



## ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 13 December 2023  
4pm

at

Armidale Council Chambers

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## ORDINARY MEETING OF COUNCIL

Held on

Wednesday, 22 November 2023  
4pm

at

Armidale Council Chambers

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

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

MINUTES



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1. **CIVIC AFFIRMATION AND ACKNOWLEDGEMENT OF COUNTRY**  
 Cr Widders delivered the Civic Affirmation and Cr Redwood delivered the Acknowledgement of Country.
2. **STATEMENT IN RELATION TO LIVE STREAMING OF COUNCIL MEETINGS**  
 The General Manager delivered the statement.
3. **APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS**  
 Apology received from Councillor O'Brien.
4. **DISCLOSURES OF INTEREST**

Name	Item	Nature of Interest	Reason/Intended Action
Clr Widders	9.1	<input type="checkbox"/> Pecuniary  <input checked="" type="checkbox"/> Non Pecuniary – Significant Conflict  <input type="checkbox"/> Non Pecuniary – Non Significant Conflict	<b>Reason:</b> Working for the Office of Energy and Climate Change who have had input in the Project30  <b>Intended action:</b> Remain in the Chamber

5. **CONFIRMATION OF MINUTES**
- 5.1 **Minutes of Previous Meeting held 25 October 2023**

*Ref: AINT/2023/28951 (ARC16/0001-8)*

159/23

#### RESOLVED

That the Minutes of the Ordinary Council meeting held on 25 October 2023 be taken as read and accepted as a true record of the meeting.

Moved Cr Gaddes                      Seconded Cr Mephram

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

6. **MAYORAL MINUTE**  
 Nil

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## 7. REPORTS - GENERAL MANAGER'S OFFICE

### 7.1 Council Actions Report January 2022 - October 2023

*Ref: AINT/2023/28954 (ARC16/0001-8)*

160/23

#### RESOLVED

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

**Moved Cr Widders**

**Seconded Cr Redwood**

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

## 8. REPORTS - FINANCE

Nil

## 9. REPORTS - PLANNING AND ACTIVATION

### 9.1 Project Zero30 - Greenhouse Gas Account for Armidale Region

*Ref: AINT/2023/29185 (ARC19/3503)*

161/23

#### RESOLVED

That Council:

- a. note the report on the Armidale Regional Local Government Area (LGA) Greenhouse Gas Account from the Project Zero30 Board;
- b. workshop proposed actions to increase abatement within the Armidale Regional LGA;
- c. receive a further report at a future Ordinary Council Meeting proposing actions to increase the abatement within the Armidale Regional LGA.

**Moved Cr Redwood**

**Seconded Cr Galletly**

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

## 10. REPORTS - CORPORATE AND COMMUNITY

### 10.1 Code of Conduct Complaint Statistics

*Ref: AINT/2023/24955 (ARC23/6215)*

162/23

#### RESOLVED

That Council:

- a. Receive and note the annual Code of Conduct Statistics for reporting period 1 September 2022 – 31 August 2023.
- b. Submit the endorsed data to the Office of Local Government via the Office of Local Government online council portal before 31 December 2023.

**Moved Cr Galletly**

**Seconded Cr Gaddes**

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

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Councillor O'Connor joined the meeting at 4:16pm

#### 10.2 Customer Service Promise - Draft for Public Exhibition

*Ref: AINT/2023/28556 (ARC17/2008)*

163/23

#### RESOLVED

##### That Council:

- a. Endorse the Customer Service Promise for public exhibition for a period not less than 28 days; and
- b. Receive a further report at the conclusion of the exhibition period.

**Moved Cr Robinson**

**Seconded Cr Redwood**

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

#### 10.3 Review of ARIC Charter

*Ref: AINT/2023/29533 (ARC23/5778)*

164/23

#### RESOLVED

##### That Council

- a. Notes the changes made to the Charter as per the resolution of 25 October 2023 meeting of Council;
- b. Adopt the attached Terms of Reference for Council's Audit Risk and Improvement Committee; and
- c. Notes the recruitment of the ARIC members for the term commencing January 2024 will commence upon adoption of the Terms of Reference.

**Moved Cr Packham**

**Seconded Cr O'Connor**

**DIVISION** The result being:-

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

**AGAINST:** Cr J Galletly

**The Mayor declared the vote CARRIED.**

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## 11. REPORTS - ASSETS AND SERVICES

### 11.1 Fee Waive Request for the closure of Canambe Street

Ref: AINT/2023/27349 (ARC16/0168-8)

165/23

#### RESOLVED

Council facilitate the requested fee waiver via internal funding pools available for such requests.

**Moved Cr Galletly**

**Seconded Cr O'Connor**

DIVISION      The result being:-

FOR:            Crs S Coupland, P Gaddes, J Galletly, S McMichael, M O'Connor, T Redwood and D Robinson

AGAINST:      Crs S Mephram, P Packham and B Widders

**The Mayor declared the vote CARRIED.**

## 12. NOTICES OF MOTION

Nil

## 13. COMMITTEE REPORTS

NIL

## 14. QUESTIONS FOR WHICH NOTICE HAS BEEN GIVEN

Nil

There being no further business the Mayor declared the meeting closed at 4:30pm.

