy has utilised methods in accordance with best practice and incorporates the SEPP 2019 and SEPP 2020. Future legislative changes (e.g. SEPP 2021) have not been considered in the development of this strategy, any future changes to legislation may require a revision of this strategy.

## 1.5 Koala ecology and status in the Armidale region

### 1.5.1 Koala ecology

Koalas are mostly nocturnal and usually arboreal, feeding almost exclusively on *Eucalyptus* leaves. Koalas are solitary, living up to 12 years in the wild, much longer in captivity. They are distributed along the east coast of Australia, Queensland, NSW, Victoria and South Australia. As marsupials, they give birth after 34-36 days gestation, where the young joey then grows in the pouch for another six months. They are capable of moving around on the ground where they are vulnerable to fire and attack from predators.

### 1.5.2 Home range

Koalas are solitary living in a network of overlapping home ranges, allowing contact between individuals for mating. Home range reflects the resource ability for required food, shelter and space for successful reproduction, hence a relative abundance of healthy large food and shelter trees would allow koalas to have smaller home ranges than would an area with less resources (Callaghan et al. 2011). Koalas within the Northern Tablelands strategy area recorded home ranges of 35-50 ha, varying in size between summer and winter (Heinz, 1999). The Armidale tracking project found koalas have home ranges from 1-4 km<sup>2</sup> (Carr 2020).

Males have larger home ranges encompassing several female home ranges. They mate in spring. Males begin mating at three to four years of age, whereas females begin, and can breed, when they are two years of age, generally giving birth to one or two joeys once per year, for the next 10 to 15 years. The young are weaned at 12 months when it takes up its own home range overlapping the mother. At two to three years these young disperse (often many kilometres) to take up a new home range (McAlpine et al. 2007, Dique et al. 2004).

### 1.5.3 Diet

The koala is a folivorous arboreal marsupial primarily restricted to eucalypt woodlands and forests containing their preferred food tree species (Lee & Martin 1988). Within a given area only a few of the available eucalyptus species will be preferentially browsed, while others,

including some non-eucalypts, may be incorporated into the diet as supplementary browse and/or utilised for other purposes (Lee & Martin 1988; Hindell & Lee 1990; Phillips 1990; Callaghan & Thompson 2000; Phillips & Callaghan 2000). Koalas will preferentially use trees between 33-97 cm diameter at breast height (DBH) but will also use larger trees 60-90cm DBH (Roberts 1998; Heinz 1999 in Hawes 2016).

Due to their highly specialised diet, food availability is thought to be a key determinant of high koala habitat quality (Moore & Foley 2000).

Koalas can exhibit preference for particular foraging trees from a group of the same species which may also vary between seasons. New foliage, leaf moisture and the palatability of young and old trees contributes to foliage selection (Reckless et al. 2017). High nutrient soils affecting palatability of the leaves, forest area and landscape configuration are also considered to be involved (McAlpine et al. 2007). Better quality habitat for koalas is considered to be in lower elevation alluvial soil plains, which coincides with areas that have been historically cleared for agriculture or grazing (Cristescu 2019; Hawes et al. 2016).

Altered water regimes from agricultural practices have changed water availability and led to the death of eucalypt and acacia woodlands, further reducing the suitability of available food and shelter trees (McAlpine et al. 2009). It was previously believed koalas rarely drink water with observations of drinking in captivity considered 'unusual' or koalas seen drinking from pools or water bottles attributed to heat stress. However, a recent study revealed koalas were observed (44 records) to drink by licking trees during or immediately after rain even when free standing water was available. It is likely this behaviour has probably gone unnoticed because observations are rarely undertaken during heavy rainfall (Blake 2020).

Cristescu et al. (2019) found koalas in the Northern Tablelands were using (i.e. including shelter trees) 28 different tree species; the most common included *Eucalyptus caliginosa*, and *E. blakelyi*. Hawes (2016) identified 14 preferred koala food trees in Armidale. A list of the likely primary and secondary feed trees for the Armidale area (Table 1) takes into consideration the SEPP 2019 koala tree species (Appendix 5) and previous studies for the region.

Table 1 Koala feed trees in Armidale (Source: DPIE 2020a, Cristescu et al 2019; Hawes et al 2016)

Primary species	Secondary species
<i>Eucalyptus blakelyi</i> (Blakely's red gum)	<i>Angophora floribunda</i> (rough-barked apple)
<i>Eucalyptus bridgesiana</i> (apple box)	<i>Eucalyptus banksia</i> (Tenterfield woollybutt)
<i>Eucalyptus caliginosa</i> (New England stringybark)	<i>Eucalyptus dalrympleana</i> (mountain white gum)
<i>Eucalyptus melliodora</i> (yellow box)	<i>Eucalyptus laevopinea</i> (silver-top stringybark)
<i>Eucalyptus nicholii</i> (narrow-leafed black peppermint)	<i>Eucalyptus michaeliana</i> (Hillgrove gum)
<i>Eucalyptus viminalis</i> (ribbon gum)	<i>Eucalyptus mollucana</i> (grey box)
	<i>Eucalyptus nobilis</i> (forest ribbon gum)

Primary species	Secondary species
	<i>Eucalyptus notabilis</i> (mountain mahogany)
	<i>Eucalyptus nova-anglica</i> (New England peppermint)
	<i>Eucalyptus obliqua</i> (messmate)
	<i>Eucalyptus pauciflora</i> (white sally snow gum)
	<i>Eucalyptus prava</i> (orange gum)
	<i>Eucalyptus retinens</i> (Hillgrove box)
	<i>Eucalyptus stellulata</i> (black sally)
	<i>Eucalyptus tereticornis</i> (forest red gum)
	<i>Eucalyptus youmanii</i> (Youman's stringybark)

#### 1.5.4 Koala status in Armidale region

The Northern Tablelands region has been identified as an important area for the future of koalas, with Armidale being described as having a robust koala population (Cristescu et. al. 2019) and estimated to contain 5-10% of the NSW population (Rennison & Fisher 2019). Further to this, Adams-Hoskings et al. (2016) identified the New England Tablelands as the only bioregion on the east coast of Australia with evidence of a stable population from both expert elicitation and records trend data. The study concluded this may be due to the reduced population and development pressures on koalas in the Armidale region compared to those populations on the coast. Similarly, the cooler tablelands may also help koalas avoid heat extremes associated with a changing climate (Adam-Hoskings et al. 2016).

Council has had an online Koala Sightings Register operating since 2010. There are several clusters of koala sightings around Armidale in Precinct 1. Common sightings are in the northwest including the University of New England grounds, northeast around Rockvale Road and the Archery Reserve, and to the south, near the cemetery and Bona Vista Road. In Precinct 1a, koala sightings exist in the north west region around Duval Nature Reserve and Dumaresq Dam Road and to the south in the Imbota Nature Reserve. It should be noted that this data from the Koala Sightings Register may contain observation bias as records coincide with human populated centres, concentrated along roads and on cleared land where koalas are most likely to be observed.

#### 1.5.5 Collaboration and research

Numerous collaborative and research projects have been ongoing in the region in the last five years. The Northern Tablelands Koala Conservation Project is being part-funded by the SOS Iconic Koala Project. Council is a part of the Northern Tablelands Koala Project Partnership which includes the NSW DPIE, Northern Tablelands Local Land Services, Uralla Shire Council, Southern New England Landcare and local ecologists. In order to deliver a range of conservation and engagement programs in the region, a Koala Conservation Project Officer



has been employed through Southern New England Landcare, whom Council will work with to share in kind resources.

Council is also part of the Northern Tablelands Koala Recovery Strategy 2015-2025 (NTKRS) along with five other local governments; Inverell, Tenterfield, Glen Innes Severn, Uralla and Walcha (Hawes et al. 2016). From the NTKRS, the Cool Country Koala Project 2018-2019 and 2019-2020, delivered baseline knowledge of koala distribution and abundance across the Northern Tablelands (Cristescu et al. 2019; Shultz et al. 2020). Additionally, mapping of koala priority areas and usage patterns including ongoing koala tracking projects have and are being undertaken around Armidale (Carr 2020).

DPIE's SOS Iconic Koala Project also funded a study which identified Areas of Regional Koala Significance (ARKS) and priority threats to key koala populations through mapping areas of koala occupancy which were at a risk of decline (DPIE 2020b). The New England Tableland bioregion supports two ARKS, Armidale and Severn River Nature Reserve. The "Blinky Drinkers" project, funded by DPIE, installed eight koala 'blinky drinkers' in targeted known koala habitat areas affected by drought and the summer bushfires in 2019. Wildlife cameras were also installed on four of the 'koala drinkers' to determine what came to the 'koala drinkers' and how often they were used.

In a 2015-17, Quollity Koala Corridors and Questions Project, a Southern New England Landcare (SNELC) and Citizens for Wildlife Corridors project funded by the NSW Environmental Trust, surveyed eleven properties in the corridor between Dangars Falls and Tilbuster during the 2015-16 summer. As a result, nine of these properties revealed evidence of recent koala activity, or the actual presence of at least one koala. In June 2017, landholders of the eleven properties surveyed in 2015-16 were contacted to follow-up on 'citizen surveys' for koalas during the 2016-17 period. Four landholders reported sightings of koalas (SNELC 2016). As part of this project landholders will rehabilitate 18 sites on 11 properties in this corridor.

Research gaps in the Northern Tableland studies and others in NSW include:

- koala usage/occupancy across the entirety of the landscape, outside existing project areas
- seasonal or temporal changes in feed/shelter tree selection (Hawes 2016)
- use of and dispersal across non-feeding habitat such as Travelling Stock Routes (Shultz 2020)
- minimum habitat patch size
- genetic information including source populations (Shultz 2020)
- cumulative impact of threats
- identification of climate refugia (OEH 2019).

## 1.6 Threats to koalas in Armidale region



Threats to koala populations have a range of spatial scales, ranging from continental (e.g. climatic influences) to site level (e.g. vehicle strike and habitat loss). The influence of scale is important to recognise when addressing threatening processes in order to direct the right kind of mitigating actions.

It is well established that the most rapid declines in koala populations in NSW have been in high-density urban and remnant populations which have experienced rapid conversion from rural to urban environments (McAlpine et al. 2006; Adams–Hosking 2017).

There are eight key threats to koala identified in this strategy including, habitat destruction, road mortality, disease, bushfire, human induced climate change including drought, dog attack, injuries from livestock and drowning in swimming pools. These are detailed further in the sections below. These threats were assessed in the Framework for the Spatial Prioritisation of Koala Conservation Action in NSW (DPIE 2020b) and were assigned to four risk rank categories as defined in Table 2.

Table 2 Threat risk categories for ARKS (Source: DPIE 2020b)

Area risk rank	Criteria	Description
Very High	Top 25% of risk range	The threat category has an overwhelming influence on koala persistence in the area.
High	Top 50% of risk range	The threat category has a marked influence on koala persistence in the area.
Moderate	Lower 50% of risk range	The influence of the threat category in the area is noticeable, but not prevalent in the area.
Low	Lower 25% of risk range	The threat category is absent, or insignificant in the area.

Using the Armidale ARKS assessment and local expert opinion, the eight threats were assigned to the following risk categories:

- high risk - habitat destruction and dog attack
- moderate risk - disease, roads, bushfire and injuries from livestock
- low risk - climate change and drowning in swimming pools.

#### 1.6.1 Habitat destruction, fragmentation and degradation

Although extensive clearing and modification of native vegetation has occurred historically within the Northern Tablelands, habitat loss is an ongoing issue and was identified as the key threat to the persistence of the Northern Tablelands koala population (DECC 2008) as well as being a key threatening process under both the BC Act and EPBC Act. The ARKS profile considered fragmentation to be a high threat risk in Armidale (DPIE 2020b).

Land clearing is often focused disproportionately on flatter, more fertile areas, which constitute high quality habitat for koalas. As koala habitat is reduced, koala population sizes will decline, and the likelihood of local extinction is increased.



In the Armidale LGA, the proposed changes north of Rockvale Road, west of the highway bypass and south around Kelly's Plains Road and Translator Hill, is likely to reduce and fragment koala habitat in these areas if not protected. This impact will include:

- Direct loss of core and supporting habitat due to residential and road infrastructure development.
- Potential fragmentation of habitat from road upgrades on principal roads and new roads and development.

The distribution of koalas within their entire population range is not continuous due to habitat fragmentation, and can lead to isolated subpopulations, with lower genetic diversity (Reckless et al. 2017). Ensuring habitat linkages remain intact is critical for dispersal of individuals and maintenance of genetic diversity within the population. Actions to prevent habitat loss or fragmentation include covenanting properties, voluntary conservation agreements, land acquisition, revegetation (planting) and restoration of existing degraded habitats through weed management.

Spatially mapping threats to koalas including clearing of vegetation, mining exploration, urban expansion areas or changes to zoning can help understand the scale of and where the threat may be highest.

#### 1.6.2 Disease

Disease has been identified as a driver of the decline of some koala populations (Brown et al 1987; Rhodes et al 2011; Kollipara et al. 2013). Koala are susceptible to several diseases, however the main threat is infection by bacteria of the genus *Chlamydia*, or *Chlamydiosis*, which occurs in most wild koala populations (Polkinghorne et al. 2013). Two species of *Chlamydia*, *C. pneumonia* and more commonly, *C. pecorum*, have been identified in koala populations (Kollipara et al. 2013; Devereaux et al. 2003). Wildlife Information, Rescue and Education Service (WIRES) advise that 50% of koalas coming into their care show signs of Chlamydiosis (Hawes 2016). Both the Northern Tablelands Wildlife Carer group and WIRES cite the majority of the deaths of rescued koalas has been from illness resulting in 'poor condition'. According to care groups, *Chlamydia* is the major illness affecting the local koala population, mortality often results from stresses due to *Chlamydia* or Lymphoma (pers. comm. Des Anderson 2021, 26 March). The ARKS profile considered disease to be a moderate threat risk in Armidale (DPIE 2020b).

Chlamydiosis is a debilitation disease, causing elevated rates of infertility and mortality (Hanger & Loader 2009); and is likely to be influenced when exposed to environmental stressors such as habitat loss and fragmentation (Brearley et al. 2012, Rhodes et al. 2011), and harassment by predators, nutritional and climatic stress, or overcrowding (Phillips 1997, Melzer et al. 2000, Phillips 2000, Lunney et al. 2012). Whilst the current antibiotic treatments for koalas are improving and producing fewer side effects, recent research also shows promising signs for a *Chlamydia* vaccine (Phillips et al. 2020a). Despite this, the understanding of the threat posed by disease, and its interaction with other threats, is still poorly understood.

### 1.6.3 Road mortality

Determining a clear number of koalas injured or killed by vehicles is problematic because many are likely to go unreported. However, vehicle strike is frequently one of the most reported causes of injury and death by wildlife rehabilitation groups and is considered a key threat to NSW koalas (OEH 2018). Local wildlife care groups consider roadkill as the second most common cause of injury or death. Northern Tablelands Wildlife Care group noted that the animal corridor, tunnel and barrier fence significantly reduced injury and death at “Devil’s Pinch” 20km north of Armidale on the New England Highway (pers. comm. Des Anderson 2021, 26 March). The ARKS profile considered vehicle strike to be a moderate threat risk in Armidale (DPIE 2020b).

Road-associated koala mortality is influenced by a variety of factors. Vehicle speed, high traffic volume, road verge width, road fencing, availability for fauna crossings (e.g. culverts) or season (i.e. breeding season) may increase the probability of koala vehicle strike (Dique et al. 2003). Wildlife vehicle strike tends to occur in specific locations or ‘hotspots’ (DPIE 2020c), where roads cut through koala habitat.

Construction of road and residential infrastructure are likely to increase traffic volume, resulting in greater risk of vehicle-collisions for koalas in areas proposed for development in Armidale. A range of structures and mechanisms can be implemented to help keep koalas off roads as well as change driver behaviour.

### 1.6.4 Bushfire

The 2019-2020 fire season was one of the worst recorded in history for eastern Australia. According to the IUCN, bushfires are listed as the predominant threat associated with koalas (Woinarski & Burbidge 2016 in Charalambous & Narayan 2020). The ARKS profile considered wildfire to be a moderate threat risk in Armidale (DPIE 2020b).

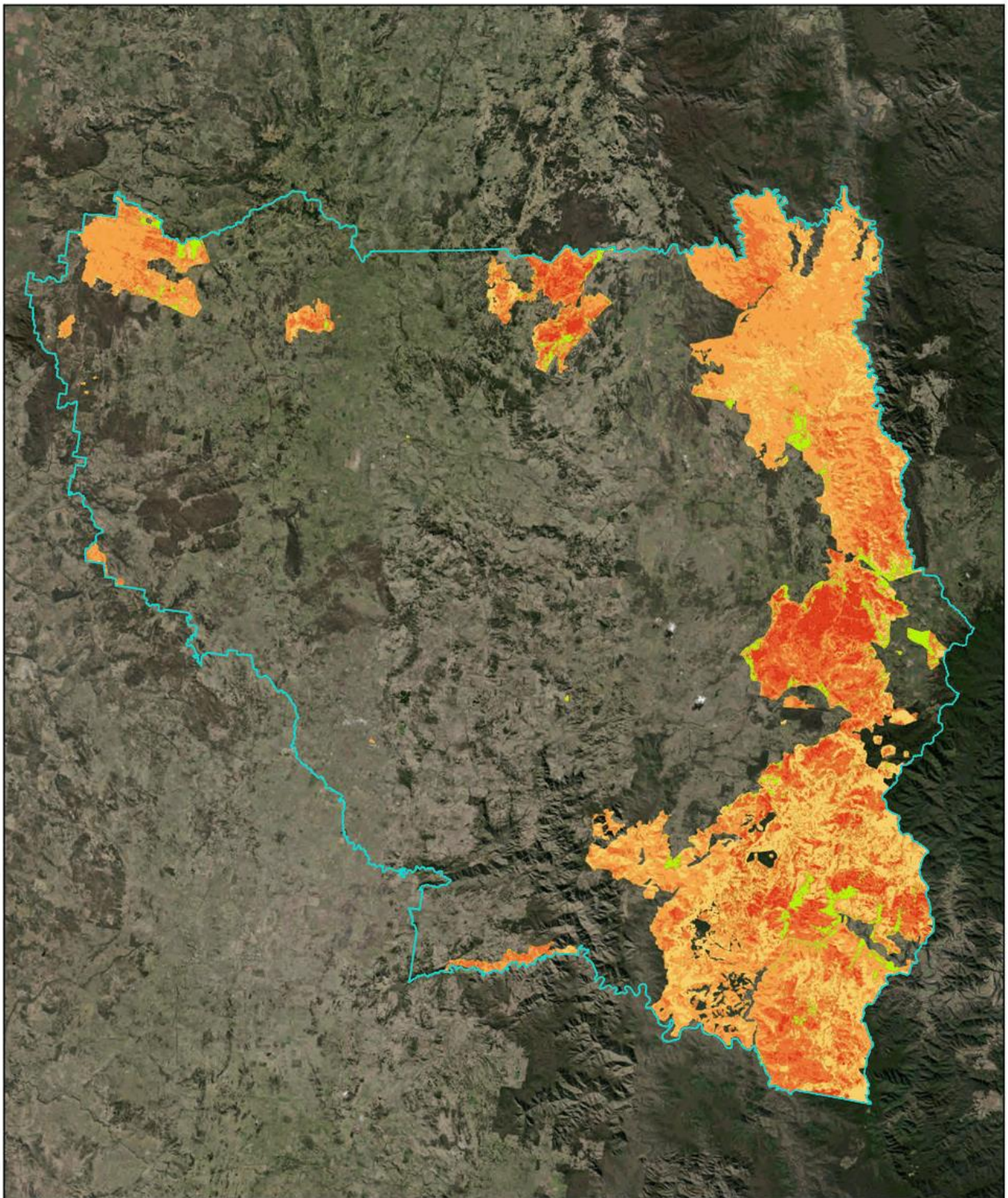
Following the extensive bushfires of the summer of 2019-2020 koala populations and numbers across NSW and other states have been severely affected, with the recent NSW Parliamentary Inquiry finding that at least 5,000 koalas died in the bushfires (DPIE 2020d; NSW Government 2020). Large and intense wildfires that burn into the canopy kill koalas either through direct flame contact or inhalation of smoke and ash, however there is some evidence that koalas can survive high intensity fires by seeking refuge in riparian areas, gorges, rocky outcrops or wombat burrows (DPIE 2020b).

The 2019-2020 fire ground included over 3.5 million hectares, or 25%, of the most suitable koala habitat in eastern NSW. This includes moderate, high and very high suitability habitat. Koala regions with the greatest percentage of the best koala habitat in the fire ground are the North Coast, Central and Southern Tablelands, Central Coast and the South Coast. The Northern Tablelands had 34% of its koala habitat within the fire ground (DPIE 2020d) and Armidale LGA was burnt across 214,365 ha or 27% of the LGA (Figure 4). Overall, the New England Tablelands lost 7.31% of its koala population due to fire since October 2019 (Lane et al. 2020).





Hazard reduction burns too, are a risk to koalas if not properly managed, with fire intensity driven fragmentation resulting in disjunct populations (Phillips et al 2020). Reinstating cultural burning practices may minimise the risk of catastrophic wildfires which creates healthier more productive landscapes for animals (Allam 2020).



**Figure 4: Bushfire burnt areas (2020)**

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Date: 08/04/2021



0 5 10 15 km

GDA 1994 MGA Zone 56  
Projection: Transverse Mercator  
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### 1.6.5 Human induced climate change, including drought

Climate change is recognised as an emerging threatening factor for koalas. Higher temperatures are associated with heat stress events, increases in fire occurrence, reduced relative humidity or drought. Drought or wildfire followed by weed invasion all contribute to changes in habitat structure and quality.

Temperature is a major factor in koala viability because they are limited in their capacity to cope with very hot days. Animals also stop eating in very hot weather to avoid heat stress or come to the ground to drink directly making them susceptible to predation (Crowther et al. 2014; Degabriele and Dawson 1979 in Reckless et al. 2017).

Koala mortality during heatwaves can be minimised where habitat quality is high such as riparian and drainage lines. *Eucalyptus viminalis*, *E. camaldulensis* and *E. tereticornis* are all key koala refugia species for climate change adaption based on predicted distributions (Gordon et al. 1988 in Reckless et al. 2017).

Trees utilised for roosting and shelter may also differ from those used for diet (Reckless et al. 2017). This is important when considering management for climate change adaption, as high-quality habitat is essential in refugia or corridors to help koalas cope with associated heat, humidity or drought.

Detailed studies of the impact of climate change on the chemical composition of tree species preferred by koalas are now warranted to guide future local revegetation strategies and to better assess areas for koala conservation in the future (Reckless et al. 2017). Modelling studies suggest the distributions of other favoured food species, such as *E. viminalis*, *E. populnea* and *E. tereticornis*, will likely contract eastwards and southwards, and have a fragmented distribution by 2070 (Adams-Hosking et al. 2012).

Drought affected dieback (where deterioration in the canopy can result in death of trees) is regularly reported to the Armidale Tree Group, from areas such as Gara, near Imbota Nature Reserve, west of Uralla and Rockvale (Carr 2017); these represent areas in Precinct 2 of the Strategy. In a community survey conducted by the NTLLS, the following species were reported as most affected by dieback: yellow box (*Eucalyptus melliodora*), Blakely's red gum (*Eucalyptus blakelyi*), New England peppermint (*E. nova-anglica*), New England stringybark (*Eucalyptus caliginosa*), black sallee (*Eucalyptus stellulata*) and white gum (*Eucalyptus viminalis*), all significant koala feed trees.

Mitigating the impacts of climate change is not directly considered as part of this Strategy however, a monitoring program should assist to identify any impacts of climatic events on koala populations.

The ARKS profile considered climate change to be a low threat risk in Armidale (DPIE 202a). Despite this valuation, the effects of anthropogenic climate change combined with other threats has been modelled (Briscoe et al. 2016 and OEH 2016b in Reckless et al. 2017) and shows significant, possibly severe, reduction in the suitability of habitat across NSW. However, this modelling also found New England Tablelands to be key refugia for the state.

### 1.6.6 Dog attack

Wild dog or domestic dog attacks on koalas are among the most significant threats that need to be addressed. The ARKS profile considered dog attack to be a high threat risk in Armidale (DPIE 2020b). An analysis of dog attack data from the NSW Wildlife ATLAS (post 1990) showed that 80% of recorded dog attacks occurred within and around 200 m of urban, large lot residential and rural small holdings zoned land.

Although koalas can defend themselves, attacks are likely to come from larger dogs (>10kg) or by more than one dog. Dog bites may not always be visible on a koala, with internal damage or infection hidden by their fur.

There are numerous campaigns designed to build awareness in communities about how to protect koalas, including making properties koala friendly and ensuring pets are kept responsibly within key koala areas.

### 1.6.7 Drowning in swimming pools

An increase in residential suburban space near koala habitat, exacerbated by habitat loss and fragmentation, will cause koalas to travel across the residential landscape more frequently. Although limited data exists for this threat and is likely to be a low risk, the risk of koalas drowning in residential pools increases as building densities increase and cannot be disregarded.

Koala friendly community campaigns should include information regarding pool construction, fencing and escape mechanisms.

### 1.6.8 Injuries from livestock

Injury and mortality from cattle or horses has been reported by veterinarians, farmers and wildlife carers. Cattle trampling of koalas was considered quite common around northern NSW, with eight killed in the last 15 months (Rebgetz 2017); one koala rescuer comparing it to the frequency of dog attacks (Mitchell-Whittington 2017).

It is thought when koalas source water from farm dams and water points shared with livestock koalas are susceptible to head tosses or kicks from cattle or horses (D Anderson 2021, pers. comm. 23 March). Another veterinarian suggests that cattle may confuse koalas with a threat like a small dog (Mitchell-Whittington 2017).

## 2 General provisions

### 2.1 Name of the strategy

This document is called the Armidale Koala Management Strategy 2021.

### 2.2 Application of the strategy

This Strategy was adopted by Armidale Regional Council at its [insert meeting] held on the [insert date] and approved by the Director General, DPIE on the [insert date].

### 2.3 Land to which the strategy applies

This Strategy applies to private or public land (excluding state forests and national parks) within the Armidale LGA demarcated as:

- Precinct 1
- Precinct 1a (5 km buffer area outside Precinct 1)
- Precinct 2 (predominantly zoned RU1 [Primary Production under the Armidale Dumaresq LEP]) (Figure 2).

### 2.4 Koala habitat mapping

Koala habitat mapping was created using plant community type (PCT) data identified as koala habitat sourced from DPIE, as no PCT data was available for the Armidale region in the NSW SEED data sharing source. It is also worth noting that the koala habitat PCT data provided by DPIE included regional data created in different years and as such may have used different methodologies or criteria to derive the data:

- "BRGN\_PCTs\_KoalaHab.shp" (2015)
- "EasternNSW\_PCTs\_KoalaHab.shp" (DPIE 2021).

Furthermore, there is also missing vegetation data for the south western area of Precinct 2 within the Uralla Shire.

The results of the koala habitat mapping are presented in the following figures:

- Figure 5 illustrates all available PCTs containing koala habitat, along with koala sightings. (NB: only Bionet sighting records with accuracy over 10,000m were removed in this case).
- Figure 6 illustrates core koala habitat (or highly suitable koala habitat as defined by SEPP 2021).



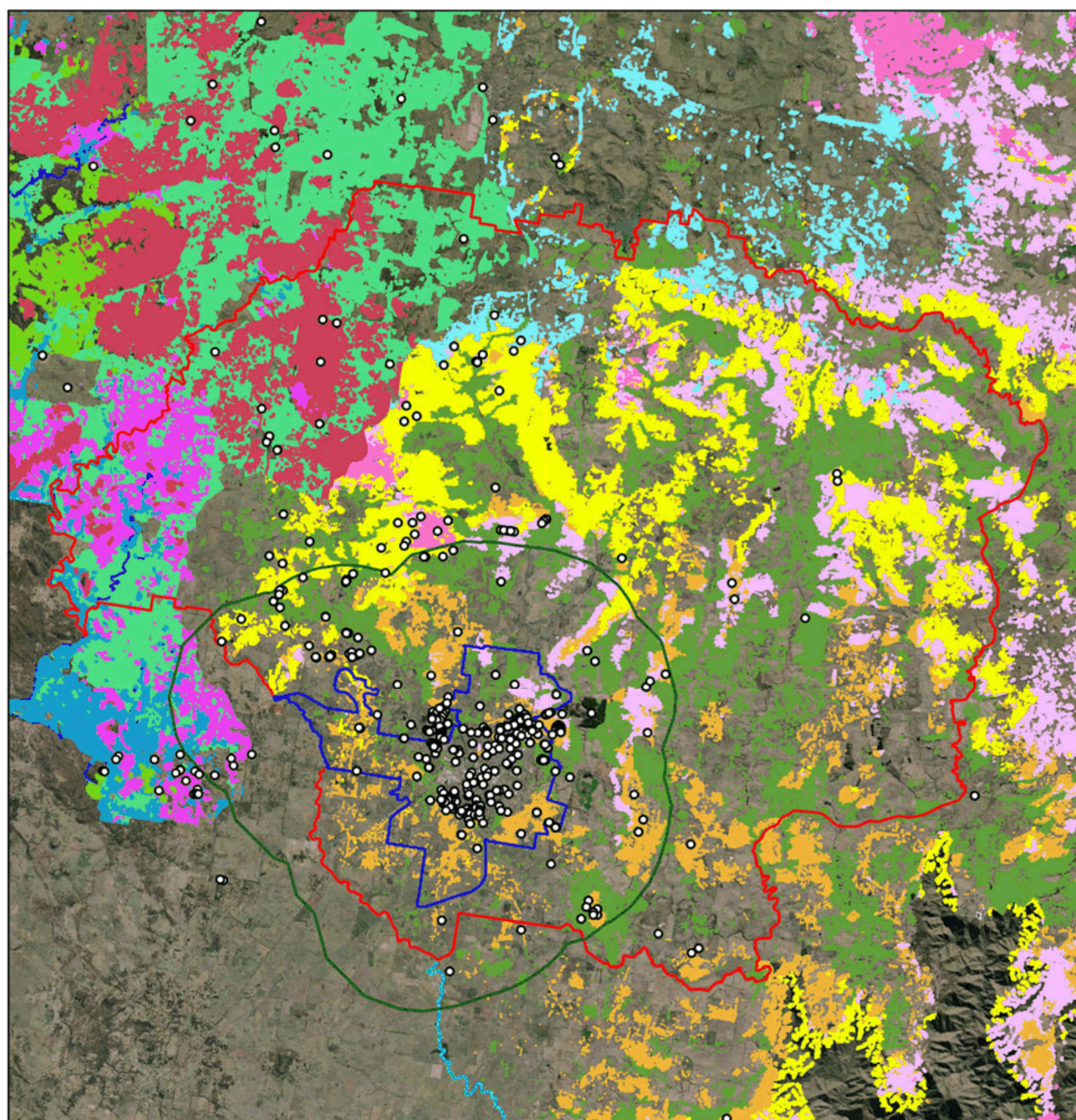
- Figure 7 illustrates areas of core koala habitat from Figure 6 with the addition of suitable koala habitat (or potential koala habitat in Rural Areas under the SEPP 2020).

A GIS analysis was undertaken on core habitat to derive habitat patches from which can be used to inform the development of koala corridors within the precincts. Habitat patches were defined as primary, secondary and tertiary based on criteria used in previous koala studies (DPIE 2019b):

- Primary: koala sightings with core habitat patches bigger than 380 ha
- Secondary: koala sightings with core habitat patches in size range of 100 ha to 380 ha and smaller patches that were not contiguous and less than 50 m apart
- Tertiary: core habitat patches in size range of 30 ha to 100 ha and all non-core habitat patches bigger than 30 ha.

Refer to Appendix 2 for a map of existing koala habitat, linkages and potential plantings Council has identified, along with the zones (i.e. Crown land, State Forest or remnants) that can function as linkages within and to koala corridors.



**BRGN PCT (2015)**

- Blakely's Red Gum
- Broad-leaved Stringybark
- Candidate Native Grasslands

**River Oak**

- Silvertop Stringybark
- Western New England Blackbutt

**Eastern NSW PCT (date TBA)**

- Armidale Quartz Hills Stringybark Forest

**Guyra Basalt Snow Gum Woodland**

- Guyra Granitoids Gum-Messmate Forest
- Guyra Silvertop Stringybark Moist Forest
- New England Hills Stringybark-Box Woodland
- New England Ribbon Gum Grassy Forest

**Figure 5: Plant community type with koala records**

Armidale Regional Council  
Koala Management Strategy

- Koala sightings
- ▭ Precinct 1
- ▭ Precinct 1A
- ▭ Precinct 2
- ▭ Armidale LGA boundary



Job number: PR5838  
Date: 08/04/2021

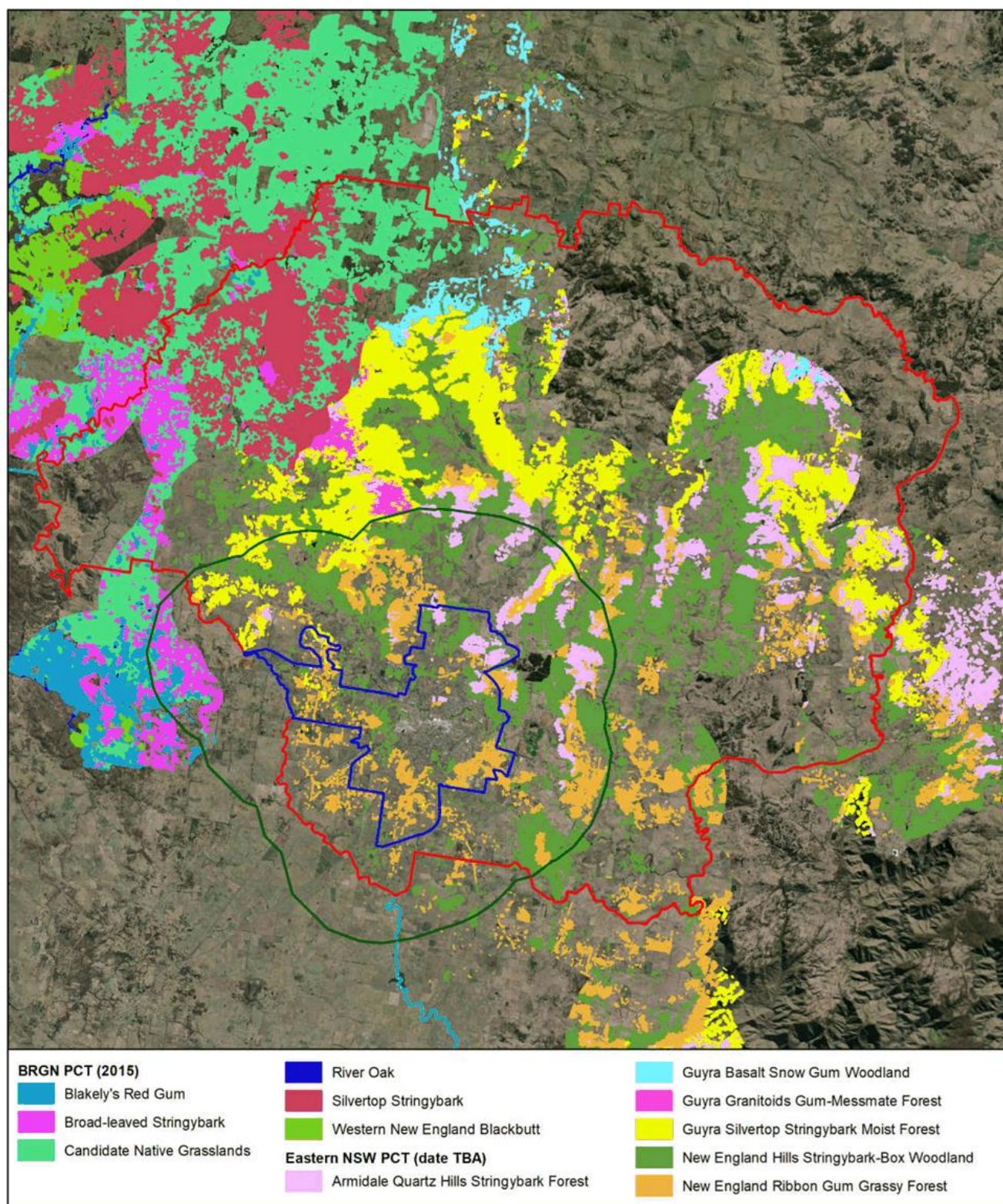


0 2 4 6 km

GDA 1994 MGA Zone 56  
Projection: Transverse Mercator  
Datum: GDA 1994  
Units: Meter

Data Sources: © State of New South Wales (Department of Planning, Industry and Environment), 2021; © Ecosure 2021  
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**Figure 6: Core koala habitats and plant community type**

Armidale Regional Council  
Koala Management Strategy

- Precinct 1
- Precinct 1A
- Precinct 2
- Armidale LGA boundary



Job number: PR5838  
Date: 08/04/2021

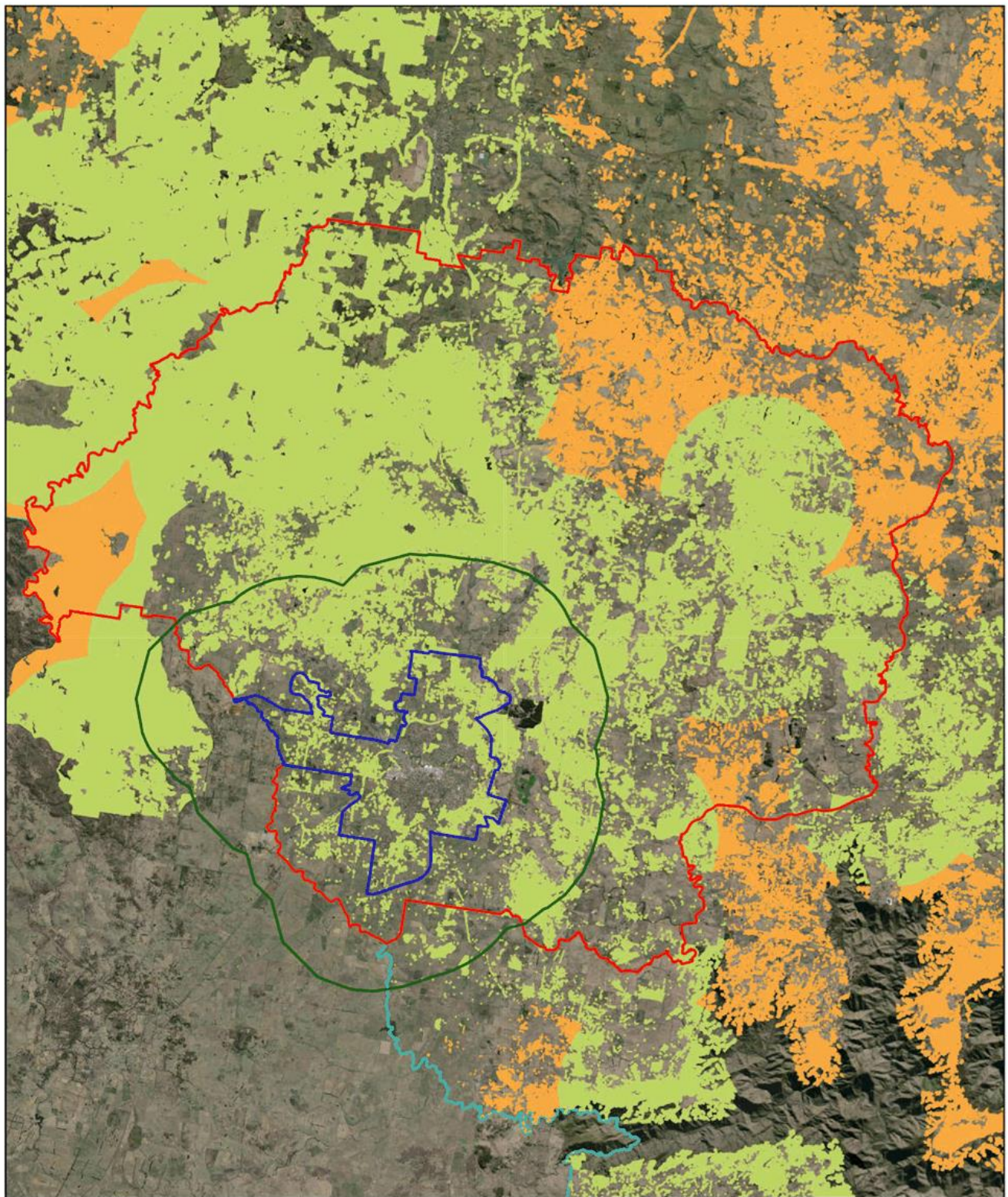


0 2 4 6 km

GDA 1994 MGA Zone 56  
Projection: Transverse Mercator  
Datum: GDA 1994  
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**Figure 7: Core and suitable koala habitat**

Armidale Regional Council  
Koala Management Strategy



Job number: PR5838  
Date: 06/03/2021

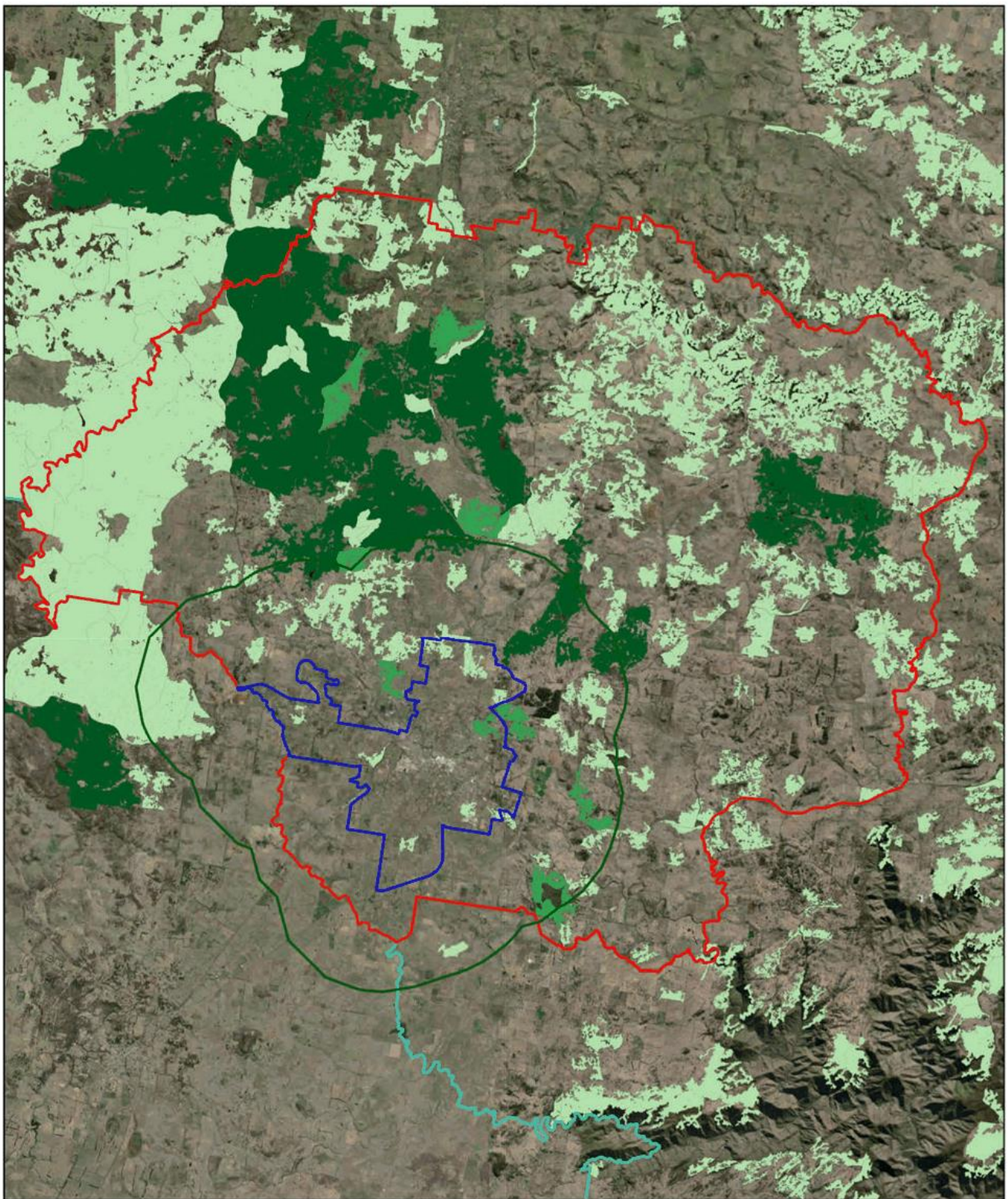


0 2 4 6 km

GDA 1994 MGA Zone 56  
Projection: Transverse Mercator  
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**Figure 8: Habitat patches to derive future corridor mapping**

Armidale Regional Council  
Koala Management Strategy

Habitat patch rank	
Primary	Precinct 1
Secondary	Precinct 1A
Tertiary	Precinct 2
	Armidale LGA boundary



Job number: PR5838  
Date: 09/03/2021



0 2 4 6 km

GDA 1994 MGA Zone 56  
Projection: Transverse Mercator  
Datum: GDA 1994  
Units: Meter

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## 2.5 Relationship to the other koala plans of management

There are no other approved Koala Plans of Management currently in force in the LGA. Should any other Koala Plan of Management be required in the Armidale LGA outside the areas subject to this Strategy, they should utilise the standards and requirements of this Strategy as a minimum guide.

## 2.6 Duration of the Strategy

This Strategy will take effect **[insert date]** which is the date of approval by the DPIE. This Strategy is to remain in effect for ten years and must be reviewed every two years, however, may be reviewed at any time at discretion of Council.



### 3 Management and monitoring activities

Management and monitoring activities (Table 3) will apply to Precincts 1, 1a and 2 (Figure 2).

The key principals underlying these management and monitoring activities are:

1. Avoid development within core koala habitat and koala corridors:
  - Maintenance and protection of core koala habitat is essential for the koala populations feeding and sheltering requirements.
  - Maintenance and protection of koala corridors is essential for linking patches of koala habitat and maintaining dispersal and breeding requirements.
2. Separate koala populations from new development to minimise threats from dogs and vehicles and maintain healthy immunity:
  - Prevention and reduction of koala mortalities due to development stress such as dog attacks and vehicle collisions is essential for koala population survival.
  - Prevention and reduction of development stress is essential to maintain healthy koala immunity and reduce risk of chlamydia.
3. Identify critical revegetation zones that will augment and strengthen core koala habitat and koala corridors:
  - Restoration and revegetation of koala habitat adjacent to existing core koala habitat and koala corridors will ensure expansion of koala habitat and an increase in koala abundance.
  - Restoration and revegetation of koala habitat will replace unavoidable loss of koala habitat.
4. Identify koala roadkill hotspots requiring roadkill mitigation fencing and/or underpasses to allow safe passage of koalas:
  - Roadkill mitigation fencing will prevent koala road mortalities.
  - Koala underpasses will prevent koala road mortalities and allow dispersal of koalas through to connecting corridors.
5. Compliance:
  - Monitor compliance of development activities.
  - Investigate instances of unexplained land clearing in collaboration with other government agencies.
6. Education and community engagement:
  - Provide education and awareness programs for stakeholders (See Appendix 3 for Landholder education strategy) in understanding key threats and management measures.
  - Support continued monitoring and reporting of koala population.

The application of these principles in the DA process for are further illustrated in Figure 9.

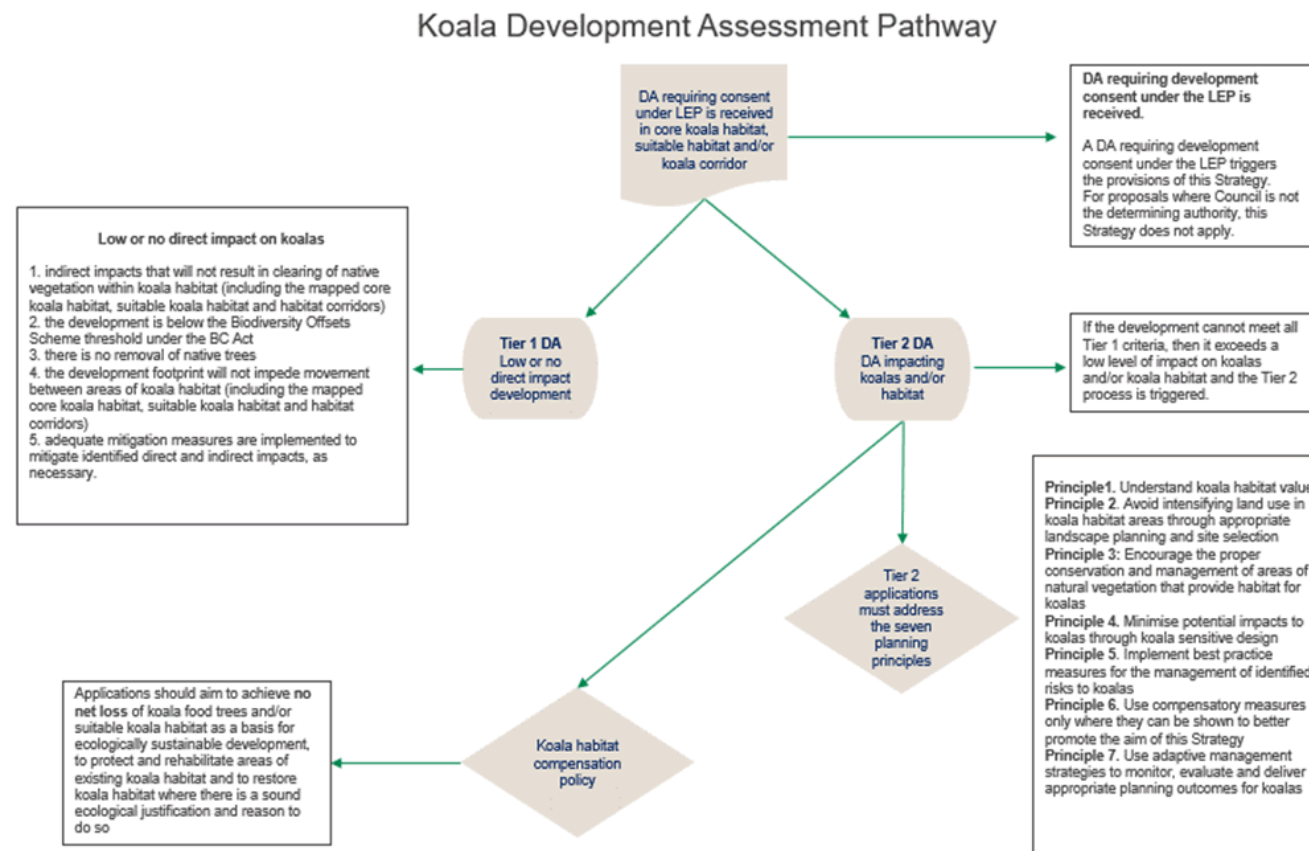


Figure 9 Koala development assessment pathway





Table 3 Management actions

Action ID	Description of Action	Priority	Target Start Date	Action Duration	Indicative Budget	Indicative Budget Funding Source
<b>1. Implementation and Review</b>						
1.1	Identify entity to deliver the Strategy – resources not yet allocated	High	< 6 months	Quarterly meetings	Internal	Council
1.2	Preparation of a koala habitat clause for inclusion in the LEP, and development of appropriate planning provisions to protect core koala habitat and koala corridors	High	When Strategy is adopted	3 months	Internal	Council
1.3	Council to update Section 149 Planning Certificates under the EP&A Act to include information on the presence of koala habitat	High	< 1 year	6 months	Internal	Council
1.4	Council to amend its Development Control Plan Chapter 2.2 Tree Preservation in regard to koala tree species that triggers the requirements of the Plan	Medium	< 6 months	3 months	Internal	Council
1.5	Review and modify Strategy when updated SEPP is finalised	Medium	< 6 months	3 months	Internal	Council
1.6	Review habitat spatial layers and incorporate most up to date PCTs when available from DPIE to model koala corridors from preliminary mapping	High	< 6 months	3 months	Internal	Council
<b>2. Regulatory Processes</b>						
2.1	Creation of an interactive koala habitat planning layer to support the koala habitat provisions	High	When Strategy is adopted	6 months	Internal	Council
<b>3. General Development Assessment Controls (see Section 4 for detailed DA Framework)</b>						
3.1	Development of an interactive DA register to enable access and review of past and current conditions of consent in areas of core koala habitat	Medium	< 2 years	3 months	Internal	Council
3.2	Development of a monitoring program to randomly audit the compliance of conditions of consent for DA's subject to the Strategy	High	< 6 months	3 months	Internal	Council
3.3	Strategic measures in Section 4 to be incorporated into DCP	High	< 1 month	3 months	Internal	Council
<b>4. Koala Habitat Protection, Restoration and Management</b>						
4.1	Ensure no net loss of core koala habitat and koala corridors through the application of actions within the Strategy	High	When Strategy is	Ongoing	Internal	Council



Action ID	Description of Action	Priority	Target Start Date	Action Duration	Indicative Budget	Indicative Budget Funding Source
			adopted			
4.3	Engage local nursery groups and/or revegetation specialists and/or conservation partnerships for planting of koala tree species and koala shelter trees in priority restoration sites for core koala habitat revegetation adjacent to koala habitat corridors. Action will be subject to grant funding or financial allocation in future years.	Medium	< 1 year	Ongoing	\$100,000	External grants
4.4	Develop a Council-owned land register listing properties suitable for offsetting and compensatory koala tree species plantings	Low	< 2 years	3 months	Internal	Council
4.5	Conserve habitat in travelling stock routes. Consider those travelling stock route sites which are of high conservation value to be managed for conservation					
4.6	In partnership with SNLC and NT Koala Conservation project, maintain a register of landholders who are interested in rehabilitating koala habitat and developing the conservation value of their property (e.g. Guyra, Glad Blair, Baldersleigh, Boorolong)	Medium	< 2 years	Ongoing	\$5,000	External grants
4.7	In partnership with SNLC and NT Koala Conservation project, undertake letterbox drop property owners providing information on koala conservation agreements, targeting landowners in core koala habitat	Low	< 2 years	3 months	Internal	Council
4.8	Undertake koala community planting projects with Armidale Tree Group, Bushcare groups or projects such as the Trees on Farms Program in strategic linkage areas	Low	< 2 years	6 months	Internal	Council
<b>5 Compensation for Loss of Koala Habitat</b>						
5.1	Preparation of compensatory provisions for inclusion in the DCP for offsetting the loss of koala tree species	High	When Strategy is adopted	3 months	Internal	Council
5.2	Prepare a database of koala habitat polygons with areas to measure loss and gain of koala habitat	Medium	< 6 months	Ongoing	Internal	Council
5.3	Embed a policy into the LEP of financial penalty for koala habitat clearing of which funds will be used for koala habitat revegetation projects	High	< 3 months	Ongoing	Internal	Council
<b>6 Communication and Education</b>						
6.1	Maintain the Koala Sightings Register and provide regular updated sighting data to DPIE. Continue promotion of I Spy Koala app.	High	When Strategy is adopted	Ongoing	Internal	Council



Action ID	Description of Action	Priority	Target Start Date	Action Duration	Indicative Budget	Indicative Budget Funding Source
6.2	In partnership with SNLC and NT Koala Conservation project, develop a koala field ID guide/ booklet for the community to encourage education and promote koala conservation	Low	<2 years	1 month	Internal	Council
6.3	In partnership with SNLC and NT Koala Conservation project, provide community seminars and workshops to actively engage residents and stakeholder groups on koala related issues	Low	<2 years	Ongoing	Internal	Council
6.4	In partnership with SNLC and NT Koala Conservation project, develop koala education programs for primary schools, particularly for those areas in close proximity to core koala habitat	Medium	<2 years	Ongoing	\$10,000	External grants
6.5	In partnership with SNLC and NT Koala Conservation project, install educational koala signage and plaques in local schools to encourage younger generations to actively engage on koala related issues	Medium	<2 years	3 months	\$15,000	External grants
6.6	Promote koalas through Citizen Science projects through social media engagement methods	Low	<2 years	Ongoing	Internal	Council
<b>7 Road mortality</b>						
7.1	Lobby Transport for NSW (TfNSW) to incorporate koala-friendly crossings (such as fauna underpasses and culverts) into state road designs in koala core habitat	High	<6 months	3 months	Internal	Council
7.2	Contact TfNSW to upgrade road signage to reflect reduced speeds (60km/ hour) within koala habitat, and enforce speed limits on roads in koala habitat	High	<1 year	6 months	Internal	Council
7.3	Include koala urban design principles such as speed humps in planning designs of proposed new roads in core koala habitat and koala corridors	Medium	<1 year	6 months	Internal	Council
<b>8 Dog Management</b>						
8.1	Install signage in high-risk dog attack areas in koala habitat outlining leashed area restrictions to notify and educate dog owners	High	<1 year	3 months	Internal	Council
8.2	Letterbox drop property owners in high-risk dog attack areas to educate residents and promote responsible dog ownership	Medium	<1 year	1 month	Internal	Council
8.3	Implement appropriate regulatory tools and compliance measures in Council Reserves subject to leashed area restrictions	High	<1 year	1 month	Internal	Council
8.4	Collaborate with Local Land Services to undertake wild dog monitoring and determine level of control required in core koala habitat	Medium	<1 year	1 month	Internal	Council



Action ID	Description of Action	Priority	Target Start Date	Action Duration	Indicative Budget	Indicative Budget Funding Source
<b>9 Koala Health and Welfare</b>						
9.1	Support rescuers / carer effort and investment in rehabilitating koalas and other wildlife	Medium	<2 years	3 months	Internal	Council
9.2	In partnership with SNLC and NT Koala Conservation project, meet with key stakeholders and landholders to identify and explore options, to collaborate, consider options for soft release sites and tracking of released animals.	Medium	<2 years	3 months	Internal	Council
9.3	Provide community information with regards to Wildlife Friendly Backyards to prevent koalas drowning in pools	Low	<2 years	Every 3 years	Internal	Council
<b>10 Bushfire Management</b>						
10.1	Develop an interactive internal mapping system to query history and extent of bushfires and hazard reduction burns across the Armidale LGA to inform future burns in koala habitat	High	<6 months	3 months	Internal	Council
10.2	Coordinate meetings with NSW Rural Fire Service (RFS) to establish planning instruments for hazard reduction burns and firebreaks adjacent to core koala habitat and koala corridors	High	<6 months	Ongoing	Internal	Council
10.3	Establish an emergency wildlife rescue facility specifically for bushfire events. Register voluntary veterinarians for assistance during bushfire events	Medium	<1 year	1 year	\$50,000	External grants
10.4	Provide RFS with core koala habitat mapping and identify key refugia within core habitat that provides climate resilience	Medium	<6 months	1 month	Internal	Council
<b>11 Funding</b>						
11.1	Develop a Koala Finance Team to design cash-flow into a koala cash-fund, and to apply for new conservation and research funding grants	High	<1 year	1 month	Internal	Council
<b>12 Research and Monitoring</b>						
12.1	Continue to gather and assess trends in Armidale koala population. Population estimates should follow the methods in DPIE (2019c)	High	<2 years	Ongoing	\$20,000 +	External grants
12.2	In partnership with SNLC and NT Koala Conservation project, coordinate annual community citizen science transect-based koala searches of designated monitoring sites	Low	<2 years	Annually	Internal	Council

## 4 Development Assessment Framework

This section refers to the process for assessing all development applications on land mapped as core koala habitat and koala corridors.

### 4.1 When is the development assessment framework triggered

The development assessment framework for this Strategy is triggered when a development application in either mapped core koala habitat, suitable habitat or koala corridors is received by Council.

This will be decided through assessment pathways to ascertain what level of impact the Development Application (DA) may have on koalas.

### 4.2 Assessment pathways

Development applications will be assessed under two pathways:

Tier 1 DA – Low or no direct impact development.

Tier 2 DA – Development applications impacting koalas and/or koala habitat.

The Tier 1 process is for development which can be demonstrated to have low or no direct impact on koalas or koala habitat as follows:

1. indirect impacts that will not result in clearing of native vegetation within koala habitat (including the mapped core koala habitat, suitable koala habitat and habitat corridors)
2. the development is below the Biodiversity Offsets Scheme threshold under the BC Act
3. there is no removal of native trees
4. the development footprint will not impede movement between areas of koala habitat (including the mapped core koala habitat, suitable koala habitat and habitat corridors)
5. adequate mitigation measures are implemented to mitigate identified direct and indirect impacts, as necessary (Table 4 below).

If the development cannot meet all criteria above, then it exceeds a low level of impact on koalas and/or koala habitat and the Tier 2 process is triggered (see Section 4.3).



Table 4 General mitigation measures

Impact	Management measures
Impacts to core koala habitat	<ul style="list-style-type: none"> <li>Retention of core koala habitat with the principle of minimising adverse impacts and retaining existing core koala habitat.</li> <li>The border of the development footprint will be demarcated with orange fence netting. No materials or works will occur outside the footprint in core koala habitat.</li> <li>An erosion and sediment control plan will include measures to prevent erosion into core koala habitat.</li> <li>Infrastructure or development to be designed in a way that facilitates koala habitat regeneration by incorporating retention and planting of koala trees, where it is safe to do so. For example, retaining and planting paddock trees, trees along fencelines and remnant patches of bushland on properties.</li> </ul>
Impediments to movement	<ul style="list-style-type: none"> <li>Retention of koala habitat corridors with the principle of minimising adverse impacts and retaining existing corridors.</li> <li>Infrastructure or development to be designed in a way that is reliably known to not impede safe koala movement. For instance, underpasses as part of road design.</li> <li>Infrastructure or development to be designed in a way that facilitates koala movement by incorporating retention and planting of koala trees, where it is safe to do so. For example, retaining and planting paddock trees, trees along fencelines and remnant patches of bushland on properties.</li> <li>In some instances, there may be a need to reduce koala movement into development areas where they are more at risk (e.g. through the use of exclusion fencing along habitat corridors). However, this fencing will not block dispersal.</li> </ul>
Dog attack	<ul style="list-style-type: none"> <li>Restrictions on the movement of dogs, including use of dog and koala proof fencing that effectively contains dogs and excludes koalas, with the provision of koala furniture that allows koalas to escape yards should they gain entry.</li> <li>Signage and education.</li> <li>Dogs excluded from koala habitat areas and only allowed off leash in areas established as not being habitat.</li> </ul>
Vehicle strike	<ul style="list-style-type: none"> <li>Traffic speed limited as far as possible.</li> <li>Traffic calming measures and roadside lighting.</li> <li>Use of koala proof exclusion fencing, with the provision of escape mechanisms should koalas gain access to the road.</li> <li>Inclusion of koala land bridges and/or underpasses where appropriate and in combination with koala proof exclusion fencing.</li> </ul>
Drowning in pools	<ul style="list-style-type: none"> <li>Incorporation of features and koala furniture that allow koalas to escape from pools and the fenced area, such as a shallow ramp or thick, taut rope.</li> <li>Use of pool fencing that effectively excludes koalas.</li> <li>No structures near pool fences that allow koala to gain access over fencing.</li> </ul>
Bushfire	<ul style="list-style-type: none"> <li>Development and implementation of a bushfire management plan with measures that specifically address risks to koala habitat and koalas.</li> <li>Core koala habitat should not form part of the Asset Protection Zone (APZ). The APZ should occur beyond any koala habitat.</li> <li>Develop an emergency response plan that identifies key contacts in RFS, local wildlife carers and vets, and list of appropriate Government resources.</li> </ul>
Introduction or spread of disease	<ul style="list-style-type: none"> <li>Use of biosecurity and hygiene procedures in instances where vegetation pathogens known to affect koala trees might be spread or introduced. For example, strict enforcement of vehicle wash-down points.</li> </ul>
Disturbance	<ul style="list-style-type: none"> <li>Establishment of tree protection zones around any retained koala trees within the site area and preclusion of any development activities within the tree protection zones.</li> <li>Habitat restoration and strategic plantings to improve connectivity of retained habitat and trees.</li> <li>Where there may be indirect impacts on koala habitat, use of a suitably qualified koala spotter or koala sniffer dog to inspect habitat prior to any development taking place.</li> </ul>



Impact	Management measures
	<ul style="list-style-type: none"> <li>Where koalas are identified, temporary suspension of works that might disturb the koala and/or prevent it from moving to adjacent undisturbed habitat of its own volition.</li> <li>Koalas should be protected from disturbance and indirect impacts via appropriate exclusion fencing from urban areas and roads.</li> <li>Fencing of urban areas should still allow for koalas to disperse through the koala habitat in the landscape and to connect with other koalas and koala colonies.</li> </ul>

### 4.3 Koala habitat development applications

Tier 2 DA – Development applications impacting koalas and/or koala habitat.

Development applications which are likely to impact koalas and/or koala habitat (including the mapped core koala habitat, suitable habitat and habitat corridors) and do not meet the criteria for Tier 1 must address the criteria against each of the seven planning principles and the criteria (as per the Guideline [DPIE 2019a]).

#### Principle 1. Understand koala habitat values.

**Criteria 1.** *The site is established as core koala habitat, suitable habitat, or koala corridor habitat if it mapped on the Core Koala Habitat Map and the Koala Corridor Map of the Strategy.*

**Criteria 2.** *Further analysis is undertaken to understand the broader values of the core koala habitat, including information about the koala population using the habitat and any specific ecological functions the habitat might serve.*

Key questions which need to be addressed in meeting this criterion include:

- What is known about the size, health and viability of the koala population?
- What is known about the generational persistence of the local koala populations through an analysis of records to determine population trends and persistence over time?
- What is the broader landscape context of the habitat within the site area? For instance, is it contiguous with broader areas of habitat or relatively isolated, and what are the likely regional movement patterns of koalas using the site area?
- Does the site area contain particular values that are likely to serve an important ecological function for koalas? For instance, providing linkage between other habitats, or serving as a habitat buffer to broader areas?
- Could the habitat area and/or koala population using the site area be important to the recovery of the koala? For instance, does the habitat contain features that might provide refuge during droughts, extreme heat, or fire? Or is the population considered to be healthy, robust or showing relatively low incidence of disease?
- Drawing on evidence presented, what significance are the values of the site to preserving the existing koala population and supporting recovering and expanding populations?



Principle 2. Avoid intensifying land use in koala habitat areas through appropriate landscape planning and site selection.

**Criteria 3.** *Site selection considers koala habitat values.*

In addressing this criterion, the development application needs to show:

- How has the development footprint avoided habitat?
- What feasible alternatives were assessed as part of the process?

Principle 3. Encourage the proper conservation and management of areas of natural vegetation that provide habitat for koalas.

**Criteria 4.** *Development avoids the direct loss of koala habitat within the site area and avoids fragmentation.*

**Criteria 5.** *Koala habitat is excluded from the development footprint.*

Principle 4. Minimise potential direct impacts to koalas through koala sensitive design.

**Criteria 6.** *Development avoids direct impacts to koala habitat within the site area.*

In addressing this criterion, the development application needs to show:

- How will impacts to koala habitat be minimised so as to not fragment existing koala habitat, impact the ability of koalas to move across the landscape or impact the recovery and expansion of populations?

**Criteria 7.** *Where some loss of habitat cannot be avoided (and providing it is consistent with all other criteria set out here), development is designed in a way that retains higher value areas across the site and avoids fragmentation of habitat within the site area and more broadly within the region.*

For instance, this might mean prioritising the retention of koala trees that are greater than 250 mm DBH, or areas of koala habitat that are in better condition, show signs of koala tree recruitment, are better connected with habitat more broadly, or contain features that might be important for refuge.

**Criteria 8.** *Development is undertaken in a way that maintains the potential function of the koala habitat.*

For instance, if the koala habitat within the site area has been identified as an important linkage corridor, development should be undertaken in a way that enables the continued movement of koalas.

Principle 5. Implement best practice measures for the management of identified risks to koalas.

**Criteria 9.** *All relevant indirect impacts to koalas and koala habitat associated with the*

development are identified.

Potential indirect impacts which may be relevant include (but are not limited to): dog attacks, vehicle strikes, drowning in pools, increased risk of fire, introduction or spread of disease, disturbance, and impediments to movement.

It is important when considering potential indirect impacts to look beyond the site area to any additional areas which are likely to be affected by the proposal to take all potential impacts into account.

**Criteria 10.** *Development uses best practice management measures to address the potential impacts considered likely to pose an increased risk to koalas or their habitat.*

The types of measures or controls used to address impacts will vary depending on the nature of the development, the relative importance of the site area to koalas, and the extent and magnitude of impacts.

The specific requirements may be guided by development control plans relevant to each council area.

Principle 6. Use compensatory measures only where they can be shown to better promote the aim of the SEPP.

**Criteria 11.** *Compensatory measures are only used once it has been demonstrated that options to avoid, minimise and manage impacts to koala habitat have been exhausted.*

**Criteria 12.** *Where there is any direct loss of habitat or compromise in the potential function of a koala habitat area (and providing it is consistent with all other criteria outlined here), suitable compensatory measures are provided.*

Determining the suitability of any proposed compensatory measures should be guided by the overall aim of the SEPP.

Principle 7. Use adaptive management strategies to monitor, evaluate and deliver appropriate planning outcomes for koalas.

**Criteria 13.** *Development application includes a monitoring, adaptive management and reporting component against the key outcomes.*

A Koala Assessment Report addressing the criteria must accompany any development application to which Tier 2 applies. A template for a Koala Assessment Report is provided in Appendix 4 of this Strategy. The Koala Assessment Report must be prepared by a suitably qualified and experienced person.

## 4.4 Koala habitat compensation policy

### 4.4.1 Background

This policy is designed to provide a system for determining appropriate compensation for any activity associated with the removal of koala food trees and/or koala habitat (core, suitable habitat, habitat linkage) that has the potential to adversely impact koalas and/or impede safe koala movement.

The policy aims to achieve no net loss of koala food trees and/or preferred koala habitat as a basis for ecologically sustainable development, to protect and rehabilitate areas of existing koala habitat and to restore koala habitat where there is a sound ecological justification and reason to do so.

### 4.4.2 Guiding principles

The principles that underpin this policy are:

(a) The primary objective of habitat compensation must be to:

- protect
- rehabilitate or
- restore

Ecologically viable koala food trees and/or koala habitat in this order of preference.

(b) Compensation must only be considered once all options to:

- avoid
- minimise and
- mitigate

any adverse impacts have been applied in this order of preference and, exhausted.

(c) Clearing must not be approved where the impact of clearing cannot be satisfactorily compensated. If a proposal is unable to meet the strict requirements of the compensation policy, Council may however consider alternative outcomes that are able to demonstrate satisfactory koala outcomes.

(d) Habitat restoration compensation works should lead to a net gain in the area of koala habitat, and an improvement in the condition of koala habitat.

(e) The receiving land on which compensation works are proposed must:

- i. have koala habitat of the same or higher class to that being removed,
- ii. be within, adjoining or as close as possible to the development area,
- iii. be within the related Koala Precinct Area and;



- iv. be ecologically suitable and appropriate for protection, rehabilitation or restoration of koala habitat.
- (f) An activity that leads to the loss of koala habitat (especially clearing) should only proceed once the management arrangements on the receiving land are legally secure.
- (g) Compensation works must not lead to permanent adverse environmental impacts and must not be used as a justification for granting approval to a Development Application where the adverse environmental impacts of a development are greater than the benefit to be obtained from the compensation works.
- (h) Management and monitoring of habitat compensation activities should be undertaken over an ecologically meaningful timeframe (i.e. a minimum of five years).
- (i) Council should consider a register of receiving lands.

#### 4.4.3 Components of the habitat compensation policy

Where Council gives approval to clear an area of koala habitat, this policy requires the proponent to undertake compensation works to compensate for the loss of koala habitat. The compensation works must benefit another area of core koala habitat or a koala habitat linkage area to that being impacted by development. The policy is based on two main components:

- (a) the nature of and level of legal protection afforded an area of receiving land;
- (b) a loss / gain multiplier that takes into account:
  - i. the relative conservation value of the area of koala habitat (core, suitable habitat or habitat corridor) adversely impacted by the proposed development;
  - ii. a time / risk factor that takes into account the time lag before ecological benefits are realised and the risk of the compensation works failing.

#### Koala habitat compensation strategies

Based on the type of compensation works to be undertaken and the level of legal protection afforded an area of receiving land, this compensation policy recognises three category priorities of compensation works that can be applied to koala habitat, namely:

- protection
- rehabilitation and
- restoration.

Habitat compensation works may be undertaken concurrently with other activities that protect, rehabilitate or restore habitat. For example, this may include the restoration of biological buffers, linkage areas or rehabilitation of riparian corridors.

## 4.5 Koala habitat compensatory measures

The Armidale Regional Council Koala Habitat Compensation Policy is detailed in Section 4.4 of this Strategy. The Policy is designed to provide a system for determining appropriate compensation for the removal of koala food trees or koala habitat in association with development activities.

Compensation for adverse impacts of a proposed development activity through the application of the Policy should only be approved if Council is satisfied that all feasible strategies to avoid, minimise and mitigate clearing of koala food trees and/or koala habitat have been fully exhausted.

### 4.5.1 Applies to land

Compensatory measures apply to land shown on Figure 2 and applies to Tier 1 and Tier 2 areas including mapped core koala habitat, suitable habitat and habitat corridors.

### 4.5.2 Objectives

Offsetting should be considered a last resort of the development application process where proponents should first seek to avoid and then minimise any impacts from a development.

The control applies areas to offset the impacts associated with the removal (or other specified action) of core koala habitat, suitable habitat and habitat corridors.

### 4.5.3 Requirements

- (a) Compensatory planting is to be provided for the removal of koala habitat in accordance with the following (Table 5):

Table 5 Compensatory replacement rates for the removal of koala food trees

Mapped koala habitat type		*Replacement rate (loss:gain)
Tier 1	core koala habitat	1:10
Tier 1	Suitable habitat	1:5
Tier 1	Habitat corridors	1:10
Tier 2	core koala habitat	1:20
Tier 2	Suitable habitat	1:10
Tier 2	Habitat corridors	1:20

\*Note: these ratios only apply to koala food tree species listed in Appendix 4 and have a diameter at breast height of >20cm.

- (b) Where development requires the provision of bushfire APZ, the location and type of



compensatory planting is to have regard to *Planning for Bushfire Protection 2019* and the NSW Rural Fire Services document Standards for APZs.

- (c) Where practicable, compensatory planting is to be located on the subject site to enhance habitat links with regard to the Armidale Koala Management Strategy 2021.
- (d) Compensatory planting is to reflect the PCT being removed and/or modified in accordance with the NSW BioNet Vegetation Classification database.

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## Appendix 1 Legislative context

### Commonwealth legislation

#### *Environmental Protection and Biodiversity Conservation Act 1999 (EPBC Act)*

The koala is listed as vulnerable under the EPBC Act and hence a matter of national environmental significance. The EPBC Act requires that individuals and/or Council assess whether proposed actions will have a significant impact on koala populations and koala habitat based on an Assessment of Significance. The Significant Impact Guidelines (DoE 2013) and referral guidelines for the koala (DoE 2014) should be used to assist this process.

### State legislation

#### *Biodiversity Conservation Act 2016 (BC Act)*

The koala is listed as vulnerable in NSW under the BC Act. This legislation requires that individuals and/or Council assess whether proposed actions will have a significant impact on koala populations and koala habitat based on a Test of Significance. The BC Act links to other legislation including the *Environmental Planning and Assessment Act 1979* (EP&A Act) (see below). If a proposed development under Part 4 of the EP&A Act is likely to significantly affect the koala or koala habitat, a Biodiversity Development Assessment Report (BDAR) must be prepared by an accredited assessor. The Biodiversity Offsets Scheme (BOS) will apply (see below). If a proposed activity under Part 5 of the EP&A Act is likely to significantly affect koalas and koala habitat, and the proponent does not opt into the BOS, a Species Impact Statement (SIS) must be prepared.

#### *The Biodiversity Offset Scheme*

The BOS is a framework to avoid, minimise and offset impacts on biodiversity (including the koala and koala habitat) from development and clearing, and to ensure land that is used to offset impacts is secured in perpetuity. There are two elements to this scheme. Developers and landholders wanting to undertake development on or clearing of koala habitat generate a credit obligation which must be retired to offset their activity. Or, landholders who establish a biodiversity stewardship site on their land with koala habitat through a Biodiversity Stewardship Site Assessment generate credits to sell to developers or landholders who require those credits to securely offset activities at other sites.

Relevant to koalas, the BOS applies to:

- local development (assessed under Part 4 of the EP&A Act) that triggers the Biodiversity Offsets Scheme Threshold or is likely to significantly affect koalas based on the test of significance in section 7.3 of the BC Act
- state significant development and state significant infrastructure projects, unless the Secretary of the DPIE and the environment agency head determine that the project is not likely to have a significant impact

- biodiversity certification proposals (for areas of land that are proposed for development, including proposed strategic land use planning)
- clearing of native vegetation (including koala habitat in urban areas and areas zoned for environmental conservation that exceeds the BOS threshold)
- clearing of native vegetation that requires approval by the Native Vegetation Panel under the *Local Land Services Act 2013* (see below)
- activities assessed and determined under Part 5 of the EP&A Act (generally, proposals by government entities) if proponents choose to 'opt in' to the Scheme.

#### *Environmental Planning and Assessment Act 1979*

The EP&A Act is the legislation for planning in NSW. Part 4 (Development Assessment) and Part 5 (Environmental Assessment) are the most relevant for koalas.

State environmental planning instruments that provide protection of koala habitat are also created through EP&A Act. These include State Environmental Planning Policies (SEPPs), Local Environment Plans (LEPs) and Development Control Plans (DCPs).

#### *State Environmental Planning Policy (Koala Habitat Protection) 2020*

The SEPP 2020 commenced on 30 November 2020 to replace and repeal the SEPP 2019. The SEPP 2020 replicates the objectives and provisions of the former SEPP 44 – koala habitat protection and applies to Armidale local government area.

As the SEPP 44 listed only one koala food tree (*Eucalyptus viminalis*) that occurs in the Northern Tablelands, this Strategy will utilise the Koala Tree Species and the mapping methods provided in the SEPP 2019.

#### *State Environmental Planning Policy (Koala Habitat Protection) 2019*

The SEPP 2019 replaced the previous SEPP No 44 – Koala Habitat Protection.

The Guideline developed for the SEPP 2019 was drafted by DPIE (DPIE 2019a). Relative to Comprehensive Koala Plan of Management (CKPoM), the Guideline provided support under the SEPP 2019 for:

- preparation of CKPoMs
- koala habitat mapping
- definitions of koala habitat including survey methods for core koala habitat and listed koala tree species
- development assessment and application process.

#### Koala habitat definitions under the SEPP 2019

The SEPP 2019 defined core koala habitat as:



- (a) an area of land where koalas are present, or
- (b) an area of land—
  - i. which has been assessed by a suitably qualified and experienced person in accordance with the Guideline as being highly suitable koala habitat, and
  - ii. (ii) where koalas have been recorded as being present in the previous 18 years.

Methods used to determine core koala habitat can be found in the Guideline (DPIE 2019a). These methods were used to determine core koala habitat for this Strategy and development application proponents wishing to undertake surveys to demonstrate their land does not contain core koala habitat. Furthermore, an updated list of koala trees species has been included in the SEPP 2019 (DPIE 2019a). This list is an expansion from the previous SEPP 44 Koala Habitat Protection and now includes 123 species. The Northern Tablelands koala management area (KMA), of which Armidale is a part, includes 40 species of koala tree species (Appendix 6).

#### *Local Land Services Act 2013*

The *Local Land Services Act 2013* (LLS Act) provides a regulatory framework for the management of native vegetation in NSW. It applies in the Armidale LGA. An amendment to the LLS introduced a Land Management Code which allows code-based clearing of vegetation on regulated land. Land classified as 'Sensitive Regulated Land' cannot be cleared under this code. This includes core koala habitat in a CKPoM made under the SEPP 2019. Approvals for clearing this land cannot be granted by the Native Vegetation Panel. Furthermore, Private Native Forestry cannot be conducted on this land.

#### *Rural Fires Act 1997*

The *Rural Fires Act 1997* among other things provides protection of the environment by requiring its key management focus (i.e. fire prevention, mitigation and suppression) to be carried out having regard to the principles of ecologically sustainable development as defined by Section 6 (2) of the *Protection of the Environment Administration Act 1991*.

#### Bush Fire Environmental Assessment Code for NSW

The purpose of this Code is to provide a streamlined environmental assessment process for use by issuing authorities and certifying authorities in determining bushfire hazard reduction certificates. The Code has been prepared pursuant to sections 100J to 100N of the *Rural Fires Act 1997*. Section 4.5 of the Code sets out standards for the protection of biodiversity, including determining the presence of threatened species and management conditions set out in the Threatened Species Hazard Reduction List. Under this list, the species-specific conditions outlined for koalas relate to the:

- Use of fire: Low intensity fire only in areas formally identified as koala core habitat or koala high use habitat
- Mechanical forms of hazard reduction: No tree removal.
- 10/50 Vegetation Clearing Code of Practice 2014.





### The Rural Fires Amendment (Bush Fire Prevention) Bill 2015

This Bill amends the *Rural Fires Act 1997* to make provision with respect to bushfire hazard reduction work and vegetation clearing work associated with the 10/50 Vegetation Clearing Code of Practice. Under the Code, land parcels (lots) which are wholly or partly mapped within core koala habitat as identified in CKPoMs, are now excluded from the operation of the 10/50 scheme meaning tree clearing measures associated with the Code of Practice cannot be applied.

### *Companion Animals Act 1993*

The *Companion Animals Act 1998* and the Companion Animals Regulation 2008 provide for the identification and registration of cats and dogs, how they are managed and the duties and responsibilities of their owners in NSW. In particular, pet owners must ensure that their dog (or cat) does not threaten or harm a person or animal (such as a koala) and is prevented from straying or causing other nuisance. The *Companion Animals Act 1998* also provides for Council to prohibit dogs and cats on public land for the purpose of protecting wildlife.

### *Local Government Act 1993*

Responsibility for nature conservation is firmly embedded in the NSW *Local Government Act 1993* by way of the Council Charter, which includes the following requirement:

- *to properly manage, develop, protect, restore, enhance and conserve the environment of the area for which it is responsible, in a manner that is consistent with and promotes the principles of ecologically sustainable development.*

### **Armidale Regional Council**

This document aims to align with Council's Community Strategic Plan 2017-2027 under section Environment and Infrastructure:

- *E1 Environment – The unique climate, landscape and environment of the region is protected, preserved and made accessible.*
- *E1.4 Protect and enhance the natural environment to promote and support biodiversity.*

Council has also developed and adopted EcoARC, a "Green-print" strategy for environmental sustainability. EcoARC encompasses nine key areas, one of which is Biodiversity. The scope and intent of the Biodiversity key area is "to protect and enhance biodiversity in the region", with the following strategic initiatives relating to koalas:

- *List and protect threatened species and communities, and protect and enhance wildlife corridors.*
- *Develop a "Flagship" Biodiversity program for the region (e.g. around the koala).*

In addition, the 2018 – 2021 Delivery Program E1.4 requires under Biodiversity:

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

## Appendix 2 Koala habitat, linkages and Sightings

(Source: Armidale Regional Council 2021)







## Appendix 3 Landholder education strategy outline

Landholders in the Armidale LGA are a valuable resource; their participation is critical to enable implementation of many of the Strategy's management actions. Building successful partnerships should be based on mutually beneficial outcomes for both Council and landholders. Below is a preliminary outline of management actions, stakeholders (including landholders) and suggested educational methods, messages and available resources upon which to develop an education program for the whole community.

The process for engaging landholders directly may include:

- marketing and advertising of workshops / information days
- provision of background information (brochures/website)
- registration of interest in specific programs (i.e. koala sightings, habitat restoration advice, plantings, access for research or surveys)
- ongoing communication during and after program (feedback mechanisms)
- recognition of contribution through media or other incentives.

Management action	Targeted stakeholders	Delivery methods	Purpose and messaging	Resources available
Koala Conservation Project Officer (or similar)	Schools Clubs Landholders Community	In person workshops Guided tours of plantings Plant ID - Citizen Science Radio interviews	To disseminate information Raise awareness Act as a liaison between stakeholders for Armidale koala information and resources To monitor implementation and effectiveness of education programs	NSW Koala Country Project Officer <a href="https://koala.nsw.gov.au/portfolio/georgina-jones/">https://koala.nsw.gov.au/portfolio/georgina-jones/</a> Community guidelines – running a koala habitat restoration program with volunteers <a href="https://koala.nsw.gov.au/wp-content/uploads/2019/01/community-guidelines-koala-habitat-restoration-program-190029.pdf">https://koala.nsw.gov.au/wp-content/uploads/2019/01/community-guidelines-koala-habitat-restoration-program-190029.pdf</a>





Management action	Targeted stakeholders	Delivery methods	Purpose and messaging	Resources available
Koala monitoring and conservation	Community Schools Northern Tablelands Wildlife Carers WIRES NTLLS Universities, researchers Landowners Gayinyaga Community Consultative Committee Ecological consultants	Promote Koala Sightings Register Council website Social media Brochure Signage Spy Koala Phone application In person workshops Spotlighting tours	To disseminate information and raise awareness How you can help protect koalas and their habitat How to report sightings / injured koalas How to ID and find koala scats Creating a koala friendly backyard	Koala Country fact sheet (DPIE 2019) <a href="https://koala.nsw.gov.au/wp-content/uploads/2019/04/0802-BD-OEH_Koala-Community-Infographic.pdf">https://koala.nsw.gov.au/wp-content/uploads/2019/04/0802-BD-OEH_Koala-Community-Infographic.pdf</a> Example brochure <a href="https://koala.nsw.gov.au/wp-content/uploads/2020/11/Koala-Reveg-Pamphlet-Small.pdf">https://koala.nsw.gov.au/wp-content/uploads/2020/11/Koala-Reveg-Pamphlet-Small.pdf</a> Spy Koala Phone app <a href="https://www.environment.nsw.gov.au/topics/animals-and-plants/threatened-species/saving-our-species-program/threatened-species-conservation/koala-project">https://www.environment.nsw.gov.au/topics/animals-and-plants/threatened-species/saving-our-species-program/threatened-species-conservation/koala-project</a> Koala friendly backyards <a href="https://www.savethekoala.com/about-koalas/living-koalas-how-can-you-help-protect-them">https://www.savethekoala.com/about-koalas/living-koalas-how-can-you-help-protect-them</a> Koala Smart <a href="https://www.koalasmart.org.au/">https://www.koalasmart.org.au/</a> How to ID Koalas by their nose <a href="https://www.koalacancyfoundation.org.au/learn-about-koalas/koala-id-presentation/">https://www.koalacancyfoundation.org.au/learn-about-koalas/koala-id-presentation/</a> Koala Health Hub <a href="https://koalahealthhub.org.au/">https://koalahealthhub.org.au/</a>
Koala habitat restoration and enhancement	Armidale Tree Group SNE Landcare Landholders Land managers Trees on Farms Program Plant nurseries Gayinyaga Community Consultative Committee	Training – peer to peer Council website Brochure – plant ID, scat ID Social media Community tree planting days	To build skills Facilitate partnerships and networks Importance of corridors and genetic movement Importance of Armidale ARK Refugia and resilience to climate change, drought, bushfire	Revegetating Koala Habitat (DPIE 2020) <a href="https://www.environment.nsw.gov.au/topics/animals-and-plants/threatened-species/programs-legislation-and-framework/nsw-koala-strategy/local-government-resources-for-koala-conservation/northern-tablelands-koala-management-area">https://www.environment.nsw.gov.au/topics/animals-and-plants/threatened-species/programs-legislation-and-framework/nsw-koala-strategy/local-government-resources-for-koala-conservation/northern-tablelands-koala-management-area</a> Koala habitat revegetation guidelines (DPIE 2020) <a href="https://www.environment.nsw.gov.au/media/OEH/Corporate-">https://www.environment.nsw.gov.au/media/OEH/Corporate-</a>



Management action	Targeted stakeholders	Delivery methods	Purpose and messaging	Resources available
	NPWS		Promotion of planting sites Improved habitat quality and linkages	<a href="#">Site/Documents/Animals-and-plants/Threatened-species/koala-habitat-revegetation-guidelines-200263.pdf</a> Koala Connections Forum (Tweed Shire Council 2016) <a href="https://www.tweed.nsw.gov.au/Koalas">https://www.tweed.nsw.gov.au/Koalas</a> Koala Habitat Information Base (DPIE 2019) <a href="https://www.environment.nsw.gov.au/topics/animals-and-plants/threatened-species/programs-legislation-and-framework/nsw-koala-strategy/building-knowledge-on-koala-habitat">https://www.environment.nsw.gov.au/topics/animals-and-plants/threatened-species/programs-legislation-and-framework/nsw-koala-strategy/building-knowledge-on-koala-habitat</a>
Wild dog and Domestic Dog (Owner) Management	Community Landholders	Brochure – responsible dog ownership Social media Signage in high-risk areas	To build understanding To change behaviour Minimise risk and incidence of koala injury and mortality from dog attack Improve community understanding of wild dog management	AKF – <a href="https://www.savethekoala.com/about-koalas/koalas-and-dogs-how-be-responsible-pet-owner">https://www.savethekoala.com/about-koalas/koalas-and-dogs-how-be-responsible-pet-owner</a> K9 Koala Program <a href="https://www.steveaustindogtrainer.com/k9-koala-dog-training-a-barking-succes/">https://www.steveaustindogtrainer.com/k9-koala-dog-training-a-barking-succes/</a>
Roads and driver behaviour	Community DPIE	Social media Council website Signs	To improve awareness and change behaviour To reduce incidents of road strike	DPIE Koala vehicle strike facts sheets <a href="#">Fact sheet 1</a> <a href="#">Fact sheet 2</a> <a href="#">Fact sheet 3</a> <a href="#">Fact sheet 4</a>

## Appendix 4 Example template for koala assessment report

### 1. Introduction

Describe the nature of the proposed development.	<input type="checkbox"/>
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### 2. Define how the SEPP applies to the proposed development.

Koala habitat values – addressing criteria 1 and 2	<input type="checkbox"/>
--	--------------------------

Describe the site area, including the general environment and condition, location and extent of the development area and any other areas that may be directly or indirectly impacted by the proposed development.	<input type="checkbox"/>
---	--------------------------

Provide details of koala survey as undertaken in accordance with the Guideline. This should include details of the results of the koala surveys, including how the site area meets the definition of core koala habitat and mapping that shows habitat areas and koala records within the site area and adjoining areas.	<input type="checkbox"/>
--	--------------------------

Describe the site context (including mapping showing habitat that might be associated with vegetation in the adjoining landscape and records within the vicinity of the site area) and provide an analysis of the koala habitat values (including how koalas might use the site area and the relative importance of the site area to a local koala population).	<input type="checkbox"/>
---	--------------------------

### 3. Measures taken to avoid impacts to koalas – addressing criteria 3, 4, 5, 6, 7 and 8

Describe the site selection process, including how koala habitat was taken into account and any avoidance outcomes achieved through this process.	<input type="checkbox"/>
---	--------------------------

Describe how the proposed development avoids or minimises direct impacts to koala habitat and habitat function within the site area.	<input type="checkbox"/>
--	--------------------------

### 4. Analysis of potential impacts – addressing criteria 9

Identify the residual direct impacts to koalas and koala habitat within the site area, including the nature and extent of impacts and the likely implications for the viability of a local koala population.	<input type="checkbox"/>
--	--------------------------

Identify the relevant potential indirect impacts to koalas and koala habitat within the site area and adjacent habitat areas, including the nature and extent of potential indirect impacts and the likely implications for the viability of a local koala population.	<input type="checkbox"/>
--	--------------------------

### 5. Plan to manage and protect koalas and their habitat – addressing criteria 10, 11, 12 and 13

Describe the management measures that will be implemented as part of proposed construction and operations to manage the direct and indirect impacts identified. These measures should be outcomes focused and include performance targets.	<input type="checkbox"/>
--	--------------------------

Describe any compensatory measures that will be delivered, including an analysis of the suitability of these measures against criteria 9 and 10.	<input type="checkbox"/>
--	--------------------------

Outline a plan for monitoring, adaptive management and reporting against the key outcomes and performance targets.	<input type="checkbox"/>
--	--------------------------

### 6. References

Include a list of all references cited in the report.	<input type="checkbox"/>
---	--------------------------

### 7. Appendices

Include any additional information or supplementary material pertinent to the DA proposal.	<input type="checkbox"/>
--	--------------------------

## Appendix 5 SEPP 2019 Koala Tree Species for the Northern Tablelands KMA

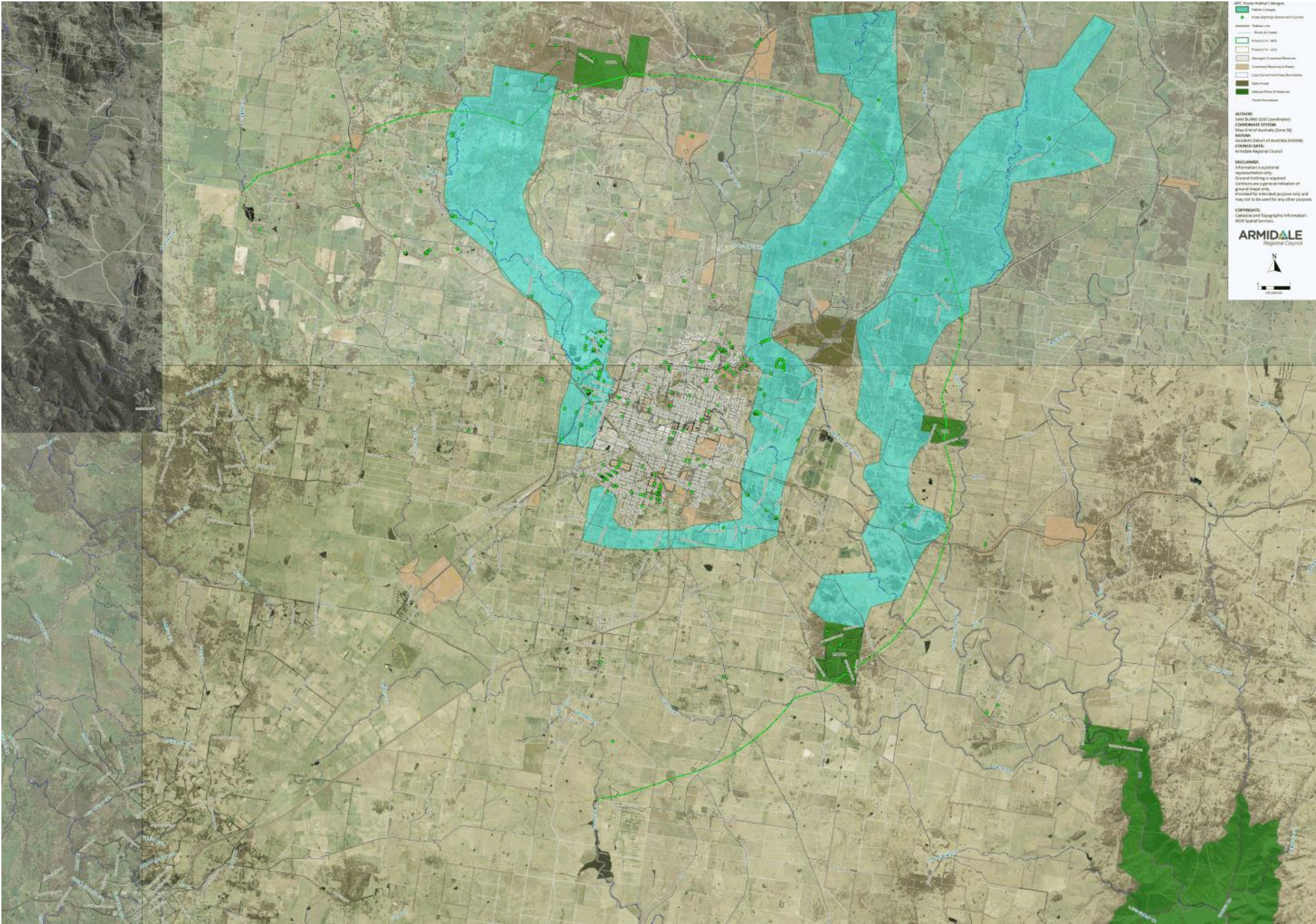
<i>Allocasuarina littoralis</i>	Black She-oak
<i>Angophora floribunda</i>	Rough-barked Apple
<i>Callitris glaucophylla</i>	White Cypress Pine
<i>Eucalyptus acaciiformis</i>	Wattle-leaved Peppermint
<i>Eucalyptus albens</i>	White Box
<i>Eucalyptus amplifolia</i>	Cabbage Gum
<i>Eucalyptus biturbinata</i>	Grey Gum
<i>Eucalyptus blakelyi</i>	Blakely's Red Gum
<i>Eucalyptus bridgesiana</i>	Apple Box
<i>Eucalyptus brunnea</i>	Mountain Blue Gum
<i>Eucalyptus caleyi</i>	Drooping Ironbark
<i>Eucalyptus caliginosa</i>	Broad-leaved Stringybark
<i>Eucalyptus camaldulensis</i>	River Red Gum
<i>Eucalyptus campanulata</i>	New England Blackbutt
<i>Eucalyptus crebra</i>	Narrow-leaved Ironbark
<i>Eucalyptus dalrympleana</i>	Mountain Gum
<i>Eucalyptus dealbata</i>	Tumbledown Red Gum
<i>Eucalyptus eugenioides</i>	Narrow-leaved Stringybark
<i>Eucalyptus laevopinea</i>	Silver-top Stringybark
<i>Eucalyptus macrorhyncha</i>	Red Stringybark
<i>Eucalyptus melanophloia</i>	Silver-leaved Ironbark
<i>Eucalyptus melliodora</i>	Yellow Box
<i>Eucalyptus michaeliana</i>	Brittle Gum
<i>Eucalyptus microcorys</i>	Tallowwood
<i>Eucalyptus moluccana</i>	Grey Box
<i>Eucalyptus nicholii</i>	Narrow-leaved Black Peppermint
<i>Eucalyptus nobilis</i>	Forest Ribbon Gum
<i>Eucalyptus nova-anglica</i>	New England Peppermint
<i>Eucalyptus obliqua</i>	Messmate
<i>Eucalyptus pauciflora</i>	White Sally, Snow Gum
<i>Eucalyptus prava</i>	Orange Gum
<i>Eucalyptus radiata</i>	Narrow leaved Peppermint
<i>Eucalyptus saligna</i>	Sydney Blue Gum
<i>Eucalyptus sideroxylon</i>	Mugga Ironbark
<i>Eucalyptus stellulata</i>	Black Sally
<i>Eucalyptus subvelutina</i>	Broad-leaved Apple
<i>Eucalyptus tereticornis</i>	Forest Red Gum
<i>Eucalyptus viminalis</i>	Ribbon Gum
<i>Eucalyptus williamsiana</i>	Eucalyptus williamsiana
<i>Eucalyptus youmanii</i>	Youman's Stringybark





## Appendix 6 Potential Koala Linkages – Northern Tablelands Koala Conservation Partnership Project

(Source: Armidale Regional Council 2021)







## Revision History

Revision No.	Revision date	Details	Prepared by	Reviewed by	Approved by
00	09/03/2021	Armidale Koala Management Strategy-DR	Emily Hatfield Senior Wildlife Biologist	Julie Whelan, Senior Environmental Scientist	Dr Natalie Toon, Environmental Services Manager
01	12/04/2021	Armidale Koala Management Strategy-final draft	Emily Hatfield Senior Wildlife Biologist	Nigel Cotsell, Senior Ecologist	Dr Natalie Toon, Environmental Services Manager

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1	12/03/2021	Electronic	Armidale Regional Council	Mandy McLeod
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Report compiled by Ecosure Pty Ltd

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

## 1. PURPOSE

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

## 2. APPLICATION

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

## 3. POLICY INTENT

The main objectives of this policy are to:

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

## 4. COMMUNITY STRATEGIC PLAN OBJECTIVES

This policy help with good governance of the community.

## 5. POLICY

### General

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

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

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

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

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

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



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

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

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

#### Bees

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

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

#### Birds

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

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

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

#### Keeping of Pigeons

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

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

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

### Cats

The keeping of cats is encouraged under the following conditions:

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

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

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

### Dogs

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

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

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

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

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

600m <sup>2</sup>	2 Dogs
-------------------	--------

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

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

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

### Goats and Sheep

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

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

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

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

### Horses and Cattle

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

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

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

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

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

### Pigs

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

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

## Poultry

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

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

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

Housing for Fowls ( <i>gallus gallus</i> ) or guinea fowls	4.5 Metres
--	------------

Other Housing (eg Duck/Geese)	30 Metres
-------------------------------	-----------

- (v) Roosters are not permitted.

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

Hens	20 fowls
------	----------

Other poultry	10 birds
---------------	----------

## 6. LEGISLATIVE REQUIREMENTS

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

## 7. REVIEW

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

## 8. REPORTING

There is no reporting directly linked to this policy.

## 9. RESPONSIBLE OFFICER

- This policy applied to the Rangers and is to responsibility of Coordinator Regulation

## 10. ROLES AND RESPONSIBILITIES

The Rangers are responsible for the implementation of this policy .

## 11. RELATED PROCEDURES

Nil



APPROVAL AND REVIEW		
<b>Responsible Business Unit</b>	Development and Regulation	
<b>Responsible Officer</b>	Coordinator Regulations	
<b>Date/s adopted</b>	<i>Council Executive</i> [updated by policy owner]	<i>Council</i> [DD Mmmm YYYY]
<b>Date/s of previous adoptions</b>	Version I: Revised November 2008 – supersedes adopted version from September 2000  Version II: March 2013	
<b>Date of next review</b>	December 2022	
<b>TRIM Reference</b>	AINT/2020/41922	

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

## 1. PURPOSE

The purpose of this policy is to protect public infrastructure by requiring developers to lodge a bond or security to cover the cost of some activities related to their developments.

## 2. APPLICATION

This Policy applies to certain developments that have the potential to impact on public infrastructure and provides a financial guarantee that where certain works are not carried out or are deficient, Council could rectify the problem using the bond monies.

## 3. POLICY INTENT

This Policy establishes when a development related security is required and how Council will determine the amount.

## 4. COMMUNITY STRATEGIC PLAN OBJECTIVES

This policy aims to demonstrate sound organisational health and has a culture which promotes action, accountability and transparency through ensuring the organisation is well led and managed through implementation of the Good Governance framework

## 5. POLICY

In certain cases Council requires developers to lodge a bond or security to cover the cost of some activities related to their developments. These bonds provide a financial guarantee where certain works are not carried out or are deficient and Council can rectify the problem using the bond. The legal basis for requiring development-related security is provided within the Environmental Planning and Assessment Act and Local Government Act.

The use of bonds is especially important to protect public infrastructure and the interests of persons purchasing property in new developments where services may not be fully completed.

Council may require such security for works of a "public" nature, such as but not limited to:

- (a) Provision of concrete footpath crossings (larger developments only);
- (b) Public road works;
- (c) Extensions to water and sewer mains;
- (d) Other Civil Engineering works.

Security may also be accepted where a developer wishes to defer payment of contributions for public infrastructure, to allow income to be obtained from a development before payment is made. For further details, please refer to the relevant developer contributions plans as applicable at the time of determination of an application.

### 5.1. HOW DOES COUNCIL DETERMINE THE AMOUNT OF SECURITY

As well as the cost of the activities to be secured (this can be established from contract documents where available) Council will consider protection against inflation over 2 years, and Council's potential on-costs if the work has to be rectified or carried out later.

## **5.2. EXEMPTION FROM PAYMENT OF SECURITY**

Council will only require the payment of a security bond where the bond is calculated in excess of \$1500.

## **5.3. WHAT FORM OF SECURITY IS REQUIRED**

Bonds may take the form of cash; or a written guarantee from a reputable financial institution, or a reputable insurance company with no expiry date. All bonds lodged with Council for physical works should be accompanied by a written deed signed by the applicant, developer or owner of the land agreeing to the terms of the bond lodgement. Council normally provides a proforma "Agreement to Meet Costs" form for this purpose with development consent documents.

Council may also charge an administration and inspection fees associated with the lodgement and return of bonds and guarantees. Charges are identified in Council's Fees and Charges Schedule.

## **5.4. WHEN SHOULD THE BOND BE LODGED**

Bonds are required before or with the submission of a construction certificate or subdivision title plan for approval. In cases where neither of these approvals is required, bonds should be lodged before the use of a property commences.

## **5.5. IS INTEREST PAYABLE ON BOND MONIES**

Council prefers that security should be in the form of a bank guarantee, in which case no interest is foregone. Where cash is lodged with Council, arrangements will be made for interest-bearing investment of the bond money, in accordance with section 97 of the Local Government Act 1993. Any enquiries should be directed to Council's Finance Section.

## **5.6. EXPENDITURE OR REDUCTION/REFUND OF BOND MONIES**

In all cases where Council may be considering the expenditure of bond monies, developers will first be given the opportunity to rectify any deficiency themselves.

90% of bond monies can be refunded on satisfactory completion of the works, with 10% to be retained after an agreed maintenance period, (usually 1 year) and refunded following the satisfactory outcome of a site inspection by our staff. In the circumstances, developers lodging bank guarantees may elect to split these into two guarantees for 90% and 10% of the total bond required.