# ACTIONS TRACKING SUMMARY SHEET


Ordinary and Extraordinary Council Meetings 2022 - 2023



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

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

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# ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023




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

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Meeting Date	Report Title	Res #	Detail	Notes
				<p>Target date changed by Hoult, Melissa from 23 November 2022 to 16 December 2022 - Meeting to be scheduled with CFO after December OCM.</p> <p><b>14 Feb 2023 11:50am Hoult, Melissa - Target Date Revision</b></p> <p>Target date changed by Hoult, Melissa from 16 December 2022 to 16 June 2023 - Target date changed by Hoult, Melissa from 28 December 2022 to 23 June 2023 - Subject to the outcome of the special rate variation application to be determined by IPART, this matter may be able to be actioned in the 2023/24 financial year with the upgrade of financial systems.</p>
27/07/2022	Look Up! Make the State of our Planet BAU Pilot Program	145/22	<p><b>MOVED</b></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>Endorse the Leadership Principles and Climate Action Plan initiatives contained within the outcomes of the pilot program <i>"Look-Up! Make the State of our Planet BAU."</i></li> <li>Reaffirm Council's resolution on 25 September 2019 to commit to achieving the goals of Project Zero30.</li> <li>Request that the General Manager prepare an organisational plan to minimise our contribution to the global temperature rise and achieve Climate Active certification which will be reported back to Council with costings.</li> </ol>	<p>Bower, Jessica</p> <p><b>11 Aug 2022 11:55am Bower, Jessica</b></p> <p>Correspondence forwarded to Project Zero30 Board members advising councils resolution. GM advised a further report will be provided to Council in Sep/Oct 2022 relating to item C once it is fully scoped and resource commitment better understood.</p> <p><b>14 Sep 2022 3:10pm Bower, Jessica</b></p>

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

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Meeting Date	Report Title	Res #	Detail	Officer	Notes
					<p><b>13 Sep 2022 4:14pm Hoult, Melissa - Target Date Revision</b> Target date changed by Hoult, Melissa from 07 September 2022 to 23 November 2022 - A meeting will be scheduled with the new CFO towards the end of the year.</p> <p><b>14 Feb 2023 10:36am Hoult, Melissa - Target Date Revision</b> Target date changed by Hoult, Melissa from 23 November 2022 to 03 July 2023 - Subject to the outcome of the special rate variation application to be determined by IPART, this matter may be able to be actioned in the 2023/24 financial year. If the SRV is approved and the operational plan includes this as an action, staff can be deployed to work on a fix.</p>
26/10/2022	Endorsement to Engage a Public Process for a Road Reserve Closure	206/22	<p><b>RESOLVED</b></p> <p>That Council endorse the application:</p> <ul style="list-style-type: none"> <li>a. To undertake a public process for the purpose of a road reserve closure.</li> <li>b. Prepare the lands survey and application to the regional Crown Lands Office.</li> </ul>	Walsh, Annabelle	<p><b>17 Nov 2022 8:27am Boyce, Daniel</b> Scoping of project and procurement commencing.</p> <p><b>15 Mar 2023 11:15am Boyce, Daniel</b> Legal paperwork being drafted by Council lawyers.</p>


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


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Meeting Date	Report Title	Res #	Detail	Officer
			The Motion on being put to the vote was CARRIED unanimously.	
23/11/2022	Endorsement to Engage a Public Process for a Road Reserve Closure	232/22	<p><b>RESOLVED</b></p> <p>That Council endorse the application;</p> <ul style="list-style-type: none"> <li>a. To undertake a public process for the purpose of a road reserve closure.</li> <li>b. Prepare the lands survey and application to the regional Crown Lands Office.</li> <li>c. Post closure prepare a subdivision development application for a residential lot</li> </ul> <p><b>Moved Cr Redwood                      Seconded Cr Widders</b></p> <p>The Motion on being put to the vote was CARRIED unanimously.</p>	Walsh, Annabelle
				<p><b>15 Mar 2023 1:16pm Hoult, Melissa - Target Date Revision</b> Target date changed by Hoult, Melissa from 09 November 2022 to 30 April 2023 - Awaiting close of public exhibition.</p> <p><b>21 Jun 2023 11:04am Boyce, Daniel</b> Discussion held with OLG. Policy to be forwarded to OLG for endorsement.</p>
				<p><b>02 Dec 2022 11:21am Boyce, Daniel</b> Scoping of project and procurement commencing.</p> <p><b>15 Mar 2023 11:14am Boyce, Daniel</b> Legal paperwork being drafted by Council lawyers.</p> <p><b>15 Mar 2023 1:18pm Hoult, Melissa - Target Date Revision</b> Target date changed by Hoult, Melissa from 07 December 2022 to 30 April 2023 - Waiting on legal paperwork.</p> <p><b>19 Jun 2023 10:20am Boyce, Daniel - Reallocation</b> Action reassigned to Walsh, Annabelle by Boyce, Daniel</p> <p><b>21 Jun 2023 11:07am Boyce, Daniel</b></p>