## **6. LEGISLATIVE REQUIREMENTS**

Environmental Planning and Assessment Act 1979 and

Environmental Planning and Assessment Regulations 2000

## **7. REVIEW**

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

## 8. REPORTING

This securities are required to be reported in the annual financial statements

## 9. RESPONSIBLE OFFICER

- The Coordinator Development is responsible for this policies and ensuring staff in the Development section implemented the policy correctly.
- All securities are held in the Land Information System (Pathway) against the relevant Development Application.

## 10. ROLES AND RESPONSIBILITIES

The Development team is responsible for implementing this policy.

## 11. RELATED PROCEDURES

Nil

APPROVAL AND REVIEW		
<b>Responsible Business Unit</b>	Development	
<b>Responsible Officer</b>	Coordinator Development	
<b>Date/s adopted</b>	<i>Council Executive</i> [updated by policy owner]	<i>Council</i> [DD Mmmm YYYY]
<b>Date/s of previous adoptions</b>	Version I – January 2005 Version II – July 2009 Version III – 26 April 2021	
<b>Date of next review</b>	Two years from last adoption	
<b>TRIM Reference</b>	AINT/2020/43192	



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

## 1. PURPOSE

To outline Council's position on public parking in Armidale Regional Local Government Area.

## 2. APPLICATION

This policy applies to all land within Armidale Regional Local Government Area.

## 3. POLICY INTENT

The main objectives of this policy are to:

- This Policy covers the Armidale Regional Local Government Area and supports Council's Parking Strategy and any other related planning strategies
- This Policy documents a framework of objectives that reflects both the continued importance of the car for access to activities centres and the need to move towards a balanced and sustainable transport system. The Policy targets the provisions of safe, convenient and efficient parking facilities to meet the reasonable demands of car access to an area, whilst supporting the amenity, environment quality and human ambience of the city.
- To achieve an appropriate balance between public safety, traffic flow and equitable access in the management and regulation of vehicle parking facilities available to the general public, for the benefit of the community, business sector and visitors. In this regard, public safety considerations will be paramount.
- To manage and regularly review the provision of public parking in central Armidale Regional Council area so that safe and effective parking facilities for different vehicles are provided to meet the varying needs of users including consumers, business operators, employees, residents, visitors and service providers.
- To pursue a sustainable approach to public parking provision and the recovery of costs for the provision, maintenance and regulation of public parking facilities, including the imposition of fines for non-compliant parking, in accordance with relevant NSW Government legislation and guidelines.
- To provide an enabling mechanism through which Council can regularly review available technology and systems to support effective parking demand management, as well as safe and compliant parking practices.
- To make Council's practices and intentions in relation to public parking a matter of public record and accountability.
- To ensure that effective, safe and compliant parking practices are promoted to the community.
- To ensure that local law enforcement officers have the necessary skills and resources to undertake parking surveillance duties in a safe, fair, transparent, consistent and accountable manner, with appropriate training.

## 4. COMMUNITY STRATEGIC PLAN OBJECTIVES

The community has access to transport which enables connectivity both locally and outside of the region

## 5. POLICY

### BACKGROUND

In May 2008, the NSW Department of Local Government published a report entitled *“Review of Parking Enforcement - Report on Findings”*, a comprehensive analysis of public parking provision and related enforcement activities undertaken by local Councils in the State. This Policy was developed in response to that investigation and recommendations arising from the review report, in accordance with the Department’s Circular 08-36. The Policy also takes account of subsequent guidelines issues by various NSW Government agencies.

Armidale Regional Council regulates the use of over 1,500 on- and off-street public parking spaces in central Armidale, including the Central Business District (CBD). These facilities are located within the area bounded by Markham, Kirkwood, Taylor and Barney Streets.

While most of this public parking is owned or controlled by Council, from time to time Council also enters into arrangements with the owners of private land to regulate parking on their properties, pursuant to s.650 of the Local Government Act 1993.

Traditionally, Council’s Rangers have patrolled public off street parking areas in Armidale to enforce compliant parking practices, in particular adherence to posted parking time limits. Since 2002, in common with other local government councils in New South Wales, Council has also inherited responsibility from the NSW Police for enforcing parking legislation in relation to parking on public roads, such as the NSW Road Rules (derived from the Australian Road Rules).

Public safety in the use of all vehicle parking facilities is paramount, for example around school zones and in ‘no stopping’ zones throughout the local government area. Providing equitable and balanced access to all day and shorter term parking is also a key objective of local parking restrictions, for the benefit of the community, business sector and visitors. In this regard, Council provides public parking facilities which promote all-day parking (eg for employees) at the CBD perimeter, and time limited parking spaces of various durations within the CBD, designed to cater for a range of business, retail and service needs.

In 2012, Council introduced new in-ground sensor technology in time-limited public parking bays in the CBD. This initiative was taken in order to improve the effectiveness of our parking surveillance, promote compliant parking by the community and thus increase the availability and turnover of short term parking for users and businesses.

Council’s transport planning also seeks to facilitate the use of other travel modes such as bicycles, public transport services including taxis, as well as pedestrian activity. Facilities for users with special needs, such as people with disabilities, are also given consideration and priority.

### PARKING DEMAND AND SUPPLY

#### User groups

Vehicle parking areas for the public, especially in the Armidale CBD, are located and regulated to cater for a wide range of users. Each user group has different demands for parking time, location and accessibility.

These include consumers of retail or professional services, where it is important to ensure a regular 'turnover' of parking spaces in accessible locations. These facilities should not be used for all day parking, which is required for employee use - in most circumstances this can be accommodated at more peripheral locations.

There is an expectation in regional centres such as Armidale that people will be able to park reasonably close to their destination. For example, employees are reluctant to walk more than 500 metres to their workplace. Such expectations can present challenges in the light of new development and intensification of land uses over time.

Others with particular needs which need to be considered include:

- Public transport operators, including bus and taxi services;
- Vehicle users with disabilities or other mobility restrictions (eg parents with children in prams) – Council does not regulate time limits for vehicles where a current mobility parking permit is displayed;
- Cyclists and motor cycle users;
- Delivery services;
- The construction industry;
- Carers collecting people who cannot drive, from locations such as schools and medical establishments;
- Tourists/Visitors (including those in coaches / caravans) and those attending special events;
- Emergency services.

### Review and monitoring of supply

Council's Local Traffic Committee includes representatives from Council's staff, Police and Transport for NSW and representative of the NSW Local Member, as well as elected Councillors. The Committee can also receive community representations and regularly liaises with Council's Ranger Unit and planning staff.

The Committee enjoys delegation from the RMS in relation to the regulation of traffic on public roads, including making decisions on the display of notices regulating where parking may or may not occur, as well as time limits. As a result, the Committee regularly monitors public vehicle parking issues, having regard to changes in user behaviour, emerging needs, and submissions received. The Committee's minutes are subject to endorsement at open Council meetings.

This Policy requires an annual review process for public parking provision and restrictions, to be undertaken by the Committee in conjunction with Council's Ranger Unit. In particular Council's public parking maps will be reviewed at that time with the benefit of data on parking activity which is obtained from the in ground sensors installed in public parking bays in the CBD.

Following the introduction of this technology in central Armidale, Council will continue to review the availability and potential application of relevant systems for parking management in Armidale, undertaking feasibility studies and consulting with the community before introducing any new arrangements.

Permits for long term parking on public roads or in any pay parking areas can only be issued in accordance with a formal scheme established under the RMS "Permit Parking" Manual. No such scheme is in place in Armidale at this time, however any requests for resident/visitor, business, or other permit schemes allowed under the Manual should first be discussed with Council's Local Traffic Committee.

### New Parking facilities

Council will continue to require an appropriate level of new off street (private) parking in connection with new or intensified development activity. Council's Parking Code, which forms part of our Development Control Plan, is used for this purpose in the assessment of development applications under the NSW *Environmental Planning*

and Assessment Act 1979. Council may also require monetary or land contributions to be made towards the provision of public parking where a particular project cannot accommodate sufficient off street parking under the Code.

However, Council may also make provision from time to time for the use and/or purchase of additional land for public parking where it is considered advantageous to do so, for instance where existing facilities become insufficient to meet changing demands.

### Other transport modes

Demand management for vehicle parking will also be assisted by the use of other transport modes – for example by providing improved facilities for bicycle use and parking, pedestrian and public transport services. Such initiatives are encouraged by this and other Council Policies.

## ENFORCEMENT ACTIVITY

### Parking Surveillance

Council Rangers carry out regular patrols of public parking areas and roads in the local government area. They also respond to community complaints regarding illegally parked vehicles.

Priorities in this surveillance work include:

- Patrolling school zones – usually every day during school terms;
- Patrolling compliance with on street parking restrictions within the Armidale Regional Council Local Government Area on weekdays and Saturday mornings to ensure correct use of bus, taxi and loading zones, as well as no stopping zones;
- Surveillance of time limits and bay markings in off-street parking areas in Armidale CBD on weekdays and Saturday mornings;
- Advice to drivers of their obligations under the Road Rules.

Patrols also provide the opportunity to observe any other activity of relevance for local government law enforcement and to report any damaged or unclear signs/markings to Council's public infrastructure staff, who arrange repairs/replacements.

Observed parking offences are witnessed and (other than for offences relating to time limits) photographed by Rangers, with vehicle ownership details obtained. Typical offences subject of penalty action by Council may include:

- Overstaying beyond posted time limits (note, a modest additional time allowance is provided when follow up checks are done on overstaying time limits, for the avoidance of any doubt);
- Breaches of on street parking restrictions applicable to "No Stopping", Bus, Loading and Taxi zones;
- Parking in a marked accessible (disability) parking bay without an authority to do so being displayed;
- Failure to park properly within a marked parking bay.

Penalty Notices for offences observed are normally placed on parked vehicles. Otherwise these are mailed to the owner of the vehicle concerned, with an accompanying letter informing the owner of the offence details and the process for payment and or challenge of the penalty (see Revenue NSW Services, below).



In 2012, following research, planning and a competitive tendering process, Council introduced new technology in the Armidale CBD to monitor the use of on and off street time limited public parking bays. The system selected involves the use of in-ground sensors. These can detect the presence of a vehicle within a marked parking space and can be individually programmed with the relevant time limits for each space. Hand held devices used by Council's Rangers on foot patrol communicate with the sensors to determine where a vehicle has exceeded the relevant time limit. The sensors were introduced to improve the turnover of parking spaces available for the public, as well as staff productivity in surveillance patrols.

### The use of discretion

Council Rangers have limited discretion in their enforcement of signposted or marked restrictions in relation to vehicle parking. To fail to take action in relation to an observed offence may firstly create hazards, risks or inconvenience for the community. In addition, it may expose Council and the officers concerned to accusations of partiality and, potentially, claims for damages where an unsafe situation has arisen. Such inaction may also be in breach of Council's Code of Conduct.

Nevertheless, it is intended that Council's enforcement in relation to parking matters should be undertaken with regard to exceptional circumstances which may arise from time to time. Rule 165 of the *NSW Road Rules 2014*, for example, provides for waiver of penalties in a medical or other emergency, where a driver stops for no longer than is necessary in the circumstances. Emergency services vehicles attending incidents would likewise be considered exempt.

Moreover, Guidelines issued by the NSW Attorney General under the Fines Act 1996 (the "Caution Guidelines") provide for Council's authorised officers to exercise discretion where it is appropriate to issue a caution only, where obvious exceptional and mitigating circumstances are apparent to the officer when observing an offence. Critically, however, public safety must not be compromised (for example, it is extremely unlikely a caution would be issued for offences in School Zones).

At the time of preparing this Policy, relevant matters identified in the Caution Guidelines to be taken into account when deciding to issue a caution instead of a penalty notice included circumstances where:

- The offending behaviour did not involve risks to public safety, damage to property or financial loss, or have a significant impact on other members of the public;
- There are reasonable grounds to believe that a person is homeless, has a mental illness or intellectual disability other special infirmity or is in very poor physical health, or is under 18;
- The offending behaviour is at the lower end of the seriousness scale for the offence;
- A person claims on reasonable grounds that they did not knowingly or deliberately commit the offence, is cooperative and/or complies with a request to stop the offending conduct; or
- It is otherwise considered reasonable, in all the circumstances of the case, to issue a caution (eg in an emergency or where the offence was committed by an overseas visitor unaware that their conduct may have been unlawful).

Council has also established a requirement for any proposed penalty notice to be issued in relation to a taxi to be reviewed initially by management having regard to the Caution Guidelines, given the public service provided by the taxi industry and the difficulties that may be faced in providing a service to particular passengers. An example may be a vehicle delivering a frail or elderly person to a medical practice, where the prevailing traffic conditions do not present a risk.

### Revenue NSW services and information

Council uses the 'premium' service offered by the Revenue NSW for the administration of parking penalty notices issued in Armidale Regional area, as well as in connection with appeals arising.

Under this commission arrangement, the Revenue NSW provides an independent assessment and review service, reducing local administration overheads and reducing potential conflicts of interest. Revenue NSW also offers extensive advice to people who have received parking penalties on relevant issues and options available to them. For further information, including its current review guidelines for parking offences, see the Revenue NSW web site at <http://www.revenue.nsw.gov.au>.

In the event that a person elects to challenge a penalty in Court, Council's authorised officer will usually attend to give evidence. Moreover, in the event of a written appeal where unusual circumstances may have been raised by the recipient of a penalty, Revenue NSW may confer with Council and request a review of its decision to issue a penalty notice. Such requests are considered by the Coordinator Regulatory and then may be referred to the Manager for response.

Revenue NSW also maintains detailed statistical information on Councils' performance in relation to the administration of parking offences in NSW. These include the promptness of payment and the extent of challenges upheld. This data, in particular our Council's performance in comparison with State averages, will be used as a key performance indicator for Council's Ranger Unit.

### Handling complaints

As indicated, the administration of all offences and penalty notices is managed by the Revenue NSW under an arrangement with Council. Advice to that effect is therefore given by Rangers and Customer Service staff in relation to all penalties issued.

However, in the event that a member of the public wishes to lodge a complaint with Council about the conduct of a Council officer in connection with the enforcement of public parking rules, that can be considered under Council's Complaints Management Policy in the first instance. Please see Council's web site <http://www.armidale.nsw.gov.au> for further details, if required.

### PARKING-RELATED INCOME

The income generated from parking regulation and activities in Armidale Regional Area is used to offset the costs of providing relevant Ranger services and for parking area maintenance, including repairs, line marking, signposting and cleaning.

In considering proposals to introduce new parking technology in the Armidale CBD, Council also indicated that any additional net revenues arising from the system's introduction should be directed to CBD parking and transport infrastructure. These include:

Operational needs -

- Signage to assist users - 10 year replacement cycle;
- Line marking of parking spaces - 5 year cycle;
- Road surface resealing - 10 year cycle;
- Sensor replacement / maintenance - coordinated with resealing and line marking program.

Other -

- Improved/new signage;
- Improved lighting in and surfacing in off street car parking facilities;
- Improved pedestrian and cycling facilities;
- Improved landscaping in car parks.

## COMMUNITY INFORMATION

Council will keep the community informed of important public parking issues, including available parking facilities, community roles and responsibilities, Council priorities and enforcement strategies and the use of revenue from parking fines. Such information will be provided through relevant information brochures and a dedicated page on the Council internet site <http://www.armidale.nsw.gov.au>.

In 2012, Council introduced new colour coordinated identification signage for all off-street public car parks in the Armidale CBD to assist users in connection with any time limits and conditions of use. Council will inform the community of any significant changes to the legislation or local arrangements pertaining to public parking, including media releases and targeted advice to relevant user groups, for example:

- Offers to attend parents and citizens' meetings at Schools regarding enforcement of school zone regulation;
- Leaflet distribution to CBD retailers on new parking technology issues;
- Distribution of educational materials to be included in School newsletters.

Council will liaise with the Police, RMS, and Revenue NSW in this work, and seek feedback from the community on new long term discretionary initiatives such as any new parking management systems and plans.

## 6. LEGISLATIVE REQUIREMENTS

A range of legislation applies to the regulation of public parking in New South Wales. Council's officers must comply with relevant statutes and regulations in administering local parking controls.

For on street parking, statutes include the (NSW) *Road Rules 2014*, derived from the Australian Road Rules, and the *Road Transport (General) Regulations 2013*, *Road Regulations 2018*, while free privately owned public off street parking is principally regulated pursuant to Part 5 of Chapter 16 of the *Local Government Act 1993*.

In addition, mandatory Guidelines have been issued by the State Government in relation to the effective management of public parking by local Councils (see "*Relevant Background Material*", at the end of this Policy).

In turn, vehicle users are responsible to comply with relevant rules, including signposted directions and pavement markings, in their use of public parking facilities. Failure to do so may incur fines or other penalties such as demerit points.

Penalties for parking offences are set by legislation administered by the NSW Government and not Council (see further discussion on Enforcement below).

*Legislation is regularly updated over time and it is not the purpose of this Policy to re-state this material in detail. However, further information can be obtained from the Police, NSW Roads and Maritime Services, Revenue NSW and Council's Ranger Unit in relation to current road rules and related guidelines on the regulation of public car parking.*

*Details of current NSW legislation are now also available on the internet at: <http://www.legislation.nsw.gov.au>*

Document any instruments of Legislation (Acts, Regulations etc.) that need to be followed as part of the policy.

## Relevant background material

Luxmoore Parking Consulting – Parking technology report (ADC reference I/2010/29293), December 2010



NSW Department of Justice and Attorney General – current Caution Guidelines under the Fines Act 1996

NSW Department of Local Government - Review of Parking Enforcement - Report on Findings, May 2008

NSW Division of Local Government, Department of Premier and Cabinet – email advice “Performance Management of Council Parking Officers”, 15 June 2010

NSW Roads and Maritime Services – current Manual on “Permit Parking”

Revenue NSW – current Review Guidelines

### On line information

Office of Local Government - [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au)

NSW legislation - [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)

NSW Roads and Maritime Services - [www.rms.nsw.gov.au](http://www.rms.nsw.gov.au)

Revenue NSW – [www.revenue.nsw.gov.au](http://www.revenue.nsw.gov.au)

### REVIEW

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

## 7. REPORTING

Are there any reporting requirements? I.e.: Annual Report requirements, reporting to the ARIC, external reporting to other agencies etc. required under this policy.

## 8. RESPONSIBLE OFFICER

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

## 9. ROLES AND RESPONSIBILITIES

Council's Rangers are trained to undertake their work in a safe, fair, transparent, consistent and accountable manner. In particular, they are required to complete Certificate IV in Local Government Regulatory service work. They also attend relevant training, including training provided by Government and the NSW Rangers Institute, to maintain knowledge of current parking legislation and issues.

In addition, Rangers undertaking parking patrol duties are counselled in dealing with difficult or aggressive individuals in connection with potential disputes over alleged offences. They carry mobile communications and camera equipment as part of their work.

In June 2010, the Division of Local Government of the NSW Department of Premier and Cabinet issued guidance to Councils about the "performance management of Council parking officers". The Division advised that relevant factors to be considered in this context include:

- The behaviour of an officer in undertaking their duties;
- The aptitude and attitude of an officer to their work;
- The appearance and presentation of an officer;
- Customer satisfaction with an officer's performance (eg: the number of complaints received about an officer);
- How an officer applies their skills to the performance of their duties;
- Any excessive amounts of leave taken by an officer;
- How consistently an officer performs their duties over a specified period (eg: the course of a shift or reporting period);
- An officer's knowledge of relevant legislation and guidelines;
- Whether an officer complies with Workplace Health & Safety (WH&S) requirements, and whether they report WH&S incidents in a timely manner.

These issues and related training needs are regularly reviewed with individual staff members, including as part of their annual appraisals.

## 10. RELATED PROCEDURES

Nil

APPROVAL AND REVIEW		
<b>Responsible Business Unit</b>	Development and Regulation	
<b>Responsible Officer</b>	Coordinator Regulation	
<b>Date/s adopted</b>	<i>Council Executive</i> [updated by policy owner]	<i>Council</i> [DD Mmmm YYYY]
<b>Date/s of previous adoptions</b>	Version 1 Adopted 22 June 2009	

	Version 2 Adopted with effect from 30 August 2010 Version 3 Adopted with effect from 11 April 2013 Version 4 Adopted with effect ####
Date of next review	
TRIM Reference	

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

## 1. PURPOSE

To outline the allowable uses of rainwater tanks where there is a reticulated water supply available.

## 2. APPLICATION

This policy applies to all properties within the water reticulation area of Armidale Regional Council.

## 3. POLICY INTENT

The objectives of this policy are:

- To promote water conservation
- To provide consumers with an alternative renewable supply of good quality water
- To ensure compliance with relevant standards and codes
- To assist new home builders in obtaining a BASIX certificate

## 4. COMMUNITY STRATEGIC PLAN OBJECTIVES

This policy supports the Community Strategic Plan objective of:

“The community can participate in initiatives which contribute to a sustainable lifestyle”

## 5. POLICY

### 5.1. APPLICATION

Where there is a council reticulated water supply available or connected, Armidale Regional Council will allow tanks for the collection of rainwater to be installed and the rainwater used for specified purposes, subject to complying with State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 and the National Construction Code.

### 5.2. RAINWATER USES

The following are the specific purposes which rainwater may be used

- Toilet flushing
- Residential garden irrigation
- Washing cars
- Washing machines
- Filling ornamental ponds

### 5.3. INSTALLATION AND MAINTENANCE REQUIREMENTS

All rainwater tanks are to be installed in accordance with the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.

[Rainwater Tanks \(above ground\)](#)

[Rainwater Tanks \(below ground\)](#)



All plumbing work is to be carried out in accordance with The National Plumbing and Drainage Code and New South Wales Plumbing and Drainage Code of Practice.

Direct connection between the rainwater tank and reticulated potable water supply will not be permitted, however, the reticulated potable supply may be used to top up the tank via a physical air gap.

Maintenance of the tank or tanks shall be in accordance with the guidelines from the New South Wales Department of Health for the use and maintenance of rainwater tanks.

## 6. LEGISLATIVE REQUIREMENTS

Environmental Planning Assessment Act 1979

National Plumbing and Drainage Code.

State Environmental Planning Policy (Exempt and Complying Development Codes) 2008

Building Code of Australia Volume 2

## 7. REVIEW

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

## 8. REPORTING

Nil reporting requirements

## 9. RESPONSIBLE OFFICER

- Manager Development and Regulatory is responsible for keeping the policy current and investigating breaches and enforcing compliance

## 10. ROLES AND RESPONSIBILITIES

The Customer Service and staff are responsible for education about this policy.

## 11. RELATED PROCEDURES

Nil.

APPROVAL AND REVIEW		
Responsible Business Unit	Development and Regulatory	
Responsible Officer	Manager Development and Regulatory	
Date/s adopted	Council Executive [updated by policy owner]	Council [DD Mmmm YYYY]
Date/s of previous adoptions	Version 1 – June 2005	
Date of next review	Two years from last adoption	
TRIM Reference		

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

## 1. PURPOSE

The purpose of this policy is to provide guidance on relocation of a building into a location within the Council local government area.

## 2. APPLICATION

This policy sets out the requirements for buildings being relocated to a location within the Council LGA but does not apply manufactured home, moveable dwelling as defined under the Local Government Act 1993.

## 3. POLICY INTENT

The objective of this Policy is:

- To set out requirements for buildings being relocated to a location within the Council LGA.

## 4. 4. COMMUNITY STRATEGIC PLAN OBJECTIVES

Not applicable

## 5. POLICY

The relocation of a building or buildings will be subject to the following conditions:

1. Any proposal to relocate a building will require the prior submission and approval by Council of a Development Application and Construction Certificate, together with an Occupation Certificate before occupation, all in accordance with the Environmental Planning and Assessment Act 1979 as amended. In rural zones or sites of Heritage Significance (including Conservation Areas), particular attention will be given to the building design and its suitability for “fitting in” with surrounding buildings or landscapes.
2. The Application should be supported by:
  - (i) A report, from a person suitably qualified in building construction, which would include plans/photographs, specifications and condition of the structure, together with a program of works to raise the quality of the building to a satisfactory condition for habitation.
  - (ii) Details of the current location of the building (including, if relevant, details of the local government area if outside Armidale Regional Council) together with a site plan showing the intended position of the building when relocated, any constraints to that relocation (eg existing structures, street furniture, trees, utility services etc) and how it is intended to avoid damage to any such items (eg by partitioning the building into sections for transport onto the new site).
  - (iii) Details of the route by which it is proposed to move the structure and the name/contact details of the contractor to be used, together with evidence of their current public liability insurance cover (minimum as advised by Council staff in the circumstances of a particular case - normally \$10 Million).
  - (iv) An indication of expected time to relocate and then prepare the building for occupation at its new site.

3. The building will be required to satisfy the provisions of the Environmental Planning and Assessment Act 1979 and related Regulation, the structural and fire safety requirements of the National Construction Code as a minimum, the Armidale Dumaresq or Guyra Local Environmental Plan and relevant Council policies.

Evidence should be provided that, when positioning the building on the new location, orientation to maximise the amount of sunshine to living areas has been considered as far as practicable and having regard to other potential environmental impacts.

*Advising: If the ceiling is not already insulated to R3.5 standard, additional insulation should be fitted and consideration given to the possibility of installing wall insulation.*

The applicant/owner may be required to sign an agreement incorporating a bond (value to be assessed by the Manager Roads and Parks or nominee) before commencing the relocation, to cover potential damage to services, trees, footpaths and other Council infrastructure during the relocation process.

## 6. LEGISLATIVE REQUIREMENTS

Environmental Planning and Assessment Act 1979.

Local Government Act 1993

National Construction Code

Local Environmental Plan

## 7. REVIEW

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

## 8. REPORTING

Nil

## 9. RESPONSIBLE OFFICER

- Manager Development and Regulatory is responsible for review this policy.
- Regulatory Staff are responsible for implementing this policy where relevant

## 10. ROLES AND RESPONSIBILITIES

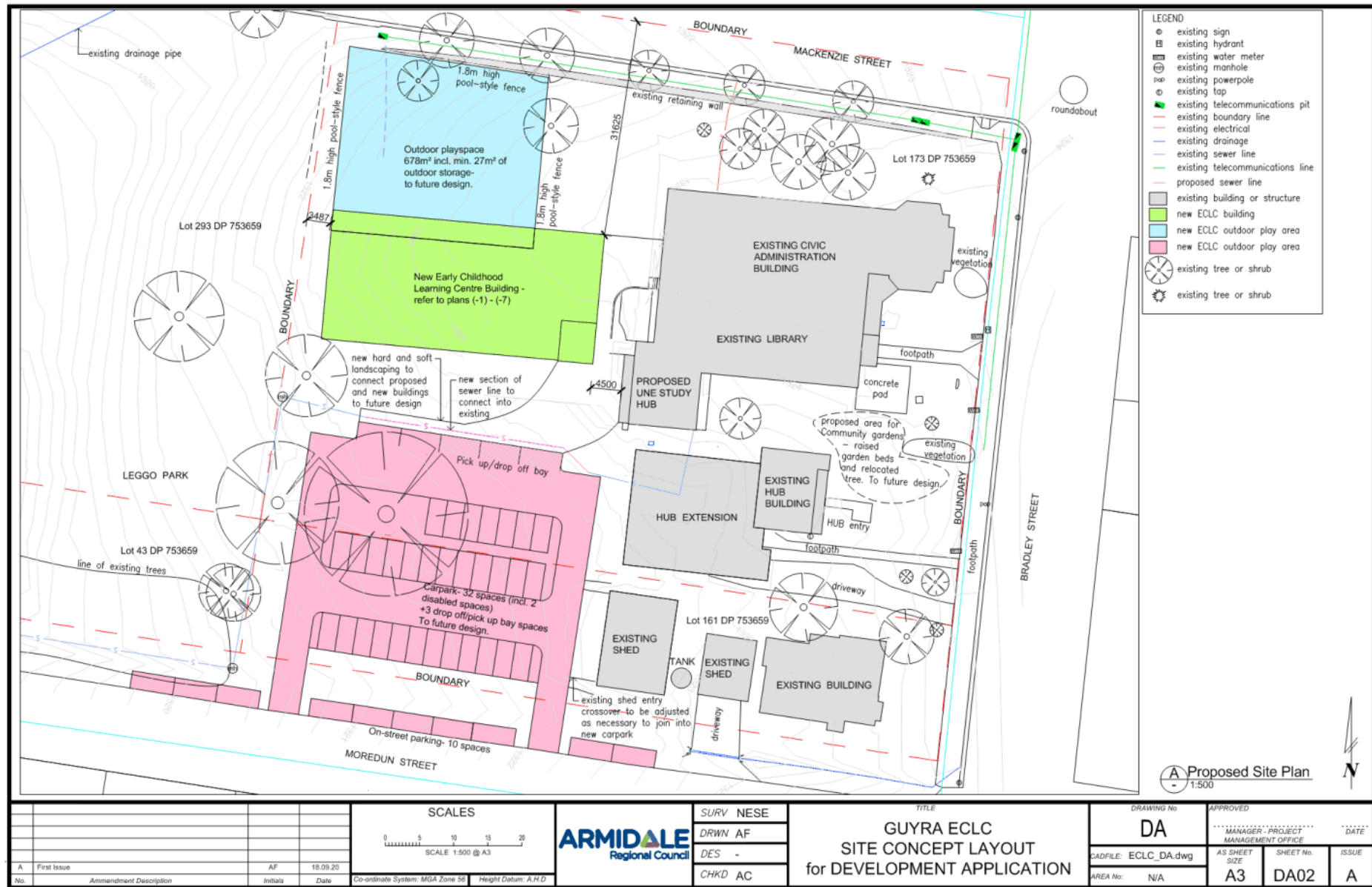
- Regulatory Staff are responsible for implementing this policy where relevant

## 11. RELATED PROCEDURES

Nil

APPROVAL AND REVIEW		
Responsible Business Unit	Development and Regulatory	
Responsible Officer	Manager Development and Regulatory	
Date/s adopted	<i>Council Executive</i> [updated by policy owner]	<i>Council</i> [DD Mmmm YYYY]
Date/s of previous adoptions	Version I – June 2008 Version II – July 2009 (review)	
Date of next review	Two years from last adoption	
TRIM Reference		







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Armidale Regional Council

project:  
proposed Learning Center  
156-158 Bradley Street  
Guyra NSW 2365

design by: #Contact Full Name

drawn by: TGT

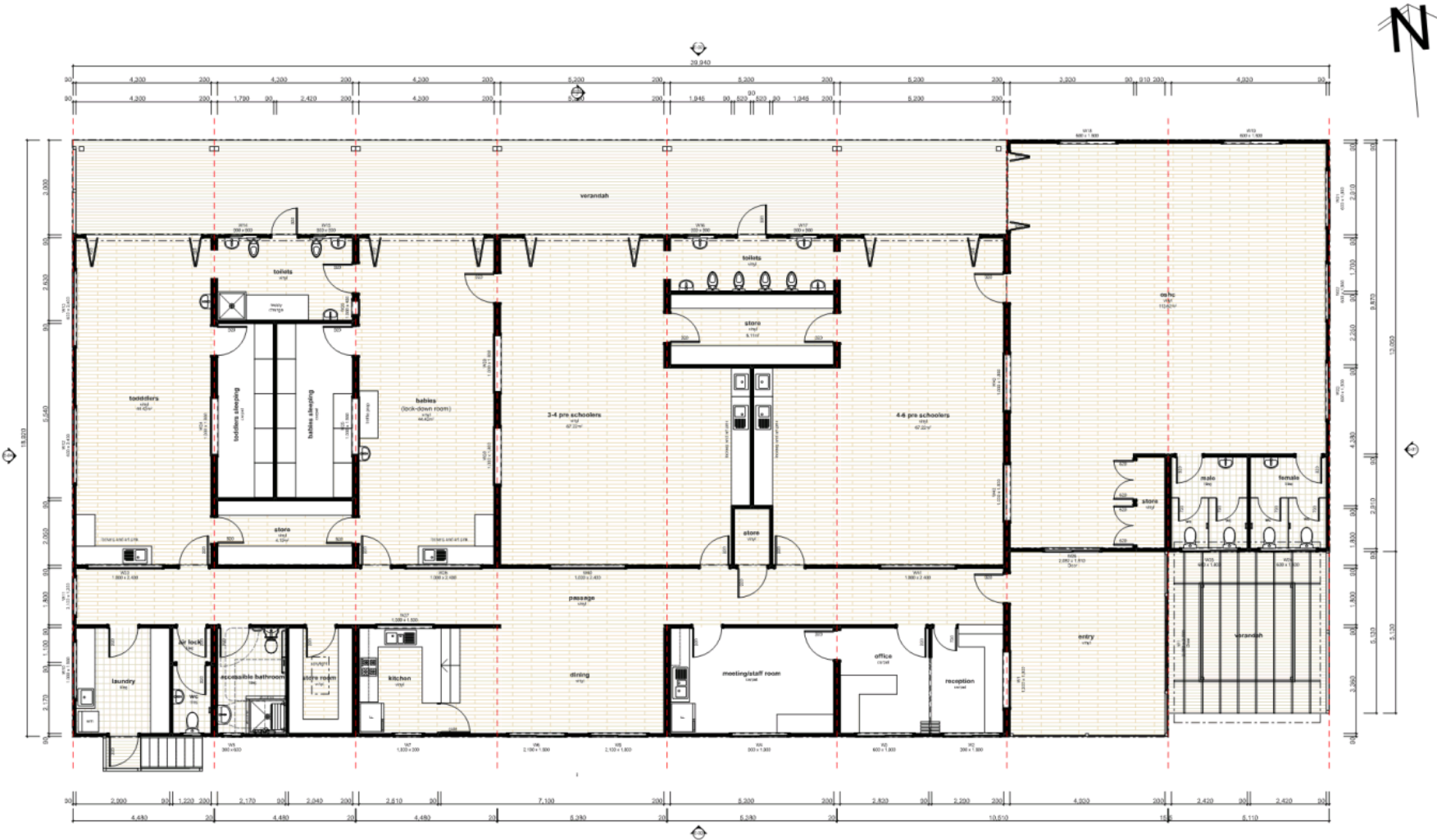
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date: 7/09/2020

cover page

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-2	floor plan
-3	site plan
-4	site analysis plan
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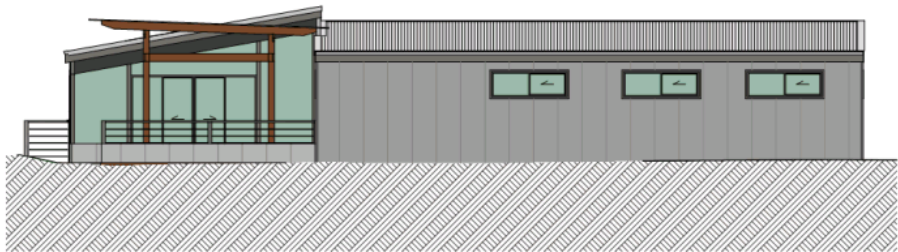
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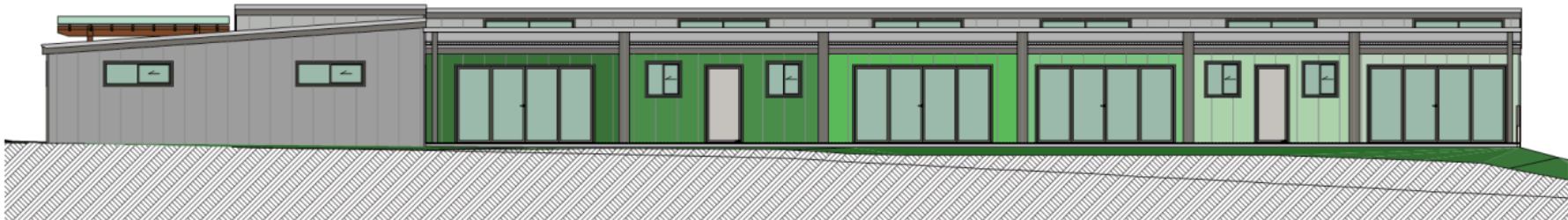






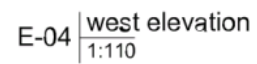
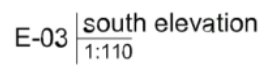


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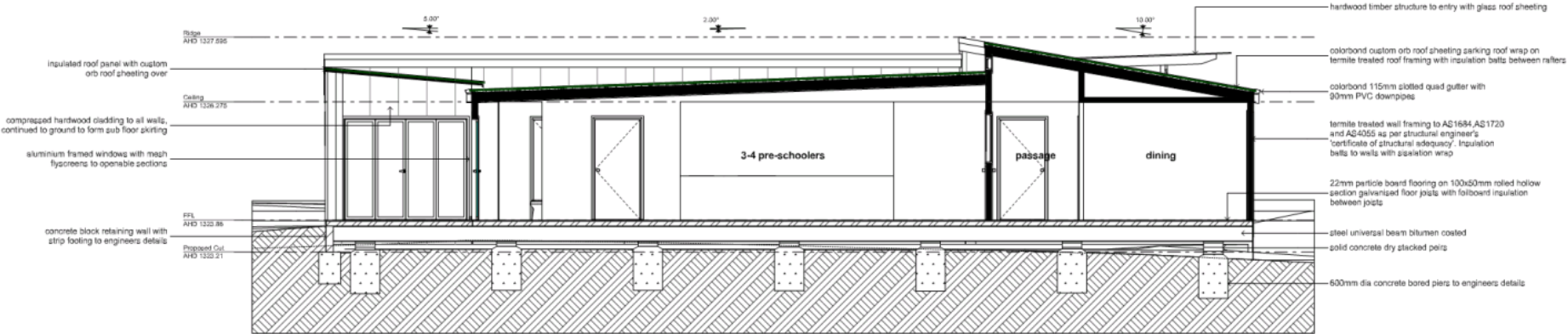
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-6



S-02 Cross Section (1)  
1:80

<div>client: Armidale Regional Council</div> <div>project: proposed Learning Center</div> <div>address: 156-158 Bradley Street#Site Full Address Guyra NSW 2365</div>	design by: #Contact Full Name		section	
	drawn by: TGT		job no:	
	scale: 1:80 on A3		3132_1G	
	date: 7/09/2020		sheet no: -7	



## SUBMISSION - Guyra Early Childhood Learning Centre Development Application

From: Guyra Neighbourhood Centre Inc. t/a The Hub at Guyra

### HISTORY:

Ten minutes before the announcement of funding by Hon Barnaby Joyce MP that a pre-school was to be built on the site to the rear of our building we were shown the 'CONCEPT' plans by Mr Scot MacDonald of ARC. This was during the building of Stage 1 of our redevelopment, (a build that was never intended to be anything other than a one stage project). As a tenant of Armidale Regional Council, I was genuinely concerned because it appeared that the development encroached on the DA Approved development to extend the community facilities at our local neighbourhood centre. The plans certainly 'wiped out' our leased space containing the Guyra Community Garden which is owned and operated by The Hub at Guyra. The plans do enable us to construct Stage 2 but without the original plan of a rear-of-building flow to the outside at the rear of the building and directly into the garden.

The Guyra Community Garden was a concept of Guyra Youth and was developed by the Youth over a couple of years commencing with a Youth and Community Grant in 2014. It was a project of The Hub at Guyra and Guyra Youth at the Hub in partnership with Healthy Highlanders, Guyra Shire Council, New England Medicare Local, Guyra Men's Shed and Guyra Adult Learning Association. It was officially opened by Local Member Adam Marshall on 23 March 2015. As we understand it none of this history has been considered during the process of the redevelopment of the precinct.

At no time has anyone at Council involved with the GECLC project formally approached our Organisation regarding the lease we have, the space it encompasses or plans to renegotiate the leased space. I was told by Scot MacDonald that Council owns our space and has the right to adjust anything to do with it. I do not believe that is quite what the tenancy laws would say! I have spoken informally with a couple of staff and stated that we need ARC to be aware of the importance to the Guyra community of the neighbourhood centre and the community garden. The only thing formal is our renewed and current Lease 1 July 2020 – 30 June 2023 which includes a new clause stating, among other things:

1. c. The site boundary may vary at the discretion of Armidale Regional Council

As a tenant of Armidale Regional Council our Organisation has responsibilities to which we diligently adhere; and rights which need to be respected. We will need to have a new boundary plan drawn up and attached to the lease. I imagine this has been delayed until the plans are finalised. We are aware that the DA of the redevelopment of 160 Bradley Street allows us to relocate the Guyra Community Garden, and this has commenced in anticipation of the development. We were not involved in any community discussions until I requested to know what was happening. We were then invited to participate in the community consultation conducted by Sefton's Consulting.

My major concerns are with the **positioning and safety aspects** of buildings, car park, adjacent roads, businesses, etc. as displayed on the two Site Concept Layout diagrams DA01 and DA02. These concerns are shared by the staff but not by all the members or executive.

Lodged by Chris Hietbrink, Centre Coordinator, Guyra Neighbourhood Centre Inc. t/a The Hub at Guyra, 160 Bradley Street, Guyra NSW 2365. M: 0411807046 E: info@the-hub.cc

## **SUBMISSION - Guyra Early Childhood Learning Centre Development Application**

On 22 June 2020 I emailed Mr MacDonald with some suggestions which I asked him to consider. I included my concerns for the positioning of the centre and the car park.

### **REMOVE THE RFS SHED:**

- IF the development layout is approved 'as is' I believe the safety of RFS crews, vehicles, and equipment, along with children and families will be greatly compromised and not meet WHS standards. Having huge fire engines and other vehicles having to negotiate car park space is dangerous.
- I gather that there is not currently funding to cover any movement of the RFS facility right now. May I, respectfully, suggest that there be contact made with the NSW RFS to discuss the possibility of them funding the relocation of their facility.
- The Celeste Barber Bushfire Fundraiser realised some \$53M. I gather over \$20M of that has been spent and I believe that the legal outcomes prevent the RFS from spending on anything other than RFS personnel, facilities, and equipment.
- With some many millions of dollars in the kitty from that fundraising effort alone, I wonder if we could approach the RFS Commissioner Rob Rogers AFSM and his management to put a proposal to fund the relocation of the facility?
- This would, I believe, be very well received by our community. AND it would relocate the RFS to the Council Depot where the long-term plan is for them to reside.
- I would also suggest we contact the new Commissioner of Resilience NSW, Shane Fitzsimmons AFSM, to garner his support.
- If we add Minster Marshall to our support request I believe we would have a strong case for support of this concept.
- Resilience and care of community is, I know, particularly important to Council as well as to our organisation, and particularly so to NSW Government.

### **FLIP THE PLAN:**

- Site the facility across the space currently occupied by the RFS Shed and the rear driveway on the southern side of the site
- The pre-school would get the best aspects into the grounds, with the back of the buildings sited on the dirty-south-side of the block.
- This would then open up the space to the northern aspect
- It would allow easy foot access to the (re-sited) community garden where there has always been a plan for the pre-schoolers to have their own garden beds.
- The pathways would lead to the Library and easy walking distance to Rotary Park and its playground.

### **MOREDUN STREET:**

- I understand it is mooted that Moredun Street be made one-way traffic.
- This would negatively impact RFS (if they are not relocated); GRAZAG, Simpsons Earthmoving, RV travellers to Mother of Ducks Lagoon, residents, and townspeople.
- The many deliveries that are made to the legitimate and longstanding business premises located in that precinct underpin the need for that street to remain two way.
- From our location we observe the traffic, and many semitrailers deliver to the businesses. They often turn into Moredun Street to then back into the laneway between GRAZAG and the Soldiers Memorial Hall.

Lodged by Chris Hietbrink, Centre Coordinator, Guyra Neighbourhood Centre Inc. t/a The Hub at Guyra, 160 Bradley Street, Guyra NSW 2365. M: 0411807046 E: info@the-hub.cc

## SUBMISSION - Guyra Early Childhood Learning Centre Development Application

- Moredun Street is a designated brake testing road; it would seem unsafe to have up to 200 extra traffic movements per day in that street when the current council parking lot could remain where it is and be extended to take the additional traffic.
- Mackenzie Street is a commercial load road and a main thoroughfare.
- Mackenzie Street also has only commercial premises located on either side of the road.
- There is a roundabout on the Mackenzie/Bradley Street corner which can easily help control traffic.
- Two simple 10kph traffic chicanes on the road either side of the entrances/exits to the Nutrien business's building would slow traffic. (Mackenzie Street/Boorolong Street corner)

### STREET PARKING:

- I note the plans include 10 car spaces on Moredun Street, three to the west of the car park entrance/exit; two to the east of the other entrance/exit and five between the entrances/exits.
- Please reassure me that everyone will be able to traverse the access points to the car park as designed.
- No one will be able to see the road traffic if there are ten cars parked blocking their view. You WILL have parents parking in those spaces too; trying to get their kids in and out of cars alongside the narrower street; I know these drivers – it is a disaster waiting to happen.
- Parking from the Mackenzie Street entrance to the current space is viable and safe. There is also plenty of street parking that has unimpaired vision east and west.

I have made it clear to Sefton's Consulting what I think the site layout should be (flipped); not everyone agrees with me. However, I do think that the site design (as opposed to the building designs) appears to have been created by someone who has no idea of the weather in Guyra – it is not all sunshine and blue skies! I cannot seem to find out who put the design/plans together. ANYONE who would design a greenfield site, in the highest town (other than Kosciuszko) where parents have to traverse through a car park sited in the path of the cold, windy, dirty winter weather roaring up Moredun Street, to get to the south side of a building has no idea of this climate. If the whole site design is 'FLIPPED' it would solve so many problems about this project.

I know that one argument is going to be that the trees need to be saved. It is my understanding from a number of Guyra born-and-bred accredited gardeners that the oaks have a limited life, and they are almost at that limit. There is a wealth of local gardening knowledge in Guyra. Council can easily access that resource to ensure that the planting is compatible with the climate, the town, and the children.

Lodged by Chris Hietbrink, Centre Coordinator, Guyra Neighbourhood Centre Inc. t/a The Hub at Guyra, 160 Bradley Street, Guyra NSW 2365. M: 0411807046 E: info@the-hub.cc

**SUBMISSION - Guyra Early Childhood Learning Centre Development Application****SUGGESTED ACTIONS:**

Remove the couple of trees  
Relocate the Rural Fire Service  
Flip the design  
Locate the rear of the pre-school building on Moredun Street  
Keep the car park on Mackenzie Street  
Allow two-way traffic on Moredun Street

**POSITIVE OUTCOMES:**

No compromise of Stage 2 The Hub at Guyra  
Relocation and rebuild of Guyra Community Garden  
No disruption to the longstanding and legitimate businesses in Moredun and Bradley Streets.  
No disruption to the residents and their visitors in Moredun Street  
Maximised use of the commercially used Mackenzie Street  
No disruption to visitors to Mother of Ducks Lagoon  
Minimised car parking safety concerns  
Open, direct, and safe access to the precinct for the pre-schoolers, their families, and staff

Thank you for accepting this Submission. I look forward to your response.

Sincerely,

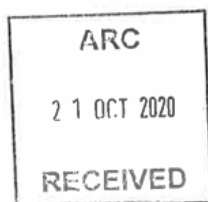


Chris Hietbrink  
Centre Coordinator  
The Hub at Guyra

10 November 2020

Lodged by Chris Hietbrink, Centre Coordinator, Guyra Neighbourhood Centre Inc. t/a The Hub at Guyra, 160 Bradley Street, Guyra NSW 2365. M: 0411807046 E: info@the-hub.cc





## **SIMPSONS EARTH MOVING AND REPAIRS**

**2 Moredun Street, Guyra, NSW**

DA-125-2020

### **SUBMISSION FOR CHILDCARE CENTRE**

**Armidale Regional Council ref: Moredun Street Development Pre-School**

- Simpsons Earth Moving ad Repairs run a repair business at 2 Moredun Street, Guyra, and have the following concerns.
- Car parking on Moredun Street will be hazardous to children due to the heavy machinery that is present and that flows through the street
- The street will have to remain 2 directional as you can only back trailers in going from West to East
- It would be advantageous to bury the power lines as it will give more room in Moredun street
- Moredun street was gazetted to Simpsons Earth Moving and Repairs by R.M.S as well as the Police to do registration checks on registered and unregistered vehicles.
- We are not against the Child Care Centre, but we would like to see it work for both parties and not be a disadvantage to one, or a potential risk of life to the attendees of the centre and any persons in the vicinity of this area
- The driveways into the centre would be better to the west of 2 Moredun Street driveway
- The old original trees on the site must be preserved at all costs especially the old English Oak etc.

Yours Sincerely

John Simpson

Director Simpsons Earth Moving and Repairs

0427 102 910

16/10/2020

File No.	977
Date Received	21/10/20
TRIM File No.	DA-125-2020
TRIM Doc No.	A1/2020/25448
Referred to:	S Vivers
and V/N	N

20 January 2021

The Mayor  
Armidale Regional Council  
PO Box 75A  
ARMIDALE NSW 2350



Dear Mayor Cr Ian Tiley

**Motel Development, 141 Dumaresq Street Armidale, Water and Sewer Charge waiver request**

On behalf of the Armidale Ex Servies Memorial Club (the Club), it is requested that Armidale Regional Council (ARC) waive the water and sewer development charges as required by the Development Consent for the Motel Development at 141 Dumaresq Street (DA-116-2018).

A condition of the development consent involved a substantial redirection of the sewer main. The Club entered into an agreement with ARC which engaged ARC to undertake the sewer redirection works. The cost agreement for the redirection works totalled \$708,000. The Club entered into this agreement based on the ARC costing being an accurate and true reflection of the actual sewer redirection costs. Of this, approximately \$200,000 related to excavation, boring, laying and connection of the redirected pipeline. The balance, being approximately \$500,000 related to contaminated management costs (i.e. management and disposal of contaminated soils).

During the ongoing monitoring of the sewer redirection works, Club personnel were made aware that the anticipated high contamination management requirements and costs were not required due to lower than anticipated levels of contamination and the minimal need for removal and treatment of contaminated waste. On this basis, only a small fraction of the contamination management costs would have been utilised to cover the actual costs of contamination management. The Club therefore requests that the water and sewer charges for this development, totalling \$133,520, be waived. This is considered to be a fair and reasonable approach, which would result in the Clubs overall contribution to sewer network improvements being more reflective of the actual sewer redirection costs incurred by ARC.

It is further noted that the sewer redirection resulted in the decommissioning of a section of sewer main nearing its end of design life. This removes the need for Council to undertake costly upgrades to the decommissioned section of sewer main and also removes the significant risks associated with the failure of the sewer main under the bowling green's and any associated rectification works to the bowling greens. This has provided a substantial public benefit and reduced financial burden to ARC.

As you are aware, the Club is a not-for-profit community-based organisation that is a significant employer in Armidale, that contributes to a wide range of community groups and organisations through financial contributions and sponsorships. As part of the Club's strategic planning, it is diversifying its income streams to achieve long term sustainability of the Club. This will generate economic benefits to the regional economy, increase employment opportunities, and provides much needed development activity within the Armidale CBD.

The significant investment in the Motel Development presents many financial challenges for the Club. For this project to be successful, the Club requests that ARC approves this waiver request to ensure the developments costs are fair and reasonable and reflective of the actual development costs.

Please contact me should you require any information.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Scott Sullivan', is written over a red wavy line.

Scott Sullivan - CEO

[www.armidaleservies.com.au](http://www.armidaleservies.com.au)

ADDRESS ALL CORRESPONDENCE TO:  
The Chief Executive Officer  
PO Box 559, 137 Dumaresq Street ARMIDALE NSW 2350  
Phone: 02 6776 0800 | Fax: 02 6772 5880 | ABN: 61 000 979 377

135 Rusden Street  
PO Box 75A Armidale NSW 2350  
P: 02. 6770 3600 • F: 02. 6772 9275  
council@armidale.nsw.gov.au  
ABN 39 642 954 203



## DEVELOPMENT APPLICATION FORM

www.armidaleregional.nsw.gov.au

### Application Information

Please attach all scaled plans (Site Analysis Plan, Site Plan, Floor Plans and Elevations), your Statement of Environmental Effects and all other supporting information to this application.

All applications and plans must be submitted in HARD COPY AND ELECTRONIC FORMAT (Microsoft Word or PDF docs). Save each part of the application in a separate document, and name it relating to its content eg. DA Form and SEE-Address/LOT DP, Threatened Species Assessment/SEPP44-Address/LOT DP, Traffic Assessment-Address/LOT DP, Site Plan-Address/LOT DP, Floor Plans-Address/LOT DP etc.

### Type of Application

- ☐ Development Consent (Sections A, B & G)
- ☒ Modification of Development Consent (Sections A, B & D)
- ☐ Construction Certificate - Building (Sections A & C)
- ☐ Construction Certificate - Subdivision (Sections A & C)
- ☐ Modification of Construction Certificate - (Sections A, C & D)
- ☐ Subdivision Certificate (Sections A & E)
- ☐ Activity Approval under Section 68 of the Local Government Act (See Section G for activities that require approval) (Sections A & G)
- ☐ Tree Removal (related to development) (Sections A & H)
- ☐ Roads Act Approvals (Sections A & F)
- ☐ Occupation Certificate (Sections A & J)
- ☐ Review of Determination (Sections A and I)

### Section A – General Information

#### APPLICANT DETAILS

Title (Mr/Mrs, Ms, Dr etc): Mr

Contact Name:  
Nicholas Rice

Company Name:  
Rice Construction Group

Postal Address:  
Po Box 1404  
Armidale NSW 2350

Contact Details:

Phone: 02 6772 2820

Mobile: 0408668861

Email: nrice@ricegroup.com.au

Signature:

#### APPLICATION PROPERTY DETAILS

Address:  
141 Dumaresq St  
Armidale NSW 2350

Lot and DP/SP Number:  
Lot 103 DP1237922

#### DEVELOPMENT DESCRIPTION

Briefly describe everything you want Council to approve:

Deletion of the requirement to pay contribution as per condition 25A of DA-116-2018/C as per supporting letter to council.

**Section A – General Information**

The genuine estimated cost of work shall be calculated in accordance with Appendix A – Estimated Cost of Works.

Estimated cost of works (including materials and labour) are to be calculated at a minimum of \$1200 per m<sup>2</sup> of the new floor area for a standard dwelling.

Floor Area of new works in m<sup>2</sup> 3370.5

Cost of floor area per m<sup>2</sup> \_\_\_\_\_

Floor Area of ancillary works in m<sup>2</sup> \_\_\_\_\_

Cost of floor area of ancillary works in m<sup>2</sup> \_\_\_\_\_

Demolishing costs \_\_\_\_\_

**TOTAL COST OF WORKS:**

\$ 6,000,000.00

**PROPERTY OWNER'S CONSENT**

*NOTE: All owners/Director's of companies must sign this consent. If property ownership has recently been transferred, provide evidence of the transfer.*

As the owner/s of the above property, I/we consent to the lodgement of this Application, and permit officers of Council to enter the land to carry out inspections as required for the assessment of this application.

Name:

Signature:

Date:

Name:

Signature:

Date:

Company Name: Armidale Ex Services Memorial Club I

Authorised Officer Signature: 

Date: 27/1/2021

**DISCLOSURE OF POLITICAL DONATIONS & GIFTS**

State legislation requires us to ask whether you, or any person with a financial interest in this application, made a reportable political donation or have given a gift to any local Councillor or Council employee within the last 2 years.

☐ Yes ☐ No

*NOTE: If you have ticked 'Yes' above you must complete a 'Political donations and gifts disclosure statement'.*

For the meaning of 'reportable political donation', 'gift' and 'person with a financial interest', see the information on our website in relation to political donations and gifts.

**Section B – Development Information****DEVELOPMENT TYPE**

- ☒ Erecting, altering or adding to a building or structure (including a temporary structure)
- ☐ Demolition of a building or structure
- ☐ Subdivision of land/building
- ☐ Change of use of land/building
- ☐ Other work (specify) \_\_\_\_\_

Do you intend to use the premises as an entertainment venue (cinema, theatre, concert hall or indoor sports stadium) or a function centre, pub, registered club or restaurant?

☐ Yes ☒ No

If yes, what is the maximum number of persons proposed to occupy, at any one time, any part of the building to which that use applies?

**DEVELOPMENT CONSENT**

*If you are unsure, please consult the Explanatory Notes attached to this form*

- ☒ Local development
- ☐ Crown development
- ☐ Staged development (please attach information that describes the stages of your development)
- ☐ Designated development
- ☐ Integrated Development (please indicate under which Act relevant license/permits are required:

Fisheries Management Act 1994

[ ] s. 144 [ ] s. 201

[ ] s. 201 [ ] s. 205

[ ] s. 219

Heritage Act 1977

[ ] s. 58

Mining Act 1961

[ ] s. 63 & 64

National Parks and Wildlife Act 1974

[ ] s. 90

Protection of the Environment Operations Act 1997

[ ] ss. 43 (a), 47 & 55

[ ] ss. 43 (b), 48 & 55

[ ] ss. 43 (d), 55 & 122

Rural Fires Act 1997

[ ] s. 100 B

Roads Act 1993

[ ] s. 138

Mine Subsidence Compensation Act 1961

[ ] s. 15

Water Management Act 2000

[ ] ss. 89, 90, 91



**Section B – Development Information****STATEMENT OF ENVIRONMENTAL EFFECTS**

Please attach a Statement of Environmental Effects or Environmental Impact Statement as relevant to your application. All applications require one or the other.

Indicate the type of statement attached:

- ☒ Statement of Environmental Effects  
☐ Environmental Impact Statement

**THREATENED SPECIES CONSERVATION**

Is the land, or part of the land you propose to develop, identified as critical habitat under the Threatened Species Conservation Act 1995?

- ☐ Yes ☒ No

*NOTE: At the date of publication of this form (March 2015) there was no declared critical habitat in Armidale Dumaresq.*

Is your proposal likely to significantly impact on threatened species, populations, ecological communities or their habitats?

- ☐ Yes ☒ No

*NOTE: If you have answered 'yes' to either of the above, a 7-Part Test under Section 5A of the Environmental Planning and Assessment Act will be required and a Species Impact Statement may be necessary. This will need to be undertaken by a suitably qualified person.*

Does the land you propose to develop have an area greater than 1 hectare?

- ☐ Yes ☒ No

*NOTE: If you have answered 'yes', you will be required to make an assessment under the State Environmental Planning Policy No. 44, as to whether the land is potential koala habitat. This will need to be undertaken by a suitably qualified person.*

Current use of site/building:

Vacant/ Bowling Green

Are you aware of any activities on the site which may have led to soil contamination?

Yes

For subdivision - number of new lots to be created:  
N/A

For subdivision – provide names of any new roads on site plans and in SEE – see POL071 Local Roads and Place Naming Policy.  
N/A

Proposed hours of operation - commercial and industrial development:

Monday – Friday: Motel Operation Hours  
 Saturday: Motel Operation Hours  
 Sunday: Motel Operation Hours

**Section B – Development Information****HERITAGE AND CONSERVATION**

Is the building an item of environmental heritage, or in a conservation area in Council's Local Environmental Plan (LEP)?

- ☒ Yes ☐ No

(This information is available at Council Offices or Council's website: [www.armidale.nsw.gov.au](http://www.armidale.nsw.gov.au))

Are you proposing to demolish all or part of the heritage building, or remove a heritage listed tree?

- ☐ Yes ☒ No

Are you proposing to alter or add to any part of a heritage building?

- ☐ Yes ☒ No

*NOTE: If you have answered 'yes' to any of the above, you may be required to submit a Heritage Impact Statement.*

**Section C – Construction Details****BUILDER'S DETAILS**

- ☐ Owner Builder

Following lodgement of your application, you will be required to obtain an Owner Builder Permit and provide a copy to Council.

- ☐ Licensed Builder

Name: \_\_\_\_\_

License Number: \_\_\_\_\_

**CONSTRUCTION CERTIFICATE**

- ☐ Building work

Building Code of Australia Class of the proposed building: \_\_\_\_\_

- ☐ Subdivision Work

**DEVELOPMENT CONSENT**

DA Number (if issued): \_\_\_\_\_

Date of Consent: \_\_\_\_\_

**Section C – Construction Details****CONSTRUCTION STATISTICS (areas in m<sup>2</sup>)**

Area of site:

Floor area of new work:

Number of dwellings to be constructed:

Number of dwellings to be demolished:

Floor area of existing buildings:

Number of pre-existing dwellings:

Number of storeys:

Will the new dwelling be attached to any new building?

☒

Yes

☐

No

Will the new dwelling be attached to any existing buildings?

☐

Yes

☐

No

Is your proposal for a dual occupancy residence?

☐

Yes

☐

No

Tick below the construction materials to be used.

*NOTE: The numbers after the construction materials are codes for office use only.***FLOOR:**☐

Concrete/Slate 20

☐

Timber 40

☐

Other 80

☐

Not specified 90

**FRAME:**☐

Timber 40

☐

Steel 60

☐

Aluminium 70

☐

Other 80

☐

Not specified 90

**ROOF:**☐

Tiles 10

☐

Concrete/Slate 20

☐

Fibre Cement 30

☐

Steel 60

☐

Aluminium 70

☐

Other 80

☐

Not specified 90

**WALLS**☐

Brick (double) 11

☐

Brick (veneer) 12

☐

Concrete/Stone 20

☐

Fibre Cement 30

☐

Timber 40

☐

Curtain Glass 50

☐

Steel 60

☐

Aluminium 70

☐

Other 80

☐

Not specified 90

**Section C – Construction Details**

Do you wish to appoint Council as the Principal Certifying Authority for the purposes of issuing:

Complying Development Certificates;

Construction Certificates;

Occupation Certificates;

Subdivision Certificates;

and carrying out inspections in relation to the above.

☐

Yes

☐

No

*NOTE: Council has estimated the cost of undertaking mandatory/compliance inspection based on typical construction processes. Where additional inspections or re-inspections are required to be undertaken by Council Officers, inspection fees in accordance with Council's Management Plan will be required to be paid prior to the inspection occurring.***Section D – Modification of Consent****ORIGINAL DEVELOPMENT CONSENT**

DA/CDC/CC Number:

DA-116-2018/C

Date of consent:

5/10/18

What did the original consent allow?

Cost of original proposal: \$

6,000,000.00

Cost of original DA fee: \$

Not Known

**DETAILS OF MODIFICATION SOUGHT**☐

Correction of a minor error/misdescription in original application or consent

☒

Modification that will have minimal environmental impact

☐

Other modification

Explanation of the modification sought:

Refer attached covering letter

Does the development involve any building work?

☒

Yes

☐

No

*NOTE: If you have answered 'yes' and a Construction Certificate has previously been issued for the development, a new Construction Certificate will be required.*

**Section E – Subdivision Certificate****DETAILS OF THE SUBDIVISION**

Is Development Consent required for the subdivision?

☐

Yes

☐

No

(Exempt Development – if No, attach evidence that you meet the requirements for exempt subdivision)

Has Development Consent been granted for the subdivision?

☐

Yes

☐

No

DA number: \_\_\_\_\_

**CONDITIONS OF CONSENT**

Does the Development Consent have conditions that you must meet before a Subdivision Certificate can be issued?

☐

Yes

☐

No

*NOTE: If you answered 'yes' to the above, attach a statement detailing how each of the conditions have been addressed including photos and documentary evidence where necessary.*

If a Deferred Commencement Consent has been issued, have all matters been satisfied that are required before the consent can operate?

☐

Yes

☐

No

Is the land you wish to develop within Council's Water Supply area of operations?

☐

Yes

☐

No

*NOTE: If you answered 'yes' above you will need to obtain a Certificate of Compliance*

Has the Land and Environment Court decided that a drainage easement is necessary over other land so your land can be drained or your drainage can be disposed of?

☐

Yes

☐

No

*NOTE: If you have answered 'yes' above you need to provide evidence that the necessary easements have been purchased by Council.*

**CONSTRUCTION CERTIFICATE**

Has a Construction Certificate (subdivision) been issued for the subdivision work?

☐

Yes

☐

No

Where works are required for the subdivision, has:

☐

The work been completed?

☐

The Principal Certifying Authority been paid to undertake the work?

☐

A security been lodged in relation to the work?

Please provide detailed evidence where applicable.

**Section F – Approvals under the Roads Act 1993****USE OF THE ROAD/ROAD RESERVE**

What do you propose to do?

☐

Construct road works including drainage

☐

Construct a footpath

☐

Construct a driveway

☐

Connect to Council services (water or sewer)

☐

Control traffic

☐

Pumping of water into a road

☐

Connect to another road

☐

Creation of work zones for buildings

☐

Erect hoardings

☐

Operate a footway restaurant

☐

Hold a road event

*NOTE: If you have ticked one of the above activities that involves work being carried out in the road/road reserve, you will be required to submit an Application to Conduct Work on Land to Which Council is the Regulatory Authority Form.*

**SECTION G - Approval under s. 68 of the Local Government Act 1993****TYPE OF APPROVAL SOUGHT**☐

Nil

☐

Stormwater drainage work

☐

Water supply work, and/or sewerage work \*

☐

Install and operate an on-site sewage management system \*

☐

Install a solid fuel heater \*

☐

Discharge trade waste into Council's sewer \*

\* **Note: requires separate application form**☐

Theatrical, musical or other entertainment for the public on community land

☐

Construct a temporary enclosure on community land for the purpose of entertainment

☐

Install a manufactured home, moveable dwelling or associated structure

☐

Other (specify below):

☐


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**Section H – Tree Removal****TREE REMOVAL DETAILS**

Application to:

☐  
☐

Remove

Prune

*NOTE: If your proposal involves any of the above action on a tree identified in the Local Environmental Plan, please address the following in a separate document.*

Provide details regarding:

- Whether you intend to trim or remove the tree, and for what reason/s
- A description of the tree including species or variety (if known)
- Whether the tree is dead or potentially dangerous

Provide a plan of the location of the tree/s and distances from buildings and nearby property boundaries. Include the location of, and distances to any underground services such as water, storm water, sewer, telephone and overhead power lines. You may wish to include photographs of the subject tree/s with your application. A landscape plan/replacement plantings may be required.

For heritage listed trees in heritage listed grounds or gardens, a landscape plan detailing proposed replacement of trees is required (refer to the Local Environmental Plan). The plan should address the heritage significance of the tree/s, and propose measures to conserve the heritage significance of the setting. New or replacement plantings must be compatible with the period, genre or style of the original garden and/or heritage listed property.

Please submit the landscape plan as part of your development application. A report from a qualified arborist supporting your proposed tree removal may be required.

**Section J – Occupation Certificate****TYPE OF OCCUPATION CERTIFICATE REQUIRED:**☐

Interim Occupation Certificate

☐

Final Occupation Certificate

BCA Classification: \_\_\_\_\_

Attach the following documents to your application for an Occupation Certificate:

☐

Development Consent or Complying Development Certificate

☐

Construction Certificate

☐

BASIX Certificate

☐

Fire Safety Certificate (where required)

☐

Compliance Certificate (where required)

**Section I – Review of Determination**

Details of the development consent you would like reviewed:

DA number: \_\_\_\_\_

Date of issue: \_\_\_\_\_

Property the determination relates to:

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Please attach a detailed statement indicating the part of the determination you would like reviewed and the reasons that the original determination is not considered reasonable.

**Additional Information****PRIVACY AND PERSONAL INFORMATION PROTECTION ACT 1998 (Section 10)**

The information you have provided with this application is considered 'personal information' for the purposes of the Privacy and Personal Information Protection Act (PPIA) 1998, and is being collected as to enable an efficient and accurate assessment of your application. The intended recipients of the information are officers within Council assessing the application, and any other agent of Council. The information required by this application is required by law, and failure to provide the information requested will result in Council being unable to process your application. You may make application to access and correct the information you have provided by contacting Armidale Dumaresq Council.



**EXPLANATORY NOTES – YOU MUST USE THIS SECTION TO ENSURE ALL RELEVANT PARTS OF YOUR APPLICATION ARE COMPLETED TO AN ADEQUATE STANDARD FOR SUBMISSION**

**Plans required for Development Applications**

The following plans are required to be submitted to standard scales (1:50; 1:100, 1:200 or 1:500) on A3 - 80 gsm paper. Larger sized plans (A1 or A2) are only acceptable for large scale development:

- three copies for Development Applications;
- three copies for Construction Certificate applications;
- three copies for Subdivision Certificate applications.

This allows different members of the assessment team to view plans concurrently. More copies may be required for major development activity and will assist with referrals to other organisations such as the Roads and Traffic Authority, the Rural Fire Services or the Heritage Office.

Plans should be drafted in the form shown in **Australian Standard 1100.301 Technical/Architectural Drawing** and should include the following details:

- (a) **A Site Analysis Plan** (minimum 1:200 scale – A3) showing the opportunities and constraints of the property and relationship to surrounding land (including features of adjoining sites). Refer to Figure 1. These items should include:
  - i) contours;
  - ii) existing vegetation;
  - iii) buildings (including any to be retained and neighbouring buildings, including window locations);
  - iv) buildings to be demolished (please mark – to be demolished)
  - v) views to and from the site;
  - vi) access and connection points (including vehicular, pedestrian and cycle);
  - vii) drainage and services;
  - viii) orientation, micro-climate and noise sources;
  - ix) fences, boundaries and easements;
  - x) any other significant features.
- (b) **A Detailed Site Plan** (minimum 1:200 scale – A3) containing the following information. Plans must be **coloured or hatched** where alterations or additions are proposed to existing site. Refer to Figure 2. These items should include:
  - i) north point;
  - ii) boundaries and boundary measurements;
  - iii) existing buildings and natural features such as trees, watercourses;
  - iv) reduced levels at each corner of the site or contours over the site;
  - v) reduced levels at the corner of any building;
  - vi) location of any easements (water, sewer, right-of-way, Transgrid etc);
  - vii) location of any Council sewer/water on the site;
  - viii) proposed stormwater disposal from the site;
  - ix) Australian Height Datum (AHD) levels are required for floor or slab levels of buildings in flood affected areas and in the Armidale CBD;
  - x) BASIX commitments;
  - xi) any other significant features.
- (c) **Legible Floor Plans** (minimum 1:100 scale). Plans must be **coloured or hatched** where alterations or additions are proposed to existing development. These should include AHD levels of the lowest floor and any yard gully belonging to that floor. Refer to Figure 2.2.
- (d) **Detailed Elevations and Sections** (minimum 1:100 scale). Plans must be **coloured or hatched** where alterations or additions are proposed to existing development. These should include AHD levels of the lowest floor and any yard gully belonging to that floor. Refer to Figure 2.3.
- (e) **One additional set of neighbour notification plans – A4 or A3** – do not show internal floor plan configuration on these plans. Indicate by colour or hatching to distinguish any proposed alteration, rebuilding or modification.
- (f) For higher density developments or developments of multiple storeys, a shadow diagram may be requested. The plan should show:
  - i) the location of neighbouring buildings
  - ii) shadows cast by the existing structures and trees on the site between 9am and 3pm on 22 June (ie. midwinter);
  - iii) shadows cast by the proposed development at 9am and 3pm on 22 June (ie. midwinter).

### Plans required for Subdivision Application

Detailed subdivision plans are to be submitted with a Development Application to subdivide land, showing:

- i) the proposed subdivision with both existing and proposed site plan details (including number of lots, area and dimensions);
- ii) all existing and proposed land uses;
- iii) the location and width of nearby roads;
- iv) the location of water, sewer, electricity and telecommunications services;
- v) proposed points of entry and exit for each proposed lot;
- vi) proposed method of stormwater disposal;
- vii) proposed new roads (if any), (including long section and cross section drawings); and,
- viii) relative levels for both the subject land and the adjacent streets/footpaths.

### Plans required for a Construction Certificate Applications

Applications for a Construction Certificate will require:

- i) at least one detailed cross section showing construction details such as roof trusses. Refer to Figure 2.3;
- ii) details of provisions for fire safety and resistance (if any);
- iii) window size schedule;
- iv) structural engineer's details of any footing, concrete slab or proposed retaining walls requiring approval;
- v) details of proposed insulation (including 'R' rating); and,
- vi) specification details.

### Statement of Environmental Effects

A Statement of Environmental Effects is a statement that demonstrates that the applicant has considered the impact of the proposal development on the natural and built environments both during and after construction and the proposed methods of mitigating any adverse effects. This statement does not have to be in any special form, but should address the following matters:

- i) the objectives you are hoping to achieve. This will assist Council in understanding the applications intent;
- ii) outline any alternatives you considered, and why you preferred the one which you are submitting;
- iii) assessment of the likely 'external' effects of your proposal, including any possible adverse effects on your neighbours or the locality;
- iv) if the impact could be potentially significant, outline any measures you propose to neutralise or offset that impact. Alternatively explain why you think the likely effect is acceptable;
- v) relevant standards and policies applicable to the development as contained in our LEP and this DCP.

Please be as objective as possible. We may ask you to produce evidence in support of any claims you make. The statement, in appraising the suitability of land for development, should address issues (where applicable) such as:

- i) flooding, drainage, land slip, soil erosion, mine subsidence;
- ii) effect on the landscape, streetscape, national park or scenic quality of the locality;
- iii) impact on existing and future amenity of the locality;
- iv) how the privacy, daylight and view of other dwellings will be affected, ie. do they overlook or overshadow each other;
- v) amount of traffic generated, particularly in relation to the adequacy of existing roads and present volumes of traffic carried;
- vi) car access, parking and availability of public transport;
- vii) waste disposal arrangements. Location of garbage and storage areas;
- viii) methods of sewerage effluent and stormwater disposal;
- ix) availability of utility services, power, telephone, water/sewer;
- x) social effects and economic effects;
- xi) anticipated impact of noise levels to the site locality;
- xii) effect on historical and archaeological aspects;
- xiii) effect on flora and fauna;

- xiv) design and external appearance in relation to the site and locality indicating how the design is appropriate to the site, including a specification of the external materials to be used;
- xv) access for people with disabilities (if required);
- xvi) potential contamination of the development site and proposals for remediation/clean up of land;
- xvii) any special circumstances.

*Note: Other matters may be relevant depending upon the nature of the development proposal. In the case of a 'designated' development, an environmental impact statement is required to be submitted in the manner outlined in the Environmental Planning and Assessment Act 1979 and the Environmental Planning and Assessment Regulation 2000.*

### Heritage Issues

A Heritage Impact Statement is required for all demolition, and may be required for alterations and additions to a heritage listed building/garden. This statement should address the following:

- i) why the item is of heritage significance;
- ii) what impact the proposed works will have on that significance;
- iii) what measures are proposed to mitigate negative impacts;
- iv) why more sympathetic solutions are not viable.

For further information on the preparation of such a statement visit: <http://www.heritage.nsw.gov.au/>

### Forms and Other Documents

All applications for development can be made on the one standard form which can be provided by our Customer Service staff or online. These enable us to gather information which is used to routinely in the assessment of your application, such as the name and contact details for the applicant, property address and basic details of the development activity for which approval is sought.

In addition to these forms, it may be necessary to provide additional information and where this is the case, the form will prompt you to do so. Examples of such information include:

- two copies of specifications for building works, including details of materials to be used and the method proposed for drainage, sewerage and water supply. We may dispense with this requirement for minor works and that we hold a standard specification for projects such as dwelling construction.
- drainage plan application with Construction Certificate (if new sewer drainage is proposed) – may be waived if applicant's Plumbing Contractor agrees to submit 'works as executed' drawings to Council's standards.

Department of Fair Trading insurance receipt for residential building applications for projects to be undertaken by licensed builders over \$20,000 in value; for owner-builders, a receipt and Owner Builders Permit is required for projects over \$5,000 in value;

BASIX Certificate – the Building Sustainability Index (BASIX) is a web-based planning tool administered by the NSW State Government, designed to assess the potential performance of residential buildings against a range of sustainability indices. A BASIX Certificate identifies the sustainability features required to be incorporated in the building design. These features may include sustainable design elements such as recycled water, rainwater tanks, AAA-rated showerheads and taps, native landscaping, heat pump or solar water heaters, gas space heaters, roof eaves/awnings and wall/ceiling insulation.

You may be required to submit a BASIX Certificate depending on the type of development approval required. This must be submitted with your Development Application. In addition, the BASIX commitments must be included on your plans. The BASIX specifications are to be identified on your plans, and will be checked by a building certifier during construction. Where submitted plans and specifications are inconsistent with the relevant BASIX Certificate, Council will require applicants to submit consistent applications before progressing the assessment process, either by amending the plans and specifications or by submitting a revised BASIX Certificate. Applicants can generate the BASIX Certificate on the Department of Planning's BASIX website: [www.basix.nsw.gov.au](http://www.basix.nsw.gov.au).

## Integrated Development

Integrated Development (at the date of printing this document) comprised development requiring any of the following approvals:

### Rural Fires Act

Section 100B – if your proposal requires authorisation in respect to bushfire safety of subdivision of land that could lawfully be used for residential or rural residential purposes, or development of land for special fire protection purposes.

Special Fire Protection Purposes include: schools, child care centres, hospitals, hotels, motels, other tourist accommodation, homes for mentally incapacitated persons, housing for older people or people with disabilities (within the meaning of SEPP 5), group homes, (within the meaning of SEPP 9) and retirement villages.

### Protection of the Environment Act 1997

- (a) Sections 43(a), 47 & 55 – if your proposal requires an Environmental Protection License to authorise carrying out of scheduled development work;
- (b) Sections 43(b), 48 & 55 – if your proposal requires an Environmental Protection License to authorise carrying out of scheduled development work (excluding any activity described as a 'waste activity' but including any activity described as a 'waste facility';
- (c) Sections 43(d), 55 & 122 – if your proposal requires an Environmental Protection License to control carrying out of non-scheduled activities for the purposes of regulating water pollution resulting from the activity.

### Roads Act 1993

Section 138 – if your proposal requires consent to carry out any of the following activities on a classified road.

- (a) erect a structure or carry out work in, on or over a public road;
- (b) dig up or disturb the surface of a public road;
- (c) remove or interfere with a structure, work or tree on a public road;
- (d) pump water into a public road from any land adjoining the road;
- (e) connect to a road (whether public or private).

### Fisheries Management Act 1994

- (a) Section 144 – if your proposal involves the cultivation of fish, shellfish, crustaceans, seaweeds or other aquatic organisms for commercial purposes;
- (b) Section 201 – if your proposal involves the excavation of filling the bed of a natural or semi-natural waterway, whether permanently or intermittently flowing;
- (c) Section 205 – if your proposal involves an disturbance, damage or harm to marine vegetation;
- (d) Section 201 – if your proposal involves across a natural waterway.

### Heritage Act 1977

Section 58 – if your proposal involves work on land affected by a permanent or interim conservation order or a place listed on the State Heritage Register.

### National Parks and Wildlife Act 1974

Sections 90 – if your proposal requires approval to knowingly destroy of damage an Aboriginal Object or Aboriginal Place. 'Aboriginal Place' – any place gazetted by the Minister as being of special significance to Aboriginal culture. 'Aboriginal Object' means any deposit, object or material evidence (not being a handicraft made for sale) relating to the Aboriginal habitation of the area that comprises New South Wales, being habitation before or concurrent with (or both) the occupation of that area by persons of non-Aboriginal extraction, and includes Aboriginal remains.

### Water Management Act 2000

Section 89, 90 & 91 – if your proposal requires approval to pump water from a waterway or change the water quality of a natural waterway

### Mining 1992

Sections 63 & 64 – if your proposal requires the granting of a mining lease.

### Mining Subsidence Compensation Act 1961

Section 15 – if your proposal involves altering or erecting improvements or subdividing land in a mine subsidence district.

## Designated Development

Designated Development is a type of development that requires a more significant assessment process including the preparation of an Environmental Impact Statement (EIS). If your development involves any of the activities listed below it may be designated development. Please consult Schedule 2 and Schedule 3 of the *Environmental Planning and Assessment Regulation 2000* for more information on Designated Development and the preparation of Environmental Impact Statements.

Agricultural produce industries

Electricity generating stations

Limestone mines and works

Livestock processing industries

Breweries and distilleries

Bitumen pre-mix and hot-mix industries

Pulp and pulp products industries

Contaminated soil treatment works

Crushing, grinding or separating works

Drum or container reconditioning works

Chemical storage facilities

Artificial waterbodies

Cement works

Ceramic and glass industries

Mineral processing or metallurgical works

Railway freight terminals

Non-domestic composting facilities

Non-domestic sewerage facilities

Waste management facilities or works

Wood or timber milling or processing works

Wood preservation works

Aquaculture

Aircraft facilities

Shipping facilities

Extractive industries

Chemical industries

Petroleum works

Concrete works

Coal works

Coal mines

Mines

Turf farms

## Other Relevant Information

The activities that may lead to contamination are listed below. If any of these activities have been, or are being, carried out on the subject site, it may be contaminated. You should include the land use in the relevant section of the Application Form.

Table 1. Some Activities that may Cause Contamination

Acid/Alkali plant and formulation

Agricultural/horticultural activities

Paint formulation and manufacture

Chemical formulation and manufacture

Pesticide formulation and manufacture

Electro plating and heat treatment premises

Spray painting substations (electrical)

Electrical manufacturing (transformers)

Waste and storage and treatment

Power stations

Railway yards

Scrap yards

Mining and extractive industries

Asbestos production and disposal

Oil production and storage

Drum re-conditioning works

Dry cleaning establishments

Smelting and refining

Tanning and associated trades

Water board plant or depot

Funeral parlours

Gas works

Wood preservation

Defence works

Landfill sites

Airports

Panel beating

Council works depot

Service stations

Sheep and cattle dips

Engine works

Explosives industry

Iron and steel works

Metal treatment

Boatyards

*Managing Land Contamination Planning Guidelines, SEPP 55—Remediation of Land, p12*



## Plans required for an s.68 Application to Install an On-site Wastewater Management System

The Onsite Wastewater Management System Application must be accompanied by a Site Plan, showing the location of:

- i) the sewage management facility proposed to be installed or constructed on the site;
- ii) any related effluent application areas; and,
- iii) any buildings or facilities existing on and any environmentally sensitive areas of, any land located within 100 metres of the sewage management facility or effluent application areas;
- iv) applications for the systems incorporating surface/subsurface irrigation must include a plan of the irrigation layout within the designated disposal area.

Specifications:

The application must be accompanied by a copy of the specification of the sewage management facility proposed to be installed or constructed on the premises including a copy of the Department of Health Accreditation.

Site Assessment and Geotechnical Reports

Applications involving land applications of effluent must be accompanied by a report detailing the topography, soil composition and vegetation of any effluent disposal areas.

Operation and Maintenance

The application must be accompanied by details of the operation and maintenance requirements for the proposed sewage management facilities including details of any action to be taken in the event of breakdown or some other interference in the facilities operation.

## Submitted Applications

### Fees

Most of the fees applicable for our assessment of applications are set by State legislation. In some cases, fees are set in our Management Plan. Additional fees are payable for inspections carried out by our staff following the issue of a Construction Certificate. Our customer service staff are able to provide a full schedule of fees on request.

### Will Council provide pre-application advice?

Yes. We encourage intending applicants to discuss their applications with our staff before lodgement. This is especially important where intending developers are likely to incur significant capital outlay in preparing applications or acquiring land. Advice can be sought from staff on the basis for assessment of a proposal, although this cannot extend to consideration of the commercial viability of a project, which is properly a matter for applicants and their own professional advisors.

Often such enquiries can be resolved by reference to Council's relevant statutory and policy controls. In other cases, proposals may not meet the criteria or standards that would normally apply to a particular site. This will require consideration of any special or offsetting merits of a proposal.

### Is any payment required for Council's advice?

Cost recovery for extensive research, especially to respond to enquiries for commercial projects, is becoming increasingly important where we are asked to provide such a service. Pre-lodgement meetings are charged as follows:

- Pre-lodgement meeting - discuss proposal, plan checking, seeking clarification of planning requirements/matters for consideration - per hour after 1st hour (no charge for one pre-lodgement meeting up to 1 hour and maximum of 2 staff attending).
- Development Advisory Panel Meeting - per hour (If proposal has previously been the subject of a property enquiry and/or pre-lodgement meeting, or large and/or complex proposal which requires consideration by more than 2 staff).
- Development Advisory Panel Site Inspection (where required) - per hour.

Any payment must be made at the time of the meeting.

These fees will apply particularly to repeated enquiries about the same matter or property, to detailed enquiries of a 'speculative' nature, or where the advice would normally be available for a fee from consultancy services. The enquirer will always be notified when we intend to commence charging and given the option not to proceed.

### How binding is pre-application advice?

Council staff will respond to specific pre-application enquiries in good faith. However, any pre-application consultation cannot 'pre-empt' detailed consideration and determination of a specific application, which could include consultation with third parties such as your neighbours.

Official advice is only given in writing. If some uncertainty remains, a common practice to make the purchase or lease of land conditional upon the outcome of an application. This is often the best way to protect your interests. This option should be discussed with your legal adviser where appropriate.

## Disclosure of Political Donations and Gifts

Under State legislation, any person making a Development Application must also disclose whether they or any person with a 'financial interest' in the application have made a 'reportable political donation' or 'gift' to a local Councillor or Council employee within the period commencing two years before the Application is made and ending when the Application is determined. Any such donation or gift, if applicable, must be disclosed on the form provided with the Council's DA form and lodged with Council.

The form includes further explanatory information on disclosures and the terms in italics.

**Failure to make a required disclosure is an offence under state legislation, which may lead to a fine or imprisonment. Should you have any questions about the legislation please contact the NSW Department of Planning – [www.planning.nsw.gov.au](http://www.planning.nsw.gov.au)**

## Annexure A – Estimated Cost of Works

The genuine cost of the development proposed in a development application or certification application should include costs based on industry recognised prices, including cost for materials and labour for construction and/or demolition and GST. If the estimate is understated, the figure will need to be adjusted. Additional application fees may then be incurred.

Council has developed an 'Estimating Cost of Works for Development Guide' which may provide guidance on what Council considers to be genuine estimated costs of works for development. The figures in the guide have been prepared from Rawlinsons Construction Cost Guide 2012.

### 1. GENERAL PROJECT INFORMATION

DESCRIPTION OF WORKS		
TOTAL SITE AREA	Gross floor area (commercial)	m <sup>2</sup>
	Gross floor area (residential)	m <sup>2</sup>
	Gross floor area (retail)	m <sup>2</sup>
	Gross floor area (industrial)	m <sup>2</sup>
	Gross floor area (other)	m <sup>2</sup>
PARKING	Gross floor area (parking)	m <sup>2</sup>
	Number of parking spaces	
DEMOLITION WORKS		m <sup>2</sup>
OTHER WORKS		

### 2. ESTIMATED COST OF WORKS

For developments up to \$100,000 Council will accept a per m<sup>2</sup> cost in accordance with Council's 'Estimating Cost of Works for Development Guide'. For developments between \$100,001 and \$3,000,000 a cost estimate must be provided by a licensed builder, a registered architect, a qualified and accredited building designer, or a registered quantity surveyor. The methodology must be detailed in either Table 1 or Table 2 below. If the development is over \$3,000,000, a detailed cost report prepared by the registered quantity surveyor should be attached verifying the cost of the development.

Table 1: ESTIMATED COST OF WORKS - BASED ON WORKS COMPONENTS

<b>Cost (applicant's genuine estimate)</b>	
Demolition works (including cost of removal from site and disposal)	\$
Site preparation (e.g. clearing vegetation, decontamination or remediation)	\$
Excavation or dredging including shoring, tanking, filling and waterproofing	\$
Preliminaries (e.g. scaffolding, hoarding, fencing, site sheds, delivery of materials, waste management)	\$
Building construction and engineering costs	\$
• concrete, brickwork, plastering	
• steelwork/metal works	
• carpentry/joinery	
• windows and doors	
• roofing	
Internal services (e.g. plumbing, electrics, air conditioning, mechanical, fire protection, plant, lifts)	\$
Internal fit out (e.g. flooring, wall finishing, fittings, fixtures, bathrooms, and equipment)	\$
Other structures (e.g. landscaping, retaining walls, driveways, parking, boating facilities, loading area, pools)	\$
External services (e.g. gas, telecommunications, water, sewerage, drains, electricity to mains)	\$
Professional fees (e.g. architects and consultant fees, excluding fees associated with non-construction components)	\$
Other (specify)	\$
Parking / garaging area	\$
GST	\$
<b>TOTAL</b>	<b>\$</b>

**Annexure A – Estimated Cost of Works**

OR

**Table 2: ESTIMATED COST OF WORKS - BASED ON FLOOR SPACE ESTIMATES**

			Costs
PROFESSIONAL FEES	% of construction cost	%	
	% of development cost	%	
	total cost		\$
DEMOLITION & SITE PREPARATION	x/m <sup>2</sup> of site area	\$	
	total construction cost		\$
EXCAVATION	x/m <sup>2</sup> of site area	\$	
	volume of material removed		
	total construction cost		\$
CONSTRUCTION Commercial	x/m <sup>2</sup> of commercial area	\$	
	total construction cost		\$
CONSTRUCTION Residential	x/m <sup>2</sup> of residential area	\$	
	total construction cost		\$
CONSTRUCTION Retail	x/m <sup>2</sup> of retail area	\$	
	total construction cost		\$
CONSTRUCTION Industrial	x/m <sup>2</sup> of commercial area	\$	
	total construction cost		\$
CONSTRUCTION other	x/m <sup>2</sup> of commercial area	\$	
	total construction cost		\$
FITOUT Commercial	x/m <sup>2</sup> of commercial area	\$	
	total construction cost		\$
FITOUT Residential	x/m <sup>2</sup> of residential area	\$	
	total construction cost		\$
FITOUT Retail	x/m <sup>2</sup> of retail area	\$	
	total construction cost		\$
FITOUT Industrial	x/m <sup>2</sup> of industrial area	\$	
	total construction cost		\$
FITOUT Other	x/m <sup>2</sup> of retail area	\$	
	total construction cost		\$
CARPARK	x per space	\$	
	x/m <sup>2</sup> of parking area	\$	
	total construction cost		\$
<b>TOTAL CONSTRUCTION COST</b>			\$
<b>TOTAL GST</b>			\$
<b>TOTAL DEVELOPMENT COST</b>			\$

**3. CERTIFICATION OF THE ESTIMATED COST OF WORKS**

I certify that:

1. I have provided the estimated costs of the proposed development and that those costs are based on industry recognised prices; and
2. the estimated costs have been prepared having regard to the matters set out in clause 255 of the *Environmental Planning and Assessment Regulation 2000*

Signed:	
Name:	
Position:	
Date:	
Contact Number:	
Contact Address:	





**\*\*DRAFT \*\***

## **Review of Council Grant and Sponsorship Programs**



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# Armidale Regional Council

**DRAFT**

## Review of Council Grant and Sponsorship Programs

2021 01 17

**Abbreviations / Terminology**

ARC	Armidale Regional Council
ACC&KP	Aboriginal Cultural Centre and Keeping Place
BAU	Business As Usual
EPAA	Environmental Planning and Assessment Act 1979
MOU	Memorandum of Understanding
NCOS	National Carbon Offset Standard
LGNSW	Local Government New South Wales
NECOM	New England Conservatorium of Music
NEJO	New England Joint Organisation (of Councils)
NERAM	New England Regional Art Museum
NEWA	New England Weeds Authority
NFP	Not for Profit
NIRW	Northern Inland Regional Waste
SNELC	Southern New England Landcare
S356	Section 356 of the Local Government Act 1993
S7.11	Section 7.11 of the Environmental Planning and Assessment Act 1979
S7.12	Section 7.12 of the Environmental Planning and Assessment Act 1979
Trim	Council's Record Management System
UNE	University of New England

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- 1.0 Executive Summary**
  - 1.1 Key Principles of Grant Making
  - 1.2 Key Themes Identified
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- 3.0 Background**
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- 4.0 Analysis**
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  - 4.8 Reporting / Acquittals
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  - 4.13 Membership of Regional Bodies
- 5.0 Appendix A**

## 1.0 Executive Summary

Armidale Council has a long history of providing financial support to, and working in strong, productive and creative partnerships with local community, sporting, environmental, cultural and business groups. In some instances these relationships date back many decades.

In recent months a number concerns have been noted relating to the grant and sponsorship allocation processes and the total value of the programs compared to Council's rate revenue. As a result the Acting General Manager commissioned a review of the grant and sponsorship programs.

Community organisations come in all shapes and sizes from small groups that meet in the isolated village halls to larger regional groups that bring together local volunteers who run sporting activities or work on environmental projects from Aberfoyle to Wongwibinda. They include creative cultural groups that build the skills of local artists and display stunning art work created by our local Aboriginal community to business groups that encourage locals to shop locally and recognise innovative entrepreneurs through award nights. Rather than delivering a one size fits all approach, each of these groups deliver responsive, programs that are tailored to suit the needs of residents, providing a cost effective way of delivering services with a local flavour.

Over the years, council's financial contribution to these services has grown although it is difficult to track this growth accurately due to changes in what is reported. As recently as 2017/18, for example, the total amount of grants, financial assistance and contributions declared under S356 was \$10,600 to 11 groups under the Community Services Small Grants Program. The overall contribution noted in Council's 2019/20 Annual Report is recorded as being in excess of \$1.0m.

This \$1.0m figure is significantly higher than comparable councils in the New England region. The difference is due to a range of factors including:

- Regional Art Galleries being a part of some Councils' business operations, rather than being subsidised through grant programs
- Differences in approach by councils to the definition of what comprises a grant or sponsorship and hence what is recorded in the Annual Report
- The inclusion in the 2019 / 2020 ARC Annual Report some programs that should not be classified as Section 356 grants

Whilst these factors explain some of this differential, ARC's financial contributions to community organisations remain higher than many of the smaller regional Councils in NSW.

This report examines which groups were provided with funding in the 2019/20 financial year and if clear agreements are in place to ensure they achieve outcomes that provide value for money.



This analysis highlights a need for Council to be more consistent, prescriptive and transparent in setting the overall value of the grant and sponsorship programs. In addition the report identifies a need to develop a more strategic and competitive approach to grant making that encourages a greater diversity of applications and a merit-based assessment process that ensures the prudent use of ratepayers' money together with clear recognition of Armidale Regional Council's financial support in the delivery of programs and projects.

### **1.1 Key Principles of Grant Making**

The key principles of grant making should include:

- Achieving the outcomes of the Community Strategic Plan and related strategic documents
- Building and maintaining constructive partnerships based on mutual trust, respect and transparency
- Encouraging diversity in grant and sponsorship applications that reflect the make-up of the residents of Armidale region
- Obtaining the best mix of grants that meet the needs of the community and business and maximise outcomes for the local Government area
- Good Governance and open and transparent decision making

### **1.2 Key Themes Identified**

**Key themes identified in the review include the need to:**

- Ensure compliance with Section 356 of the Local Government Act 1993
- Improve administration processes that would empower staff and Councillors be more strategic in their approach grant / sponsorship decision making
- Be more prescriptive and transparent in deciding the overall value of grants and sponsorships to be provided in each of the key areas where Council provides financial support to the local community
- Be clear in stating the current priorities for grant and sponsorship funding and the outcomes that are expected to be delivered by projects that receive financial support
- Recognise that the waiving of fees and charges is forgone revenue to Armidale Regional Council and constitutes financial support in exactly the same way as a grant or sponsorship
- Simplify and standardise the terminology relating to grant and sponsorship programs
- As far as possible, ensure that grant and sponsorship programs remain flexible and responsive to community needs by limiting the terms of grants and sponsorships awarded to specific activities or a 12 month period
- Ensure that information on the outcomes achieved by funded programs are reported back to council by way of timely acquittals and that achievements are celebrated
- Ensure that programs funded by public monies recognise Armidale Regional Council support, ensuring residents can see value for money in the expenditure of rate revenue
- Ensure that grant and sponsorship programs are broadly advertised to encourage competition and diversity in applications

## 2.0 Recommendations

It is recommended that:

- 1 A Grant and Sponsorship Register be established for outgoing grants within the records management system and ensure that all outgoing grants, sponsorships and waiving of fees and charges are recorded in this register
- 2 The total value of each grant and sponsorship program area (Building Communities and Recreational Opportunities, Celebrating Culture and Creativity, Ensuring Environmental Sustainability, Supporting the Economy and Business) be set as part of the annual budget process
- 3 Details of the grant and sponsorship program area and their value be included in the relevant sections of the Annual Operational Plan and Resourcing Strategy
- 4 Grant and Sponsorship programs be consolidated under the following areas:
  - Building Communities and Recreational Opportunities
  - Celebrating Culture and Creativity
  - Ensuring Environmental Sustainability
  - Supporting Economy and Business
- 5 As far as possible, applications for grant and sponsorship programs be made available on one occasion each year
- 6 A consistent set of guidelines be created for each program area that include:
  - Current Funding Priorities
  - Expected Project Outcomes
  - Assessment Criteria
- 7 Annual Grant and Sponsorship Guidelines should be submitted to Council for endorsement prior to programs opening
- 8 Guidelines should be reviewed and updated on an annual basis
- 9 A policy be developed on the circumstances of where the waiving of fees and charges greater than \$50 for an individual activity or \$200 for ongoing annual activities should be considered, how they are reported to Council and the maximum overall value of the waivers
- 10 The need to create fee or charges waivers for trivial amounts (\$50 for an individual activity or \$200 for ongoing annual activities) be eliminated by including a \$0 charge in the annual fees and charges schedule for known / predicted charitable activities
- 11 Section 356 grants, subsidies, contributions, sponsorships, fee waivers and the like be referred to simply as 'Grants and Sponsorship' to eliminate confusion in the difference between these concepts
- 12 All agreements that relate to a grant or sponsorship be referred to as a Memorandum of Understanding
- 13 As far as possible, the term of new Memorandums of Understanding be limited to no more than 12 months
- 14 Where there is a clear and compelling need for MOUs to extend beyond 12-months, they should be limited to the remaining period of the elected Council term

- 15 All new MOUs should include a statement indicating that the agreement is not a legal document and include a termination clause of 60 days in writing by either party.
- 16 All grants and sponsorships should be acquitted within 30 days of an activity occurring or within 30 days of the end of the financial year for grants and sponsorships that span a 12-month period.
- 17 Failure to submit an acquittal within the required time frame should disqualify a group from submitting further grant / sponsorship applications and receiving any further funding for a 12-month period and until the acquittal is submitted
- 18 Acknowledgement of ARC should be included in speeches, annual reports, media releases, digital and printed materials, web pages and online documents, advertising, plaques and on any signs relating to projects / infrastructure made possible with funding from ARC
- 19 Grant and sponsorship acquittals should require evidence of the recognition of Armidale Regional Council in funded activities
- 20 Annual Grant and Sponsorship programs and their guidelines should be advertised as widely as possible to ensure that all groups who may be interested in applying have equal access to information relating to the priorities of each program area and the desired outcomes
- 21 Refresh the Community Grants and Funding Opportunities Web Page to reflect the new grants and sponsorships structure and also provide links to external funding opportunities
- 22 A summary of all grant and sponsorship applications and recommendations for funding in each program area should be submitted to Council for decision
- 23 A review of small grants and small grant programs be undertaken to ensure they continue to be relevant, provide value for money in terms of the impact they deliver and are cost efficient to administer
- 24 Establish a system to ensure that the implementation of council decisions are tracked and reported back if necessary, for example, in relation for Armidale Neighbourhood Centre and the creation of a community hub
- 25 Review the need for memberships of the following regional bodies:
  - New England Joint Organisation (NEJO)
  - Local Government NSW (LGNSW)
  - Regional Cities NSW
  - Country Mayors
  - Project Zero30

## 3.0 Background

Council provides financial assistance through grants, contributions, sponsorships and donations to a range of individuals and organisations. It has been reported that this assistance totals approximately \$1m or approaching 5% of Council's general rates revenue. Council has a number of Memoranda of Understanding and agreements with some, but not all, recipients of financial support.

On 19 August 2020 Council took a decision:

*"Where not already established, appropriate Partnership Agreements be put in place subject to the following conditions:*

- I. The General Manager be delegated authority to approve payment of financial assistance up to \$9,999;*
- II. Payments \$10,000 and above be submitted to Council for determination;*
- III. Partnership agreements are to include the purpose of the grant or contribution, outline value for the ratepayer contribution, require appropriate accounting and audit controls be in place, recognise Council through appropriate means and require an acquittal report be provided to Council outlining what was achieved with the financial assistance received."*

Subsequent to this recommendation a brief was prepared by the Acting General Manager requesting the preparation of a report that will:

- Identify and list the individuals and organisations which are recipients of financial assistance from Council.*
- Note the arrangements/agreement under which the financial assistance has been provided.*
- Outline the extent of recognition Council receives and the accountability requirements of the recipient.*
- Comment on the history of the assistance and whether is it relevant in this Council period after bushfires/drought and Covid.*

### 3.1 Legislation and Council Policies

#### Local Government Act 1993 - Section 356

Section 356 of the Local Government Act 1993 provides councils with the capacity to financially assist others and states:



- (1) A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions.*
- (2) A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.*
- (3) However, public notice is not required if:*
  - a. the financial assistance is part of a specific program, and*
  - b. the program's details have been included in the council's draft operational plan for the year in which the financial assistance is proposed to be given, and*
  - c. the program's proposed budget for that year does not exceed 5 per cent of the council's proposed income from the ordinary rates levied for that year, and*
  - d. the program applies uniformly to all persons within the council's area or to a significant group of persons within the area.*

**The Local Government (General) Regulation 2005 - Clause 217 (1)(a5) states that:**

- (1) For the purposes of section 428(4)(b) of the Act, an annual report of a council is to include the following information—*
  - (a5) the total amount contributed or otherwise granted under section 356 of the Act*

**Hardship Policy**

Council adopted and Interim Hardship Policy Coronavirus (COVID19) on 22/07/20. This policy responded to the sudden impact of the COVID-19 shutdown that impacted on ratepayers and the economy.

As part of the response in NSW, Section 610E of the Local Government Act 1993 was broadened to allow councils to waive or reduce fees under a newly established 'COVID-19' category.

Council's delegations for the Chief Executive Officer were also extended to approving debt write offs to a maximum value of \$10,000.

The Office of Local Government has also set the maximum interest rate for overdue rates and charges at 0% for the period 1 July 2020 to 31 December 2020 and 7% for the period 1 January 2021 to 30 June 2021.

**ARC Grants and Sponsorship Policies**

ARC does not list a policy relating to community grants, donations, sponsorships, subsidies or Section 356 of the Local Government Act in its current Policy Register.

A draft ARC Grants and Sponsorship Policy was developed in September 2017. This draft policy included an overview of ARC's grant / sponsorship programs.

The key themes of the draft policy were:

- Making grants and sponsorships available at one time in the calendar year
- Utilising a merit-based assessment process.
- The draft policy did not support donations (except in the provision of minor financial assistance to schools for the purchase of awards)
- The policy also included reference for the need to include 'Council's logo in project signage, promotional material or advertising, site or exhibition space, public acknowledgements in speeches and media materials, invitations to participate in the opening ceremony, or including materials in information packs'

It does not appear that this policy was ever presented to Council or implemented.

The Community Services area of Council has developed Guidelines for the assessment of the Community Small Grants Program. These have been updated on a regular basis (latest 2019), however, there is no record of the 2019 Guidelines being considered by Council.

### **2019 / 2020 Operational Plan and Resourcing Strategy**

The Annual Operational Plan and Resourcing Strategy provides information on the programs to be delivered by Council each year. Differing Councils take different approaches as to how these are presented.

The approach taken by ARC in 2019 / 2020 provided only a broad overview of programs to be delivered with a focus on the detail of new capital initiatives rather than '*business as usual*'. As a result, the 'Our People and Community' area of the Operational Plan in particular, where the strategies and actions detailing the bulk of the grant and sponsorship programs would be found is, by and large, absent from this document. Indeed, of the 16 strategies highlighted in the Delivery Program relating to the Our People and Community area, only one action is attributed to each of 3 (of 4) of the strategy areas. No actions are attributed to the Diversity area of the Strategic Plan / Delivery Program. As a result, it is difficult to trace the rationale behind much of the 2019 / 2020 grant and sponsorship program directly back to the 2019 / 2020 Operational Plan and Resourcing Strategy.

### **2019 / 2020 Resourcing Strategy**

The 2019 / 2020 Capital Works Program component of the Resourcing Strategy does make specific reference to Council's \$80,000 contribution to the Guyra Junior League Grandstand. This subsidy was funded from monies levied under Section 7.12 of the Environmental Planning and Assessment Act 1979.