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Meeting Date	Report Title	Res #	Detail	Officer
14/12/2022	Mayoral Minute: Water Security - Purchase of Oaky River Hydro Scheme as an Additional Water Source	246/22	<p><b>RESOLVED</b></p> <p>That Council;</p> <ol style="list-style-type: none"> <li>Note the "Commercial-in-Confidence" valuation report provided by The Stable Pty Ltd;</li> <li>Approve the purchase of the Oaky River Hydro Scheme for \$4,300,000.00 and classify the land as operational land;</li> <li>Place on public exhibition for 28 days, the proposal to classify all land acquired through the purchase as "operational land" in accordance with section 33 of the <i>Local Government Act 1993</i> at its time of acquisition;</li> <li>Note that any submissions as they relate to the classification of the land as 'operational land', will not impact the purchase by Council;</li> <li>Approve the release of \$4,500,000.00 from the Water Reserve to fund the purchase and cover legal fees and other asset acquisition activities; and</li> <li>Delegate authority to the General Manager to execute all documents in relation to the purchase</li> </ol> <p><b>Moved Cr Coupland                      Seconded Cr Redwood</b></p>	Manners, Alex

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# ACTIONS TRACKING SUMMARY SHEET

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

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<div> <div>ACTIONS TRACKING SUMMARY SHEET</div> <div>Ordinary and Extraordinary Council Meetings 2022 - 2023</div> </div>					
Meeting Date	Report Title	Res #	Detail	Officer	Notes
					<p><b>04 Dec 2023 4:01pm Manners, Alex</b> Essential Energy have been in correspondence with Council's Solicitor and due to land dealings currently being facilitated in relation to the Oaky Dam, The settlement is likely to occur in February 2024.</p> <p><b>04 Dec 2023 4:05pm Manners, Alex - Target Date Revision</b> Target date changed by Manners, Alex from 30 November 2023 to 01 March 2024 - Essential Energy have revised the settlement date due to unresolved land dealings.</p>
14/12/2022	Appointment of the NSW Electoral Commissioner to Administer Council's Elections	248/22	<p><b>RESOLVED</b></p> <p>That Council:</p> <ul style="list-style-type: none"> <li>a) pursuant to s. 296(2) and (3) of the <i>Local Government Act 1993</i> (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.</li> <li>b) pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council.</li> <li>c) pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.</li> </ul>	Schaefer, Darren	<p><b>13 Feb 2023 10:11am Schaefer, Darren</b> Cost estimate has been sent in readiness for formal contract execution closer to the election. With elections being held September 2024, this status will remain until approximately 6-8 months prior to the election where details are known and contracts can be formalised.</p> <p><b>15 Mar 2023 12:30pm Hoult, Melissa - Target Date Revision</b></p>

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<div> <div>ACTIONS TRACKING SUMMARY SHEET</div> <div>Ordinary and Extraordinary Council Meetings 2022 - 2023</div> </div> <div>  </div>				
Meeting Date	Report Title	Res #	Detail	Officer
			<p><b>Moved Cr McMichael                      Seconded Cr Robinson</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	
14/12/2022	Questions on Notice - Cr Robinson	259/22	<p><b>RESOLVED</b></p> <p>That Council note the response to the Question on Notice submitted by Cr Robinson.</p> <p><b>Moved Cr Robinson                      Seconded Cr McMichael</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Hoult, Melissa
				<p><b>14 Feb 2023 10:27am Hoult, Melissa - Target Date Revision</b></p> <p>Target date changed by Hoult, Melissa from 28 December 2022 to 29 February 2024 - Contract to be formalised in Feb 2024</p> <p>Target date changed by Hoult, Melissa from 28 December 2022 to 23 June 2023 - Subject to the outcome of the special rate variation application to be determined by IPART, this matter may be able to be actioned in the 2023/24 financial year. If the SRV is approved and the operational plan includes this as an action, staff can be deployed to work on a fix.</p>

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# ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023