### **2018 / 2019 Operational Plan**

The far more detailed 2018 / 2019 Operational Plan did contain a number of specific actions that relate to several the ongoing grants and sponsorship programs or '*business as usual*' type projects. These are highlighted below:

### **Growth, Prosperity and Economic Development**

- G1.3.1 Continue to collect Section 7.11 revenue
- G2.1.2 Develop a strategy and plan for the future direction of the current saleyards
- G3.1.2 Armidale Tourism Bus, continue to operate this bus to help promote our city to visitors to our region, by providing guided tours to important assets like NERAM
- G3.1.5 Assist in the development of Saumarez as a major tourism attraction
- G3.3.4 Work with National Parks to develop closer working relationship and marketing of NP in our region
- G3.3.7 Work with partners such as the Armidale Sports Council, UNE and others to grow (attract) our sporting events, in particular State & National sporting events
- G4.2.2 Continue to build relationships with regional education institutions including UNE and TAFE. Working together to identify opportunities for vocational upskilling of students & workers. As well as providing apprenticeship and graduate programs
- G4.4.1 Continue to work with the Armidale Business Alliance (Armidale & Guyra Chambers and Locals 4 Locals)

### **Our People and Community**

- P1.2.6 Support all Museums, NERAM, and Arts Development across the region
- P2.2.3 Fund appropriate projects through the Sports Council's Sports Grants program
- P2.2.5 Continue to provide the Individual Small Sporting Grant to support athletes in the Armidale Region
- P2.3.1 Delivering against the Arts and Culture Strategy
- P2.4.2 Community Assistance Grants s356
- P2.4.3 Mayors Discretionary Fund
- P4.3.1 Support the development of Aboriginal community services across the region
- P4.3.3 Provide support to the Aboriginal Cultural Centre by way of financial contribution

### **Leadership for the Region**

- L1.3.2 Undertake a village engagement program to provide remote communities with access to meet with their Councillors on scheduled basis

### **Environment and Infrastructure**

- E1.4.1 Work with New England Weeds Authority on weed management

## **3.2 Who Received Financial Assistance from Council in 2019 / 2020?**

The individuals and organisations that were the recipients of financial assistance from Council are detailed in the 2019 / 2020 Annual Report. The following information highlights the total amount granted under Section 356 of the Local Government Act 1993 in accordance with the Local Government (General) Regulation Clause 217(1)(a5)

**Table 1. Armidale Regional Council – 2019 / 2020 – Financial Assistance Program**

Type of Contribution	Recipient	Amount
<b>Community Grant Programs</b>	Aboriginal Community Development Grants	\$2,000.00
	- Various individuals (\$500 each)	
	Community Small Grants	\$17,000.00
	- Various groups (\$1,000 each)	
	Sports Council Small Grants	\$5,000.00
	- Various individuals (\$250-\$500 each)	
<b>Annual Contributions &amp; Subsidies</b>	Aboriginal Culture Centre and Keeping Place	\$36,000.00
	Armidale Neighborhood Centre	\$20,000.00
	Arts North West	\$20,607.99
	New England Conservatorium of Music	\$8,500.00
	New England Joint Organisation	\$5,000.00
	New England Regional Art Museum	\$355,209.56
	New England Weeds Authority	\$201,603.00
	Southern New England Landcare	\$61,327.61
	Hillgrove Local Area Committee	\$3,500.00
	Lower Creek Local Area Committee	\$3,500.00
	Wards Mistake Local Area Committee	\$3,500.00
<b>Community Group Projects or Events</b>	Armidale Business Chamber Sponsorship	\$5,000.00
	Armidale Family Support Services Contribution	\$200.00
	Armidale Show Society Sponsorship	\$2,500.00
	Guyra Central School Seniors Week Donation	\$150.00
	Guyra Junior League Contribution to Grandstand	\$80,000.00
	Koori Kids NAIDOC Schools Initiatives	\$450.00
	Little Fish Entertainment Production Sponsorship	\$2,000.00
	Narwan Rugby League Club Sponsorship	\$5,000.00
	New England Mountain Bikers Sponsorship	\$2,000.00
	Rotary Donation Bushfire Traumatized Farmers	\$5,000.00
	Southern New England Land Care Sponsorship	\$1,818.18
	St Mary's of the Angels School Seniors Week Donation	\$50.00
	University of New England Contribution to CultureFest	\$5,000.00
	University of New England Project Zero Contribution	\$9,000.00



Type of Contribution	Recipient	Amount
Drought Rebates	Water Saving Tanks, Washing Machines, Toilets	\$170,324.51
Covid-19 Fees	Lease Fees Waived – various (ex GST)	\$17,202.95
Waived/Deferred	Lease Fees Deferred – Various (ex GST)	\$4,683.65
TOTAL		\$1,053,127.45

### 3.3 Does the Program Exceed 5% of the Ordinary Rates Levied?

Some concerns has been expressed about grants exceeding 5% of Council's total ordinary rate revenue. This concern arises from Section 356 of the Local Government Act 1993 which states, in part, that:

*a proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this section until at least 28 days' public notice of the council's proposal to pass the necessary resolution has been given.*

*Where the amount of this grant is less than 5% of Council's ordinary income from rates then advertising is not required.*

Only 3 of the above programs provide funds to private individuals

- Aboriginal Community Development Grants \$2,000
- Sports Council Small Grants \$5,000
- Water Saving Tanks, Washing Machines, Toilets \$170,324.51
- **Total** **\$177,324.51**

The combined total of grants provided to private individuals represents 1% of Council's income from ordinary rates.

Although these programs do not exceed 5% of Council's ordinary rate revenue, the grant programs that provide financial support to individuals should be specifically listed in the Annual Operational Plan together with the broad grant and sponsorship program areas in order to comply with Section 356 of the Local Government Act.

### 3.4 Comparable Councils' Grants and Sponsorship Programs

The table below provides a broad indicator of the value of grants and sponsorships provided by Councils of a similar population size and/or those situated in northern NSW.

Table 2: Comparable Councils' Section 356 Grants

Council	Population	Grants and Subsidies*	Cost Per Resident
---------	------------	-----------------------	-------------------

Tamworth	59,663	\$525,308	\$8.80
Clarence valley	50,671	\$131,629	\$2.60
Eurobodalla	37,232	\$159,312	\$4.28
Kempsey	28,885	\$15,000	\$0.52
Lismore	43,136	\$148,564	\$3.44
Armidale	29,449	\$1,053,127	\$35.76

\*Section 356 Grants and Subsidies declared in 2019 / 2020 Annual Reports

It is apparent from this table that there are wide inconsistencies in the way that Section 356 Grants and Sponsorships are recorded in Councils' Annual Reports. There are also wide differences in the range of services that are provided by differing Councils.

The Lismore Regional Art Gallery, for example, is 'A creative initiative of Lismore City Council'. Lismore City Council's 2018 / 2019 budget for the facility provided for a \$755,900 operating loss.

The Tamworth Regional Gallery is a service of Tamworth Regional Council. Council's 2019 / 2020 Operational Plan makes provision for \$1,304,420 to support the 'Art Gallery and Powerstation Museum' (these are two separate facilities).

In both the examples above the cost to Council of operating these facilities is significantly more than the combined Section 356 grant provided by ARC to the New England Regional Art Museum (NERAM) and the Aboriginal Cultural Centre and Keeping Place (ACCKP).

A review of Museums and Galleries across NSW undertaken for Arts NSW in 2010 found that local government was responsible for managing some 37 Regional Galleries and 38 Museums.

Kempsey Shire Council is responsible for weed management in the Kempsey Shire, whereas ARC largely contracts this function to the New England Weeds Authority (NEWA - a Local Government Authority itself) and provides the Authority with recurrent funding to undertake the task (\$201,603 recorded as a Section 356 grant in the 2019/2020 ARC Annual Report). Walcha, Uralla and Glen Innes Severn Councils (partners with ARC on the New England Weeds Authority) do not declare their contributions to the NEWA as Section 356 Grants in their Annual Reports.

## 4.0 Analysis

### 4.1 Legislative Requirements and Compliance

Detailed comments on each of the grants and sponsorships listed in Table 1 above are provided in Section 5.0 - Appendix A of this report. The following table provides a summary of the

legislative programs that apply to each of the grants and sponsorships provided in 2019 /20 and a 'Yes / No' assessment of whether they are considered to comply with the relevant legislation.

This assessment is complicated somewhat by the absence of any reference to the majority of these programs in the 2019/20 Operational Plan due to the approach taken to its drafting which specifically excluded the majority of business as usual (BAU) activities. In addition, many of the 'sponsorships' listed, were viewed as business opportunities to promote Council rather than a grant. Recent advice provided by the NSW Office of Local Government has recommended that all sponsorships of this type should be included in Council's Annual Report in order to comply with S356 of the Local Government Act 1993.

Table 3 Legislation and Compliance

<b>Grant / Organisation</b>	<b>Amount</b>	<b>Legislation</b>	<b>Compliance</b>
Aboriginal Community Development Small Grants	\$2,000.00	S356	No
Community Small Grants	\$17,000.00	S356	Yes
Sports Council Small Grants	\$5,000.00	S356	Yes
Aboriginal Culture Centre and Keeping Place	\$36,000.00	S356	No
Armidale Neighborhood Centre	\$20,000.00	S356	No
Arts North West	\$20,607.99	S356	No
New England Conservatorium of Music	\$8,500.00	S356	No
New England Joint Organisation	\$5,000.00	Chapter 12, Part 7 of the LG Act 1993	NO
New England Regional Art Museum	\$355,209.56	S356	No*
New England Weeds Authority	\$201,603.00	Local Govt Act 1993	Yes
Southern New England Landcare	\$61,327.61	S365	No
Hillgrove Local Area Committee	\$3,500.00	S356	No
Lower Creek Local Area Committee	\$3,500.00	S356	No
Wards Mistake Local Area Committee	\$3,500.00	S356	No
Armidale Business Chamber Sponsorship	\$5,000.00	S356	No
Armidale Family Support Services Contribution	\$200.00	S356	No
Armidale Show Society Sponsorship	\$2,500.00	S356	No

Guyra Central School Seniors Week Donation	\$150.00	S356	No
Guyra Junior League Contribution to Grandstand	\$80,000	S7.12 EP&AA	Yes
Koori Kids NAIDOC Schools Initiatives	\$450.00	S356	No
Little Fish Entertainment Production Sponsorship	\$2,000.00	S356	No
Narwan Rugby League Club Sponsorship	\$5,000.00	S356	No
New England Mountain Bikers Sponsorship	\$2,000.00	S356	No
Rotary Donation Bushfire Traumatized Farmers	\$5,000	S356	No
Southern New England Land Care Sponsorship	\$1818.18	Not ARC Funds	N/A
St Mary's of the Angels School Seniors Week Donation	\$50.00	S356	No
University of New England Contribution to CultureFest	\$5,000.00	S356	No
University of New England Project Zero Contribution	\$9,000.00	Membership Fee	N/A
Water Saving Tanks, Washing Machines, Toilets	\$170,324.51	S356	No
Lease Fees Waived – various (ex GST)	\$17,202.95	Section 610E of the Local Government Act 1993	Yes
Lease Fees Deferred – Various (ex GST)	\$4,683.65	Section 610E of the Local Government Act 1993	Yes

\*Whilst the grant to NERAM may not comply with S356 of the Local Government Act 1993, it does comply with Council's legal obligation under the 'Funding Agreement' signed with the organisation in 2009.



## 4.2 Grant Register – Outgoing Subsidies

ARC does maintain a Grant Register, however, it is for incoming grants only.

Sourcing information on grant and sponsorship programs is extremely difficult and time consuming as there is no central point where this information is held. As a result, the only way to source comprehensive information on outgoing grants is through Council's financial payment system and word searches in the Trim records management system. Indeed, there is some likelihood that not all programs were captured in the searches of Trim for records on grants and sponsorships. Payments to community organisations are captured by the financial payment system.

Without a centralised grant and subsidy register it is not easy to link payments to detailed program specifications and funding agreements. This ad hoc approach to recording grant and sponsorship across council divisions makes it almost impossible to develop a considered strategic approach to grant management. The Community Small Grants and Small Sporting Grants programs are reported to Council annually. Reporting of other grants and subsidy programs is more ad hoc or even non-existent.

Where reports are presented, they do outline the benefits of the proposed funding and the impact they are likely achieve in the community. However, without the ability to review applications in bulk and assess the relative merits of programs against the availability of scarce resources it is difficult for Council to make strategic decisions on grant and sponsorship programs. The ad hoc approach to reporting also increases the capacity for the financial value of grants to increase over time due to very worthwhile projects being presented out of the context of scarce resources and the many other competing submissions.

As far as possible, it would be desirable to consolidate and promote the availability of grants and sponsorship programs on one occasion each year. This promotes competition and enables the holistic assessment of individual grants on merit against stated priorities and the availability of funds. Programs such as the Sports and Aboriginal Grant will need to retain some flexibility due to the uncertain nature of qualifying for participation in regional / national events.

## 4.3 Value of Funding

The total value of subsidies – \$1,053,127.45 – as reported in Council's Annual Report does appear to be exceptionally high when compared to other councils. However, this is partly explained by the differences in what is reported as a subsidy by other councils and the differing services that are provided by Councils,

The contribution to the Guyra Junior League Grandstand was made from Section 7.12 Developer Contributions, was a high priority in the S7.12 Plan's capital works program and was for the improvement of Council infrastructure. This grant was supplemented by a \$120,000 grant from the State Government and the project benefitted a much wider community than the Junior League's members. Council sponsored the grant application and, in effect, the Guyra Junior

League Club provided the channel to secure the State Government grant. Contributions and payments related to Section 7.12 Contributions Plan *‘must be accounted for through a specific account specifically created for the Plan’*.

The contributions recorded to the New England Joint Organisation and Project Zero30 are membership fees rather than grants / subsidies. The New England Weeds Authority (NEWA) is a Local Government Authority of which ARC is a member. NEWA is contracted to undertake weed eradication on behalf of ARC.

Each of the above grants may be considered to fall outside the definition of what constitutes a Section 356 Grant

Table 4: Section 7.11 Contributions and Memberships

Group	Grant / Subsidy
Guyra Junior League Grandstand	\$80,000
New England Joint Organisation	\$5,000
Project Zero30	\$9,000
New England Weeds Authority (NEWA)	\$201,603
<b>Total</b>	<b>\$295,603</b>

The one-off waiving / deferral of fees and grants as a result of exceptional circumstances in 2019/20 (Covid-19 and the drought) also form a significant proportion of the support provided to the local community.

Table 5: One off Grants / Subsidies made in exceptional circumstances

Group / Program	Grant / Subsidy
Water Saving Tanks, Washing Machines, Toilets	\$170,324.51
Covid 19 Fees Waived / Deferred	\$21,886.60
<b>Total</b>	<b>\$192,211.11</b>

Not all councils have reported this type of support as a Section 356 Grant in their annual reports

A further complicating factor is the provision of ‘Sponsorships’. The total value of Sponsorships included in the 2019 /20 Annual Report as Section 356 contributions amounts to \$23,318.18. Sponsorships have not been regularly reported to Council as Section 356 grants and are often viewed as economic development or tourism initiatives rather than a grant or sponsorship.

When combined, the grants noted directly above total \$511,132.29. Subtracting this amount from the \$1,053,127.45 ‘Section 356 Grants’ as recorded in the Annual Report would leave a total of **\$541,995.16**. This figure is still exceptionally high when compared to the level of Financial Support provided by comparable councils.

This can be further explained by the level of subsidy provided to the Arts & Culture area. These are undoubtedly Section 356 Grants. However, Museums and Galleries in many Councils across NSW (Tamworth and Lismore for example) are services provided by Council and form a substantial component of Council's own annual operational budget.

Table 6: Arts and Culture Subsidies

Group	Grant / Subsidy
Aboriginal Culture Centre and Keeping Place	\$36,000.00
New England Regional Arts Museum (NERAM)	\$355,209.56
<b>Total</b>	<b>\$391,209.56*</b>

\*It should be noted that ARC itself does budget to deliver Museum services to the value of \$158,926 (Folk Museum, Railway Museum and the Hillgrove Museum).

For comparison purposes across Councils ('comparing apples and apples'), it would be fair to further subtract this amount from the value of the subsidies provided leaving a total subsidy value of \$150,785.60, an amount which is more comparable to other figures listed in Table 2 of this report.

Notwithstanding the above, the statutory declaration provided in the 2019/20 report provides a far more comprehensive and transparent overview of the financial contributions ARC makes to the life of the regional community than any other Council listed in Table 2 – which is ultimately the intended goal of the Local Government Act.

In order to ensure this ongoing level of transparency, council should clearly articulate the value of grants and subsidies provided to the community as part of the annual operational planning and budget processes.

Broadly speaking, Council's grants sponsorship programs can be divided into 4 categories:

- Building Communities and Recreational Opportunities
- Celebrating Culture and Creativity
- Ensuring Environmental Sustainability
- Supporting Economy and Business

#### 4.4 A Consistent Policy / Guidelines Across Programs

The lack of consistent guidelines applying to each of the above areas results in little direction being given to potential applicants as to what Council's and the community's priorities are. Many grants are tied to longer term agreements and the community small grants program funds some of the same programs on an ongoing basis.

As a result there is some inertia in grant programs responding to new and emerging needs for example in relation to bushfire, drought and Covid-19. Whilst it will always be difficult for grant programs to respond to the immediacy of emergency situations, recovery from such challenges can often take many years and refreshing priorities and expected outcomes for these programs need to be reviewed on an annual basis.

A best practice approach would ensure that the following concepts are clearly articulated in preparation for the calling of submissions:

- Current Funding Priorities
- Expected Project Outcomes
- Assessment Criteria

#### **4.5 Waiving of Fees and Charges**

Waiving of fees and charges is common practice across Council divisions. These waivers range from as little as \$14 for the landing fee for children's medical flights to the airport through to waiving of hire fees for significant events in parks or the hire of Council venues (for CultureFest and the New England Conservatorium of Music, for example). Requests to waive DA fees are received on a regular basis and fees are occasionally waived where a good home can be found for a dog / cat where the cost of waiving the fee is often less than the cost of euthanising animals at the New England Regional Animal Shelter.

In-kind donations are at times approved in informal email messages between parties and are not recognised as a grant to the organisation receiving the benefit.

In some instances these waivers result in significant forgone revenue to Council and are, in effect, a grant that should be reported to Council and listed in the statutory Grants and Contributions section of the Annual Report.

Where these amounts could be considered trivial (under \$50 individually or \$200 in total over a year) and are regular activities, it would be more appropriate to record this 'corporate social support' in the schedule of fees and charges as 'peppercorn' or \$0. This would ensure recognition and transparency in the provision of these waivers without the need for individual reports being prepared for Council.

Where the waiving of fees and charges are above these amounts they should be recorded as a grant and comply with the requirements of Section 356 of the Local Government Act.

A small number of Councils (Flinders Council in Tasmania and Mount Alexander Council in Victoria) have developed Fee Waiver Policies. Sutherland Shire Council has a Community Leasing Policy where lease fees for buildings are waived to a maximum dollar amount each year. These waivers are reported to Council in bulk at the commencement of each financial year and the maximum dollar waiver limit set as part of the budget process.

A Fees and Charges Waiver Policy needs to be developed in order to establish the framework for when a waiver should be applied.

#### **4.6 Section 356 / Donations / Grants / Subsidies / Sponsorships**

The terminology applied to financial support is inconsistent. This leads to wide variations in what is recorded as a Section 356 financial support across councils and within ARC.



Section 356 is a technical term that refers to the Local Government Act and it has no meaning the vast majority of community groups or residents. Donations tend to have no specifications that require actions or reporting on outcomes.

Within the Local Government context the difference between a sponsorship and a grant is not as clear as it would be with the private sector, where a sponsorship's ultimate goal is to deliver financial gain to the sponsor. In effect Council's sponsorships may be to empower greater economic (and community) activity, but its ultimate goal is to facilitate greater prosperity for all residents from a health, wellbeing and financial perspective, whilst also highlighting the role of Council in achieving these goals.

To simplify these concerns it is suggested that that the terminology in relation to financial support be simplified to 'Grants and Sponsorship'.

It is considered appropriate to continue reporting sponsorships in the statutory reporting section of the Annual Report, even though it is apparent that they may not be recorded as 'Section 356 Grants' by many other Councils.

#### **4.7 Terminology and Length / Term of Agreements / MOUs**

In order to further simplify the language used in the agreements that contain the specifications relating to the funded grant programs and sponsorships it would be appropriate to streamline the terminology used for these documents.

Memorandum of Understanding is the most common terminology used to manage grants and sponsorships currently and it is considered that this should be the terminology applied across all programs as existing agreements expire.

Currently, the time frame for agreements range from the day the activity may be taking place to 20 years (NERAM).

There should be a strong preference for MOUs to relate to the specific period of an activity or be limited to 12 months. Providing for extended periods covering many years in MOUs rapidly diminishes the funding pool available to new programs and innovation in subsequent years and reduces the flexibility of Council to respond to emerging needs / emergencies.

Should there be a compelling need to extend an MOU beyond 12 months, the term should not exceed the remaining term of the elected council.

All MOUs should include a statement indicating that the agreement is not a legal document and include termination clause of 60 days in writing by either party.

#### **4.8 Reporting / Acquittals**

All grants and sponsorship recipients should be required to acquit the monies provided by Council within 30 days of the completion of the activity or the end of the financial year.

No further financial assistance should be provided to any group where acquittals from previous allocations remain outstanding.

#### **4.9 Recognition of Council**

Not all grant and sponsorship recipients include recognition of ARC when conducting the programs funded by Council.

MOUs should require acknowledgement of ARC in speeches, annual reports, media releases, digital and printed materials, web pages and online documents, advertising, plaques and on any signs relating to projects / infrastructure made possible with Council funding.

Whilst many MOUs do require this recognition, there is no system in place to track whether what was required was delivered. This concern can be addressed in the acquittal process, both in requesting details and frequency of what was delivered during the event and evidence of placement of the ARC logo on marketing collateral / banners etc.

#### **4.10 Advertising of Grant / Sponsorship Opportunities**

The only grant and funding opportunity that currently appears on Councils 'grants and funding opportunities' web page is the Sports Council Small Grants. It is understood that the only other grant / sponsorship program that is publicly advertised is the Community Small Grants Program. The current sponsorship program is based on known annual events or opportunities that are identified by staff (Economic Development and Tourism) over the course of the year.

The grant take up by the Local Area Committees in 2019/20 was limited to three groups which may indicate that some groups were unaware of the availability of these funds.

Overall, this very limited approach to marketing grant opportunities may lead to a perception that certain groups are favoured and that equal access is not provided to all groups who may be interested in applying. The approach tends to lead to the same groups being funded over the years and limit the potential of funding new and innovative programs that may bring new approaches to new and old challenges alike.

A best practice approach would be to open applications for these programs on one occasion each year. The differing streams could be advertised simultaneously or staggered depending on work loads / priorities through the year. This approach would be more transparent, encourage innovation and also enable a more strategic approach to the analysis of competing submissions on merit against the published guidelines. This should in turn ensure the achievement of best value and accountability in the allocation of Council's limited resources.

#### **4.11 Program Relevance - Bushfires, Drought and Covid19**

In recent years every farmer, business and resident across the region has personally experienced the impact of the ongoing drought. The impact of the worst bushfires in living memory in 2019/20 had and continues to have devastating impacts on the rural communities in particular. And, the onset of Covid19 has further added to the substantial challenges the region faces.

In response, Council has provided financial relief to many through its grants and sponsorship programs. For example, the waiving or deferral of Council rates for some groups and the provision of rebates to residents who have chosen to purchase and instal water savings devices. In addition Council has undertaken a range of educational activities aimed at easing the impact of these disasters on local communities. Council also participates in a number of regional forums where climate change and Covid's impacts are considered at a regional level. Project Zero30 has the goal of achieving zero emissions by 2030.

Both State and Federal Government have provided substantial financial assistance packages to the region, some through grants programs that have been administered through Armidale Regional Council. These are in addition to the programs listed in Table 1.

In challenging times, residents can be brought together and a sense of normality maintained through the provision of ongoing sporting, recreational, community and arts-based programs. Indeed these programs not only build resilience but they can and do provide opportunities for the community to share experiences and responses to new and emerging challenges in a non-threatening environment without what some may view as the stigma attached to asking for help. It is also common practice across Australia for local events and activities, large and small, to provide for community-based fund raising opportunities to support those in need.

Notwithstanding the above, there is always a need to ensure the capacity for change in response to disasters and emerging needs. Indeed, there is an ongoing need to actively promote change and introduce new programs to ensure that existing activities do not become stale and unresponsive to the needs of local residents.

Promoting this renewal can be encouraged by ensuring that grant and sponsorship guidelines together with their priorities and expected outcome are reviewed on an annual basis. In addition, as it becomes evident that applications for financial assistance are reducing, this should prompt a review of their efficacy, and possible need for their re-design or continuation.

For example, whilst applications for the small sporting grants have increased in recent years, resulting in an increase in the budget allocation to \$10,000 in 20/21, community small grant applications have reduced. There are also several 'small grant' allocations that are made outside these programs (to schools, for seniors' events or in fee waivers). Sporting grants are available to anyone up to the age of 35 and, whilst the program's focus is on children, some of these allocations may be to adults in full time employment.

A need has also been identified for the Armidale Neighbourhood Centre to consider joining with like services to create a community hub, but this does not appear to be a concept that is being actively pursued.

Each of these matters need further review to ensure that programs remain relevant in current circumstances and that they continue to provide value for money aligned to the Community Strategic Plan and the direction provided by Council.

#### **4.12 Grants From Other Levels and Government and Philanthropic Organisations**

As the level of government closest to residents Councils are frequently seen as the only funding source for local projects. This is not the case, and community organisations should be encouraged to seek funding from other levels of government and philanthropic organisations. Guyra Junior League for example was successful in securing a grant of \$120,000 from the State Government towards the construction costs of a 300-seat covered grandstand.

Many Councils now include references and links to sites such as Australian Government Grants Hub <https://www.communitygrants.gov.au> and the Regional Development Australia, Northern Inland NSW grants hub <https://www.rdani.org.au/grants-funding/community-grants.php> on their web pages.

#### **4.13 Membership of Regional Bodies**

Whilst membership fees to regional organisations should not be considered a Section 356 Grant it is noted that the total annual subscriptions to regional organisations amounts to \$85,359. It would be prudent to review the necessity to be members of all of the following organisations:

- New England Joint Organisation (NEJO)
- Local Government NSW (LGNSW)
- Regional Cities NSW
- Country Mayors
- Project Zero30 (membership fee currently uncertain)

### **5.0 Appendix A**

This Appendix provides greater detail in relation to two of the points required by the brief for this project:

- Note the arrangements/agreement under which the financial assistance has been provided.
- Outline the extent of recognition Council receives and the accountability requirements of the recipient.

#### **Aboriginal Community Development Grants – \$2,000**



- This is an annual program of grants (\$500 max) targeted at enabling sporting participation by young Aboriginal people in regional events
- The program was not specifically included in the 2019 /2020 Operational Plan, although it had been in previous years
- The program is assessed by the Aboriginal Community Development Officer with recommendations provided to the Aboriginal Advisory Committee for endorsement
- Final recommendations are not provided to Council for endorsement
- Individuals are asked to recognise ARC support but their capacity to achieve this outcome is limited
- The program was not included in the 2019/20 Operational Plan and the grant was not recommended or approved in a report to Council in 2019/20. Hence the grant did not comply with S356 of the Local Govt Act 1993

**Community Small Grants - \$17,000**

- Up until 2017 the program was open for applications twice a year with a total budget of \$30,000. In 2018, due to the limited number of applications (with a value totalling \$11,119), it was decided not to call for a second round of applications in that year
- Only one round of applications was called in 2018/19 with grants awarded totalling \$17,000
- Each year a report is provided to council outlining the applications and recommendations for funding
- The program was not specifically included in the 2019 /2020 Operational Plan although it had been in previous years
- ARC Guidelines for the program were last updated in 2019 (although not presented to Council)
- The program regularly funds some of the same groups each year. For example, in 2018/19 and in 2019/20 the Armidale Tree Group, Armidale RSL, Armidale Crafty Quilters and Armidale Athletics Club received \$1,000 in each year, in some instances for the same program. This can create an expectation of recurrent funding for programs and ultimately reduces the pool of available funds to new or emerging groups.
- Grants are required to be acquitted each year
- Groups are requested to acknowledge ARC support for their programs
- This program was reported to Council and complies with Section 356 of the Local Government Act 1993

**Sports Council Small Grants – Total Value \$10,000**

- This is an annual program of grants dating back to 2005. Individual grants range from \$250 - \$500 each
- In the 2019-20 financial year \$6,750 of an original \$10,000 budget was granted to local athletes selected to represent NSW or Australia at high level sporting competitions.
- The program was not specifically included in the 2019/2020 Operational Plan although it had been in previous years

- Covid19 has severely restricted high level sporting competitions. A recommendation has been made to divert some of this funding in 2020/21 to the purchase of AEDs (defibrillators), where 50% of the \$2,600 price of each unit will be offset by a state government grant.
- The grant does require acknowledgement of Council funding where possible although the nature of this grant does not always allow for this to be made
- This program was reported to Council and complies with Section 356 of the Local Government Act 1993

**Aboriginal Culture Centre and Keeping Place (ACCKP) – \$36,000**

- Council has provided annual funding to ACCKP since at least 2004. A resolution of Council to continue funding, subject to provision of a business plan was made in 2011
- Since that time, Council has provided an annual subsidy to ACCKP, and there has been reference to funding ACCKP in Operational Plans. The 2018 / 19 Operational Plan states
  - P4.3.3 - Provide support to the Aboriginal Cultural Centre by way of financial contribution
- The Centre in conjunction with Council is active in seeking funding from other sources and was successful in securing a grant of \$846,000 from the State Government in 2018. This enabled completion of the Art Gallery and improved the Centre's capacity to increase revenue from sales of artwork
- The Armidale Regional Council Logo is displayed on the organisation's home page and on the sponsors' page. Council is recognised within the Centre and its programs
- The program was not included in the 2019/20 Operational Plan and the grant was not recommended or approved in a report to Council in 2019/20. Hence the grant did not comply with S356 of the Local Govt Act 1993

**Armidale Neighbourhood Centre - \$20,000**

- Recurrent funding of this organisation by Council dates back to before 2000
- Funding was interrupted in 2018, however, following a notice of Motion on 26/09/2018 Council resolved in part:
  - a) That Council recommence financial support to the Armidale Neighbourhood Centre, to enable it to continue its present level of operations and service to the disadvantaged members of the community
  - b) That for the 2018-2019 financial year, such support be \$20,000 and that the appropriate budget adjustment be made in Council's first Quarterly Budget Review for 2018-2019
  - c) That in following years, until a better arrangement is secured, the Council's financial support be increased annually by CPI equivalent
- The service operates from Council premises paying a 'peppercorn rental' of \$540.10pa.
- The Service Level Agreement does require acknowledgment of Council support in publications and activities
- The use of the space in the Council facility is not recorded as a S356 grant.

- The Council report of 2018 also considered the option of creating a 'community hub' in Armidale and added to the resolutions above, that the Neighbourhood Centre:
  - d) Demonstrate co-operation and efforts with other Armidale service providers to establish a 'hub' model in Armidale. This concept does not appear to have progressed
- Council developed a Service Level Agreement (SLA) with the organisation in December 2018 which requires quarterly reports on its operations and an annual performance report
- The Centre does not appear to have a Home Page on the web, however they do have a presence on Facebook. There is no recognition of Council support on the Facebook Page
- The program was not included in the 2019/20 Operational Plan and the grant was not recommended or approved in a report to Council in 2019/20. Hence the grant did not comply with S356 of the Local Govt Act 1993, notwithstanding the fact that the Council resolution in 2018/19 did refer to ongoing funding

**Arts North West - \$20,607.99**

- ARC Membership of Arts North West has been ongoing since 2003 at which time Council resolved to adopt a Memorandum of Understanding (MOU) with the organisation and provide recurrent funding to the group to the value of \$10,000. It appears this has grown to \$20,607.99 as a result of CPI increases rather than a specific decision of Council
- The 2003 MOU details a range of deliverables and the need to provide annual reports and audited statements to ARC on a yearly basis, however it does not appear to have been updated since 2003
- The Mayor is regularly invited to events and openings and Council is recognised at these events
- An invitation is always extended to ARC to attend the groups AGM
- The Annual report recognises ARC as a sponsor on the sponsor page
- A member of staff from ARC is a Board Member
- Arts North West has made presentations to Council Meetings outlining their programs in the region
- The program was not included in the 2019/20 Operational Plan and the grant was not recommended or approved in a report to Council in 2019/20. Hence the grant did not comply with S356 of the Local Govt Act 1993

**New England Conservatorium of Music (NECOM) - \$8,500**

- Council originally proposed the establishment of a Conservatorium of Music in 2003
- The Conservatorium officially opened on 12 May 2005
- Council has provided various levels of grants to its programs since it was established.
- Council's decision to enter into the most recent decision to enter into an MOU on 1 March 2017

- The most recent, 3 Year, Memorandum of Understanding with the group was signed by the ARC CEO on 12 February 2020. The MOU largely mirrored earlier MOU's and focussed on the provision of 3 Annual programs that are part of the Section 356 Grant:
  - New England Sings \$1,000
  - Bursary Program \$2,500
  - Music Therapy Program \$5,000
- In addition, fees of \$2,000 for the use of the Town Hall are waived for 4 concerts. This waiving of fees is not recorded as a subsidy in the Table 1
- The MOU requires that ARC be recognised as a sponsor on all the program and event media releases and marketing.
- The ARC logo appears on the supporters page of the website
- The program was not included in the 2019/20 Operational Plan and the grant was not recommended or approved in a report to Council in 2019/20. Hence the grant did not comply with S356 of the Local Govt Act 1993

#### **New England Weeds Authority (NEWA) - \$201,603.00**

- The New England Weeds Authority is statutory Local Government Authority of which ARC is a member
- ARC contracts NEWA to undertake weed eradication.
- NEWA Also received a Federal grant of \$410,654 (administered by ARC under a MOU) to treat Soda Apple weed during the drought.
- The Mayor / Administrator is a Councillor on the Authority
- The Authority is governed in the same way as a council and develops a strategic plan, Delivery program and Operational Plan and Annual Report
- This is not a Section 356 Grant / Subsidy

#### **Southern New England Landcare - \$61,327.00**

- Council Resolution to sign a MOU was on 1 March 2017
- The MOU list 15 groups that are 'particularly key' to the MOU and 5 further groups that have a strong partnership with SNELC
- The MOU lists 3 key projects:
  - Southern New England Landcare Community Resource Centre support - \$10,400
  - Malpas Catchment Project - \$21,300
  - Armidale Urban Planting Maintenance (AUPM) - \$30,000
- The MOU states that ARC and SNELC shall jointly distribute public information, marketing and media activities where necessary or appropriate, and agreed to by both Parties
- Council delegates a staff member to work with SNELC and its volunteers building the partnership between council and local communities
- The 2018 /2019 Operational Plan contained the following strategy and actions



- E1.1. Maintain and improve local waterways, lagoons and creek lands in partnership with community groups and other agencies
  - E1.1.2. Southern New England Land Care contribution
- New MOU signed by Chief Executive Officer on 29/06/20
- There does not appear to be a Council resolution in Trim to accompany the 2020 MOU
- The Southern New England Web Site acknowledges ARC's financial support and displays the ARC logo
- The program was not included in the 2019/20 Operational Plan and the grant was not recommended or approved in a report to Council in 2019/20. Hence the grant did not comply with S356 of the Local Govt Act 1993

#### **New England Joint Organisation (NEJO) - \$5,000**

- NEJO is a regional organisation of Councils formed under
- The key focus areas of the organisation are to develop regional opportunities around:
  - Sustainable Economic Growth
  - Educated, Healthy and Connected Communities, and
  - Investment in Critical Infrastructure
- The membership fee paid in 2019/20 appears to be \$5,000 (part year membership). However, Council approved payment of annual fees in 2020 / 2021 of \$28,320
- This is not a Section 356 Donation / Sponsorship
- The program complies with Chapter 12, Part 7 of the Local Government Act

#### **New England Regional Art Museum (NERAM) - \$355,209.56**

- Armidale Dumaresq Council was appointed Manager of the Reserve Trust for this body in 2005 by order of the Minister for Lands.
- Armidale Dumaresq Council continued to manage the museum as Reserve Trust Manager until 1 July 2008 when NERAM Limited, a new not-for-profit company Limited by Guarantee took ownership and commenced managing operation of the facilities and artworks in its care.
- Subsequent to this change, a Legal Funding Agreement between Council and NERAM was developed that covered a 20-year Period (2009 - 2029)
- The subsidy in the Funding Agreement commenced at \$265,000 in 2009 and was linked to the 'Rate Peg' in subsequent years
- Council had provided subsidies prior to 2009 (when Council was the nominated manager of the Reserve Trust)
- Council is always acknowledged as the key funder in NERAM's annual report and the ARC Logo is reproduced on the 'sponsor page'. The logo could be more prominent given the level of funding provided
- Council's logo appears on marketing collateral for events and exhibitions
- The Mayor / Council receives invitations to attend functions and exhibition launches
- The program was not included in the 2019/20 Operational Plan and the grant was not recommended or approved in a report to Council in 2019/20. Hence the grant did not comply with S356 of the Local Govt Act 1993

- The program complies with Council's obligation under the binding 'Legal Funding Agreement' signed in 2009

#### **Local Area Committees - \$10,500**

- Three Local Area Committees received funding from ARC in 2019 /2020
  - Hillgrove Local Area Committee - \$3,500
  - Lower Creek Local Area Committee - \$3,500
  - Ward's Mistake Local Area Committee \$3,500
- The Local Area Committees provide a link between Council and the rural villages
- There are 9 Local Area Committees – Funding is provided on application and used for minor works, bringing the local community together, small functions and Incorporation expenses
- Council's connection to the rural villages has been a concern since amalgamation
- The 2019/20 Operational Plan contains the following strategy and actions:
  - Develop and start implementing a Villages & Stakeholders Engagement Plan to:
    - assist community members to engage with councillors
    - provide improved and more transparent participation by residents in the major population centres and villages, to maximise input on the region's civic affairs
- The Committees supply ARC with regular minutes of their meetings that indicate their activities
- The program was not included in the 2019/20 Operational Plan and the grants were not recommended or approved in a report to Council in 2019/20. Hence the grant did not comply with S356 of the Local Govt Act 1993

#### **Armidale Business Chamber Sponsorship \$5,000**

- A combined Business Chamber (The Armidale Business Alliance – comprising the Armidale and Guyra Business Chambers and Locals 4 Locals) originally signed a Joint MOU in on 29 May 2017 for 3 years, with ARC providing \$20,000 per year to be shared between the 3 organisations
- This agreement was discontinued in 2020
- Prior to the MOU's discontinuation \$5,000 was provided to the Armidale Chamber of Commerce as Sponsorship for 2019 Armidale Regional Business Awards
- The MOU did specify that a portion of the \$20,000 would be targeted at the Business Awards
- The MOU did not specify the need to recognise ARC sponsorship, although it is understood that recognition was provided at events
- The 2018 / 2019 Operational Plan contains the following action:
  - Continue to work with the Armidale Business Alliance (Armidale Chamber, Guyra Chamber and Locals 4 Locals) to develop strategies and initiatives to target small to medium business across the LGA

- The program was not included in the 2019/20 Operational Plan and the grant was not recommended or approved in a report to Council in 2019/20. Hence the grant did not comply with S356 of the Local Govt Act 1993

#### **Armidale Family Support Services Contribution – \$200**

- This was a one-off contribution provided to Armidale Family Support to help in employing a facilitator to assist with planning for the local interagency
- There was no formal agreement or specifications developed relating to the contribution
- There is no indication whether or not council support was recognised at the planning session
- The grant was not included under a program in the 2019/20 Operational Plan and the grant was not recommended or approved in a report to Council in 2019/20. Hence the grant did not comply with S356 of the Local Govt Act 1993

#### **Armidale Show Society Sponsorship - \$2,500.00**

- Purchasing naming rights to Armidale Show
- The sponsorship agreement states that the Council logo is to be on all publicity, banners displayed at the showgrounds and a Council 3mx3m marquee is to be used as a council engagement point.
- This is termed a 'Sponsorship Agreement' and was funded from the Economic Development / Tourism budget
- The program was not included in the 2019/20 Operational Plan and the grant was not recommended or approved in a report to Council in 2019/20. Hence the grant did not comply with S356 of the Local Govt Act 1993

#### **Guyra Central School Seniors Week Donation - \$150.00**

- Long standing donation to Guyra Central school to enable School children to assist in council organised Seniors Week Activities
- No formal agreement
- Not reported to Council
- The program was not included in the 2019/20 Operational Plan and the grant was not recommended or approved in a report to Council in 2019/20. Hence the grant did not comply with S356 of the Local Govt Act 1993

#### **Guyra Junior League Contribution to Grandstand \$80,000**

- Sponsored by Council, Guyra Junior League secured a \$120,000 My Community grant from the State Govt to partially fund the construction of a covered grandstand
- Residents from the State Electoral area voted on the My Community grant submissions with those projects securing the most votes being funded
- Whilst Guyra Junior League submitted the application, each of the groups that use the oval also benefitted (senior rugby league and cricket for example)
- Council's \$80,000 contribution was drawn from Developer Contributions (Section 7.12 EP&A Act)

- The EP&AA provides a framework for Councils to levy funds from developers for provision of the urban infrastructure where that infrastructure is clearly linked to the development that is occurring. These are termed as Sections 7.11 and 7.12 Contributions under the EP&AA. These were formerly referred to as Section 94 or Section 94A Levies and Contributions.
- The need for the facility is included as a high priority in the ARC Section 7.12 Contributions Plan 2018 and in the Sporting Council's Priority Asset Upgrade List
- This was an upgrade to a Council Asset which benefitted the broader sporting community, not simply Guyra Junior League
- Both Council and the State Government were recognised in media relating to this project
- The expenditure of monies levied under the authority the Section 7.12 Contributions Plan *must be accounted for through a specific account specifically created for the Plan*. As such this should not be considered to be a S356 Contribution
- A contribution of \$75,000 was also made in the 2019/20 financial year to the Armidale District Cricket Assn Inc. to enable the construction of an indoor cricket facility. This contribution was not listed as a S356 Grant in the 2019/20 Annual Report and hence is not included in Table 1. As above, this facility was identified in the ARC Section 7.12 Contributions Plan as a high priority and the above principle should apply to this project.

#### **Koori Kids NAIDOC Schools Initiatives - \$450.00**

- This was an annual program conducted as part of NAIDOC Week Activities
- School children were sponsored to participate in Art Activities during NAIDOC week
- Prizes were awarded in each area that sponsored the program
- The Mayor was then invited to present the prizes at schools
- Funding requests from Koori Kids normally include specifications in relationship to sponsorship, however, there is nothing filed in Trim
- There is no information on the Web to suggest the program will be running in 2020/21 and media recognition of the event in recent years has been negligible
- The program was not included in the 2019/20 Operational Plan and the grant was not recommended or approved in a report to Council in 2019/20. Hence the grant did not comply with S356 of the Local Govt Act 1993

#### **Little Fish Entertainment Production Sponsorship \$2,000.00**

- Sponsorship of a stage show in February 2020
- No details on file in relation to the show or what the sponsorship buys
- Web indicates show was 'Spring Awakening'. There was no recognition of ARC sponsorship on the web page
- There was no formal agreement between Little Fish and Council
- The sponsorship was not reported to Council
- Little Fish has now ceased operation due to Covid-19



- The program was not included in the 2019/20 Operational Plan and the grant was not recommended or approved in a report to Council in 2019/20. Hence the grant did not comply with S356 of the Local Govt Act 1993

#### **Narwan Rugby League Club Sponsorship - \$5,000.00**

- Annual request for sponsorship of a knock-out rugby league competition
- Sponsorship buys:
  - Full naming rights to choice of front or back of team jersey
  - Naming rights to choice of front or back of team shorts
  - Company logo on player game day shirts
  - Field signage
  - Advertisement on Game Day programs
  - Local FM Radio: Game Day acknowledgement
  - Game Day shout outs
  - Invitation to Club Functions
  - Social Media Acknowledgments
  - Thank you certificate
- There is no record on file as to what form of ARC recognition was provided (if any). It is understood that the 'sponsorship' was used to fund operational expenses – payment for referees, fencing, change rooms and toilets
- A Council report was submitted on the 2018 competition and a sponsorship proposal
- No trace of report in Trim for the 2019/20 sponsorship
- No formal agreements or acquittals on file
- The program was not included in the 2019/20 Operational Plan and the grant was not recommended or approved in a report to Council in 2019/20. Hence the grant did not comply with S356 of the Local Govt Act 1993

#### **New England Mountain Bikers' Sponsorship - \$2,000.00**

- Sponsorship of a 12-hour event – 'The Piney Race' – from the Events and Tourism area
- There is no formal agreement with Council, simply an exchange of emails
- No details of what sponsorship buys, although ARC banners were on display throughout the event and a range co-branded media was produced
- A letter of thanks for sponsorship was provided post event outlining numbers attending and participating in the competition
- The ARC Logo appears on UNE Mountain Bikers Website
- The program was not included in the 2019/20 Operational Plan and the grant was not recommended or approved in a report to Council in 2019/20. Hence the grant did not comply with S356 of the Local Govt Act 1993

#### **Rotary Donation Bushfire Traumatized Farmers - \$5,000.00**

- A Councillor email request was made to make a payment to the Rotary Bushfire Appeal for Traumatized Farmers following devastating fires near Ebor in October 2019

- Donation made through Rotary to the Not for Profit (NFP) Rural Financial Counselling Service, NSW Northern Region
- There is no indication of ARC support for this program on the Rural Financial Counselling Service, NSW Northern Region's web site
- No report to, or decision of Council recorded in Trim
- The program was not included in the 2019/20 Operational Plan and the grant was not recommended or approved in a report to Council in 2019/20. Hence the grant did not comply with S356 of the Local Govt Act 1993

#### **Southern New England Land Care Sponsorship (SNELC) - \$1,818.18**

- This sponsorship was paid from funds held by ARC on behalf of Northern Inland Regional Waste (NIRW) to SNELC for their 'Frog Dreaming' project
- NIRW is a voluntary group of 12 Councils drawn from the northern region of NSW
- Whilst Armidale Regional Council is a member of NIRW these funds were paid from NIRW accounts and this should not be considered as a grant / sponsorship provided by ARC

#### **St Mary's of the Angels School Seniors Week Donation - \$50.00**

- Historical ongoing donation to school to enable School children to perform in Seniors Week Activities
- There is no record of 2019 / 20 donation in Trim
- No acquittal has been provided
- The program was not included in the 2019/20 Operational Plan and the grant was not recommended or approved in a report to Council in 2019/20. Hence the grant did not comply with S356 of the Local Govt Act 1993

#### **University of New England Contribution to Culture Fest - \$5,000.00 + \$2,500.00 in kind**

- Sponsorship of annual multicultural festival and waiving of fees for use of Council facilities
- The \$2,500 waiving of fees was not reported as a grant / subsidy in the Annual Report
- Provision of multicultural festival had been considered as part of the Council Event Program and it was decided that sponsorship of an already successful event such as this would be more effective and cost efficient than creating a new activity
- A detailed sponsorship proposal outlining activities and the recognition of Council was provided
- Council Logo is present on marketing material
- An evaluation was undertaken and provided to Council
- No report to or decision of Council to sponsor the event
- The program was not included in the 2019/20 Operational Plan and the grant was not recommended or approved in a report to Council in 2019/20. Hence the grant did not comply with S356 of the Local Govt Act 1993

#### **University of New England Project Zero30 Contribution - \$9,000.00**

- A partnership delivered under a MOU with UNE to reduce emissions and manage climate change
- Report to Council and decision to join was made on 25 September 2019 – Potential cost of \$296,000 over 10 years shared between UNE and ARC, ie \$15,000 annual budget provision for next 10 years
- The cost of the NCOS (National Carbon Offset Standard) fee, reports, any travel and workshops (\$9,000 for January – June 2020), were highlighted as an additional cost to the current year's budget funded from the Sustainability and Development area
- Substantial State and Commonwealth grants received in 2020 may negate the need for further financial contributions to the project
- This is not a Section 356 Donation

#### **Water Saving Tanks, Washing Machines, Toilets - \$170,324.51**

- Despite the critical need to reduce water usage due to the ongoing drought in the region, water saving strategies were not specifically identified as a priority in either the 2019/20 or 2018/19 Operational Plans
- However, weekly meetings on Drought Management were held and water saving measures and education programs were discussed and proposed. Minutes of these meetings were reported to the CEO
- In October 2019 GHD (Consultants) drafted a comprehensive Drought Management Water Restrictions Communication and Engagement Plan and this was followed by a series of stakeholder forums where a range of water savings strategies were canvassed
- However, there does not appear to be a report or decision of Council that specifically relates to this program
- The scheme was popular with in excess of 100 applications being received
- Water usage did reduce substantially in 2019 with level 5 restrictions being introduced
- It is not possible to determine how much this program contributed to the overall level of water savings achieved
- Tamworth Council did implement a similar scheme which was reported in its 2019/20 Annual Report at a cost \$86,547 out of a total of \$520,308 in reported grants and contributions
- The program was not included in the 2019/20 Operational Plan and the grant was not recommended or approved in a report to Council in 2019/20. Hence the grant did not comply with S356 of the Local Govt Act 1993

#### **Covid-19 Fees Waived / Deferred – Total \$21,886.60**

- In 2019/20 a total of \$17,202.95 lease fees and \$4,683.65 of fees for community organisations were deferred or waived
- This was authorised through the adoption of an Interim Hardship Policy which was part of the response to Covid-19 under Section 610E of the Local Government Act 1993 under a newly established 'COVID-19' category

- Some Councils have declared the waiving / deferral of fees due to Covid19 under their statutory reporting responsibilities in the Annual report, however, there is not a consistent approach
- Whilst these waivers / deferrals do represent lost revenue to Council they are provided under Section 610E of the Local Government Act, rather than Section 356

#### **Waiving of Fees & Charges**

- The waiving of fees and charges for the use of Council facilities (parks, reserves and buildings) by community organisations is common practice at ARC
- The value of this as forgone revenue is often acknowledged, but not necessarily recorded as a Section 356 subsidy (use of the park for the CultureFest, for example)
- The Crafty Quilters, who currently meet in Kent House, initially had their room hire fees waived, but now formally apply for a subsidy to cover this cost from the Community Small Grants Program.
- The MOU for the Armidale Guyra Business Chamber made provision for fees for the use of Council facilities to be waived but they were not recorded as forgone revenue or the cost deducted from the \$20,000 grant.
- Some schools make use of council facilities where no formal record of waiving fees is documented

#### **Council Membership of Regional Organisations**

- The membership of Regional organisations is important in ensuring that issues that apply to the New England Area as a whole can be addressed by a body that brings councils together in partnership and ensures that activities undertaken in one council area do not compromise activities undertaken in other areas of the region. In addition, they provide effective bodies to lobby State and Federal Government for funding to address regional needs
- Council's membership of the New England Joint Organisation (annual fee in 2020/21 is \$28,320) is listed in error in Table 1 as a grant / sponsorship payment.
- This is not a Section 356 subsidy
- It should be noted that Council is also a member of:
  - Local Government NSW – Annual Fee \$45,289 – LGNSW is the voice of local government in NSW working with Councils to support, promote and improve communities through the state
  - Regional Cities NSW - \$11,000 – Growing Regional Cities in NSW through the promotion of regional city living and working
  - Country Mayors - \$750 – Peak organisation of Country Mayors
  - Project Zero30 (fees undetermined in 20/21)



TRIM: AINT/2020/36401

# Public Art Policy

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

## 1. PURPOSE

This Public Art Policy has been prepared to provide a framework for Council's planning and decision making in relation to the commissioning and acquisition of public art, as well as its ongoing care and maintenance.

## 2. APPLICATION

This policy applies to all staff when making decisions in relation to the commissioning, acquisition, ongoing care and maintenance of public art.

## 3. POLICY INTENT

The main objectives of this policy are to:

1. Encourage and ensure the production of high quality, innovative public art that is meaningful, relevant, diverse in character and aesthetically pleasing.
2. Ensure that public art complements and enhances the natural and built environments of the Armidale Region and reflects its unique character, history, values and aspirations.
3. Provide a framework for community groups and individuals proposing public arts projects for consideration as a Council supported project.
4. Ensure that public art in the Armidale Region is adequately resourced and effectively managed so that it is appropriately preserved, conserved and where necessary, restored.
5. Guide and facilitate a coordinated and strategically planned approach to the development and management of public art in the Armidale Region.

## 4. COMMUNITY STRATEGIC PLAN OBJECTIVES

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

## 5. POLICY

### 5.1 THE DEFINITION OF PUBLIC ART

Public Art is defined as artistic works or activities in spaces open to the public. Public Art is mostly located in public places and spaces but may also be incorporated into private areas open to the public such as in a shopping centre, school, park, CBD, streetscape or building.

Public Art can include a sculpture, a painting, a wall mosaic or a mural. It can be incorporated into a functional object, including paving, water features, seating and lighting. It can also be a temporary work such as an art performance in an outdoor public space. For the purpose of this policy, road side memorials, the naming of parks, reserves, sports fields and memorial seats are not included.

Public Art artworks may be:

- a) **Site Specific:** designed specifically for, and responsive to, a particular site through scale, material, form and consent.
- b) **Iconic:** a stand-alone or significant work, where the artists' approach is largely independent of other considerations. Examples include sculpture, water features, lighting or multimedia.
- c) **Integrated/Functional:** works that are fully incorporated within the design of the built or natural environment. Integrated works may include floor and window design, paving, lighting, landscaping and associated elements. Artwork is inclusive of street furniture, seating, gateways, shelters and bollards. Commissioned as Public Art functional requirements will be unique and have the potential to celebrate local distinctiveness.
- d) **Temporary:** where the work is not intended to be permanent. A piece or event may be momentary or remain for a fixed time.

## 5.2 THE BENEFITS OF HIGH QUALITY PUBLIC ART

Public art is increasingly used as an aid for revitalising urban spaces and engaging with communities. It enhances the physical environment, thereby enriching the simple experience of being in a place. It can create an environment of quality that attracts more people, raises a town centre's profile and improves economic outcomes. Public art can make a significant contribution to social health and wellbeing of the local community, and be good for local business.

Community involvement and engagement with the development of a work of public art promotes social cohesion and gives local residents the opportunity to shape their local neighbourhood instilling a sense of pride. Public art is often created by the local communities themselves and is enhanced with the help of experienced community artists.