## Jan 2023 – Dec 2023 Outstanding Actions

Meeting Date	Report Title	Res #	Detail	Officer	Notes
26/04/2023	Public Exhibition of Gates and Stock Grids on Public Roads Policy	34/23	<p><b>RESOLVED</b></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>Note the revised Policy POL087 – Gates and Stock Grids on Public Roads;</li> <li>Endorse the placement of revised Policy POL087 on public exhibition for 28 days;</li> <li>Run concurrent community engagement sessions in line with the public exhibition period, auspice by the Connected Region key pillar working group;</li> <li>Refer the outcomes of the public exhibition period and the community engagement sessions to the Connected Region key pillar working group and finalise the draft policy for determination by Council;</li> <li>Note, following that above, the implementation of the policy through the commencement of removal of obsolete grids and gates and the issue of new permits in accordance with the Roads Act (1993) following appropriate consultation with landholders.</li> </ol> <p><b>Moved Cr Gaddes                      Seconded Cr Packham</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Manners, Alex	<p><b>17 May 2023 4:38pm Hoult, Melissa - Target Date Revision</b> Target date changed by Hoult, Melissa from 10 May 2023 to 30 June 2023 - To be placed on public exhibition. Planning place to consult with Local Area Committees.</p> <p><b>20 Jun 2023 10:57am Manners, Alex</b> Policy has been on places on public exhibition for 28 days., Offer of support was provided to the Chair of the Connected Region key pillar working group (KPWG) on 2nd May., Three submissions have been received and passed on to the Chair of the KPWG., Report proposing adoption of the Policy has been prepared for Council for the June OCM., Pending outcome of the OCM, this item is likely to be completed by the target due date of 30 June 2023.</p> <p><b>30 Jun 2023 8:27am Manners, Alex</b></p>

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# ACTIONS TRACKING SUMMARY SHEET


Ordinary and Extraordinary Council Meetings 2022 - 2023



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

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ACTIONS TRACKING SUMMARY SHEET					
Ordinary and Extraordinary Council Meetings 2022 - 2023					
Meeting Date	Report Title	Res #	Detail	Officer	Notes
					<p>The Connected Region Key Pillar Working Group has conducted public consultation and requires additional time to finalise the Policy. It is predicted that the report will be provided to the October OCM</p> <p><b>19 Sep 2023 6:48am Manners, Alex - Target Date Revision</b> Target date changed by Manners, Alex from 30 September 2023 to 31 October 2023 - The Connected Region KPWG have requested additional time to finalise the policy</p> <p><b>18 Oct 2023 11:17am Hoult, Melissa</b> Policy has been placed on the website for public exhibition for a period of 28 days.</p> <p><b>04 Dec 2023 4:07pm Manners, Alex - Target Date Revision</b> Target date changed by Manners, Alex from 31 October 2023 to 31 December 2023 - The Connected Region Key Pillar Working Group has pushed back their response to the proposed policy until the December Ordinary Council meeting.</p>

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Meeting Date	Report Title	Res #	Detail	Officer
			<p>b. Forward the endorsed Planning Proposal to the <i>NSW Department of Planning and Environment</i> with a request for Gateway Determination and exhibit the proposal in accordance with that determination.</p> <p>c. Seek authorisation from the <i>NSW Department of Planning and Environment</i> for Council to be the local plan-making authority.</p> <p><b>Moved Cr Robinson                      Seconded Cr Redwood</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	
28/06/2023	Planning Agreement with Enerparc Australia Pty Ltd associated with the Tilbuster Solar Farm	75/23	<p><b>RESOLVED</b></p> <p>That Council:</p> <p>a. Agrees to publicly notify, for a minimum period of 28 days, the Planning Agreement (PA) between Council and the Developer of the Tilbuster Solar Farm which proposes that the Developer make the following contributions:</p> <p style="margin-left: 20px;">i. A lump sum payment of monetary contributions of \$1,529,000 for public purposes determined by Council; and</p> <p style="margin-left: 20px;">ii. Provision of funding for community engagement process to co-design the benefit sharing strategy for the Community Benefit Fund.</p> <p>b. The General Manager is authorised to do all things necessary to arrange the public notification of the PA.</p> <p>c. Following the public exhibition period, a report be presented to Council for further consideration, if any submissions are received.</p> <p>d. Council agrees to enter into the PA if no submissions are received during the public exhibition period, without any further report to Council being required, and the Council delegates to the General Manager the authority to execute all</p>	Boyce, Daniel
				<p><b>19 Sep 2023 7:19pm Boyce, Daniel</b> Consultation in accordance with Gateway Determination concludes 20 September 2023.</p> <p><b>06 Dec 2023 11:46am Boyce, Daniel</b> Date Planning Proposal returned to Department for assessment and drafting of LEP, 3 December 2023.</p>
				<p><b>17 Jul 2023 4:09pm Boyce, Daniel</b> VPA on public exhibition closing 26 July 2023.</p> <p><b>15 Aug 2023 8:10pm Boyce, Daniel</b> No submissions received during exhibition. Requested original version of Planning Agreement document from the proponent so that the General Manager can execute.</p> <p><b>19 Sep 2023 7:19pm Boyce, Daniel</b> Planning agreement executed on behalf of ARC.</p>

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# ACTIONS TRACKING SUMMARY SHEET


Ordinary and Extraordinary Council Meetings 2022 - 2023



Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<ul style="list-style-type: none"> <li>• Tri Tech Security Armidale</li> <li>• M J Straub PTY LTD – T/A First Flush Plumbing and Gas</li> <li>• Flick Anticimex Pty Ltd</li> <li>• Rentokil Initial Pty Ltd</li> <li>• Bri Ant Pest Control</li> <li>• Statewide Pest Solutions &amp; Bird Netting Pty Ltd</li> <li>• AS and IJ Sole T/a Sustainable Plant Design</li> <li>• Dynamic Fire</li> <li>• Lockman Doors and Glass</li> <li>• Love Paint Pty Ltd</li> <li>• EnviroScience Solutions</li> <li>• Hazchek Pty Ltd</li> <li>• Rice Construction Group Pty Ltd</li> <li>• Sunwest Constructions Pty Ltd</li> <li>• Chill-Rite Refrigeration &amp; Air Conditioning</li> <li>• Armidale Air Conditioning Pty Ltd</li> <li>• Faircloth &amp; Reynolds</li> </ul> <p>b. Perform a Public Tender refreshment/on boarding process in 12 months and/or as specified to consider other entrants in the market for Council's</p>		


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<div> <div>ACTIONS TRACKING SUMMARY SHEET</div> <div>Ordinary and Extraordinary Council Meetings 2022 - 2023</div> </div>					
Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p>Building Trades Panel of Pre-qualified Contractors based on terms and conditions, quality, resources, rates and services as tendered and;</p> <p>c. Delegate authority to the General Manager to execute all documents in relation to the Contract and to delegate contract and financial management including authority required to extend this arrangement under the terms and conditions of the tender documentation.</p> <p><b>Moved Cr O'Brien                      Seconded Cr Packham</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>		
23/08/2023	Finalisation of Planning Proposal for 57 Newton Street Armidale	110/23	<p><b>RESOLVED</b></p> <p>That Council:</p> <p>a. Endorse the Planning Proposal to amend the <i>Armidale Regional Local Environmental Plan 2012</i>, to regularise the permissibility of the light industry land uses that have historically and continually been carried out at 57 Newton, Armidale (Lot 4 DP 546075).</p> <p>b. Exercise the functions of the local plan-making authority under section 3.36(2) of the EP&amp;A Act to make the Local Environmental Plan.</p> <p>c. Authorise the General Manager to sign all relevant documentation on behalf of Council in exercising the functions of the local plan-making authority.</p> <p><b>Moved Cr Galletly                      Seconded Cr McMichael</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Boyce, Daniel	<b>06 Dec 2023 11:41am Boyce, Daniel</b> LEP amendment finalised on 10 November 2023.


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<div> <div>ACTIONS TRACKING SUMMARY SHEET</div> <div>Ordinary and Extraordinary Council Meetings 2022 - 2023</div> </div>					
Meeting Date	Report Title	Res #	Detail	Officer	Notes
27/09/2023	Welcome Signage	117/23	<p>Cr Dorothy Robinson left the meeting, the time being 04:25 PM</p> <p><b>RESOLVED</b></p> <p>After Community consultations stemming from the earlier motion at the June OCM, that Council erect signs at all main road Armidale city limit entrances stating “Welcome to the Ancestral Home of the Anaiwan people”, and that this will be the first step in further consultations in acknowledging the traditional custodians in other villages and/or the Armidale Regional Council boundaries. In addition, when Council events are held within the Armidale city limits that it be acknowledged as being held on Anaiwan land.</p> <p><b>Moved Cr Widders                      Seconded Cr O'Brien</b></p> <p><i>DIVISION              The result being:-</i></p> <p><i>FOR:                      Crs S Coupland, P Gaddes, J Galletly, S McMichael, S Mephram, D O'Brien, P Packham, T Redwood and B Widders</i></p> <p><i>AGAINST:              Nil</i></p> <p><i>ABSTAINED              Cr D Robinson</i></p> <p><b>The Motion on being put to the vote was CARRIED.</b></p> <p>Cr Dorothy Robinson returned to the meeting, the time being 04:26 PM</p>	Schaefer, Darren	<p><b>06 Oct 2023 11:32am Hoult, Melissa - Reallocation</b> Action reassigned to Boyce, Daniel by Hoult, Melissa</p> <p><b>06 Dec 2023 10:35am Hoult, Melissa - Reallocation</b> Action reassigned to Schaefer, Darren by Hoult, Melissa</p>