## 5.3 ROLE OF THE ARTS, CULTURAL AND HERITAGE ADVISORY COMMITTEE

Its role is to provide advice to Council on the creation of excellent works of art in the public.

In relation to the Council's Public Arts Policy, the Committee's role includes, although is not limited to:

- Providing input and feedback on conceptual briefs for Council's public art and place making projects;
- Assisting in identifying any gaps in public art provision and suitable sites throughout the region;
- Assisting and advising in the Council's decision making process relating to the acquisition and commission of any public art projects;

- Advising Council in the development of art policy and project development matters brought before the Committee, including subsequent reviews of existing policies and programs.

#### 5.4 PUBLIC ART PRINCIPLES

In planning for and commissioning public artworks, the Council will:

- Support the development and commissioning of a diverse range of permanent, temporary and ephemeral artworks in public places
- Align public art projects with landscape design and infrastructure projects
- Recognise and celebrate the Armidale Regional Council's cultural identity through public art in public places
- Recognise and celebrate Aboriginal stories and heritage through art in public spaces
- Support public art opportunities for local artists
- Activate local places through temporary, ephemeral and community art projects
- Encourage high quality public art in private development
- Support community, private and government partners to facilitate public art opportunities
- Manage and maintain permanent artworks in the Armidale Regional Council LGA
- Ensure the creation of art that will contribute to the enhancement, enjoyment or understanding of its context and place
- Enhance the design and functionality of the public domain through public art
- Deliver robust, durable public art that will retain its quality and integrity over time
- Ensure that all future public art projects are procured and managed in accordance with the Public Arts Policy and Guidelines.

#### 5.5 RESTORATION OF ARTWORKS

Public artworks including monuments, sculptures and water features in the public domain are subject to wear and tear and degradation over time. In addition, they are occasionally vandalised, graffitied or broken. As part of the acquisition of any new artwork, the artist must provide a maintenance schedule upon completion of the work. The schedule should outline requirements for regular cleaning, maintenance or servicing, specifically what is required, who should do it, and how often, e.g. cleaning agents for surface treatments and materials. Details of any spare parts that have been lodged must also be provided.

#### 5.5 RELOCATION OF ARTWORKS

Circumstances sometimes arise where redevelopment of a site, or the use of the site changes and renders an artwork inappropriate and requires its relocation. The Council must consult with the artist before preparing a report, addressing the following matters: insurance, risk management, valuation, engineering and legal.

#### 5.6 DISPOSAL OF PUBLIC ARTWORKS

Disposal of public art must be done with the knowledge and in consultation with the artist, where possible. If, after making reasonable enquiries the Council cannot identify or locate the artist, or the artist's representative, then the Council may dispose of the public artwork in accordance with Councils Public Art Guidelines. All decisions and actions should be fully documented. Artworks should first be offered for sale at a price based on

independent valuation, first to the artist, then to other institutions or the public or at an auction. Funds from any decommissioned public artwork should be reused for new or upgraded public art within the LGA. Objects which are destroyed should be disposed of in a responsible manner. All artworks will be disposed of in accordance with Council's current Asset Disposal Policy.

## 6. LEGISLATIVE REQUIREMENTS

*Copyright Amendment (Moral Rights) Act 2000*

## 7. REVIEW

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

## 8. REPORTING

- Contribution to the Annual Report in the event a new public artwork has been installed.
- Reporting on the progress of public arts programs against the corresponding Operational Plan.

## 9. RESPONSIBLE OFFICER

Coordinator Libraries, Museums and Visitor Information Centre

## 10. ROLES AND RESPONSIBILITIES

All staff are responsible for administering this policy in relation to the handling of any public art.

Arts, Cultural and Heritage Advisory Committee is responsible for providing advice in relation to public arts programs and projects, as requested by Council staff.

Councillors are responsible for approving the handling of public art.

## 11. RELATED PROCEDURES

Nil



APPROVAL AND REVIEW		
Responsible Business Unit	[Name of Business Unit]	
Responsible Officer	[Name of Responsible Officer]	
Date/s adopted	<i>Council Executive</i> [updated by policy owner]	<i>Council</i> [DD Mmmm YYYY]
Date/s of previous adoptions	[Dates of previous adoptions]	
Date of next review	[Two years from last adoption]	
TRIM Reference		

**MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND  
TABLELANDS (NOXIOUS PLANTS) COUNTY COUNCIL HELD IN THE  
WALCHA SHIRE COUNCIL CHAMBERS ON TUESDAY,  
20 OCTOBER 2020 COMMENCING AT 8:36AM.**

**PRESENT:** Councillor M. Dusting - Chairperson, Councillor S. Kermode and Armidale Regional Council Administrator Viv May by video link.

**IN ATTENDANCE:** General Manager, Mr John Duggan, Senior Biosecurity Officer, Mr James Browning

**APOLOGIES:**

Nil

**DECLARATIONS OF INTEREST**

Administrator May declared an interest in item 1.1.1 of the Closed Committee Meeting and the subsequent resolution in open Council.

**CONFIRMATION OF MINUTES OF THE ORDINARY MEETING HELD ON  
TUESDAY 25 AUGUST 2020.**

**37/20 RESOLVED** on the motion of Councillors May and Kermode that the Minutes of the Ordinary Meeting of the New England Tablelands (Noxious Plants) County Council held on 25 August, copies of which have been distributed to all members, are taken as read and confirmed a true record.

**BUSINESS ARISING FROM THE MINUTES OF THE ORDINARY  
MEETING HELD ON TUESDAY 25 AUGUST 2020.**

The General Manager advised that NEWA has declined Associate Membership of NEJO as there was a fee of \$8,500 in accordance with resolution 32/20.

**CHAIRMAN'S REPORT**

The Chair advised of the following:

Firstly, I would like to thank Councillors for the opportunity to represent Council as Chairman for the past twelve months and I would also like to thank Cr Scott Kermode as the deputy Chair and the other Councillors for their valued contributions to the activities of Council over this period.

Councillors will note that the Annual Report is included with this agenda. Once again we have achieved an excellent financial result whilst meeting the objectives of our organisation.

By now the advertising period for the proposal to include Glen Innes Severn Council as part of the County has closed. I expect in the near future, we will see a proclamation establishing the "New England County Council."

The Local Government conference has now been moved to an online event to be held on 23 November 2020. The GM and I will be online for the motions debate and decisions.

The next Regional Weed Committee AGM is to be held on Tuesday 17 November 2020 in Armidale. Cr Kermode has been elected as the Local Land Services representative and may also be elected as Chair of the committee.

We have been advised that associate membership of NEJO requires a contribution of \$8,500. Following the resolution of our recent meeting we have respectfully declined membership.

We have also submitted a further grant application to the “Established Pest Animals and Weeds Management Pipeline Program - Advancing Pest Animal and Weed Control Solutions” program. The project which will further research and develop the practical application of drones in weed control and demonstrate “proof of concept” with the objective to increase the uptake and accessibility of spray drones by farmers and land managers. The requested grant is approximately \$1.2Million.

We are now getting very busy. The rainfall we have received has dramatically improved pastures and weed growth. It is a very different circumstance to this time last year.

As this is the last scheduled meeting for the 2020 Calendar year, I would like to take the opportunity to wish all Councillors, staff and our communities a safe and joyous Christmas and a happy new year.

### **1. ELECTION OF CHAIRPERSON, AND DEPUTY CHAIRPERSON (ITEM 7.1)**

The General Manager, Mr J Duggan acting as Returning Officer then called for nominations for the position of Chairperson. On receiving only one nomination that being from Councillor M. Dusting, the Returning Officer, declared Councillor Dusting elected Chairperson for the ensuing twelve month period unopposed.

The Returning Officer then called for nominations for the position of Deputy Chairperson. On receiving only one nomination that being from Councillor S. Kermode, the Returning Officer declared Councillor Kermode elected Deputy Chairperson for the ensuing twelve month period unopposed.

### **2. COMMITTEES AND DELEGATES (ITEM 7.2)**

**38/20 RESOLVED** on the motion of Councillors May and Kermode:

That the Chairperson of the New England Tablelands (Noxious Plants) County Council be Council’s delegate to:

- Local Government NSW,
- Northern Tableland Local Land Services Regional Weed Committee.

### **3. MEETING TIMES (ITEM 7.3.1)**

**39/20 RESOLVED** on the motion of Councillors Kermode and May:

That Council adopt the following meeting dates for 2021;

16 February 2021	2 <sup>nd</sup> Quarterly Review. Councillors Tour.
20 April 2021	3 <sup>rd</sup> Quarterly Budget Review. Draft Annual Operational Plan 2021/22
15 June 2021	Adopt Annual Operational Plan and Budget 21/22 and update 4 Year Delivery Program and 10 Year Financial Plan Adopt Business Activity Strategic Plan 2020- 2030
24 August 2021	4 <sup>th</sup> Quarterly Budget Review. Refer Accounts to Audit. Pecuniary Interests Returns
19 October 2021	1st Quarterly Budget Review. Adopt Financial Statements. Election of Chairperson and Review Delegations. Payment of Expenses Policy Review. Annual Report adopted

### **4. PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR CHAIRPERSON, COUNCILLORS AND STAFF (ITEM 7.3.2)**

**40/20 RESOLVED** on the motion of Councillors May and Kermode:

That Council, in accordance with Section 252 of the Local Government Act 1993, adopt the Policy for Payment of Expenses and the Provision of Facilities for Chairpersons, Councillors and Staff, as attached to the report.



**5. INTERNAL REPORTING POLICY – PUBLIC INTEREST DISCLOSURES ACT 1994 (ITEM 7.3.3)**

**41/20 RESOLVED** on the motion of Councillors Kermode and May:

That Council adopt Internal Reporting Policy No: 07/20, as attached to the Report.

**6. ANNUAL REPORT (ITEM 7.3.4)**

**42/20 RESOLVED** on the motion of Councillors Dusting and May:

1. That the Annual Report for the financial year ending 30 June 2020 be received and adopted.
2. That a copy of Council's Annual Report 2019-20 be forwarded to constituent member Councils and Glen Innes Severn Council.

**7. NEW ENGLAND WEEDS AUTHORITY WORK HEALTH AND SAFETY MANAGEMENT SYSTEM (ITEM 7.3.5)**

**43/20 RESOLVED** on the motion of Councillors Kermode and May:

1. That Council reaffirm the New England Weeds Authority Work Health and Safety Management System incorporating Council's Work Health and Safety Policy as attached to the report.
2. That Council reaffirm the New England Weeds Authority Emergency Plan as attached to the report.

**8. FINANCIAL REPORTS 2019/20 (ITEM 7.4.1)**

**44/20 RESOLVED** on the motion of Councillors Kermode and May:

That the Financial Statements and Auditor's Report for the financial year ending 30 June 2020 be received and adopted.

**9. INVESTED FUNDS REPORT AS AT 30 SEPTEMBER 2020 (ITEM 7.4.2)**

**45/20 RESOLVED** on the motion of Councillors May and Kermode:

1. That the report indicating Council's Fund Management position be received and noted.
2. That the Certificate of the Responsible Accounting Officer be noted and the report adopted.

**10. SEPTEMBER QUARTERLY BUDGET REVIEW (ITEM 7.4.3)**

**46/20 RESOLVED** on the motion of Councillors Kermode and May:

That Council adopt the September 2020 Quarterly Budget Review.

**11. 2020/2021 WEEDS ACTION PROGRAM (ITEM 7.5.1)**

**47/20 RESOLVED** on the motion of Councillors Kermode and May:

That the report on the 2020/2021 Weeds Action Program be received and noted.

**PROCEDURAL MOTION:**

**47/20 RESOLVED** on the motion of Councillors Dusting and Kermode:

That in accordance with the provisions of Section 10 of the Local Government Act, 1993, that the matter of the proposed land for a new operations centre be discussed in confidential matters in Committee of the Whole for the reason that it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business

*NOTE: Administrator May left the meeting and did not participate in this item.*

**12. PROPOSED PURCHASE OF LAND FOR NEW OPERATIONS CENTRE (ITEM 1.1.1)**

**48/20 RESOLVED** on the motion of Councillors Dusting and Kermode:

That the General Manager be authorised to sign the contract on behalf of the New England Weeds Authority as attached.

**PROCEDURAL MOTION:**

**49/20 RESOLVED** on the motion of Councillors Dusting and Kermode:

That Council return to the Council meeting

Upon returning to the normal meeting:

**50/20 RESOLVED** on the motion of Councillors Kermode and Dusting:

That the General Manager be authorised to sign the contract on behalf of the New England Weeds Authority as attached.

*NOTE: Administrator May returned to the meeting and was advised of the outcome of the closed committee.*

**11. MATTERS OF URGENCY**

There were no matters of urgency.

**NEXT MEETING**

The next meeting will be held on Tuesday, 16 February 2021 at 8.30 am in Armidale.

**THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE MEETING CLOSED AT 9.22 AM.**

MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND COUNTY COUNCIL HELD IN THE NEWA COUNCIL CHAMBERS ON TUESDAY, 9 MARCH 2021 COMMENCING AT 8:35AM.

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**PRESENT:** Councillor M. Dusting - Chairperson, Councillor S. Kermode, Councillor A Murat, Councillor M O'Connor, Councillor C Sparks.

**IN ATTENDANCE:** General Manager, Mr John Duggan, Acting Senior Biosecurity Officer, Mr Matthew Benham

**APOLOGIES:**

Councillor J Galletly.

**51/20 RESOLVED** on the motion of Councillors Murat and Kermode that the apology of Councillor Galletly be accepted and leave of absence be granted.

**DECLARATIONS OF INTEREST**

The General Manager declared an interest in item 1.1.2 of the Closed Committee Meeting and the subsequent resolution in open Council.

**CONFIRMATION OF MINUTES OF THE ORDINARY MEETING HELD ON TUESDAY 20 OCTOBER 2020.**

**52/20 RESOLVED** on the motion of Councillors Murat and O'Connor that the Minutes of the Ordinary Meeting of the New England Tablelands (Noxious Plants) County Council held on 20 October 2020, copies of which have been distributed to all members, are taken as read and confirmed a true record.

**BUSINESS ARISING FROM THE MINUTES OF THE ORDINARY MEETING HELD ON TUESDAY 20 OCTOBER 2020.**

Nil.

**CHAIRMAN'S REPORT**

The Chair advised of the following:

Welcome to the first meeting of the New England County Council. We are commencing a new era for this organisation. Welcome also to the representative from Glen Innes Severn Council, Councillor Sparks. We look forward to your input and participation.

We also welcome the return of Councillor O'Connor from Armidale Regional Council. This is also the first meeting since the Armidale Councillors were returned, so welcome back Councillors Murat and Galletly.

As this is the first meeting of the New Year, let me wish all our Councillors and staff a very happy and prosperous 2021.

MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND COUNTY COUNCIL HELD IN THE NEWA COUNCIL CHAMBERS ON TUESDAY, 9 MARCH 2021 COMMENCING AT 8:35AM.

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We have many items in front of us in the current agenda and no doubt going forward. In my history here, we have always supported a team based approach between Councillors and staff.

I think this is a great option to progress the New England County Council.

I recently received advice from the Minister of Local Government (Which is tabled in front of me) regarding the terms of Mayors and Chairs. I provided a written response and received a response from the Office of Local Government. (Both items are also tabled) It seems the legislation will change to remove Chairs on Election Day and elect a new chair at the first meeting of the new Council.

You would also be aware that recent weather and conditions have kept our organisation very busy. We had the opportunity to address a Walcha Council workshop regarding our activities on February 10 this year. I feel that all participants learned something from this session. Maybe we can look forward to workshops in other Councils.

**53/20 RESOLVED** on the motion of Councillors Sparks and O'Connor that the Chairs report be received and noted.

**1. NEW COUNCIL (ITEM 7.1.1)**

**54/20 RESOLVED** on the motion of Councillors Murat and O'Connor:

That:

- Council welcomes Councillors Sparks and O'Connor to the New England County Council.
- Council endorses the new logo.

**PROCEDURAL MOTION:**

**55/20 RESOLVED** on the motion of Councillors Murat and O'Connor that standing orders be suspended to deal with Closed Committee

**PROCEDURAL MOTION:**

**56/20 RESOLVED** on the motion of Councillors Kermode and O'Connor, that in accordance with the provisions of Section 10 of the Local Government Act, 1993, that the matters of organisation review and the appointment of an acting general manager be discussed in confidential matters in Committee of the Whole for the reason that it relates to personnel matters concerning particular individuals (other than councillors),

MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND COUNTY COUNCIL HELD IN THE NEWA COUNCIL CHAMBERS ON TUESDAY, 9 MARCH 2021 COMMENCING AT 8:35AM.

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## **2. ORGANISATION REVIEW ( CLOSED ITEM 1.1.1)**

**57/20 RESOLVED** on the motion of Councillors Murat and Kermode, that:

- That Council endorse the actions of the General Manager.
- Council supports recommendations 1 to 9 and 11 to 13 as detailed in the independent report dated 2 February 2021.

## **3. APPOINTMENT OF ACTING GENERAL MANAGER ( CLOSED ITEM 1.1.2)**

At 9.27 am the General Manager and Acting Senior Weeds Officer left the room.

At 9.33 the General Manager and Acting Senior Weeds Office returned to the meeting.

**58/20 RESOLVED** on the motion of Councillors Murat and O'Connor:

- That Council accepts the resignation of Mr John Duggan and agrees to the requests in his letter including that all information held by NEWA remains with NEWA.
- That Council appoint Mr Glenn Wilcox to the role of Acting General Manager to commence on 15 March 2021.
- The Chair finalise contract negotiations and sign the contract.
- The other applicant be formally advised.

Cr Kermode requested that his vote be recorded against the motion.

**59/20 RESOLVED** on the motion of Councillors Murat and Sparks:

That Council return to the Council meeting

Upon returning to the normal meeting:

### **PROCEDURAL MOTION:**

**60/20 RESOLVED** on the motion of Councillors Dusting and Sparks, that the above motions adopted in closed committee be endorsed in ordinary Council.

## **4. GRIEVANCE POLICY (ITEM 7.1.2)**

**61/20 RESOLVED** on the motion of Councillors Sparks and Murat that the NEWA Grievance Policy No: 01/20, as attached to the report, be adopted.



MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND COUNTY COUNCIL HELD IN THE NEWA COUNCIL CHAMBERS ON TUESDAY, 9 MARCH 2021 COMMENCING AT 8:35AM.

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**5. ENTERPRISE RISK MANAGEMENT POLICY AND STRATEGY REVIEW (ITEM 7.1.3)**

**62/20 RESOLVED** on the motion of Councillors Murat and O'Connor:

1. That the report on the review of the NEWA Risk Management Policy and Strategy, including the updated Risk Register be received and noted.
2. That Council adopt the NEWA Risk Management Policy 02/21, as attached to the report.
3. That Council reaffirm the NEWA Risk Management Strategy, as attached to the report.

**6. DELIVERY PROGRAM PROGRESS REPORT (ITEM 7.1.4)**

**63/20 RESOLVED** on the motion of Councillors Sparks and Kermode that the report on the 6-monthly progress of the Principal Activities under Council's Four Year Delivery Plan 2019 - 2023 to 31 December 2020 be received and noted.

**7. PUBLIC INTEREST DISCLOSURES REPORT (ITEM 7.1.5)**

**64/20 RESOLVED** on the motion of Councillors Sparks and Murat:

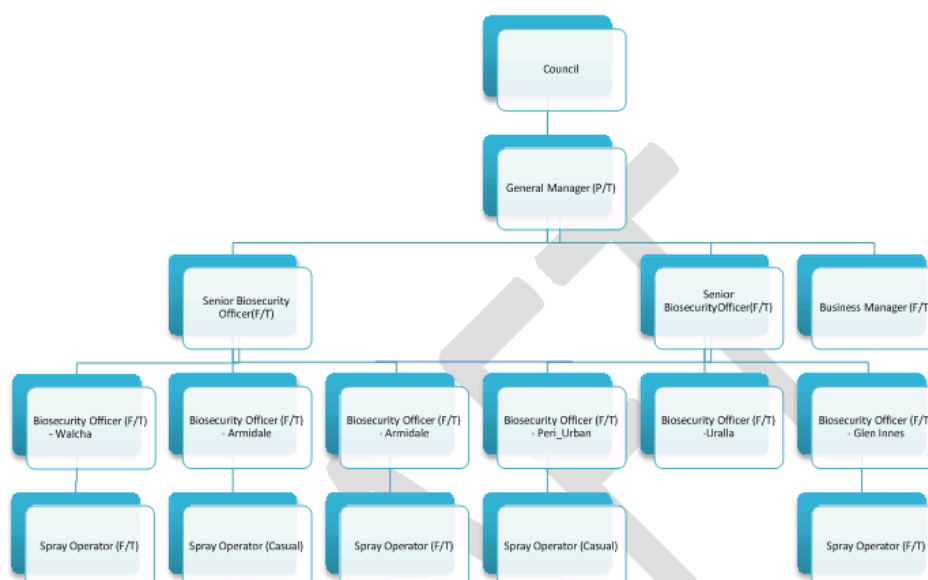
1. That the six - monthly report on Council's compliance with their obligations under the Public Interest Disclosures Act 1994 be received and noted.
2. That a copy of the report be forwarded to the NSW Ombudsman.

MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND COUNTY COUNCIL HELD IN THE NEWA COUNCIL CHAMBERS ON TUESDAY, 9 MARCH 2021 COMMENCING AT 8:35AM.

## **8. ORGANISATION STRUCTURE (ITEM 7.1.6)**

**65/20 RESOLVED** on the motion of Councillors O'Connor and Murat that:

1. Council adopts the new structure as detailed below:



2. Supports the immediate development of appropriate position descriptions, policies and procedures..

## **9. INVESTED FUNDS REPORT (ITEM 7.2.1)**

**66/20 RESOLVED** on the motion of Councillors Sparks and Kermode:

1. That the report indicating Council's Fund Management position be received and noted.
2. That the Certificate of the Responsible Accounting Officer be noted and the report adopted.

## **10. DECEMBER 2020 QUARTERLY BUDGET REVIEW (ITEM 7.2.2)**

**67/20 RESOLVED** on the motion of Councillors O'Connor and Murat that Council adopt the December 2020 Quarterly Budget Review and approve the Budget variations.

MINUTES OF THE ORDINARY MEETING OF THE NEW ENGLAND COUNTY COUNCIL HELD IN THE NEWA COUNCIL CHAMBERS ON TUESDAY, 9 MARCH 2021 COMMENCING AT 8:35AM.

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**11. 2020/2021 WEEDS ACTION PROGRAM (ITEM 7.3.1)**

**PRECEDURAL MATTER:**

At 10.25 am, the chair adjourned the meeting for 5 minutes to enable a 5 minute break  
At 10.32 am, the chair called the meeting back to order.

**68/20 RESOLVED** on the motion of Councillors Murat and O'Connor:

That the report on the 2020/2021 Weeds Action Program be received and noted.

**12. MATTERS OF URGENCY**

There were no matters of urgency.

**NEXT MEETING**

The next meeting will be held on Tuesday, 21 April 2021 at 9:00 am to be held in Glen Innes.

**THERE BEING NO FURTHER BUSINESS THE CHAIR DECLARED THE MEETING CLOSED AT 10.37 AM.**



## TRAFFIC ADVISORY COMMITTEE

Held on

Tuesday, 6 April 2021  
10am

at

Committee Room

### In attendance

#### **Committee Members:**

Mr Hans Hietbrink (Rep. Member for Northern Tablelands)  
Snr Sgt Paul Caldwell (NSW Police)  
Mr Matthew Hatton (TfNSW)

#### **Council Staff:**

Mr Ambrose Hallman (Manager Development and Regulatory Services)  
Mr Graham Earl (ARC Technical Officer)  
Ms Belinda Ackling (Minute Taker)  
Mr Ian Chetcuti (Ranger)

#### **Others:**

Nil

MINUTES

1. Apologies / Leave Of Absence  
Nil
2. Confirmation of Previous Minutes -

**CONFIRMATION OF THE MINUTES OF THE TRAFFIC ADVISORY COMMITTEE MEETING HELD ON 2 MARCH 2021**

**The Traffic Advisory Committee Recommends:**

That the minutes be taken as read and be accepted as a true record of the Meeting.

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

3. Declarations of Interest  
Nil
4. Business Arising

**4.1 Actions from the previous meeting held 2 March 2021***Ref: AINT/2021/09792 (ARC16/0168)*

That the Committee note the actions from the previous meeting

**Noted:**

That Committee note the actions of the previous meeting.

5. Special Event Reports

**5.1 Special Event Traffic Management Plan - The Big Chill Beer & BBQ Festival 2021***Ref: AINT/2021/09792 (ARC16/0168)*

The Big Chill Beer & BBQ Festival was due to be held in June 2020. The aim of the event was to help kick-start the social and economic recovery of the community after the bushfires, using a grant from the NSW Bushfire Resilience and Economic Recovery Fund. The event was cancelled due to COVID-19 and did not occur in 2020. With COVID-19 restrictions now lifted, the event is due to run over the weekend of 15-16 May 2021.

The request is for the endorsement of the road closure of Faulkner Street between Kirkwood and Dumaresq Street during the Big Chill Beer & BBQ Festival from 12am Saturday 15 May until 10pm Sunday 16 May.

**The Traffic Advisory Committee Recommends:**



**That Council endorse the road closure of Faulkner Street between Kirkwood and Dumaresq Street during the Big Chill Beer & BBQ Festival from 12am Saturday 15 May until 10pm Sunday 16 May.**

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

6. Correspondence

**6.1 Resident request to consider a pedestrian crossing at the on Barney at the Faulkner Intersection.**

*Ref: AINT/2021/09509 (ARC16/0168-6)*

Council has requested that the Traffic Advisory Committee considered a request for a crossing at the Barney Faulkner Street intersection, this request has previously been investigated in 2010 and again in 2015. The road concerned is a State Classified road, and thus any request for modification to the carriageway must be approved by TfNSW.

Traffic and pedestrian assessments were carried out with both the previous investigations in order to determine the Warrant requirements for justification of a pedestrian crossing. The traffic volume/pedestrian count ratio was not sufficient to meet the warrant, and thus a consideration for a Crossing was rejected.

Barney Street crossings are available within 200m at either end of the intersection of Faulkner Street - at the intersection with Barney, Marsh Street there at the traffic lights and a pedestrian refuge at Barney, Dangar Street intersection.

TfNSW inspected the site and agreed that with the close proximity of available crossings the request was unwarranted, there would also be a requirement to remove a number of parking spaces to accommodate the requests.

**The Traffic Advisory Committee Recommends:**

**That Council deny the request to consider a pedestrian crossing on Barney at the Faulkner Intersection, with the advise that there are crossings at the intersection with Barney and Marsh St at the lights and a pedestrian refuge at Barney, Dangar intersection, both within 200m of the requested location.**

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

**6.2 Request for Police Parking on Moore Street**

*Ref: AINT/2021/09722 (ARC16/0168-6)*

Council has received a request that the Police Only parking located on Faulkner Street Armidale be changed so the ¼ hour parking space be moved to the northern end of the block, grouping the 3 x Police Only parking together. Police have also requested that specified vehicle identifying pavement marking be organised and placed within the parking spaces.

As this request only affects the configuration of the current parking available and will not affect the current public parking available or the parking strategy the Traffic Advisory Committee have no concerns.

Police have confirmed that they are willing to pay for the required pavement marking and a quote will be provided for prior approval

**2. OFFICERS' RECOMMENDATION:**

- a) That Council endorse the Police request to shift the 15 minute car parking space to the northern end of Faulkner Street bringing the existing police parking spaces into line.
- b) That line marking for Police parking in Faulkner Street be at a cost to Police.

**7. General Business**

**7.1 Ebor School**

*Ref: ARC16/0168*

Council received a concern about Ebor School part of that issue was.

*The exit back onto Waterfall Way from the school drop off area is extremely dangerous. The white pool style fence that was erected to stop children running onto the road has obstructed the view significantly from entering back onto Waterfall Way.*

*There is not enough room to adequately see what is coming down the road from the North of Waterfall Way. You have to sneak out and almost onto Waterfall Way before you can see what is coming. The fence dangerously obstructs the view.*

*If you drive a larger vehicle then you have to position the car almost vertical to Waterfall way to exit safely.*

As the road is a state road all traffic entering and exiting the road must be endorsed by TfNSW. TfNSW was provided the concerns and completed an inspection and advised at the meeting there were no issues with the schools entry and exit on to Waterfall Way and in fact there was a much larger generous space than required, there is no obstruction to see past the mentioned fence and meets regulations.

The TfNSW rep did advise that if there was a major concern from the community the only recommendation would be that a "No Right Turn" sign would be installed.

**Action:**

Council will make an appointment to talk with the principal and discuss further issues mentioned. This item will be discussed at a future meeting after discussion and any further investigations have been completed.

There being no further business the Chairman declared the meeting closed at 10.35am



## BUSINESS PAPER

## TRAFFIC ADVISORY COMMITTEE

To be held on

Tuesday, 6 April 2021  
10am

at

Function Room

**Committee Members:**

Mr Hans Hietbrink (Rep. Member for Northern Tablelands)  
Snr Sgt Paul Caldwell (NSW Police)  
Mr Stefan Wielebinski (TfNSW)

**Council Staff:**

Mr Ambrose Hallman (Manager Development and Regulatory Services)  
Mr Graham Earl (ARC Technical Officer)  
Ms Belinda Ackling (Minute Taker)  
Mr Ian Chetcuti (Ranger)

**Others:**

Nil

AGENDA

The Armidale Traffic Advisory Committee, has no decision-making powers and is primarily a technical review committee. It only advises the Council on matters for which the Council has delegated authority.

The Committee operates under Roads and Maritime Services 'A guide to the delegation to councils for the regulation of traffic'.

In summary:

Roads and Maritime Services (RMS) has delegated certain aspects of the control of traffic on regional and local roads to Council. A condition of this delegation is that Council must refer all traffic related matters to the Traffic Advisory Committee prior to exercising its delegated functions.

The four voting members on the Traffic Advisory Committee are:

- Council's representative (chair)
- RMS representative
- NSW Police representative for the Local Area Command containing the item.
- State Member of Parliament representative for the electorate containing the item.

The meeting does not need a specific quorum, however any advice can only be returned to the Council if the views of NSW Police and RMS have been obtained.

The Traffic Advisory Committee meeting operates as a closed meeting and attendance to the meeting is via invitation only. At times interested stakeholders may address items referred to the Traffic Committee where their information adds value and does not greatly increase the time spent by the Committee on progressing the item. Interested stakeholders always have the opportunity to attend the Council meeting when the minutes of the Traffic Advisory Committee are discussed / determined.

All formal items referred to the Traffic Advisory Committee typically have been fully investigated, consulted (if needed) and proposed actions identified.

Where the Council decides on an item contrary to the Traffic Advisory Committee recommendation, then Council must immediately advise RMS and NSW Police in writing of its decision. The RMS or NSW Police may then lodge an appeal within 14 days to the Regional Traffic Committee.

The Council must not action any item under appeal until the matter has been determined by the Regional Traffic Committee.

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**Item:** 4.1 **Ref:** AINT/2021/09792  
**Title:** Actions from the previous meeting held 2 March 2021 **Container:** ARC16/0168-6  
**Author:** Belinda Ackling, Personal Assistant  
**Attachments:** Nil

### 1. Purpose

The purpose of this report is to provide an update on the actions from the previous meeting.

### 2. OFFICERS' RECOMMENDATION:

That Committee note the below actions

#### 4.2 Armidale Secondary College issues

- a. Extending the Bus Zone 40m to the south in conjunction with the ASC installing an extra gate on the north end of the bus shelter to help with bus safety.
- b. Extending the No Stopping zones on the western end of Mossman Street to improve turning movement space once consultation with the residents has taken place.
- c. Retract the previous request to Install a drop off zone on the eastern side of Butler Street between Lamb Ave and Mossman Street and move that the No Parking zone installed between the Children's Crossing and Hargrave St and mark BB line (double barrier) to prevent U-turns and reduce traffic conflicts.
- d. Do not queue across intersections sign, be installed for Hargrave Street & Butler Street.

*Due to the flood disaster the line marker is unable to get to Armidale*

#### 5.1 Special Event Transport Management Plan Armidale Anzac Day March 2021

Approve the temporary road closures for the Armidale 2021 ANZAC Day March and Commemoration Service that will occur on Sunday 25 April 2021, for Faulkner Street from Dumaresq Street to Beardy Street and the connecting intersections with East Mall and Rusden Street.

*It has now been advised that there will no longer be a march.*

#### 6.1 Request for parking bay for the University of the Third Age Armidale Incorporated

*Report attached and to be further discussed.*

#### 7.1 Removal of Duval College School Zone and associated signage

That Council endorse the removal of the unrequired School zone and parking restrictions, related signage and markings at Duval College now it is no longer being used as a school.

*This has been placed on the works program and will be completed as soon as possible.*

**Item: 5.1 Ref: AINT/2021/09878****Title:** Special Event Traffic Management Plan - The Big Chill Beer & BBQ Festival 2021  
**Container:** ARC20/3772**Author:** Anna Stevenson, Knowledge Base Project Officer**Attachments:**

1. Event Management Plan - The Big Chill 2021
2. Special Event Transport Management Plan - The Big Chill 2021
3. Notice of Intension to Hold a Public Assembly - The Big Chill 2021
4. Road Closure Map

### **1. Purpose**

The purpose of this report is to seek approval to close Faulkner Street between Kirkwood and Dumaresq Street during the Big Chill Beer & BBQ Festival 2021.

### **2. OFFICERS' RECOMMENDATION:**

**That Council endorse the road closure of Faulkner Street between Kirkwood and Dumaresq Street during the Big Chill Beer & BBQ Festival from 12am Saturday 15 May until 10pm Sunday 16 May.**

### **3. Background**

The Big Chill Beer & BBQ Festival was due to be held in June 2020. The aim of the event was to help kick-start the social and economic recovery of the community after the bushfires, using a grant from the NSW Bushfire Resilience and Economic Recovery Fund. The event was cancelled due to COVID-19 and did not occur in 2020. With COVID-19 restrictions now lifted, the event is due to run over the weekend of 15-16 May 2021.

### **4. Discussion**

Entry to the Festival has been placed on Faulkner Street, opposite Curtis Park, so as not to encroach on activity around Dumaresq Street and the Ex-Services Club on Dangar Street. For pedestrian safety given alcohol is being served at the event, the Events & Tourism department of Council have decided that it would be preferable for Faulkner Street to be closed for the duration of the event.

Security on the gate will need to check patron identification, tickets and bags (for alcohol), as this is a licenced, ticketed, 18+ event only, with only one entry and exit for COVID-19 compliance. There is a potential for queues to form at the gate on Faulkner Street with this activity.

### **5. Implications**

#### **5.1. Strategic and Policy Implications**

The Big Chill Beer & BBQ Festival falls in line with the CSP in regard to economic and social stimulus. The event will draw people from neighbouring towns and villages, as well as acting as a tourist drawcard for travellers and competitors.

CPS: G3.1 Tourism strategy to attract visitors to stay and enhance the economic and cultural offerings and attractions of the region.

## 5.2. Risk

There is minimal risk in closing Faulkner Street between Kirkwood and Dumaresq Streets, as there are no residential access points through this part of the road, and minimal impact will occur for general traffic with Dangar and Marsh Streets still open.

This is also not a main road and does not carry public transport routes.

## 5.3. Sustainability

Closure of Faulkner Street for the event is proposed to be temporary and for the purpose of holding the event only.

## 5.4. Financial

Budget Area:	Tourism & Events						
Funding Source:	Bushfire Resilience and Economic Recovery Fund						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
210713.1.1140.333.2476	Materials	\$60,000	\$0	\$0	\$60,000	\$60,000	\$0
	Big Chill – Beer & BBQ Festival	This event allocation only					

## 6. Consultation and Communication

No community consultation is required to close Faulkner Street between Kirkwood and Dumaresq Streets, and efforts will be made to advertise the road closure through Councils normal media outlets and road closure notifications.

## 7. Conclusion

The closure of Faulkner Street between Kirkwood and Dumaresq Streets to run the Big Chill Beer & BBQ Festival, will ensure pedestrian access to the event is safe. Impact on surrounding residential areas and traffic will be minimal, due the location of the closure, and fact that other major roads will not be impacted.

## Event Management Plan

Insert name of event



*Unleash the opportunities*

[www.armidaleregional.nsw.gov.au](http://www.armidaleregional.nsw.gov.au)

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## EVENT DETAILS

### 1.1 Event details:

Name of the Event: The BIG Chill – Beer & BBQ Festival

Event Start Date: Saturday 15 May 2021

Event Finish Date: Sunday 16 May 2021

#### Venue

Location: Civic Park, Dumaresq Road, Armidale NSW 2350

Capacity: 3,000 (COVID limit for outdoor events)

Daily Crowd: 2,000 – 3,000

#### Times

Bump In: 13 May 2021 8am – 4pm

Event Times: 15 May 2021 11am – 9pm

16 May 2021 10am – 4pm

Bump Out: 17 May 2021 7am – 4pm

#### Ticketing

Ticketing Facility: Eventbrite online

Ticketing Contact: Anna Stevenson

Ticketing Purchase: Pre-paid online through Eventbrite

Ticket Price/s: \$25 for weekend admission and \$15 for Sunday only admission

### 1.2 Event organiser details:

Organisation Name: Armidale Regional Council

Event Organiser: Anna Stevenson

Positions Title: Events & Administration Coordinator

Address: 135 Rusden Street, Armidale NSW 2350

Phone: 02 6770 3815

Mobile: 0467 946 475

Email: [astevenson@armidale.nsw.gov.au](mailto:astevenson@armidale.nsw.gov.au)

Best Contact Method: Email ☒ Phone ☐ Mail ☐ SMS ☐

Event Website: [www.bigchill.com.au](http://www.bigchill.com.au)

Secondary Contact: Katrina George

Position Title: Principal Advisor – Tourism & Events

Mobile: 0427 791 869

Email: [kgeorge@armidale.nsw.com.au](mailto:kgeorge@armidale.nsw.com.au) [armidale.nsw.gov.au](http://armidale.nsw.gov.au)

Is the organisation not for profit?

(click on the appropriate box)

Yes ☒No ☐

Will the event organising body be responsible for the total management of the event?

(click on the appropriate box)

Yes ☒No ☐

If no, please provide details of the person or organisation responsible for the total management of the event below:

### 1.3 Description of the event

The Events and Tourism Team will be hosting a Beer & BBQ Festival in Civic Park, in the middle of Armidale. The park will be a completely fenced, licenced event, which will showcase local breweries, wineries and distilleries, as well as host a sanctioned Steak Cook-off Association (SCA), and Australasian BBQ Alliance (ABA) competition over the two days. There will be relevant BBQ related food vendors and trade stalls as well as live music for the weekend on stage.

### 1.4 Event Purpose and Aim

The event will provide a positive experience for the 18 – 50 year old demographic within the Armidale region in a COVID safe way, as well as bring travelers to Armidale with competition and entertainment. It is designed to stimulate economic development within the region and support local producers and vendors.

### 1.5 Patron Details

Patron details will be monitored for the purpose of COVID contact tracing, with one entry in and out and QR registration for all patrons and staff.

The event is also a ticketed event, with tickets being sold on Eventbrite where all ticket holder details will be reported.

### 1.6 Event Run Sheet

Date	Time	Action	Responsibility
13 May	8.00am	Bump in for major set up of perimeter fence, stage, portable toilets, generators, flood lights and competition tents	AFT fencing ARC Outdoor crews Fatline productions
14 May	12.00pm	Bump in for food, alcohol and trade stall vendors, including ARC merchandise tent	All accepted pre-paid trade stalls
		Bump in of competitors for SCA and ABA competitions	Prepaid competitors Demi Lollback
	5.00pm	Bump in and induction of night security guard	Anna Stevenson

Date	Time	Action	Responsibility
	6.00pm	Gates shut and Competitors onsite with security	Competitors
15 May	12am	Road closure of Faulkner Street between Kirkwood & Dumaresq Streets	Roads crews
	8.00am	Bump in of bins, tables and chairs	ARC Outdoor crews
		SCA & ABA Competitions commence <i>* COMP RUN SHEET Appendix TBC</i>	Demi & Adam Rothwell
		Bump in and induction of security guard change over	Darren Schaefer Anna Stevenson
	9.00am	Competition Judges 'training'	Demi & Adam
		Bump in of St Johns Ambulance and tent	Peter Cameron
	11.00am	Gates open and Event commences	Everyone Security
	12.00pm	Stage starts up – Bump in of musicians all day <i>*STAGE RUN SHEET Appendix TBC</i>	Anna Stevenson Musicians
	4.00pm	Evening program commences - Lighting - Support and headline act bump in - Fire pits	Outdoor crews Anna Stevenson
		Bump in and induction of extra security guard	Darren Schaefer Anna Stevenson
	9.00pm	Gates Close and patrons asked to leave. SCA & ABA competitors can stay on grounds overnight	Anna Stevenson Security
	9.30pm	Clean up	Outdoor Crews
	9.30pm	ABA Competition commences with competitors 'camping' in.	Demi & Adam
16 May	9.00am	Bump in for vendors, trade stalls, first aid and security	All stalls, Pete Cameron and security

Date	Time	Action	Responsibility
		Competition Judges 'training'	Demi & Adam
	9.30am	Bump in and induction of security guards	Darren Schaefer Anna Stevenson
	10.00am	Gates open and event commences	Everyone Security
	4.00pm	Gates close and patrons asked to leave	ARC Staff
	4.30pm	Clean up and pack up, and bump out vendors, security and first aid	Everyone
	10pm	Road closure taken down	Roads crews
<b>17 May</b>	8am	Bump out remaining vendors, stage and fencing	Everyone
	12pm	Site empty and cleaned	Outdoor Crews

## 2.0 NOTIFICATIONS, PERMIT & POLICIES

### 2.1 Police contact

Contact for General Event Notification:

Chris Jordan [jord1chr@police.nsw.gov.au](mailto:jord1chr@police.nsw.gov.au) 6771 0654

Police Officer

Email

Phone

### 2.2 Public Liability

Name of company	Statewide Mutual
Policy Number	002096
Limit of Liability (minimum \$20,000,000)	\$20,000,000
Expiry date	30 June 2021

Attached Certificate of Currency to Appendix.

### 2.3 Emergency Services

Have you advised relevant emergency services about your event?

NSW Ambulance ☒

Local hospital ☒

Fire ☒

NSW RFS ☒

### 2.4 NSW Forestry Permit

Is any component of your event on NSW Forestry Land?

Yes ☐

No ☒



If yes, please provide copy of permit to council two weeks prior to the event.

## 2.5 RMS Permit

Does your event require an Aquatic Licence? Yes ☐ No ☒

Does your event require a Road Occupation Licence? Yes ☐ No ☒

If yes, please provide copy of permit to council two weeks prior to the event.

## 2.6 Marine Park Permit

Does your event require a Marine Park Permit? Yes ☐ No ☒

If yes, please provide copy of permit to council two weeks prior to the event.

## 3.0 CONSULTATION WITH KEY STAKEHOLDERS

### 3.1 Consultation register

List the names of individuals and organisations you have consulted with in planning this event.

Stakeholder	Contact Name	Telephone
NSW Police	Chris Jordan & Colin Bird	6771 0654
Welders Dog Brewery	Tom Croft	0421 986 351
New England Brewing Company	Ben Rylands	6778 4781
Great Hops Brewery	Sam Martin	0438 684 487
Deep Water Brewing Co.	Isaac Zietek	0432 757 750
The Meating Place Butchery	Scott Fittler	6771 2244
Dales Meats Uralla	Dale Goodwin	6778 3960
Mountview Butchery	Pete	6772 8874
Jacksons Quality Meats	Greg Jackson	6772 9400
Good Life Beef	Lucy Frizzell	0488 194 289
Vidlers Butchery Guyra	Laura Vidler	6779 1030
Demi Lollback	MLA (SCA and ABA Rep)	0428 231 179
ARC Outdoor Events Crews	Ray Dufty & Billy Hyde	Ext 916
ARC Plant & Fleet Manager	Brett Carlon	Ext 676
ARC Coordinator Public & Town Spaces	Richard Moresley	Ext 879

### 3.2 Planning meeting

A planning meeting will be scheduled, open to all the trade stall and vendors attending the event. This will be to discuss safety, COVID, and a WHS induction of Civic Park.

9.30am – Saturday 15 May at Civic Park

*Date, Time* *Venue*

### 3.3 Briefing – before event

A briefing meeting will be conducted with the ARC staff members (event and outdoor crews) the week prior to the event. This will be to discuss cleaning, toilets, rubbish, COVID and fire pits:

9.30am – Wednesday 12 May 2021 at Civic Park Armidale

*Date, Time* *Venue*

### 3.4 Debriefing – after event

A debriefing meeting (after the event) will be conducted with the key stakeholders, to discuss on:

9.30am – Monday 24 May 2021

at

Armidale CAB Function Room

*Date, Time*

*Venue*

## 4. Planning for the event

### 4.1 Site Plan

Describe any modifications or special temporary structures being added to the venue for this event.

- ☒ temporary fencing (500m around Civic Park)
- ☒ marquees x 1 (20m x 10m for judging tent)
- ☒ portable toilets (20 x supplied by Hubbard Hire)
- ☒ stage (supplied by Fatline Productions)
- ☒ portable lighting (4 x and 4 x 60KVA generators)
- ☒ 30 + trade stalls/vendors with trucks, vans gazebos etc.

In what way will access need to be modified for the duration of the event? I.e. road closures, blocking of access.

We plan to close Faulkner Street between the Civic and Curtis parks for foot traffic safety and to allow for Trade Stall staff to park their cars there for the duration of the weekend.

**Tick the checklist for your site plan and include an explanation of why any items are not included.**

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> the surrounding area   | <input checked="" type="checkbox"/> all entrances and exits            | <input checked="" type="checkbox"/> emergency access    |
| <input checked="" type="checkbox"/> paths used by vehicles | <input checked="" type="checkbox"/> paths for pedestrians only         | <input checked="" type="checkbox"/> parking             |
| <input checked="" type="checkbox"/> stage location         | <input checked="" type="checkbox"/> seating arrangements               | <input checked="" type="checkbox"/> entertainment sites |
| <input checked="" type="checkbox"/> first aid posts        | <input checked="" type="checkbox"/> lost kids/property                 | <input checked="" type="checkbox"/> litter bins         |
| <input checked="" type="checkbox"/> recycle bins           | <input checked="" type="checkbox"/> food vendors/stalls                | <input checked="" type="checkbox"/> toilets facilities  |
| <input checked="" type="checkbox"/> liquor outlet          | <input checked="" type="checkbox"/> drinking water (if alcohol served) |   |

*Site plan attached Appendix TBC*

## 4.2 Site Access

**Do you require access to power, water, field lighting etc? Please indicate the requirements of your event (*only where available*).**

Access is required to all power outlets at Civic Park, south of the creek. 4 x 60KVA generators will also be brought in for additional lighting. Water taps will also be used by vendors for washing etc. A water station will be set up by outdoor crews and bottled water will be sold by alcohol vendors.

---

## 4.3 Event promotion and ticketing

All ticketing for the event is through Eventbrite <https://www.eventbrite.com.au/e/the-big-chill-armidale-beer-bbq-festival-tickets-143916224301>

\$25 weekend Ticket

\$15 Sunday only ticket

Promotion is through a Communications Plan.

*Comms plan attached Appendix TBC*

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## 4.4 Signage

Signage is being done in three categories

Promotional – Big Chill banners, corflute posters, posters and flags will advertising the event around Armidale as well as at the venue during the event.

Security & regulatory – Signage for high risk areas of the venue, conditions of entry and regulatory signage for alcohol consumption, alcohol free areas etc. and signage for the Office of Liquor and Gaming.

COVID – required COVID signage from local government.

---

## 4.5 Waste Management

Waste management is being orchestrated by the outdoor crew. Two trailers of bins (recycling included) have been ordered from the Waste Transfer Station through Jason Westaway. Two large skip bin trucks will be on site and used to transfer bin wastage to at certain points throughout the festival. 3-4 outdoor crew will take care of this.

*Waste Management Plan Appendix 5*

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## 4.6 Traffic Management

Faulkner Street will be closed between Dumaresq Street and Kirkwood Street for foot traffic safety and vendor parking.

*Traffic Management Plan attached Appendix 7*

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## 4.7 Amusement Devices and Fireworks

Will there be inflatable devices? i.e. jumping castle, arch. Yes ☐ No ☒

If yes, name of the company and provide a copy of their public liability insurance

Will there be mechanical amusement devices? i.e. teacup ride. Yes ☐ No ☒

If yes, complete the amusement device form

Are you proposing to display fireworks? Yes ☐ No ☒

*If yes, provide the name of the company, proposed time and copy of their public liability insurance*

*If yes, attach camping application*

## 4.8 Information Centre and Communication

**Will an information booth be clearly identified and available to patrons at the event?**

Yes ☒ No ☐

**Outline the systems and technologies that event staff will use to communicate with each other.**

Comms will be through two way radios during the event. There will be an Events Tent where people will be able to access and ARC staff member or volunteer.

---

**What systems and technologies are in place for communicating with patrons?**

The stage will have a sound system that will be loud enough to broadcast information to the patrons if there is need for an emergency announcement.

---

## 4.9 Food

**Are food stalls available to patrons in the event area?** Yes ☒ No ☐

A Section 68 has been lodged with Council. Food vendors will be managed and approved through Chris Bonning.

*List of food vendors Appendix 6*

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## 4.10 Water

### What water provisions are available to event patrons?

Water will be sold by alcohol and food vendors, and a water station will be provided by Council and managed by outdoor staff

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## 4.11 Lighting and Power

Will your event require the use of outdoor field/venue lighting? Yes ☒ No ☐

### Provide details on hours and intensity of use?

4 Lighting towers will be used at the event during the times of 5.30pm and 10pm on Saturday night only.

1 Lighting tower will be potentially used for security over vendors overnight on Friday and Saturday only.

---

Will your event require the use of power? Yes ☒ No ☐

### Please detail the number of single and three phase outlets required?

All available outlets at Civic park will need to be accessed. This has been arranged through Ray Dufty of the outdoor events crew.

---

## 4.15 Toilets

### How many toilets are being provided for the event?

#### Portable toilets

Male: 10 Female: 10 Accessible: 2

### What are the cleaning arrangements for these toilets during and after the event?

A water cart will be parked behind the portable toilets for outdoor crews to maintain the water system for the toilets. They will also have 1-2 staff maintaining toilet cleanliness throughout the event.