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<div> <div>ACTIONS TRACKING SUMMARY SHEET</div> <div>Ordinary and Extraordinary Council Meetings 2022 - 2023</div> </div>					
Meeting Date	Report Title	Res #	Detail	Officer	Notes
27/09/2023	Public Exhibition of Draft Ecologically Sustainable Development (ESD) Policy	122/23	<p><b>RESOLVED</b></p> <p>That Council:</p> <ul style="list-style-type: none"> <li>a. Endorse public exhibition of the Draft Ecologically Sustainable Development Policy for a period of 28 days.</li> <li>b. Receive a further report following the public exhibition period.</li> </ul> <p><b>Moved Cr Robinson                      Seconded Cr McMichael</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Dick, Jesse	<p><b>18 Oct 2023 11:19am Hoult, Melissa - Target Date Revision</b> Target date changed by Hoult, Melissa from 11 October 2023 to 30 November 2023 - Policy has been placed on the website for public exhibition for a period of 28 days.</p> <p><b>06 Dec 2023 11:39am Boyce, Daniel</b> Public exhibition to Monday 6 November 2023. Submission received. Report of Council in February or March 2024.</p>
27/09/2023	New England Future Fund	123/23	<p><b>RESOLVED</b></p> <p>That Council:</p> <ul style="list-style-type: none"> <li>a. Endorse in principle, the concept of a "Future Fund" governed by a Board of Guardians and a Community Benefit Panel to be established to manage, invest and distribute contributions from renewable energy planning agreements.</li> <li>b. Endorse approaching the Minister for Local Government seeking alternative investment options (outside Investment Order) which may include investing in real property and community energy projects in Armidale Local Government Area.</li> <li>c. Receive a further report on the progress of pursuing the above within 3 months.</li> </ul> <p><b>Moved Cr Gaddes                      Seconded Cr O'Brien</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Boyce, Daniel	<p><b>06 Dec 2023 11:35am Boyce, Daniel</b> Appointed legal advisor to develop structure of Future Fund.</p>


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<div> <div>ACTIONS TRACKING SUMMARY SHEET</div> <div>Ordinary and Extraordinary Council Meetings 2022 - 2023</div> </div>					
Meeting Date	Report Title	Res #	Detail	Officer	Notes
27/09/2023	Review of ARIC Charter	126/23	<b>RESOLVED</b> That Council defers this matter to the October OCM and a workshop with all councillors be held within two weeks to discuss the ARIC Charter  <b>Moved Cr Packham                      Seconded Cr Robinson</b>  <b>The Motion on being put to the vote was CARRIED unanimously.</b>	Mooketsi, Simone	
25/10/2023	Mayoral Minute: Water Restrictions	138/23	<b>MOTION</b> That Council; a. move to Level 1 Water Restrictions when total dam storage is 90%; b. move to Level 2 Water Restrictions when total dam storage is 80%; c. investigate a subsidised rainwater tank program.  <b>Moved Cr Coupland                      Seconded Cr Galletly</b>  <b>Amendment</b> That Council;	Manners, Alex	<b>06 Dec 2023 9:31am Hoult, Melissa - Reallocation</b> Action reassigned to Manners, Alex by Hoult, Melissa  <b>06 Dec 2023 11:18am Hoult, Melissa - Target Date Revision</b> Target date changed by Hoult, Melissa from 08 November 2023 to 29 February 2024 - The Drought Management Plan changes have been incorporated and published on Council's website. Council staff have made contact with Tamworth Regional Council who are currently running a rebate scheme for tanks and are working on a similar implementation.

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Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p>a. move to Level 1 Water Restrictions when total dam storage is 90%;</p> <p>b. move to Level 2 Water Restrictions when total dam storage is 80%;</p> <p>c. investigate a subsidised rainwater tank program, and other ways to improve water efficiency.</p> <p><b>Moved Cr Robinson                      Seconded Cr O'Connor</b></p> <p><b>DIVISION</b>            The result being:-</p> <p><b>FOR:</b>                      Crs S McMichael, D O'Brien, M O'Connor, D Robinson and B Widders</p> <p><b>AGAINST:</b>            Crs S Coupland, P Gaddes, J Galletly, S Mephram, P Packham and T Redwood</p> <p><b>The Mayor declared the Amendment LOST.</b></p> <p><b>RESOLVED</b></p> <p>That Council;</p> <p>a. move to Level 1 Water Restrictions when total dam storage is 90%;</p> <p>b. move to Level 2 Water Restrictions when total dam storage is 80%;</p> <p>c. investigate a subsidised rainwater tank program.</p> <p><b>Moved Cr Robinson                      Seconded Cr O'Connor</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>		

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# ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023



Meeting Date	Report Title	Res #	Detail	Officer	Notes
25/10/2023	Adoption of Renewable Energy Benefit Sharing Framework	141/23	<p><b>RESOLVED</b></p> <p>That Council:</p> <ul style="list-style-type: none"> <li>a. Adopt the Renewable Energy Benefit Sharing Framework;</li> <li>b. Review the Renewable Energy Benefit Sharing Framework within one year of adoption.</li> </ul> <p><b>Moved Cr Redwood                      Seconded Cr Robinson</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Boyce, Daniel	<b>06 Dec 2023 11:30am Boyce, Daniel</b> Adopted.
25/10/2023	Keeping of Animals Policy (Urban Areas)	142/23	<p><b>RESOLVED</b></p> <p>That Council:</p> <ul style="list-style-type: none"> <li>a. Endorse the draft Keeping of Animals Policy (Urban Areas) for public exhibition for no less than 28 days.</li> <li>b. Receive a further report should any submissions be received as a result of the exhibition period, however should no submissions be received, endorse the policy be adopted.</li> </ul> <p><b>Moved Cr Robinson                      Seconded Cr Redwood</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Mickerts, Rick	<p><b>06 Dec 2023 10:51am Hoult, Melissa - Target Date Revision</b> Target date changed by Hoult, Melissa from 08 November 2023 to 28 February 2024 - Public exhibition of policy closed 4 December 2023. Report to go to February 2024 OCM.</p> <p><b>06 Dec 2023 11:29am Boyce, Daniel</b> Exhibited to 5pm Monday 4 December 2023. No submissions.</p>

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# ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023



Meeting Date	Report Title	Res #	Detail	Officer	Notes
25/10/2023	Finalisation of Planning Proposal for Schedule 5 Environmental Heritage Housekeeping Amendments	143/23	<p><b>RESOLVED</b></p> <p>That Council:</p> <ul style="list-style-type: none"> <li>a. Endorse the Planning Proposal to undertake housekeeping amendments to Schedule 5 – Environmental Heritage and the associated Heritage Maps of the <i>Armidale Regional Local Environmental Plan 2012</i> to correct minor errors and mis-descriptions.</li> <li>b. Exercise the functions of the local plan-making authority under section 3.36(2) of the EP&amp;A Act to make the Local Environmental Plan.</li> <li>c. Authorise the General Manager to sign all relevant documentation on behalf of Council in exercising the functions of the local plan-making authority.</li> </ul> <p><b>Moved Cr Robinson                      Seconded Cr McMichael</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Dick, Jesse	<p><b>04 Dec 2023 9:36am Boyce, Daniel - Reallocation</b> Action reassigned to Dick, Jesse by Boyce, Daniel</p> <p><b>06 Dec 2023 11:28am Boyce, Daniel</b> Package sent to DPE.</p>
25/10/2023	Government Information Public Access Act (GIPA) Annual Report 22-23	145/23	<p><b>RESOLVED</b></p> <p>That Council:</p> <ul style="list-style-type: none"> <li>a. Endorse the attached GIPA Annual Report for 2022/2023 financial year.</li> <li>b. Submit Armidale Regional Council's 2022/2023 Annual GIPA Report to the Information and Privacy Commissioner as required by legislation.</li> </ul> <p><b>Moved Cr Robinson                      Seconded Cr Gaddes</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Schaefer, Darren	


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# ACTIONS TRACKING SUMMARY SHEET


Ordinary and Extraordinary Council Meetings 2022 - 2023



Meeting Date	Report Title	Res #	Detail	Officer	Notes
25/10/2023	Council's Success in the Statewide Risk Management Awards	146/23	<p><b>RESOLVED</b></p> <p>That Council note Armidale Regional Council won the Category Winner: Strategic and Enterprise Risk - Rural, Regional and County Councils and Overall Winner: Rural, Regional and County Councils at the Risk Management Excellence Awards for NSW.</p> <p><b>Moved Cr O'Brien                      Seconded Cr Robinson</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Schaefer, Darren	
25/10/2023	Public Interest Disclosure Policy	147/23	<p><b>RESOLVED</b></p> <p>That Council:</p> <ul style="list-style-type: none"> <li>a. Note the responsibilities incumbent upon Council resultant from the commencement of the <i>Public Interest Disclosure Act 2022</i> on 1 October 2023.</li> <li>b. Endorse public exhibition of the draft Public Interest Disclosure Policy for a period of 28 days.</li> <li>c. Authorise the General Manager to make administrative amendments when appropriate for currency, specifically in relation to names of personnel, positions and responsibilities therein.</li> </ul> <p><b>Moved Cr Redwood                      Seconded Cr O'Brien</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Schaefer, Darren	
25/10/2023	Review of ARIC Charter	148/23	<p><b>RESOLVED</b></p> <p>That Council:</p> <ul style="list-style-type: none"> <li>a. Refer the Terms of Reference back to Council staff for revision to allow for a non-voting Councillor member.</li> </ul>	Schaefer, Darren	


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Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<ul style="list-style-type: none"> <li>b. That the new Terms of Reference be based on the model terms from the Office of Local Government and customise these to allow for the option of a non-voting Councillor member.</li> <li>c. That revised Terms of Reference be brought to the November Ordinary Council Meeting for review and consideration.</li> </ul> <p><b>Moved Cr Packham                      Seconded Cr Redwood</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>		
22/11/2023	Code of Conduct Complaint Statistics	162/23	<p><b>RESOLVED</b></p> <p>That Council:</p> <ul style="list-style-type: none"> <li>a. Receive and note the annual Code of Conduct Statistics for reporting period 1 September 2022 – 31 August 2023.</li> <li>b. Submit the endorsed data to the Office of Local Government via the Office of Local Government online council portal before 31 December 2023.</li> </ul> <p><b>Moved Cr Galletly                      Seconded Cr Gaddes</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Schaefer, Darren	
22/11/2023	Customer Service Promise - Draft for Public Exhibition	163/23	<p><b>RESOLVED</b></p> <p><b>That Council:</b></p> <ul style="list-style-type: none"> <li>a. Endorse the Customer Service Promise for public exhibition for a period not less than 28 days; and</li> <li>b. Receive a further report at the conclusion of the exhibition period.</li> </ul>	Schaefer, Darren	