---

## 5. Health and safety issues

### 5.1 Security

Has a security firm been contracted? Yes ☒ No ☐

#### If yes, provide details.

ANT will be our security guard supplier for the event. A security guard will be placed on the front gate at all times. Hours of operation will be as follows:

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Friday 5pm – midnight  
1 guard  
Friday midnight – Saturday 3pm  
1 guard  
Saturday 3pm – 10pm  
2 guards  
Saturday 10pm – Sunday 5pm  
1 guard

---

## 5.2 First aid and emergency medical services

**Who is supplying the first aid service?** St Johns Ambulance Service (Peter Cameron)

**Start time:** Saturday 15 May 9am                      **Finish Time:** 10pm  
Sunday 16 May 9am    5pm

**Number of first aid personnel:** 3-4                      **Number of first aid posts:** 1

## 5.3 Emergency procedures

*Please see Emergency Response Plan to Appendix 3.*

## 5.4 Hazard Identification and Risk Management Plan

Have you updated your Hazard and Risk Management Plan?                      Yes ☒                      No ☐

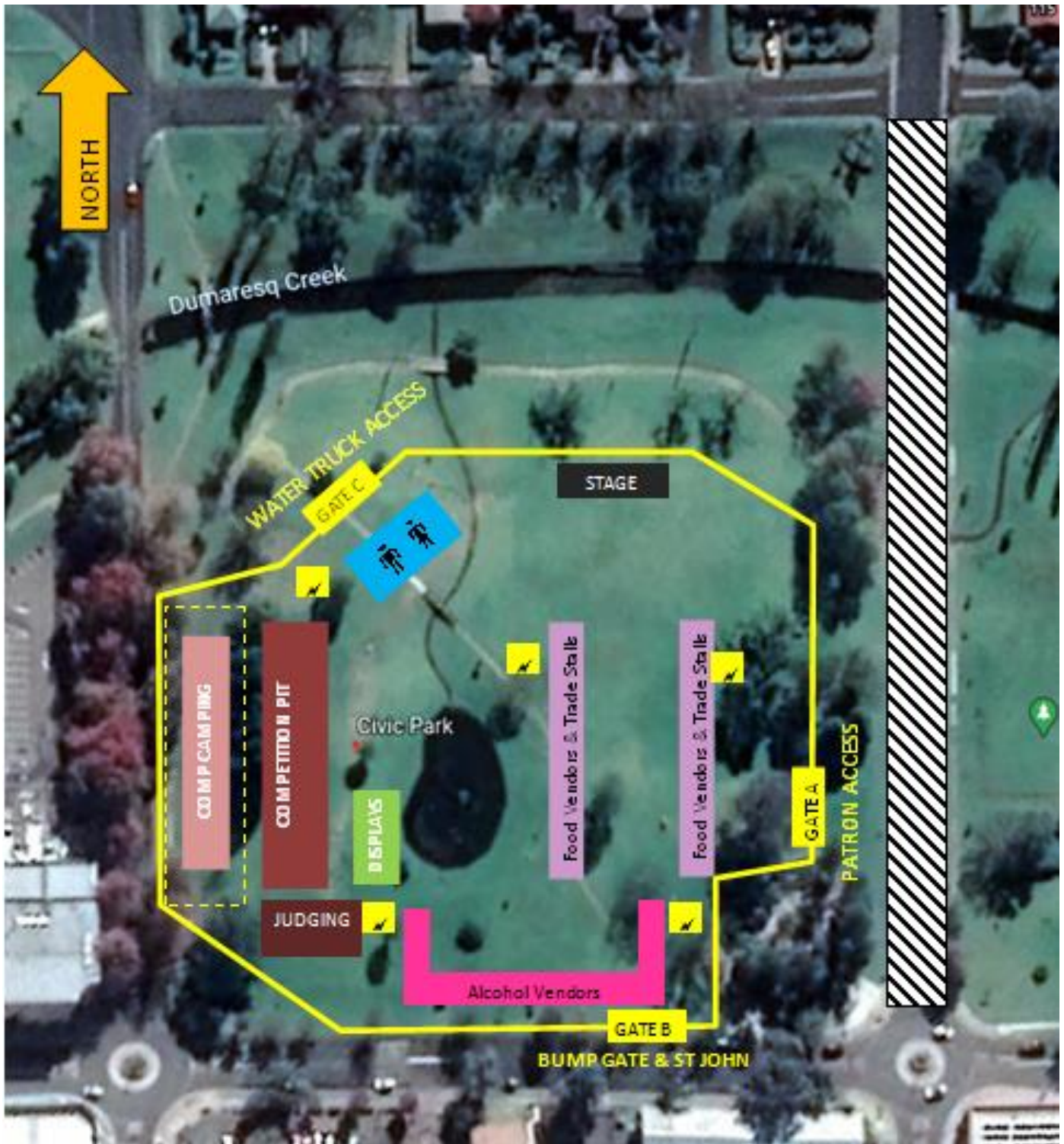
*Attach Risk Management Plan to Appendix 4*

## 5.5 Site Evacuation Plan

Who is the nominated person to authorise an evacuation?

Name: Anna Stevenson                      0467 946 475  
         Katrina George                      0427 791 869  
         Darren Schaefer                      0436 950 555

## Appendix 1 – Site Plan



## Appendix 2 – Certificate of Currency



15 April 2020

Attention: Nathalie Heaton

The General Manager  
Armidale Regional Council  
PO Box 75A  
ARMIDALE NSW 2350



ABN 69 009 098 864

One International Towers, 100 Barangaroo  
Ave,

Sydney, NSW, 2000

Tel +61 2 9320 2700

Direct (02) 9320 2726

Mob (02) 9320 2799

Naamon.Eurell@jta.com.au

[www.statewidemutual.com.au](http://www.statewidemutual.com.au)

Dear Nathalie,

#### Certificate of Currency

This is to certify that membership is current, as at the date stated above. This certificate provides a summary of the cover and is not intended to amend, extend, replace or override the terms and conditions provided by the Statewide Mutual Liability Scheme.

<b>CLASS</b>	Public Liability/Professional Indemnity
<b>MEMBER</b>	Armidale Regional Council
<b>BUSINESS OF MEMBER:</b>	Local Government Authority, as defined in wording.
<b>EXPIRY DATE</b>	30 June 2021
<b>GEOGRAPHICAL SCOPE</b>	Anywhere in the World, excluding the Dominion of Canada and the United States of America.
<b>LIMITS OF PROTECTION</b>	Public Liability \$20,000,000 any one occurrence  Products Liability \$20,000,000 any one occurrence and in the aggregate any one Period of Protection  Professional Indemnity \$20,000,000 any one claim and in the aggregate any one Period of Protection.
<b>STATEWIDE CERTIFICATE NUMBER</b>	002096



## Appendix 3 – Emergency response plan

### Evacuation Plan

<b>Event attendees will be warned to evacuate the site using the following system:</b>	Announcement over the Stage Loud speaker. Encourage patrons to calmly leave the venue through the exit gate on Faulkner Street
<b>Event patrons should assemble at the following location for accounting by the evacuation team:</b>	Curtis Park
<b>Evacuation Team Leader:</b>	Anna Stevenson
<b>Assembly Area Monitors:</b>	Katrina George, Darren Schaefer

### Medical Emergency Plan

If a medical emergency is reported, staff will defer the incident to the St Johns first aid officers. If the situation needs to be escalated staff will dial 000 and provide the following information.

Provide the following information:

- Number and location of victim(s)
- Nature of injury or illness
- Hazards involved
- Nearest entrance (emergency access point)

### Fire Emergency Plan

If a fire is reported, an announcement will be made to warn occupants to evacuate. Then Dial 000 to alert Fire Department. Staff will provide the following information:

- Business name and street address
- Nature of fire
- Fire location
- Name of person reporting fire
- Telephone number for return call

### Procedures

- Evacuate site to primary assembly areas.
- Evacuation team to account for all employees and visitors at the assembly area.
- Meet Fire Department and provide an update on the nature of the emergency and actions taken.

### Public Emergency Services and Contractors

Emergency Service	Name	Emergency Telephone	Business Telephone
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<b>Emergency Service</b>	<b>Name</b>	<b>Emergency Telephone</b>	<b>Business Telephone</b>
Police	Chris Jordan	000	6771 0654
Nearest Hospital	Armidale Public Hospital		6776 9500
Ambulance Service		000	6771 1710
Fire		000	6771 5076
Armidale Regional Council	Anna Stevenson	0467 946 475	6770 3815

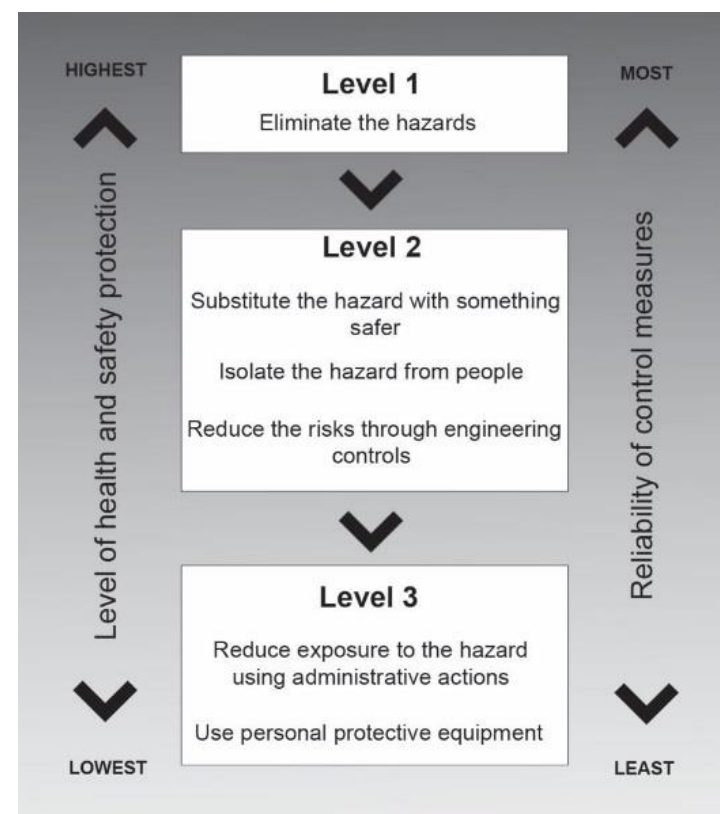
## Appendix 4 – Risk Management Plan

Responsible Officer: Anna Stevenson Sign Off Date: 31 March 2021 Department: Events & Tourism Department Team: Big Chill Events Team Description of Activity: Hazard identification for Big Chill Festival Worksite/Location: Civic Park – 129 Dumaresq St	Comments: Risk Assessment as required Statewide Mutual - Best Practice Manual Signs as Remote Supervision
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### CIVIC PARK – 129 Dumaresq Street, Armidale

Risk Assessment Matrix		Consequences				
		Negligible No injuries or not requiring first aid	Minor First aid needed	Moderate Medical treatment	Major Serious injury	Severe Death or permanent disability.
Likelihood	<b>Certain to occur</b> Expected to occur in most circumstances	Medium	High	High	Extreme	Extreme
	<b>Very Likely</b> Will probably occur in most circumstances	Medium	Medium	High	Extreme	Extreme
	<b>Possible</b> May occur occasionally	Low	Medium	Medium	High	Extreme
	<b>Unlikely</b> Could happen at some time	Low	Low	Medium	High	High
	<b>Rare</b> May happen only in exceptional circumstances	Low	Low	Medium	Medium	Medium
Risk Level		Recommended Actions				
Extreme		Immediate action required – Activity must not proceed until steps are taken to reduce risk to as low as reasonably practicable using the hierarchy of controls				
High		Risk control measures required to reduce risks to as low as reasonably practicable using the hierarchy of controls				
Medium		Review risk assessment and ensure control measures to reduce risk to as low as reasonably practicable using the hierarchy of controls				
Low		Manage risks by routine procedures and monitor				

### Risk Assessment for Event – The Big



## Chill

Hazards	Risk	Risk Rank	Controls	Risk Rank
Natural and manmade water features (permanent water) pond and water feature	Drowning Trip/fall potential	High	Warning signage Bunting around the pond and through the drainage system No children at the event	Low
People/children	Behaviour	Low	Signage, Supervision, over 18 event	Low
Sun exposure	Sun burn Sun or heat stroke	Medium	Event in May where sun exposure is less risk Shade provision with trees and warning signage if necessary	Low
Trees	Falling branches Climbing and falling	Low	Trees will be checked in the week prior to the event and signage on trees prohibiting climbing	Low
Alcohol Vendors	Drunken behaviour Licence breach	Medium	RSA Marshalls Event security Volume and sale control on alcohol sales throughout event Conditions of entry signage at entry gate	Low
Uneven pathways	Trip hazard	Low	Unlevelled ground on pathways has been highlighted in yellow	Low
Night-time/darkness	Trip hazard Injury potential	Low	4 x lighting towers as well as Civic park lighting and vendor lighting	Low
Fire pits around the event	Burn hazard Fire potential	High	Fire pit monitors and covers will be used as well as keeping the fire pits controlled in one specified area between 4pm and 8pm 15 May only.	Low

Hazards	Risk	Risk Rank	Controls	Risk Rank
			Maintained by ARC staff Low fire risk time of year (no permits required)	
Noise/loud music	Complaint hazard Ear damage	Medium	Section 68 application community notification through media release channels Speakers pointing away from residential areas	Low
Food vendors	Food poisoning	Low	All vendors will be checked off by ARC Environmental Health Officer All vendors must have food handling and servicing certification	Low
Glass	Broken glass injury hazard	Medium	Only vendors with preapproval from Council will have glass on site and this will be a condition in the section 68 certification Sites where approved glass vendors will be double checked post event for any broken glass	Low
Pedestrian access to event	traffic hazard - injury or death	Medium	Traffic management plan in place to close Faulkner Street between Dumaresq Street and Kirkwood Street	Low

**Name of Assessor:** Anna Stevenson & Kirsty Blain

**Date of Assessment:** 10 March 2021

**Names of Reviewer:**



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**Date of Review**

## Appendix 5 – Waste management plan

Bins and waste management equipment must be positioned strategically and regularly maintained.

### Waste management before and during the event

This list of actions is a guide only.

Action	Who
Bin delivery: Friday 14 May	Waste Transfer Station
<b>Date Bins are being delivered: TBC</b>  <b>No of 240 litre wheelie bins: ____ No of recycling bins:</b>  <b>Collection schedule: TBC</b>  <b>Contractor or person removing waste: Contact Number:</b>	
Monitor waste & recycling bin content quantities	Outdoor Crew
Arrange collection schedule	
Bin monitors – e.g. volunteers,	Outdoor Crew, volunteers, Event Staff
Disposal/replacement of full bins during the day	Outdoor Crew
Ground litter collection during the event	Outdoor Crew

### Waste management after the event

This list of actions is a guide only.

Action	Who	When
Dismantling of waste stations	Outdoor Crew Ray Dufty contact	Sunday 16 May from 5pm  Monday 17 May
Clean up of site	Outdoor Crew Ray Dufty contact	Sunday 16 May from 5pm  Monday 17 May

## Appendix 6 - Food Vendors

<b>Name of Event:</b>	Big Chill Festival		<b>Start Date:</b>	15 May 2021		<b>End Date:</b>	16 May 2021		
<b>Venue:</b>	Civic Park, Armidale		<b>Set up time:</b>			<b>Event start time:</b>			
<b>Event Food Stall</b>			<b>Stall Holder Contact Details</b>						
<b>Name of Stall</b>	<b>Trading Name of Food Business/Stall holder</b>	<b>Local Government Area Registered</b>	<b>Name</b>	<b>Contact Address</b>	<b>Mobile or Stall</b>	<b>Phone (business hours)</b>	<b>Email address</b>	<b>Public Liability Expiry Date</b>	<b>List all types of foods to be sold</b>
TBC									

## Appendix 7 – Traffic Management Plan

### 1. Event Details

#### 1.1 Event is (check all that apply)

☒ off street ☐ on street moving ☐ on street non-moving

☐ held regularly throughout the year (calendar attached)

Estimated number of patrons 6000

Date of Event 15-16 May 2021 Event start time 11am 15 May Event finish time 4pm 16 May

Estimated number of patrons 6000

### 2. Traffic Risk Management

#### 2.1 Workplace Health and Safety – Event Control

☐ Risk Assessment/Management Plan

A Risk Assessment of the event including hazards associated with traffic, roads, pedestrians and cyclists must be undertaken. These control measures have been documented detailing how they will be managed.

☒ Traffic Control Plans is not necessary, or

☐ Traffic Control Plans attached (TCPs) further in this Appendix. These must be designed and signed off by a suitably qualified person (please refer to Event Guidelines).

#### 2.2 Public Liability Insurance

☒ Public Liability insurance arranged and attached to Appendix 2.

#### 2.3 Police

☐ Police written approval not necessary.

☒ Police written approval obtained and will be provided

☐ Application for Police written approval submitted to Armidale Police Station.

#### 2.4 Fire Brigade and Ambulance

☒ Fire Brigades notified

☒ Ambulance notified

### 3. Traffic and Transport Management

#### 3.1 The route or location

- ☒ Map Attached to Appendix 1

#### 3.2 Parking

- ☒ Parking not required
- ☐ Parking organised – Parking Plan is attached further in this Appendix.

#### 3.3 Closing and Reopening of roads for the events

- ☐ No temporary road closures required
- ☒ This is a non-moving event i.e. festival
- ☐ This is a moving event i.e. street parade, race

Exact times are required:

Start time of road closure:	12.00am Saturday 15 May	Event start time:	11am Saturday 15 Ma	Road reopening time:	10pm Sunday 16 May
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#### 3.4 Impact on/of Public Transport

- ☒ Public transport not impacted or will not impact event
- ☐ Public transport plans created – details below

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#### 3.5 Contingency plans

- ☐ Contingency plans – detail plans for unplanned events that may disrupt traffic

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### 4. Minimising Impact on Non-Event community and Emergency Services

#### 4.1 Access for local residents, businesses, hospitals and emergency vehicles.



- ☒ This event does not impact the non-event community either on the main route (or location) or detour routes.
- ☐ Plans to minimise the impact on non-event community detailed below.

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#### 4.2 Advertise traffic management arrangements

- ☐ No advertising proposed.
- ☐ Advertising described in detail below:

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#### 4.3 Special event warning signs

- ☐ This event does not require special event warning signs.
- ☐ Special event warning signs are described in the Traffic Control Plans.

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#### 4.4 Advertise road closure arrangements

- ☐ Not applicable.
- ☒ Advertising (additional to Council advertising) is detailed below.

Note: Council is obliged to advertise the temporary road closures in electronic and print media.

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## Special Event Transport Management Plan

### 1 EVENT DETAILS

#### 1.1 Event summary

Event Name The Big Chill – Beer & BBQ Festival

Event Location: Civic Park, Armidale NSW

Event Date: 15-16 May 2021 Event Start Time: 8am Event Finish Time: 9pm daily

Event Setup Start Time: 7am Event Pack down Finish Time: 10pm daily

Event is ☒ off street ☐ on street - moving ☐ on street non-moving

#### 1.2 Contact names

Event Organiser\* **Armidale Regional Council (Anna Stevenson)**

Phone: 6770 3815 Mobile: 0467 946 475 E-mail: [events@armidale.nsw.gov.au](mailto:events@armidale.nsw.gov.au) .....

Event Management Company (if applicable) NA

Phone: ..... Fax: ..... Mobile: ..... E-mail: .....

**Police** ARMIDALE POLICE – Chris Jordan

Phone: 02 6771 0699 ..... Fax: 02 67710611

**Council** ARMIDALE REGIONAL COUNCIL

Phone: 02 6770 3800 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 Big Chill Festival is a beer and BBQ Festival running over the weekend of 15-16 May 2021. Council Events & Tourism Team will fence off Civic Park for the event, and licence the whole area so that craft breweries, wineries and distilleries can serve alcohol. There will also be food and trade stall vans and live music for the weekend, including a headline act for Saturday night. We are also hosting a sanctioned SCA cook off and ABA slow cook competition over the weekend.

This event is designed to provide a platform to showcase local produce and draw tourists, outside trade and competitors from all over NSW and QLD. This will help stimulate the Armidale economy over the weekend, and is being funded by a Bush Fire Recovery grant.

Council have endorsed the event, and Civic Park has been booked through the Parks and Facilities Team.

**2 Risk Management - Traffic**

CLASS 1 CLASS 2 CLASS 3	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 checked="" type="checkbox"/>	Police approval <u>meeting held with NSW Police for event approval – Chris Jordan and Colin Bird 24 February 2021</u>
	2.4	Fire Brigades and Ambulance
	<input checked="" type="checkbox"/>	Fire brigades notified <b>02 67715076</b>
	<input checked="" type="checkbox"/>	Ambulance notified <b>02 6771 1710</b>

**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 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 checked="" type="checkbox"/>	This event uses a facility managed by a Trust or Authority; Council approved
	<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 checked="" type="checkbox"/>	Public transport not required
	3.6	Reopening roads after moving events
	<input type="checkbox"/>	This is a moving event - details attached.
	<input checked="" type="checkbox"/>	This is a non-moving event.
	3.7	Traffic management requirements unique to this event
	<input type="checkbox"/>	Description of unique traffic management requirements attached
	<input checked="" 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**

- ☐ Alternative routes for heavy vehicles required - RTA to arrange
- ☐ Alternative routes for heavy vehicles not required

**3.10 Special event clearways**

- ☐ Special event clearways required - RTA to arrange
- ☐ Special event clearways not required

**4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES**

CLASS 3

**4.1 Access for local residents, businesses, hospitals and emergency vehicles**

- ☐ Plans to minimise impact on non-event community attached
- ☒ This event does not impact the non-event community either on the main route (or location) or detour routes

**4.2 Advertise traffic management arrangements**

- ☒ Road closures -advertising medium and copy of proposed advertisements attached
- ☐ No road closures but special event clearways in place - advertising medium and copy of proposed advertisements attached
- ☐ No road closures or special event clearways - advertising not required

**4.3 Special event warning signs**

- ☐ Special event information signs are described in the Traffic Control Plan/s
- ☒ This event does not require special event warning signs

**4.4 Permanent Variable Message Signs**

- ☐ Messages, locations and times attached
- ☐ This event does not use permanent Variable Message Signs

**4.5 Portable Variable Message Signs**

- ☐ The proposed messages and locations for portable VMS are attached
- ☐ This event does not use portable VMS

**5 APPROVAL**

Your application needs to be provide to Council 4 weeks prior to the Local Traffic Committee meeting which is held 1<sup>st</sup> Tuesday of each month, with Council endorsement occurring 3<sup>rd</sup> Wednesday of each month.

**Privacy and Personal Information Protection Notice (S.10 PPIPAAct 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: Traffic Advisory Committee

You have the right to access and amend your personal information by contacting the Public Officer at the address above.

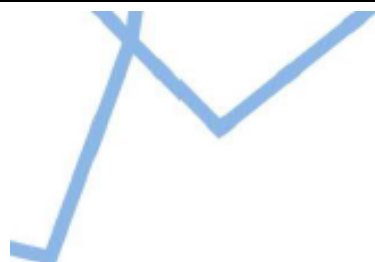
Your personal information is required: By law

Anna Stevenson 02 6770 3815

Consequences if you do not supply your information:







15 April 2020

Attention: Nathalie Heaton

The General Manager  
Armidale Regional Council  
PO Box 75A  
ARMIDALE NSW 2350

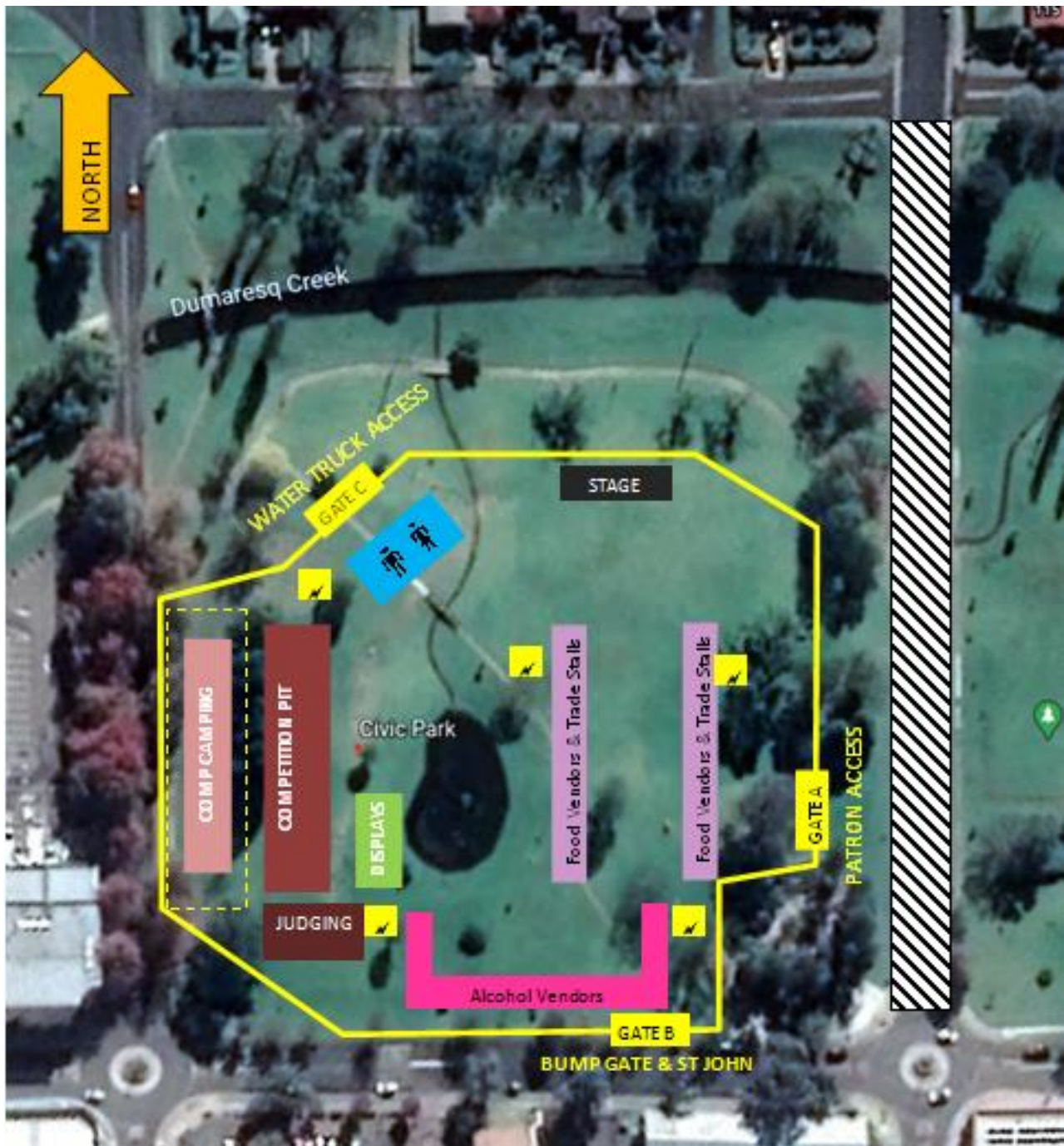
ABN 69 009 098 864  
One International Towers, 100 Barangaroo  
Ave,  
Sydney, NSW, 2000  
Tel +61 2 9320 2700  
Direct (02) 9320 2728  
Mob (02) 9320 2799  
Naamon.Eurell@jta.com.au  
[www.statewidemutual.com.au](http://www.statewidemutual.com.au)

Dear Nathalie,

#### Certificate of Currency

This is to certify that membership is current, as at the date stated above. This certificate provides a summary of the cover and is not intended to amend, extend, replace or override the terms and conditions provided by the Statewide Mutual Liability Scheme.

<b>CLASS</b>	Public Liability/Professional Indemnity
<b>MEMBER</b>	Armidale Regional Council
<b>BUSINESS OF MEMBER:</b>	Local Government Authority, as defined in wording.
<b>EXPIRY DATE</b>	30 June 2021
<b>GEOGRAPHICAL SCOPE</b>	Anywhere in the World, excluding the Dominion of Canada and the United States of America.
<b>LIMITS OF PROTECTION</b>	Public Liability \$20,000,000 any one occurrence  Products Liability \$20,000,000 any one occurrence and in the aggregate any one Period of Protection  Professional Indemnity \$20,000,000 any one claim and in the aggregate any one Period of Protection.
<b>STATEWIDE CERTIFICATE NUMBER</b>	002096



Road closure required 15-16 May 2021 – Faulkner Street between Kirkwood and Dumaresq Streets

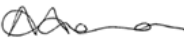
Road closure needed from 12am midnight Saturday 15 May 2021 – 10pm Sunday 16 May 2021

## Schedule 1 - Notice of Intention to Hold a Public Assembly

## SUMMARY OFFENCES ACT 1988 - Sec 23

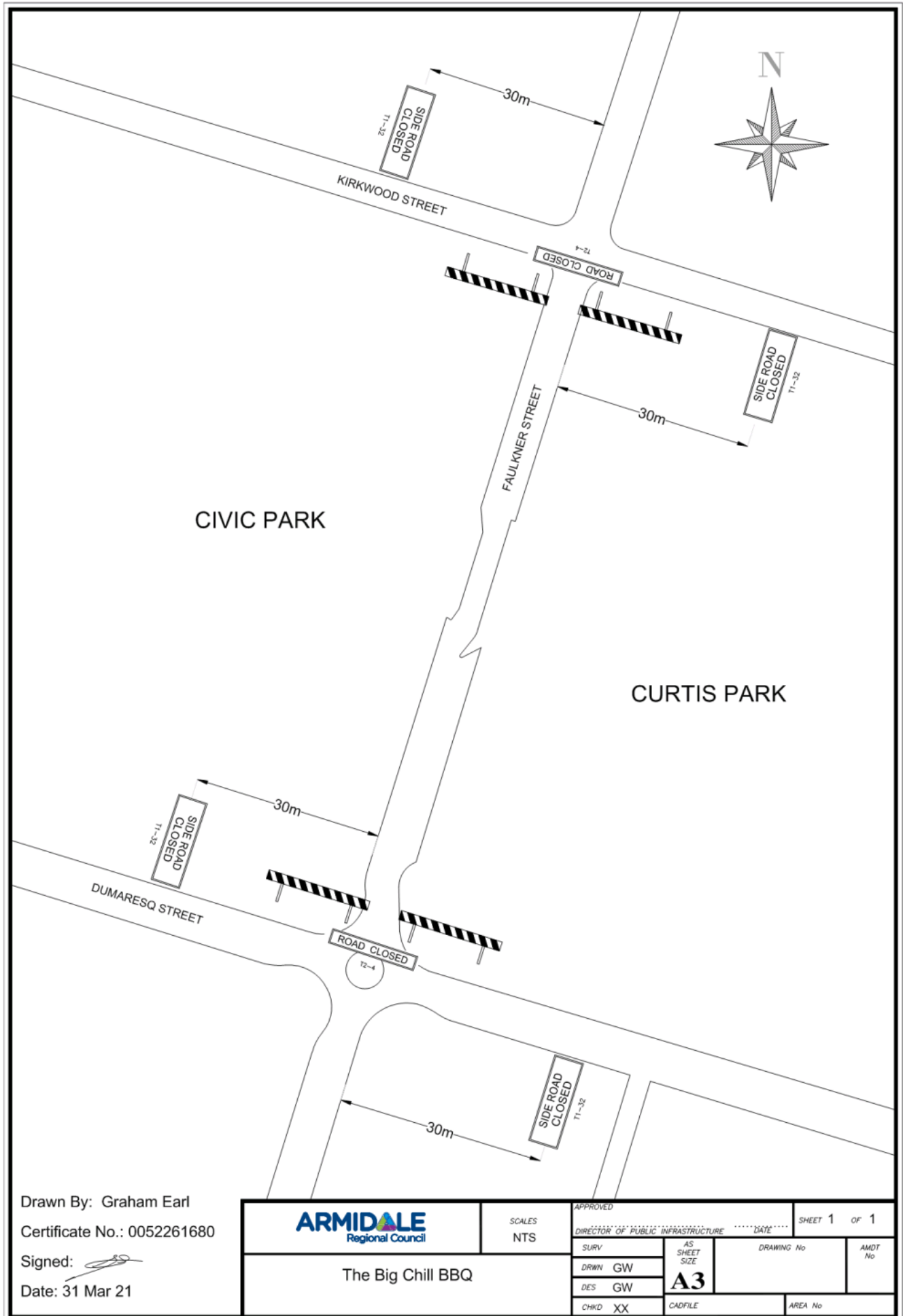
To the Commissioner of Police

1	<p>I Anna Stevenson ..... (name)  of 135 Rusden Street Armidale, NSW 2350 ..... (address)  on behalf of Armidale Regional Council ..... (organisation)  notify the Commissioner of Police that  on the .15.-16..... (day) of ..5..... (month), ..2021..... (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  .5000 over two days..... (number) persons,  which will assemble at Civic Park ..... (Place)  at approximately ..9am – 9pm daily..... am/pm,  and disperse at approximately ..... am/pm.</p> <p><i>or</i></p> <p>(b) a public assembly, being a procession of approximately  ..... (number) persons,  which will assemble at approximately ..... am/pm, and at  approximately ..... am/pm the procession will commence and shall proceed  .....  .....  .....  (Specify route, any stopping places and the approximate duration of any stop; and the  approximate time of termination. A diagram may be attached.)</p>
2	<p>The purpose of the proposed assembly is for a Beer and BBQ festival being  held by Armidale Regional Council at Civic park on 15-16 May 2021. ....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</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 ..... (number) of vehicles and/or..... (number) of floats involved.</p> <p>The type and dimensions are as follows:</p> <p>Only stationary trade vans and food trucks will be used. No floats or moving vehicles. ....</p> <p>.....</p> <p>.....</p> <p>(II) There will be approx. 10.. (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>N/A .....</p> <p>.....</p> <p>(IV) Other special characteristics of the proposed assembly are as follows:</p> <p>.....</p> <p>.....</p>
4	<p>I take responsibility for organising and conducting the proposed assembly.</p>
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>135 Rusden Street</p> <p>Armidale NSW 2350 .....</p> <p>..... Postcode.</p> <p>Telephone No. ...6770 3815</p>
6	<p>Signed  .....</p> <p>Capacity/Title Events Coordinator .....</p> <p>Date 18 February 2021 .....</p>







<b>Item:</b>	<b>6.1</b>	<b>Ref: AINT/2021/09509</b>
<b>Title:</b>	<b>Resident request to consider a pedestrian crossing at the on Barney at the Faulkner Intersection.</b>	<b>Container: ARC16/0168-6</b>
<b>Author:</b>	<b>Belinda Ackling, Personal Assistant</b>	
<b>Attachments:</b>	<b>Nil</b>	

### **1. Purpose**

To consider the request to install a pedestrian crossing at the intersection of Barney and Faulkner Street

### **2. OFFICERS' RECOMMENDATION:**

That Council deny the request to consider a pedestrian crossing on Barney at the Faulkner Intersection, with the advise that there are crossings at the intersection with Barney and Marsh St at the lights and a pedestrian refuge at Barney, Dangar intersection and the results of previous studies be provided to the resident.

### **3. Background**

Council has requested that the Traffic Advisory Committee considered a request for a crossing at the Barney Faulkner Street intersection, this request has previously been investigated in 2010 and again in 2015. The road concerned is a State Classified road, and thus any request for modification to the carriageway must be approved by TfNSW.

Traffic and pedestrian assessments were carried out with both the previous investigations in order to determine the Warrant requirements for justification of a pedestrian crossing. The traffic volume/pedestrian count ratio was not sufficient to meet the warrant, and thus a consideration for a Crossing was rejected.

Barney Street crossings are available at either end of the block of requested location and within 200m of a crossing at the intersection with Barney, Marsh Street at the lights and a pedestrian refuge at Barney, Dangar Street intersection.

### **4. Discussion**

**2010** the Minutes Local Traffic Committee 1 June 2010; Item 5.2(b) - INT/2010/08925

- (a) That a "No Stopping" zone be installed on the southern side of Barney Street, 10 metres east of the Faulkner Street intersection.**
- (b) That the word "Look" be stencilled on the concrete kerb ramps on both north and south side of Barney Street, east of the Faulkner Street intersection.**

*Endorsed by Council*

### **2015**

A Pedestrian Survey was conducted on 22 January 2015 at the intersection of Barney St and Faulkner St, during the morning, midday and afternoon peaks. The survey was conducted in response to a request for a mid-block crossing between Faulkner St and Dangar St, which went to the Local Traffic Committee on 3 February 2015, item 5.7.

The PV results of the survey are:

Time	Barney St East of Faulkner St			Barney St West of Faulkner St		
	Ped (P)	Veh (V)	PV	Ped (P)	Veh (V)	PV
8:00am to 9:00am	7	527	3,689	2	523	1,046
12 Noon to 1:00pm	5	626	3,130	9	611	5,499
3:00pm to 4:00pm	18	560	10,080	11	547	6,017

Report – Request to consider pedestrian crossing in Barney St – INT/2015/00431. See below.

#### **Recommendation**

**The warrant for a pedestrian crossing was not met for Barney Street, the information from the warrant assessment will be provided to the requesting resident for their information.**

Endorsed by Council

## **5. Implications**

### **5.1. Strategic and Policy Implications**

The request links to the Delivery Program within ENVIRONMENT& INFRASTRUCTURE - The community has access to transport which enables connectivity both locally and outside of the region

#### **E4.4 Footpaths and Cycleways**

Develop a network of footpaths, cycleways and cycle routes to encourage sustainable and active transport options.

Council however must meet the warrant for a Pedestrian Crossing in accordance with Australian Standards 1742.10:2009

### **5.2. Risk**

Council can only provide the traffic and pedestrian volume counts and refer the request on to TfNSW for consideration. If TfNSW give the endorsement for a pedestrian facility Council is then requested to endorse the location within the LGA.

### **5.3. Sustainability**

- Council will be required to maintain the new facilities.
- Within a 200m wald of the requested location there are crossings points, the intersection with Barney & Marsh St at the lights and a pedestrian refuge at Barney & Dangar Street intersection.

**5.4. Financial**

Budget Area:	Traffic Facilities						
Funding Source:							
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
	Pedestrian facility Barney Street mid block with Faulkner Street.	nil	nil	nil	nil	nil	nil

**6. Consultation and Communication**

This request has occurred 3 times in the last 11 years and with the two previous investigations vehicle and pedestrian counts did not even come close to

**7. Conclusion**

That the request to consider a pedestrian crossing on Barney at the Faulkner Intersection be denied, with the advise that there are crossings at the intersection with Barney and Marsh St at the lights and a pedestrian refuge at Barney, Dangar intersection within 200m of the Faulkner street intersection and the results of previous studies be provided to the resident.



**Item:** 6.2 **Ref:** AINT/2021/09722  
**Title:** Request for Police Parking on Moore Street Container: ARC16/0168-6  
**Author:** Belinda Ackling, Personal Assistant  
**Attachments:** 1. Police request Moore Street Parking

### 1. Purpose

To consider this request from Police to provide parking on Moore Street for Police vehicles only.

### 2. OFFICERS' RECOMMENDATION:

That the request be placed on hold until after the April Council meeting where Council will consider the update to the Update on Alterations to Parking Time Limits within the Armidale CBD.

### 3. Background

Council received the below requested from Police:

*Paul*

*Could you raise at the next traffic committee meeting please:*

*I would like to request that the Police Only parking in Faulkner Street Armidale be changed slightly and appropriate markings made on the roadway and/or gutter to delineate parking for AR14/AR15/AR18.*

- 1. The Police parking on the northern side of the basement driveway to revert to public parking;*
- 2. The public parking between Moore Street and the Police parking be changed to Police parking – this will facilitate the parking of 3 x police vehicles between Moore Street and the driveway of the basement;*
- 3. Markings painted on the roadway and/or gutter accordingly.*

*The rationale is to ensure that our first response vehicles will always take precedent for parking to allow for effective operational readiness ie: they will be able to go straight from the station and into a car should the need arise in exigent circumstances.*

### 4. Discussion

Council will be requested to consider the Update on Alterations to parking Time Limits within the Armidale CBD, as part of that update a recommendation of no unique timing or special parking should be further introduced or considered if it's not in keeping with the original report.

### 5. Implications

#### 5.1. Strategic and Policy Implications

The shuffling of parking spaces falls in line with the CSP E1.3: Work with local emergency management agencies and committees to plan for the management of natural disasters.

There is a "No parking spaces Police vehicle accepted" on Faulkner Street which will accommodate parking for a large vehicles such as a police bus. The Station has a designated parking area underneath the building to house Police vehicles.

**5.2. Risk**

Potentially provide a small delay on responding to emergency situations.

**5.3. Sustainability**

There are no Sustainability Implications that require considering.

**5.4. Financial**

The change to parking would require

- a change to signage
- Removal of the pavement disability marking symbol.

Budget Area:	Traffic Facilities Budget						
Funding Source:	Nil						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
	signage and pavement markings	Traffic Facilities Budget			\$150	\$150	

**6. Consultation and Communication**

This is a request from Police, no Community consultation has occurred.

Internal staff were consulted and advised of the pending report to Council and believe that all parking spaces within the core structure shall reflect the plan and no unique timing or special parking should be further introduced or considered if its not in keeping with the original report. The Current allocations that have been provided for Police vehicles will remain unchanged and Police have parking available under their building.

**7. Conclusion**

On the advice provided from the of the strategic planning team, that the request be placed on hold until after which time Council will have considered the report: Alteration of parking time limits with the CBD - developed in conjunction with the Parking Strategy.

Moore Street



Faulkner Street







## Community Wellbeing Committee

Held on

25 March 2021

at

Function Room

**PRESENT:**

Robbie Passmore, Anne Rix, Melanie Williams de Amaya, Veronica Mortell,  
Councillor Debra O'Brian (Chairperson)

**IN ATTENDANCE:**

Darren Schaeffer, Marissa Racamelara, James Roncon

MINUTES



Armidale Regional Council  
Community Wellbeing Committee  
Thursday, 25 March 2021

Page 2

**1 Apologies**

Chris Jordon, Marie McKenzie, Mayor Tiley, Sarah Robertson, Sarah Hunt

**2 Confirmation of Previous Minutes**

Minutes were noted by the Committee

**3 Declarations of Interest**

Nil

**4 Business Arising**

- a) Priorities List – to be distributed
- b) Terms of reference have been distributed – comments welcome
  - a. Suggestions: review Hardship Policy and Strengthen links with interagencies
- c) Sharing information with Disability Service Providers
  - a. Action: Prioritise establishment of Access Committee

**3 Administration Reports**

Nil

**4 General Business**

- a) Lodgement of Interagency actions and priorities on council website
  - a. Action: Review location and pathway to ensure visibility
- b) Column in Council newsletter introducing local services programs and events
  - a. Action: Investigate provision of a space in the newsletter for this content
- c) Hardship Policy impacts and suggestions
  - a. Action: Investigate opportunities to refer to financial counselling
  - b. Action: review interest rate on outstanding amounts
  - c. Action: provision of brochures/information in regard to financial counselling at front counter
- d) Outstanding agenda items
  - a. Action: defer outstanding agenda items until next meeting

**5 Correspondence**

Nil

There being no further business the Chairman declared the meeting closed 4.40pm  
Next meeting 29 April, 2021

Ordinary Council

9 December 2020

<b>Item:</b>	<b>11.5</b>	<b>Ref: AINT/2020/43841</b>
<b>Title:</b>	<b>Small Business Relief Grants - Applicant assessment notification</b>	
	<b>Container: ARC19/3530</b>	
<b>Responsible Officer</b>	<b>Acting Director Organisational and Corporate Services</b>	
<b>Author:</b>	<b>Jade Meddemmen, Event &amp; Administration Coordinator</b>	
<b>Attachments:</b>	<b>Nil</b>	

### 1. Purpose

To advise Council of the recommended applicant recipients for the Small Business Relief Grants (\$2000 cash grant) that have been selected by both independent and ARC panel members.

### 2. OFFICERS' RECOMMENDATION:

- a. That Council approve the recommended applicants provided in this report for the Small Business Relief Grants.
- b. That the remaining funds of \$14,000 be reallocated to projects as determined by the General Manager that meet the goals of the grants program being to support local economic stimulus and social positivity post bushfire disaster.

### 3. Background

The Small Business Relief Grants were developed and included in the project list utilising NSW State Drought Stimulus Funding. There were 50 x \$2,000 grants available, applications were open from 2 October 2020 and closed 30 October 2020. The grants were advertised via the following channels; Social media, Radio promotion, Council E-News and Media Releases. A total of 46 applications were received. 43 applicants were deemed eligible and are recommended for funding.

The purpose of the program was to provide an economic boost to the small businesses within the Armidale Region. The grants were to provide opportunity for businesses to sustain their operations through the current economic climate.

### 4. Discussion

The recommended successful applicants are as follows:

1. Dragon Security Operations
2. Deer Park Motor Inn Armidale
3. New England Ag Solutions
4. Armidale Framing & Art Supplies – Gallery One Two Six
5. AgriBusiness Concepts
6. J.R Evans
7. Country Creations by Michelle
8. Funtastic Family Entertainment
9. N D Joyce Constructions Pty Ltd
10. Khammo
11. Gathered Goods
12. Carr's NewsXpress Armidale
13. Guyra Exhaust Tyre and Battery

Ordinary Council

9 December 2020

14. DJ Wholesale Fruit Market
15. The Travelling Cappuccino
16. Metz Quarry
17. Abbotsleigh Motor Inn
18. Fusspots at Ebor
19. Harwood Swimming
20. New England Collective
21. Travel 195
22. Westwood Motor Inn
23. The Meating Place
24. Richardsons Hardware and Agriculture
25. West Kunderang Recreational Retreat
26. Cedar Lodge Motel
27. Spinners Haven
28. Blanch's Roofing Contractors
29. Freshly Berried/The Clique Curation
30. Armidale Tree Group
31. Chadd Electrical Contractors
32. Echidna Gully
33. Royal Hotel Guyra
34. Top of the Range Shearing
35. Armidale Family Support Service Incorporated
36. Christopher Garrett
37. Brown and Krippner Pty Ltd
38. Ultramac
39. McCann Fine Art
40. Nucleo
41. Melaleuca Enterprises
42. Crop Hair Design
43. Black Heart Games

The three applications that are not recommended for funding were considered ineligible due to the following reasons due to:

- not being defined as a locally owned business
- being a business applying on behalf of community groups
- a potential conflict of interest

Should the above recommendations be adopted, there will be \$14,000 remaining in the program. It is recommended that these funds are reallocated to existing or new projects that meet the original intention of the grants program to enhance the resilience of the local small business community and provide an economic stimulus. This would require a scope adjustment made to the funding body to request this alteration.

## **5. Implications**

### **5.1. Risk**

Reputational risk: Assessment of the applications was completed by both internal ARC staff and also members of the Former *Regional Growth and Place Activation Peak Advisory Committee* so to provide transparency.

### **5.2. Sustainability**

Ordinary Council

9 December 2020

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This program allows businesses the opportunity to maintain their sustainability throughout this economic climate.

**5.3. Financial**

Funding for the grants will be accessed from the NSW State Drought Stimulus Funding as per agreed project delivery list.

**6. Consultation and Communication**

Local community members were consulted to assist with the assessment process.

**7. Conclusion**

The above list of grant recipients met the required suitability criteria and is recommended by the assessment panel for endorsement by Council.

Ordinary Council

27 January 2021

<b>Item:</b>	<b>9.11</b>	<b>Ref: AINT/2021/01162</b>
<b>Title:</b>	<b>Women of the Land Business Grants</b>	<b>Container: ARC20/4349</b>
<b>Responsible Officer</b>	<b>Acting Director Organisational and Corporate Services</b>	
<b>Author:</b>	<b>Anna Stevenson, Knowledge Base Project Officer</b>	
<b>Attachments:</b>	<b>Nil</b>	

#### **Purpose**

1. To seek Council endorsement of the recommended applicant recipients for the Rural Women in Business program that have been selected by both independent and ARC panel members. The program places the selected applicants into networking and business platforms to further their business knowledge.

#### **1. OFFICERS' RECOMMENDATION:**

**That Council approve the successful applicants provided in this report for the Women in of the Land Business grant program.**

#### **2. Background**

The Rural Women in Business program was a government grant funded program conceived by Armidale Regional Council staff in honour of International Rural Women's Day on 15 October 2020. The program sought to gain expressions of interest from women living within the Armidale LGA, to partake in business and networking programs. These programs would allow Council to assist rural women in business in this economic downturn, whilst also supporting the development of new business initiatives and projects. The programs included opportunities such as social media activation, business budgeting, business growth, business development and networking.

Subject matter experts engaged to offer the training programs are:

- Dimity Smith – Gro Events & The Rural Women's Network DPI NSW
- Edwina Robertson – Women Making Gravy
- Rebel Black – The Rural Woman

#### **3. Discussion**

The recommended successful applicants are as follows:

1. Anne Lane
2. Bronwyn Grills
3. Casey Foster
4. Catherine Mills
5. Claire Lenne
6. Debbie Cartledge
7. Elizabeth Kerry
8. Julia Woods
9. Kari Maitz
10. Kerry Miller
11. Kristy Hammond
12. Lucy Frizzel
13. Lynette Aspey



Ordinary Council

27 January 2021

14. Mare Foster
15. Maryann Dooner
16. Michelle Hearne
17. Michelle McKemey
18. Nicole Brown
19. Paulette Chavez
20. Peta Moore
21. Rebecca Campbell
22. Samantha Skinner
23. Tara Steel
24. Terri King
25. Tina Skipper
26. Vicki Kembery

There are two applications that are not recommended for the program, as they did not comply with the programs stipulations of being defined as a “locally owned business.”

#### **4. Implications**

##### **4.1. Risk**

Reputational risk: Assessment of the applications was completed by both internal ARC staff and external community panel members, to ensure impartiality and transparency.

##### **4.2. Sustainability**

This program will assist women living in regional and rural areas, excel in their current business situation. Given the COVID-19 pandemics impact, this series of programs (rather than events), will be most effective as they can be held online where required.

##### **4.3. Financial**

\$20,000 was assigned to the development of program assisting “Women of the Land” initiative from a combination of NSW Drought Stimulus Funding and Federal Bushfire Recovery Funding.

##### **4.4. Consultation and Communication**

Regional Growth and Place Activation Advisory Committee (RGPAAC) members were consulted on the viability of the proposal and received council endorsement to allow the funding.

Local business women and community members were invited to assist with the application process.

#### **5. Conclusion**

The above list of grant recipients meets the required selection criteria and is recommended by the assessment panel for approval by Council.

Instrument setting out terms of Easements or Profits à Prendre intended to be created or released and of Restrictions on the Use of Land or Positive Covenants intended to be created pursuant to Section 88B Conveyancing Act 1919.

**Plan:** Plan of Subdivision of Lot 19 Deposited Plan 817347, Lot 2 and Lot 3 Deposited Plan 1198787, Lot 23 Deposited Plan 854536 and Lot 24 Deposited Plan 1001379 Deposited Plan 875110 covered by Subdivision Certificate:

Number: \_\_\_\_\_

Dated: \_\_\_\_\_

**Full name and address**

**of the owner of the land:**

Armidale Regional Council (ABN 39 642 954 203)  
135 Rusden Street  
Armidale NSW 2350

#### Part 1 (Creation)

<i>Number of item shown in the intention panel on the plan:</i>	<i>Identity of easement, profit à prendre, restriction or positive covenant to be created and referred to in the plan:</i>	<i>Burdened lot(s) or parcel(s):</i>	<i>Benefited lot(s), road(s), bodies or Prescribed Authorities:</i>
1.	Easement for drainage of sewage 3 wide	Lot 1, 10, 11, 12, 13, 14, 15, 16, 19, 20, 21, 22, 23 and 24	Armidale Regional Council
2.	Easement for drainage of water 2 wide	Lots 2, 3, 4, 5, 6 and 7	Lots 2, 3, 4, 5, 6 and 7 (and the Lot incorporating The Croft)
3.	Easement for multi-purpose electrical installation ? wide	Lot 1	Essential Energy
4.	Easement for multi-purpose electrical installation ? wide	Lot 2	Essential Energy
5	Easement for multi-purpose electrical installation ? wide	Lot 9	Essential Energy
6.	Restriction on the use of the land	Each of Lots 1 to 24	Every other Lot and Armidale Regional Council

**Plan:** Plan of Subdivision of Lot 19 Deposited Plan 817347, Lot 2 and Lot 3 Deposited Plan 1198787, Lot 23 Deposited Plan 854536 and Lot 24 Deposited Plan 1001379 Deposited Plan 875110 covered by Subdivision Certificate:

## Part 2 (Terms)

**1. Terms of Easement for drainage of sewage 3 wide numbered 1 on the Plan**

Easement for Services (as defined in Part 4 of Schedule 8 of the Conveyancing Act 1919) means the parts of the burdened lot and identified on the Plan as [?].

**2. Terms of Easement for drainage of water 2 wide numbered 2 on the Plan**

Easement for drainage of water (as defined in Part 3 of Schedule 8 of the Conveyancing Act 1919) means the parts of the burdened lot identified and identified on the Plan as [J].

**3. Terms of Easement for multi-purpose electrical installation 4.2 (?) wide numbered 3 on the Plan**

Easement for multi-purpose electrical installation (as defined by Part C Memorandum AG189384) means the parts of the burdened lot and identified on the Plan as [?].

**4. Terms of Easement for multi-purpose electrical installation 7 (?) wide numbered 4 on the Plan**

Easement for multi-purpose electrical installation (as defined by Part C Memorandum AG189384) means the parts of the burdened lot and identified on the Plan as [?].

**5. Terms of Easement for multi-purpose electrical installation 7 (?) wide numbered 4 on the Plan**

Easement for multi-purpose electrical installation (as defined by Part C Memorandum AG189384) means the parts of the burdened lot and identified on the Plan as [?].

**6. Terms of Restriction on the use of the land numbered 5 on the Plan**

- A. No building shall be erected or permitted to remain on the land on any burdened lot with less than 50% of the external construction to be of masonry, concrete or glass and the balance of the construction must be in coloured steel with architectural features.
- B. No building or fence shall be erected on the burdened lot unless constructed of new materials.
- C. No building shall be erected or permitted to remain on a burdened lot if it is of a demountable or relocatable character.
- D. No animals, livestock or poultry shall be raised or kept on any burdened lot.

**Plan:** Plan of Subdivision of Lot 19 Deposited Plan 817347, Lot 2 and Lot 3 Deposited Plan 1198787, Lot 23 Deposited Plan 854536 and Lot 24 Deposited Plan 1001379 Deposited Plan 875110 covered by Subdivision Certificate:

- E. Solar panels.
- F. Water tanks.
- G. Etc.
- H. The party who has the power to release, vary or modify the terms of the restriction on use numbered 5 in the registered plan is Armidale Regional Council while the said Council remains the registered proprietor of any lots in the subdivision and thereafter upon the consent of each registered proprietor of every lot in the subdivision and the approval of Armidale Regional Council.

**ARMIDALE REGIONAL COUNCIL** (ABN 39 642 954 203) by its authorised Delegate pursuant to s.377 *Local Government Act 1993*.

Signature of Delegate: \_\_\_\_\_

Name of Delegate: \_\_\_\_\_

Position of Delegate: \_\_\_\_\_

I certify that I am an eligible witness and that the Delegate signed in my presence

Signature of witness: \_\_\_\_\_

Name of witness: \_\_\_\_\_

Address of witness: \_\_\_\_\_

*An eligible witness is a person who has known the authorised Delegate for more than 12 months or who has sighted identifying documentation.*

**EXECUTED by ESSENTIAL ENERGY**

by its duly appointed Attorney under

Power of Attorney Book 4728 No.768

in the presence of

\_\_\_\_\_  
Signature of Witness:

\_\_\_\_\_  
Signature of Attorney:

\_\_\_\_\_  
Name of Witness:

\_\_\_\_\_  
Name and Title of Attorney

## FOR ACTION

COUNCIL

27/01/2021

TO: Principal Advisor Economic Development (Winter, Will)

**Subject:** Armidale Airside Business Park- Sales and Marketing  
**Target Date:** 10/02/2021  
**Notes:**  
**File Reference** ARC17/1499 AINT/2021/01037

### FOR DECISION: 9.8 Armidale Airside Business Park- Sales and Marketing

*Ref: AINT/2021/01037 (ARC17/1499)*

29/21      Moved Cr Murat                      Seconded Cr Bailey

That Council:

- a. Requests the General Manager to call for tenders (RFT) for the appointment of a registered sales agent or agents to market and sell land within, and in association with Armidale Airside Business Park and that those tenders be reviewed by Council.
- b. Notes a requirement for future land agency agreements and associated tendering documents to reflect Council Codes of Conduct, Business Ethics and other guidelines in executing General Manager delegations under ARC19/3153 (December 2020).
- c. Agrees to continue working with existing agency arrangements while (a) above is implemented.
- d. In order to complement the marketing and sales initiatives (a – c) above, delegates the General Manager to apportion up to three percent (3%) of net sale proceeds each year, based on previous calendar year results, for marketing and site-enhancements to Airside Business Park lots.

The Motion on being put to the vote was CARRIED.

This action sheet has been automatically produced by InfoCouncil to advise you of the outcome at the Council Meeting. A copy of the resolution has been placed in Trim.



## Regional Marketing & Growth Advisory Committee - Terms of Reference

### Name

The name of the Committee is Regional Marketing & Growth Advisory Committee

### Council Portfolio

Organisational Directorate – Governance, Infrastructure or Services

Functional Unit - <>

### Establishment

The committee is established under section 355 of the NSW Local Government Act 1993 which states:

*A function of a council may, subject to this Chapter, be exercised: (b) by a committee of the council*

### Term of the Committee

The committee will function until the next Council election in September 2017. The Council reserves the right to dissolve the committee at any time by a resolution of the Council.

### Delegations

The committee has no delegations from the Council.

### Financial Arrangements

Unless expressly resolved by Council the committee has no powers to commit or expend any Council funds.

### Purpose

The core responsibilities of the committee are to:

- provide advice on the strategic direction of the Armidale Regional Council;
- provide advice on the Delivery Program Strategies (4 Year) and Operational Plan Actions (annual) aligned with the committee;
- consider the potential social, economic, environmental and financial impacts (sustainability) of the committee recommendations;
- engage the community and stakeholders on matters being considered by the committee;
- provide advice to the Council on any matter referred to the committee.

The primary responsibilities of the committee are to:

- act as the link between Council and key industry sectors and ensure open two way communication.
- develop and promote partnerships to allow for the advancement of programs and initiatives to drive economic growth.
- promote the region as a great place to do business.
- promote opportunities for local job creation.
- partner with council to attract investment into the region.
- review and provide advice on the Armidale Economic Development Strategy
- review and provide advice on the Armidale Tourism Strategy

**Membership**

The committee will be comprised of the following representation:

1. Armidale & District Business Chamber - Representative
2. Guyra Chamber of Commerce - Representative
3. University of New England (UNE) - Representative
4. Regional Development Australia Northern Inland NSW (RDANI) - Executive Officer
5. NSW Department of Industry, Office of Regional Development – Business Development Manager Northern Inland
6. Community Representatives

The Administrator to appoint community representatives to the committee, following the calling of Expressions of Interest. The Administrator may also appoint other community representatives where appropriate.

The Interim General Manager and other Council staff may attend committee meetings, on the invitation of the Chairperson.

**Chairperson**

The Administrator will determine the chairperson of the committee or the position shall be determined by an election at the first meeting of a new term of the committee.

**Executive Officer**

The Executive Officer will be the Manager directly responsible for the organisational function.

The responsibilities of the Executive Officer are:

- provide executive support to the committee;
- be responsible for preparing the meeting agenda and minutes;
- be responsible for preparing a report to the council containing the minutes and, providing staff comment on the recommendations made by the committee;
- provide to the committee the outcome and resolutions of the Council regarding each recommendation

**Reporting**

The committee will report to the Council.

**Frequency of Meetings**

The committee will meet at least quarterly, with capacity for additional meetings as needed.

Meeting schedules will be determined by the Chairperson, in consultation with committee members.

**Implementation Principles**

- **Service:** maintain seamless service delivery to communities
- **Opportunity:** embrace opportunities to improve services and infrastructure for communities
- **Cohesion:** bring together and build on the strengths of strategies, structures, staff and systems
- **Engagement:** inform and involve communities, staff and other partners, in planning and implementing change
- **Integrity:** ensure ethical, open and accountable governance and administration
- **Respect:** value the knowledge and contributions of staff, communities and other partners

**Organisational Principles**

- **Governance:** focus on the corporate governance processes and internal support services of council as an organisation. Governance includes the internal structures, information systems and policies that ensure an efficient and effective operation while being open and transparent to all stakeholders.
- **Infrastructure:** focus on the physical assets under council's care and management, which are necessary for the effective functioning of the community. These assets include utility and transport services, as well as public buildings and recreational facilities.
- **Services:** focus on the programs within the council aimed at our local people and communities. It is about maintaining and where possible improving people's social, cultural and economic wellbeing, through programs which contribute to making our community a healthy and prosperous one, where people enjoy a sense of belonging and security. This principle is also concerned with the care and custodianship of the physical environment of our area, and interactions with the environment beyond our boundaries.

**Code of Conduct**

The Model Code of Conduct applies to the members of the committee.

**Code of Meeting Practice**

The Councils Code of Meeting Practice shall guide the meeting procedures of the committee.

**Remuneration of Members**

Members of the committee will not be remunerated for meeting attendance and no reimbursement of travel expenses will be payable, unless in special circumstances.

**Media Liaison**

The Administrator is the designated media spokesperson for the new Council.

**Meeting Protocol**

Arrangements for meetings will be as follows:

- the agenda and supporting material will be circulated at least three (3) business days prior to a meeting;
- any supporting material or papers that are confidential will be clearly marked as such and remain confidential to members;
- any general business items tabled during meetings will be short, requiring no more than five (5) minutes' presentation or discussion;
- meetings will be run in a fair and independent manner and support open and constructive dialogue;
- minutes will be circulated within seven (7) days of each meeting;
- minutes of the meeting will be submitted to the Council as soon as possible after the meeting; and
- a quorum of members is required at all meetings and shall be 50% plus one of all voting members

**Standard Agenda Items**

Agendas will be determined by the Chairperson. Committee members may also suggest matters for consideration.

As a minimum, agendas will include the following standard items:

- meeting open and apologies;
- confirmation of previous minutes and matters arising;
- declarations of interest;
- reports on priority actions;
- reports and advice on local views and emerging issues;
- specific items varying from meeting to meeting;
- review of relevant meeting actions or follow up requirements (action log); and
- formal close.



## ENVIRONMENTAL SUSTAINABILITY ADVISORY COMMITTEE

Held on

Tuesday, 13th April 2021  
5pm

at

Council Chambers & Go To Meeting

Present:

Chairperson: Cr Dorothy Robinson (Go To)

Cr Margaret O'Connor

Robyn Bartel (Go To), Navjot Bhullar (Go To), Maria Hitchcock (Go To), Suzannah Mitchell (Go To), Sara Schmude (Go To), Charles Williams (Go To).

Climate Emergency Working Group: Co Chair: Annette Kilarr, Member: Helen Webb.

Council Staff:

Scot MacDonald: Director Businesses & Services

Marissa Racomelara: Acting Director Organisational & Corporate Services

Mandy McLeod: Sustainability Officer

MINUTES



## 1 APOLOGIES

David Carr, Mahalath Halperin, Bruce Whan, Ambrose Hallman, James Roncon.

## 2 CONFIRMATION OF PREVIOUS MINUTES

**CONFIRMATION OF THE MINUTES OF THE ENVIRONMENTAL SUSTAINABILITY ADVISORY COMMITTEE MEETING HELD ON 6<sup>TH</sup> OCTOBER 2020****RECOMMENDATION:**

That the minutes be taken as read and be accepted as a true record of the Meeting.

Moved: Navjot Bhullar, Seconded Charles Williams

## 3 DECLARATIONS OF INTEREST

## 4 CORRESPONDENCE

## 4.1. Resignation of Jo Leoni: Sustainable Living Armidale.

Action:

## 5 ADMINISTRATION REPORTS

## 6 BUSINESS ARISING

6.1. Officer recommendation from 6<sup>th</sup> October 2020 meeting regarding ESAC.

EcoARC loaded onto Council website in December 2020. Climate Emergency Working Group report loaded to Council website. Projects 1 to 3 decided on, see Item 7.10.1. below.

6.1.1. Action: Recommendation: As requested two representatives to meet with Council staff regarding items from the CEWG A Framework for Climate Action going into 2021/2022 budget. Mahalath Halperin recommended.

Moved Cr Robinson. Vote: No dissent

6.1.2. Action: Two nominees to meet with Council Officers – undertake detailed analysis of EcoARC and develop short, medium and long term plan, 10 year implementation plan. Navjot Bhullar, Charles Williams nominated, Councillor representatives as well. Online and in person meeting option to be provided.

Moved: Navjot Bhullar. Seconded Charles Williams

## 7 GENERAL BUSINESS

## 7.1. State of the Environment Report update.

Action: State of the Environment Report timeframes to be discussed with ESAC as report progresses, dependent on other workload items. All submissions will be provided as Appendix to report and will also be summarised within report.

## 7.2. Choosing a panel to review the Air Quality Working Group applications.

Action: Only one application received by Council to join the group.

Cr Robinson, Charles Williams and Sustainability Officer provide recommendations on membership of Air Quality Working Group and Sustainability Officer to provide report to Council with names and details of Working group.

7.3. Project Zero30 overview provided by Dr Kara Tighe.

Action: Recommendation that David Miron or Sarah Loxley be invited to future meeting to discuss reductions in emission targets.

7.4. Membership discussion.

Action: Helen Webb who would represent Sustainable Living Armidale replacing Jo Leoni who is wishing to retire from ESAC.

Marissa Racomelara: Note Resolution 10<sup>th</sup> February 2021, Ordinary Council Meeting in relation to no change to membership of committees before end of Council term.

Cr Robinson recommended that Council Report be provided that provides change of membership of ESAC.

Moved: Cr O'Connor, Seconded Sara Schmude.

7.5. Cities Power Partnership, should Council join?

Action: Recommendation: Two representatives discuss projects with Council staff – review what projects would like to get involved in to be discussed at meeting as per Item 6.1. above re ESAC/CEWG representatives and Council staff meeting.

7.6. Routine use of Guyra Bore Water.

Information and overview of bores and approvals and licences at Guyra provided by Scot MacDonald.

Cr O'Connor: Concerns regarding Ian Reeve report as to connectivity between deeper bores/aquifers and the high altitude dams of Guyra and Malpas and what that could potentially do to water access long term. Requesting further research be undertaken/information provided as feels that Councillors and community are not aware of potential consequences.

Action: Request that Hydrogeologist or DPIE Water attend meeting to provide presentation to discuss licence/report prior to the licence/report being finalised.

Moved: Cr O'Connor                      Seconded: Charles Williams

7.7. Draft NSW Clean Air Strategy.

Action: ESAC members will review and consider options for submissions.

Cr O'Connor

7.8. Increasing evidence from climate experts?

Action: Defer to next meeting

7.9. Suggested priority items for the immediate future – EcoARC ("Green print") and Climate Emergency Working Group reports.

Note from Cr Robinson Agenda sent out: 6c and 6f above represent an alternative way to proceed.

Action: Proceed as above in Item 6.1.

#### 7.10. Other business

##### 7.10.1. Update from Climate Emergency Working Group representative's on progress of Project 2 and 3:

a) Update from Climate Emergency Working Group members on progress of Project 2 and 3 undertaken in partnership with Southern New England Landcare and Sustainable Living Armidale including community uptake, initial workshop numbers and outcomes etc.

Action: Email provided to ESAC members from Annette Kilarr prior to meeting on progress of the above projects.

##### 7.10.2. Food Organic Green Organic (FOGO) used compostable food packaging waste stamp/s.

a) Used compostable food packaging waste can be put through our FOGO system and composted into by-products, compost and mulch. Stamps based on a design from UNE have been purchased and will be rolled out to take away food premises in late April/May 2021.

Action: Please thank Council staff involved in updating and sending out updated Waste Management leaflet to community.

##### 7.10.3. Council's Renewable Energy Action Plan.

Action: Helen Webb – ESAC endorse Council efforts for the Renewable Energy Action Plan as it is highly consistent with the Climate Emergency Working Groups report, Framework for Climate Action.

Marissa Racamelara will take questions raised at ESAC meeting to the project meeting for Council's Renewable Energy Action Plan and report back to ESAC.

##### 7.10.4. Revised Draft Energy from Waste Policy Statement.

Action: Deferred to next meeting

#### 8 AGREEMENT ON ITEMS FOR AGENDA FOR NEXT MEETING

#### 9 TIME AND DATE OF NEXT MEETING

5pm 18<sup>th</sup> May 2021

There being no further business the Chairperson declared the meeting closed at 18.36.



## SPORTS COUNCIL

Held on

Wednesday, 7 April 2021  
5:30pm

at

Armidale Council Chambers

**PRESENT:**

Mayor I Tiley, Councillor J Galletly (Chair), Mr S McMillan, Mr M Porter, Mr M Fittler,  
Mr G Parsons, Ms S Sincock, Mr D Carson, Mr M Wolcott, and Ms A Biggs (Armidale  
Regional Council)

Quorum: 7 Members to be Present

MINUTES

1. APOLOGIES  
Josh Cohen was an apology for the meeting.
2. CONFIRMATION OF PREVIOUS MINUTES -

**CONFIRMATION OF THE MINUTES OF THE SPORTS COUNCIL MEETING HELD ON 3 MARCH 2021****RECOMMENDATION:**

That the minutes be taken as read and be accepted as a true record of the Meeting.

**MOVED: M. Fittler      SECONDED: S. Sincok**

3. DECLARATIONS OF INTEREST  
Nil.

4. BUSINESS ARISING

**4.1 Introduction of fees for Regional level Council sports fields***Ref: AINT/2021/09969 (ARC16/0330)***2. OFFICERS' RECOMMENDATION:**

That the committee:

- a. Discuss the implementation of a fee structure for regional sports fields
- b. Propose a possible fee structure to be put to Council for consideration

**RESOLVED:**

- a) The Committee recommends to Council that user fees not be charged for regional level fields – Harris Park, Armidale Sportsground and Rologas/Wicklow fields.
- b) The committee urges the Council to seek commonwealth and state funding for lighting on Jack Valance Oval and for replacement and extension of the lighting on Newling Oval.
- c) That the Council arrange for refurbishing of the Jack Valance oval surface.

**4.2 Sports Council Terms of Reference***Ref: AINT/2021/09977 (ARC16/0330)***2. OFFICERS' RECOMMENDATION:**

That the committee review and amend the Terms of Reference as agreed upon by the committee members.

**RESOLVED: The committee adopted the Terms of Reference.**

5. ADMINISTRATION REPORTS



**5.1 Sports Council Financial Report to 31 March 2021** *Ref: AINT/2021/09904 (ARC16/0330)***2. OFFICERS' RECOMMENDATION:**

That the committee note the financial report for the period to 31 March 2021.

**RESOLVED: The committee recommend to Council that capital income for next years budget is restored to at least the level of 2019/20 of \$75,000.**

**Moved: Mick Porter**

**Seconded: Mick Fittler**

**5.2 Sports Council Small Grants***Ref: AINT/2021/09979 (ARC16/0330)***2. OFFICERS' RECOMMENDATION:**

That the committee note the report.

**NOTED.**

**6. CORRESPONDENCE****7. GENERAL BUSINESS****7.1 Sports Council Priority List***Ref: AINT/2021/09984 (ARC16/0330)***2. OFFICERS' RECOMMENDATION:**

That the committee:

- a.** Review the Sports Council Priority List
- b.** Make amendments to the list as necessary

**RESOLVED: Additional projects added to the bottom of the priority list, with their priority position to be determined during the next meeting.**

**7.2 Upcoming sporting events for the Armidale Region** *Ref: AINT/2021/09993 (ARC16/0330)***2. OFFICERS' RECOMMENDATION:**

That the committee note and support the upcoming sporting events in the Armidale region.

**NOTED.**

There being no further business the Chairman declared the meeting closed at 6:58pm.



## BUSINESS PAPER

## SPORTS COUNCIL

To be held on

Wednesday, 7 April 2021  
5:30pm

at

Armidale Council Chambers

### Committee Members

Councillor J Galletly (Chair)

Mr S McMillan

Mr M Porter

Mr J Campbell

Mr M Fittler

Mr G Parsons

Mr D Copeland

Ms S Sincok

Mr J Cohen

Ms A Biggs (Armidale Regional Council)

Quorum: 7 Members to be Present

### Members

Dennis Carson

Matt Wolcott

AGENDA

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2	Confirmation of Previous Minutes <i>Sports Council - 3 March 2021</i>	
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<b>Item:</b>	<b>4.1</b>	<b>Ref: AINT/2021/09969</b>
<b>Title:</b>	<b>Introduction of fees for Regional level Council sports fields Container: ARC16/0330</b>	
<b>Responsible Officer</b>	<b>Coordinator Public and Town Spaces</b>	
<b>Author:</b>	<b>Amy Biggs, Sport &amp; Recreation Development Officer</b>	
<b>Attachments:</b>	<b>Nil</b>	

### **1. Purpose**

The purpose of the report is to invoke discussion amongst the Sports Council committee and members regarding the possible introduction of an affordable and equitable fee structure for the use of Regional level Council sports fields to improve the quality of these venues and reduce the impact of training.

### **2. OFFICERS' RECOMMENDATION:**

That the committee:

- a. Discuss the implementation of a fee structure for regional sports fields
- b. Propose a possible fee structure to be put to Council for consideration

### **3. Background**

Within the Sports Council Discussion Paper that Richard Morsley created and submitted to the Ordinary Council Meeting held on 9 December 2020, one of the six 'Discussion Paper Summary' dot points states the following:

- *'Consideration be given to the introduction of and an affordable and equitable fee structure for the use of Regional level Council sports fields to improve the quality of these venues and reduce the impact of training.'*

During the Sports Council meeting held on 3 March 2021, the Discussion Paper was reviewed by the committee and a resolution of the committee was made as follows:

- *'That the Sports Council Committee intends to conduct a workshop involving all sporting bodies to consider the introduction of a user fee structure for Council's premier regional sporting fields, The Armidale Sportsground, Rologas sports fields and Harris Park sports fields.'*

Following this meeting, at the request of the Sports Council Chair Councillor Jon Galletly, an invitation was sent to all Sports Council members, inviting them to attend the Sports Council meeting to be held 7 April 2021 to join in the discussion regarding a fee proposal. Sports Council members were asked to RSVP to confirm their attendance at the meeting. Only 2 Sports Council members RSVP'd, both from Armidale Archery Club.

### **4. Discussion**

The primary purpose of introducing a fee for regional level sporting fields is to encourage local sporting clubs to utilise non-regional level fields for training rather than regional level fields, in order to preserve the playing surface and quality of the fields. Many sporting clubs train on regional level fields which contributes significantly to wear and tear of the fields, rendering some unplayable throughout the year, or leaves them in poor condition by the end of the season when finals are due to be played. The introduction of a fee may assist with encouraging clubs to utilise alternate grounds where there is no fee incurred. This may require non-regional

level fields (such a Jack Valance Oval) to be further developed in order to be suitable for night training etc.

## 5. Implications

### 5.1. Strategic and Policy Implications

There are no strategic or policy implications from this report.

### 5.2. Risk

There are no identified risks associated with the discussion and proposal of an equitable and affordable fee structure at this point in time.

### 5.3. Sustainability

Council needs to ensure that regional level sports fields are managed in a sustainable way that reduces wear and tear and sees the quality of the playing surfaces upheld to a regional level. Not only will this improve the playing surface for regular community competition sport, but will increase the likelihood of the Armidale Region hosting regional level sporting events due to the well preserved and maintained playing fields.

### 5.4. Financial

Budget Area:	Nil						
Funding Source:	Nil						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget

It is expected that the implementation of a fee for regional level sporting fields would assist with revenue generation that may assist with the renovation of playing fields and sporting facilities. Depending on the results of the discussion and potential fee proposal, at this stage it is unknown what the likely annual revenue may be.

## 6. Consultation and Communication

The invitation for Sports Council members to attend the Sports Council meeting to be held 7 April 2021 follows on from the Sports Council Discussion Paper being on Public Exhibition earlier this year. The Sports Council members were also emailed regarding the Public Exhibition of the paper and were invited to submit any feedback they may have.

Any fee proposal that may be decided upon during the meeting on 7 April 2021 will need to be put to the next Ordinary Council Meeting for consideration.

## 7. Conclusion

The committee are encouraged to discuss a fee proposal for regional level sports fields and should there be support for it, the committee should propose a fee structure that would be considered affordable and equitable by the majority of the local sporting community.



<b>Item:</b>	<b>4.2</b>	<b>Ref: AINT/2021/09977</b>
<b>Title:</b>	<b>Sports Council Terms of Reference</b>	<b>Container: ARC16/0330</b>
<b>Responsible Officer</b>	<b>Coordinator Public and Town Spaces</b>	
<b>Author:</b>	<b>Amy Biggs, Sport &amp; Recreation Development Officer</b>	
<b>Attachments:</b>	1. Terms of Reference - Sports Council committee - September 2020 - DRAFT	

### **1. Purpose**

The purpose of the report is for the Sports Council committee to review the Terms of Reference and make any amendments as discussed and agreed upon by the committee members.

### **2. OFFICERS' RECOMMENDATION:**

That the committee review and amend the Terms of Reference as agreed upon by the committee members.

### **3. Background**

During the Ordinary Council Meeting held on 22 July 2020, the Interim Administrator Mr Viv May adopted the following recommendation:

Adopt the Model Terms of Reference template as the basis for the Terms of Reference for each of the Environmental Sustainability, Arts, Culture & Heritage, Traffic Advisory, Sports Council, Regional Growth and Place Activation, and Community Wellbeing Advisory Committees, and that the Model Terms of Reference be tailored to meet the specific needs of each Committee;

Following this recommendation, the Sports Council committee held a formal meeting on 1 September 2020 with one of the agenda items being the review of the Model Terms of Reference, and were advised by the Interim Administrator that a review of committees was to be undertaken and that adoption of the committees Terms of Reference needed to wait until this review had occurred. As such, the Sports Council committee have been on hiatus during the review and no Terms of Reference have been agreed upon and adopted by the committee.

The review of Terms of Reference was listed as an agenda item during the 3 March 2021 Sports Council committee meeting however it was deferred to the meeting scheduled for 7 April 2021.

### **4. Discussion**

The Sports Council Terms of Reference will assist the Sports Council in ensuring good governance and compliance with relevant legislation (Local Government Act. 1993). It is imperative that a committee have conclusive Terms of Reference in order to ensure the committee operates within its intended framework.

### **5. Implications**

#### **5.1. Strategic and Policy Implications**

Adopting a Sports Council Terms of Reference 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.

#### **5.2. Risk**

There is no risk identified with the Sports Council adopting Terms of Reference.

### 5.3. Sustainability

Positive sustainability implications for adopting Terms of Reference include:

- Promoting more efficient and improved service delivery through collaboration and innovation, and demonstrating potential efficiencies to be gained through service delivery – The Terms of Reference will guide the Sports Council committees operation and streamline processes.

### 5.4. Financial

Budget Area:	Nil						
Funding Source:	Nil						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

### 6. Consultation and Communication

Through presentation at the Sports Council meeting, the committee are being consulted and requested to provide input into the development of the Terms of Reference specific to the Sports Council committee.

### 7. Conclusion

The Sports Council are to review and amend the Model Terms of Reference. Following this, a report will go to the next Council meeting for the council to adopt the Terms of Reference.



## Terms of Reference SPORTS COUNCIL Advisory Committee

<b>Applies to:</b>	Sports Council Advisory Committee
<b>Responsible Stream:</b>	Public and Town Spaces – Local Services
<b>Responsible Officer:</b>	Sport and Recreation Development Officer
<b>Adoption Date/History:</b>	01 September 2020
<b>GM Approval Date</b>	
<b>TRIM File Number:</b>	
<b>Review Date:</b>	September 2021

### Establishment

The Committee is established by resolution of Armidale Regional Council for the Term stated below.

### Purpose

The Committee is formed to assist Council to identify and assist in delivery of Community Strategic Plan objectives as follows:

- Environment and Infrastructure
  - The community is provided with the essential and resilient infrastructure it requires for daily life, and has access to a prioritised schedule of infrastructure works.
- Leadership for the region
  - The community is engaged and has access to local representation
- Our people and community
  - Community programs, services and facilities meet the needs of the community and provide a safe place to live
  - Events and cultural activities provide the community with an opportunity to celebrate the unique culture and lifestyle of the region

The Committee is specifically linked to CSP Community Objectives:

- Improved community engagement mechanisms to establish acceptable levels of service for all of councils asset classes
- Partnerships with all levels of government to support the provision of improved infrastructure for the region

TRIM:

- Allocate resources and investigate opportunities to access grants and funding to further improve infrastructure across the region
- Regular review of open space related Asset Management Plans to ensure parks, sportsground, water recreation facilities and other open space meets the community needs and is provided to an acceptable level of service and accessibility standards
- Elected representatives are supported to engage with their community and provided a forum to share feedback they receive
- Go to people and make engagement accessible when seeking feedback on local issues
- Council works collaboratively to develop Asset Management Plans for community facilities and public places such as buildings, sportsground, swimming pools, playgrounds and open space which reflect community needs

The core responsibilities of the Committee are to:

- Provide advice relating to sport and recreation on the strategic direction of the Armidale Regional Council.
- Provide advice on the Delivery Program Strategies (4 Year) and Operational Plan Actions (annual) aligned with the Committee.
- Consider the potential social, economic, environmental and financial impacts (sustainability) of the Committee recommendations.
- Engage the community and stakeholders on matters being considered by the Committee.
- Provide advice to the Council on any matter referred to the Committee.

The primary responsibilities of the Committee are to:

- Act as the link between Council and the sport and recreation community and ensure open two way communication.
- Develop and promote collaborations and connections
- Foster the ongoing development of sport and recreation in the community
- Identify funding opportunities for resources and programs that benefits sport and recreation
- Provide ongoing support and advice in relation to sport and recreation in our community
- make recommendations to Council in respect to Capital Works Program and in the selection of projects for the expenditure of Development Fund Levy;
- approve the administration of the Small Grants Program in accordance with the application criteria

## Term of the Committee

The Committee will function until the next Council election in September 2021. The Council reserves the right to dissolve the Committee at any time by a resolution of the Council.

## Delegations

The Committee has no delegations from the Council.

TRIM:

## Financial Arrangements

The Committee is advisory only and unless expressly resolved by Council the Committee has no powers to commit or expend any Council funds. (NB: Sports Council is s355 Committee).

## Membership

The Committee will comprise:

- One Councillor
- Eight external Community Members (minimum 2 must represent the Guyra community)

The Mayor and Chief Executive Officer are *ex-officio* members of the Committee and may attend Committee meetings. Other Council staff may do so with the consent of the Committee.

To be eligible as a community representative, a Committee Member must:

- i) Have an appreciation and understanding of sport in the Armidale and surrounding region
- ii) Have background, experience or demonstrated interest in sport and recreation
- iii) Be a local resident of Armidale regional Council LGA or have a connection (for example a sporting club) within the area.
- iv) Commit to Council's Code of conduct, Code of Meeting Conduct, EEO, WH&S, risk management, cultural diversity, environmental protection and ethical principles.

Community Members will be appointed by the Mayor from Expressions of Interest received from interested parties. The Mayor may remove or appoint additional Community Members by resolution of the Committee.

All Committee Members are expected to attend all Committee meetings where possible. A member who fails to attend 2 consecutive meetings, or 3 within a calendar year without satisfactory explanation will forfeit their place on the Committee.

Where a Councillor cannot attend a meeting of the Committee, another Councillor delegated by the Councillor may act as a Member of the Committee for that meeting. The delegate will have the full rights of a member for that meeting.

Councillor appointments to the Committee will be made annually at the end of each calendar year or as required.

The Committee is to notify the Council promptly of any vacancy occurring in its membership that affects the capacity of the Committee to function. The Committee is to submit to Council, within 28 days, the name of a person considered by the Committee to be suitable for appointment. The Mayor will decide whether to accept that appointment, make another appointment, or to call for public Expressions of Interest.



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## Chairperson

The Committee will elect a Chairperson at the first meeting of each calendar year. The Mayor may, at their discretion, remove or appoint an alternate Chairperson of the Committee.

## Frequency of Meetings

The Committee will meet at least quarterly at dates and times to be determined by the Committee. Additional Extraordinary meetings may be called where circumstances warrant, in accordance with Council's Code of Meeting Conduct.

## Administration of Meetings

The Manager directly responsible for the organisational function, or their delegate, will act as Executive Officer for the Committee.

The responsibilities of the Executive Officer are:

- Provide executive support to the Committee Chairperson.
- Be responsible for preparing and distributing the meeting agenda and minutes.
- Be responsible for preparing a report to Council containing the minutes, and providing staff comment on the recommendations made by the Committee.
- Provide to the Committee the outcome and resolutions of the Council regarding each recommendation.

## Meeting Protocol

Meetings are to be conducted in accordance with Council's Code of Meeting Practice.

Arrangements for meetings will be as follows:

- Agenda items and notices for consideration are to be provided in writing to the Executive Officer not later than seven (7) days of the next meeting.
- The agenda and supporting material will be circulated by the Executive Officer at least three (3) business days prior to a meeting.
- Any supporting material or papers that are confidential will be clearly marked as such and remain confidential to members.
- Any general business items tabled during meetings will be short, requiring no more than five (5) minutes' presentation or discussion.
- Meetings will be run in a fair and independent manner and support open and constructive dialogue, in accordance with the Code of Meeting Practice.
- Minutes will be circulated within seven (7) days of each meeting.
- Minutes of the meeting will be submitted to the Council as soon as possible after the meeting.

The quorum of members required at all meetings shall be 50% plus one of all members present and entitled to vote.

If quorum is not met, those present may choose to conduct an informal meeting without a quorum present then any recommendations arising are not recognised until ratified by a meeting where a

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quorum is present. Notes taken at such a meeting do not form part of the minutes of the Committee.

## Standard Agenda Items

Agendas will be determined by the Chairperson. Committee members may also suggest matters for consideration.

As a minimum, agendas will include the following standard items:

- Meeting open and apologies
- Confirmation of previous minutes and matters arising
- Declarations of interest
- Reports on priority actions
- Reports and advice on local views and emerging issues
- Specific items varying from meeting to meeting
- Review of relevant meeting actions or follow up requirements (action log)
- Formal close

## Reporting

The Committee will report to the Council.

## Sub-committees & Working Groups

The Committee may from time-to-time establish a sub-committee or committees reporting to the Committee. A sub-committee may only be formed with the consent of Council and will operate in accordance within Terms of Reference approved by Council. For clarity, in the event of any conflict between these Terms of Reference and those of any sub-committee, these shall prevail.

A sub-committee is to be comprised of Members independent of the Committee. The sub-committee shall elect a Chair from within the membership.

Council may provide administrative support to a sub-committee if requested by the Chair of the Committee.

The Committee may form informal *ad hoc* working group(s) from time to time to report to the Committee. Working groups are to be lead by a Committee member and otherwise be comprised of external independent members.

## Implementation Principles

- **Service:** maintain seamless service delivery to communities
- **Opportunity:** embrace opportunities to improve services and infrastructure for communities
- **Cohesion:** bring together and build on the strengths of strategies, structures, staff and systems
- **Engagement:** inform and involve communities, staff and other partners, in planning and implementing change
- **Integrity:** ensure ethical, open and accountable governance and administration
- **Respect:** value the knowledge and contributions of staff, communities and other partners

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## Organisational Principles

- **Governance:** focus on the corporate governance processes and internal support services of council as an organisation. Governance includes the internal structures, information systems and policies that ensure an efficient and effective operation while being open and transparent to all stakeholders.
- **Infrastructure:** focus on the physical assets under council's care and management, which are necessary for the effective functioning of the community. These assets include utility and transport services, as well as public buildings and recreational facilities.
- **Services:** focus on the programs within the council aimed at our local people and communities. It is about maintaining and where possible improving people's social, cultural and economic wellbeing, through programs which contribute to making our community a healthy and prosperous one, where people enjoy a sense of belonging and security. This principle is also concerned with the care and custodianship of the physical environment of our area, and interactions with the environment beyond our boundaries.

## Code of Conduct

The Model Code of Conduct applies to the members of the Committee.

## Code of Meeting Practice

The Council's Code of Meeting Practice shall apply to meetings of the Committee.

## Remuneration of Members

Members of the Committee will not be remunerated for meeting attendance and no reimbursement of travel expenses will be payable, unless in special circumstances.

## Media Liaison

The Committee is to follow Council's media policy as it stands from time-to-time. The Mayor is the designated media spokesperson for the Council.

**Item:** 5.1 **Ref:** AINT/2021/09904  
**Title:** Sports Council Financial Report to 31 March 2021 **Container:** ARC16/0330  
**Responsible Officer:** Sport & Recreation Development Officer  
**Author:** Brad Munns, Financial Accountant  
**Attachments:** Nil

### 1. Purpose

The purpose of this report is to provide the Sports Council Financial Report for the period to 31 March 2021.

### 2. OFFICERS' RECOMMENDATION:

That the committee note the financial report for the period to 31 March 2021.

### 3. Background

The Sports Council has an operational project budget for operating revenues and expenses. This budget is reported against at each meeting in this financial report.

No capital projects relating to Sports Council were included in Council's capital budget for FY2021.

### 4. Discussion

The table below shows:

Sports Council Financial report for:

1. FY2019/20 Budget and Actual Results; and
2. FY2020/21 Budget and Actual Results to 31 March 2021.

<u>Operating Income</u>	<u>Budget FY19/20</u>	<u>Actual FY19/20</u>	<u>Budget FY20/21</u>	<u>Actual to 31Mar2021</u>
<b>Project No. 240250</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Association Levies	41,000	17,588	42,000	26,762
Add June 2019 Invoices that related to FY2020	-	21,000	-	-
Subtotal	41,000	38,588	42,000	26,762
Other Contributions – Get Active Program	-	6,000	-	-
Total Operating Income	41,000	44,588	42,000	26,762
<u>Operating Expenditure</u>				
Donations – Small Grants paid	10,000	6,750	10,000	750
Total Operating Expenditure	10,000	6,750	10,000	750

Capital Income (Allocation from Council)	75,000	75,000	-	-
Allocation of June 2019 Player levies from Operating Income to Indoor Cricket Project	-	21,000	-	-
Revised Capital Income	75,000	96,000	-	-
<b>Capital Expenditure</b>				
Indoor Cricket Upgrade	75,000	78,332	-	-
Add extra costs/ overruns (Q3 budget update)	20,000	20,000	-	-
Total Capital Expenditure	95,000	98,332	-	-
<b>Capital Surplus/(Deficit)</b>	(20,000)	(2,332)	-	-

### Operating Income

- As a result of Covid, Sports registrations are noted as being approximately 40% down compared to the same point last financial year. This has impacted and will continue to impact on the Sports Council's ability to achieve its \$42,000 budgeted Association Levies for the full year.
- Support by Newcastle Permanent Building Society ceased for The Get Active Program in FY2020.
- As a note for the close out of last financial year (FY2020), invoices of \$21,000 raised in June 2019 that related to FY2020 were reallocated into FY2020's income. The \$21,000 income was applied towards the additional \$20,000 of extra costs associated with the Indoor Cricket Capital Project.

### Operating Expenditure

- \$6,750 was paid out in Small Grants in FY2020, compared with \$750 for this financial year to 31 March 2021.
- The significant reduction is due to Covid restrictions on sports events.

### Capital Expenditure

- For FY2021, the Sports Council has its list of priority capital projects. To date, no capital projects have been presented to Council's for approval due to funding and budget restrictions.

## **5. Implications**

### **5.1. Strategic and Policy Implications**

There are no strategic or policy implications from this report.

### **5.2. Risk**

Overall financial management risk is considered to be low.

Identified risks include budgeted sports levies revenues not being achieved for the full year. This is as a result of Covid19 restrictions on sports events.

Small grant donations are also below budget due to Covid19 restrictions.



No capital projects have been approved or funded for FY2021.

### 5.3. Sustainability

While not directly related to this report, overall Sustainability Implications include:

- Promoting more efficient and improved service delivery through collaboration and innovation
- Demonstrating potential efficiencies to be gained through service delivery

### 5.4. Financial

Budget Area:	Nil						
Funding Source:	Nil						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

### 6. Consultation and Communication

Consultation and Communication occurs between Council and the Sports Council during the year as required.

### 7. Conclusion

This report is the Sports Council financial report for the period to 31 March 2021.

<b>Item:</b>	<b>5.2</b>	<b>Ref: AINT/2021/09979</b>
<b>Title:</b>	<b>Sports Council Small Grants</b>	<b>Container: ARC16/0330</b>
<b>Responsible Officer</b>	<b>Coordinator Public and Town Spaces</b>	
<b>Author:</b>	<b>Amy Biggs, Sport &amp; Recreation Development Officer</b>	
<b>Attachments:</b>	<b>Nil</b>	

### **1. Purpose**

The purpose of the report is to inform the committee of updates regarding the Sports Council Small Grants recently awarded.

### **2. OFFICERS' RECOMMENDATION:**

That the committee note the report.

### **3. Background**

The only Sports Council Small Grants that have been awarded so far in the 2020/21 financial year are as follows:

- Chloe Lincoln – Junior Matildas selection match - \$250
- Laura Towie – 2021 National Club Futsal Championships - \$250
- Chelsea Thornton – U18s NSW Hockey team – Nationals \$250
- Ruby Maree Bennett – 15s NSW Futsal team – Nationals - \$250

### **4. Discussion**

Nil.

### **5. Implications**

#### **5.1. Strategic and Policy Implications**

Nil.

#### **5.2. Risk**

Nil

#### **5.3. Sustainability**

Nil

**5.4. Financial**

Budget Area:	Transport - Public and Town Spaces – Sports Council						
Funding Source:	Internal allocation – Sports Council Small Grants						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
240250.1.2040.165.2394	Sports Council Small Grants	\$10,000	\$1000	\$1000	\$10,000	\$10,000	\$0

As it has been approved by Council, the remaining funds from the \$10,000 Sports Council Small Grants budget will be expended on the purchase of Automatic External Defibrillators (AED's), either utilising the Local Sport Defibrillator Grant Opportunity or if unsuccessful in the application for this grant, the purchase of AEDs outright.

It is anticipated that the full \$10,000 budget for Small Grants for the 2020/21 year will be expended.

**6. Consultation and Communication**

The Sports Council committee members unanimously support the request to purchase AEDs with \$8000 of the Sports Council Small Grants budget. This has been raised in recent previous Sports Council committee meetings.

**7. Conclusion**

The committee are to note the recently awarded Sports Council Small Grants and the expectation that the full \$10,000 small grants budget will be expended by 30 June 2021.

<b>Item:</b>	<b>7.1</b>	<b>Ref: AINT/2021/09984</b>
<b>Title:</b>	<b>Sports Council Priority List</b>	<b>Container: ARC16/0330</b>
<b>Responsible Officer</b>	<b>Coordinator Public and Town Spaces</b>	
<b>Author:</b>	<b>Amy Biggs, Sport &amp; Recreation Development Officer</b>	
<b>Attachments:</b>	1. Sports Council Priority List - March 2021 - TO BE REVISED	

### **1. Purpose**

The purpose of the report is to have the Sports Council committee review the Sports Council Priority List and make amendments as necessary.

### **2. OFFICERS' RECOMMENDATION:**

That the committee:

- a. Review the Sports Council Priority List
- b. Make amendments to the list as necessary

### **3. Background**

The Sports Council Priority List has been developed and implemented by the Sports Council successfully for a long period of time. The list organises community sporting infrastructure projects in order of priority as deemed by the Sports Council and provides details of funding needed for the project and funding requested from the Sports Council Development Fund. The Development Fund has previously been the revenue collected from Sports Development Player Levies and intermittent funding provided by Council.

### **4. Discussion**

The Sports Council Priority List has not been updated since September 2020 when the last Sports Council meeting was held prior to the temporary suspension of committees during the Council review of committees.

The Sports Council are required to review the priority list during each meeting to ensure the status of projects are still current and that any Development Fund applications that are received between meetings can be assessed for inclusion on the Priority List and prioritised accordingly.

It also is important that projects are assessed for their suitability for grant funding opportunities as they arise, and that the Sports Council determine who will be responsible for submitting the grant funding applications and managing the projects.

### **5. Implications**

#### **5.1. Strategic and Policy Implications**

Reviewing and implementing the Sports Council Priority List links into the ARC Delivery Program 2018-2021 by supporting the characteristics of a strong council including robust community relationships, strong performance and outstanding service provision. The Priority list provides direct community input into the development and implementation of the Community Strategic Plan E3.3 through its contribution to ensuring that recreation facilities meet the on-going needs of the community.

#### **5.2. Risk**

There are currently no risks identified for the Sports Council reviewing and amending the Priority List as recommended.

### 5.3. Sustainability

The Sports Council Priority List model encourages sustainability by promoting more efficient and improved service delivery through collaboration between the sporting community and Council. The Sports Council acts as a direct connection between Council and the broader sporting community and enables Council to be aware of the needs and desires of the Sporting Community in a streamlined and organised fashion. This removes the need for Council to determine the sporting communities priorities based on council staffs assesment alone, and ensures that sporting infrastructure is prioritised and funded in line with community needs.

### 5.4. Financial

Budget Area:	Nil						
Funding Source:	Nil						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

The budgets for projects on the Sports Council Priority List are often made up of multiple funding sources including grant funding, sporting body contributions and requests for funding from the Sports Development Fund. The decision regarding the Sports Development Fund and quarantined player levies will impact the funding available for Sports Council Priority List Projects.

### 6. Consultation and Communication

The Sports Council Priority List is reviewed internally by Public and Town Spaces staff to ensure there is cohesion between the projects listed on the Priority List and projects within the Public and Town Spaces Forward Works Program and Asset Management Plans. This ensures that the priorities between the Sports Council and the Public and Town Spaces portfolio are aligned and that both council and the sporting community are working towards the same goals.

### 7. Conclusion

The Sports Council Priority List requires regular review by the Sports Council to ensure that the projects within the list continue to reflect the needs of the sporting community and that funding opportunities are identified for projects where appropriate.



## Armistead Regional Sports Council - Priority List - September 2020

R:\Engineering\Physical Amenities\Committees\Sports Council\PRIORITY LIST

MAJOR Projects over \$50,000											
Priority	Location	Project	Land owner	Estimated Total Cost	SC Funds Requested	SC Funds Allocated	Sporting Body Contribution	External funding required	Proposed Year	Comments	Responsible
#1	Sportsground	New indoor cricket venue - stage 3	Crown	?	?		?	Yes	2020/21	Application to be received	Cricket
#2	Moran Oval	Female change rooms/toilets & canteen/bar	Crown	\$210,000	?		?	Yes	2020/21	Application received	Rugby (Blues)
#3	Sportsground	Carpark Development - Stage 1	Crown	\$200,000	?		?	Yes	2020/21	Application to be received	Cricket/council
#4	Sportsground	Carpark Development - Stage 2	Crown	\$95,000	?		?	Yes	2021/22	Application to be received	Cricket/council
#5	Harris Park	Increase lighting to 200 lux	Council	?	?		NA	Yes	2021/22		Council
#6	Harris Park	Clubhouse renovation	Council	\$1,000,000	?		?	Yes	2021/22	Application to be received	Football/Athletics/Council
#7	Lynches Road netball courts	Court lighting	Crown	\$330,000	?		?	Yes	2022/23	Application submitted by ARC for \$350,000 in RSIF - outcome April 2021	ARC/Netball
#8	Guyra Lions Sporting Complex	Perimeter fencing	Crown	?	?		?	Yes	2022/23	Application to be received	Guyra Rugby League
#9	Multiple fields	Commissioning existing bores	Council/crown	\$270,000	?		NA	Yes	2022/23		Council
#10	TBA	Premier Standard Field	Unknown	\$1 million				Yes		Further investigation required	Football
#11	TBA	Synthetic Athletics Track	Unknown	\$2 Million				Yes		Further investigation required	Athletics
TOTAL						\$0					

MEDIUM Projects \$50,000 and under											
Priority	Location	Project	Land owner	Estimated Total Cost	SC Funds Requested	SC Funds Allocated	Sporting Body Contribution	External funding required	Proposed Year	Comments	Responsible
#1	Moran Oval	Refurbish turf wicket	Crown	\$25,000	?		?	Yes	2021/22	Application to be received	Cricket
#2	Lynches Road Netball Courts	Renovate grass courts	Crown	\$40,000	?		?	Yes	2022/23	Application to be received	Netball
#3	Guyra Lions Sporting Complex	Bore connection to field irrigation	Crown	?(council to determine)	?		?	Yes	2022/23	Application to be received	Guyra Rugby League
TOTAL						\$0					

MINOR Projects \$20,000 and under											
Priority	Location	Project	Land owner	Estimated Total Cost	SC Funds Requested	SC Funds Allocated	Sporting Body Contribution	External funding required	Proposed Year	Comments	Responsible
#1	Guyra Tennis Club	Improve security - doors and windows	Council	?	?		?		2020/21	Application to be received	Guyra Tennis/Council
#2	Rologas	Cricket Storage Shed	Crown	\$15,000					2020/21	Application received.	Cricket
#3	Lambert Park	Refurbish old toilet block	Council	\$20,000	?		NA		2021/22	Application to be received	Council
#4											
TOTAL						\$0					

Funded from 2019_20 budget	Estimated Total Cost	SC Funds Allocated									
Armistead Sportsground	Cricket indoor training facility	Crown			\$75,000				2019/20	Stages 1 & 2 completed	Cricket/Council
TOTAL					\$75,000						

Funded from 2018_19 budget	Estimated Total Cost	SC Funds Allocated									
Guyra Recreation Ground	Canteen Refurbishment Stage 1	Crown	\$32,000	\$32,000	\$32,000				2018/19	Project completed	Council/Football
Wicklow Fields (Southern side)	Installation of an Irrigation System	Council	\$33,000	\$33,000	\$33,000				2018/19	Project completed	Council/Cricket
TOTAL					\$65,000						

ARC CAPITAL - 2017/18											
Sportsground	Resurfacing playing field	Crown	\$135,000		COMPLETED				2017/18	Left over to be rolled over to new FY	Council
Harris Park	3 new light towers	ADC	\$260,000		\$70,000 CAPITAL CONTRIBUTION					Rolled over into 18/19 funds. \$190,000 grant received. Investigations continuing	Council
Elizabeth Park 2	Toilet Block		\$80,000		COMPLETED					TOTAL PROJECT COST - \$90,000	Council
Newling Oval	Irrigation	Crown	\$50,000		COMPLETED				2017/18	Complete	Council
Guyra Showground/Hall/Pool	Storage Shed (3 bay)	Crown/Council	\$45,000		NO ROLLOVER - MONEY GONE				2017/18	Unable to proceed	Council

External Grant Funding											
				Estimated Total Cost	SC Funds Allocated						
Moran Oval	Address Drainage issues			\$80,000	0					Grant Received from Adam Marshall, works completed	Rugby
Sportsground	New indoor cricket venue	Crown		\$260,000	\$75,000					Grant received for \$39,454, another grant submitted for \$110,000 TBA	Cricket
Harris Park	Lighting	Council		\$260,000	\$0					\$190,000 received in grant funding.	Council
TOTAL					\$75,000						

<b>Item:</b>	<b>7.2</b>	<b>Ref: AINT/2021/09993</b>
<b>Title:</b>	<b>Upcoming sporting events for the Armidale Region</b>	<b>Container:</b>
	<b>ARC16/0330</b>	
<b>Responsible Officer</b>	<b>Coordinator Public and Town Spaces</b>	
<b>Author:</b>	<b>Amy Biggs, Sport &amp; Recreation Development Officer</b>	
<b>Attachments:</b>	1. Upcoming Sports Events - Provided by Steve McMillan on 30 March 2021	

### 1. Purpose

The purpose of the report is to inform the committee of upcoming sporting events in the Armidale Region.

### 2. OFFICERS' RECOMMENDATION:

That the committee note and support the upcoming sporting events in the Armidale region.

### 3. Background

Steve McMillan, long term Sports Council committee member and former Chair of the Sports Council committee is the manager of the local radio station and has strong connections with the sporting community. Steve has compiled a list of upcoming events to inform the Sports Council of and continues to promote and encourage these events to be held in our region.

### 4. Discussion

Armidale is fortunate to host a variety of sporting events across all levels of competition, ranging from community level competition right through to world titles. There are many exciting events coming up in the next few months and throughout the year.

The Sports Council aims to support and encourage the development of all sporting events and competitions and to promote our local region for being one of significance in the sporting arena.

### 5. Implications

#### 5.1. Strategic and Policy Implications

Nil.

#### 5.2. Risk

Nil.

#### 5.3. Sustainability

Supporting and encouraging sporting events to be held in our region assists the broader community in a variety of ways. The economic benefit to the community with sporting events is astronomical, with sport estimated to bring in millions of dollars to the local community every year.

Ensuring that our community thrives and that sport is encouraged and supported in our region for years to come assists with supporting sustainability across the board.

#### 5.4. Financial

Budget	Nil.
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Area:							
Funding Source:	Nil.						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget

It is worth noting the large economic benefit to the community as a result of sporting events being held in our region. As mentioned under sustainability above, it is estimated that sport brings in millions of dollars to the community every year which is incredibly important for our local economy.

#### **6. Consultation and Communication**

The Sports Council are being informed of these sporting events, along with Steve promoting the events across the local radio networks.

#### **7. Conclusion**

Sport in our region is incredibly important for a variety of reasons. It is important that the Sports Council committee are aware of upcoming events and actively support, encourage and promote these events to ensure our region continues to prosper.

**UPCOMING ARMIDALE SPORTING EVENTS****PROVIDED BY STEVE MCMILLAN ON 30/03/2021**

- Easter Weekend Which is 1st to 4th April will see the Peel Valley Cutting at the Exhibition centre
- Stock Dog Challenge Wandsworth Guyra April 10<sup>th</sup> and 11<sup>th</sup>
- Back Track youth works Ebor Cattle dog trials, at Ebor sports ground April 9<sup>th</sup> 10<sup>th</sup> 11<sup>th</sup>
- Walcha is hosting the 2021 NSW Pony club sports events and campdraft this Easter weekend, at the Walcha Showground
- The Armidale Archery Club will host a 3 day Junior Archery event following the cancellation of the Australian Youth titles, Juniors will be in Armidale April 9th to 11th
- Special Olympics ten pin bowling and golf at Indoor Sport and Rec and golf club April 10th and 11<sup>th</sup>.
- New England Sporting Car Club are hosting a round of the State Motorkhana April 10th and 11th
- TAS primary rugby carnival 16th to 18 April
- The Clobber New England Yard Dog Championships and Cattle dog trials will be hosting the Australian championships, so the best dogs in the country will be here, at the Show ground from Thursday April 29th to Sunday May 2<sup>nd</sup>
- The Armidale Archery Club are powering, they have just been named to host the Australian field Archery titles from the 7th to 9th May.
- NSW under 15 boys hockey titles May 28th to 30<sup>th</sup>
- The Armidale Rally Sprint will be held around Echidna Gully May 29<sup>th</sup> - a round of the NSW rally sprint
- New England Junior rugby will host the NSW under 15, 16 and under 18 rugby titles, in Armidale 15th and 16th May
- NSW Country Rhythmic and Artistic titles 26th to 30th June
- Armidale Archery are hosting the NSW state titles in September
- TAS will have several GPS Schools visiting to play rugby during the winter
- The Duval Dam Busters trail run will be held Sunday September 19<sup>th</sup>
- The 2021 Spring Sports Festival, involved Football, Cricket and Hockey October long weekend.
- The WEMBO world Mountain Bike titles 24 hour Enduro at UNE early November