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Meeting Date	Report Title	Res #	Detail	Officer
			<b>Moved Cr Robinson                      Seconded Cr Redwood</b>  <b>The Motion on being put to the vote was CARRIED unanimously.</b>	
22/11/2023	Review of ARIC Charter	164/23	<b>RESOLVED</b> That Council <ul style="list-style-type: none"> <li>a. Notes the changes made to the Charter as per the resolution of 25 October 2023 meeting of Council;</li> <li>b. Adopt the attached Terms of Reference for Council's Audit Risk and Improvement Committee; and</li> <li>c. Notes the recruitment of the ARIC members for the term commencing January 2024 will commence upon adoption of the Terms of Reference.</li> </ul> <b>Moved Cr Packham                      Seconded Cr O'Connor</b>  DIVISION      The result being:-  FOR:              Crs S Coupland, P Gaddes, S McMichael, S Mephram, M O'Connor, P Packham, T Redwood, D Robinson and B Widders  AGAINST:      Cr J Galletly  <b>The Mayor declared the vote CARRIED.</b>	Schaefer, Darren
22/11/2023	Fee Waive Request for the closure of Canambe Street	165/23	<b>RESOLVED</b>	Bower, Tom

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Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p>Council facilitate the requested fee waiver via internal funding pools available for such requests.</p> <p><b>Moved Cr Galletly                      Seconded Cr O'Connor</b></p> <p>DIVISION      The result being:-</p> <p>FOR:              Crs S Coupland, P Gaddes, J Galletly, S McMichael, M O'Connor, T Redwood and D Robinson</p> <p>AGAINST:      Crs S Mephram, P Packham and B Widders</p> <p><b>The Mayor declared the vote CARRIED.</b></p>		<p>Action reassigned to Bower, Tom by Ackling, Belinda - Hi Tom</p> <p><b>06 Dec 2023 12:33pm Boyce, Daniel</b></p> <p>Council staff investigating available funds available.</p>

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# ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023




Actions completed in the last month.

Meeting Date	Report Title	Res #	Detail	Officer	Notes
22/03/2023	Planning Proposal for 57 Newton Street, Armidale	18/23	<p><b>RESOLVED</b></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>Endorse the Planning Proposal to amend the <i>Armidale Regional Local Environmental Plan</i> to regularise the permissibility of the light industry land uses that have historically and continually been carried out at 57 Newton Street, Armidale (Lot 4 DP 546075).</li> <li>Forward the endorsed Planning Proposal to the Department of Planning and Environment with a request for Gateway Determination and exhibit the proposal in accordance with that determination.</li> <li>Seek authorisation from the Department of Planning and Environment to be the local plan-making authority.</li> </ol> <p><b>Moved Cr Packham                      Seconded Cr Redwood</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Boyce, Daniel	<p><b>19 Apr 2023 10:34am Boyce, Daniel</b> Planning Proposal lodged with NSW Department of Planning and Environment for Gateway Determination. Gateway Determination received 19.4.23.</p> <p><b>17 May 2023 11:57am Boyce, Daniel</b> PP on exhibition. Submissions close 25 May 2023.</p> <p><b>21 Jun 2023 11:02am Boyce, Daniel</b> Public exhibition completed. No submission received. Report back to Council for adoption being drafted once mapping completed.</p> <p><b>21 Jun 2023 2:36pm Hoult, Melissa - Target Date Revision</b> Target date changed by Hoult, Melissa from 05 April 2023 to 31 August 2023</p> <p><b>15 Aug 2023 8:09pm Boyce, Daniel</b> Report recommending finalisation of the PP on agenda for August 2023 OCM.</p> <p><b>28 Nov 2023 12:19pm Boyce, Daniel - Completion</b></p>

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Meeting Date	Report Title	Res #	Detail	Officer
26/04/2023	Establishment of Leash-Free Areas in Guyra	30/23	<p><b>RESOLVED</b></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>Note the submissions received regarding the two (2) proposed leash-free areas for Guyra.</li> <li>Endorse Lot 701 DP 94244 (South Guyra Park, Sandon Street South Guyra) as a leash-free area.</li> <li>Receive a further report on the need for a second leash-free area in Guyra, including Lot 7002 DP 94125 (Holts Park, Balblair Street, Guyra), once Lot 701 DP 94244 has been established and has been accessible to the public for a minimum of 12 months.</li> </ol> <p><b>Moved Cr Mepham                      Seconded Cr O'Connor</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	<p>Mickerts, Rick</p>
				<p>Action completed by Boyce, Daniel - Finalisation reported to Aug 2023 OCM.</p> <p><b>17 May 2023 11:58am Boyce, Daniel - Reallocation</b> Action reassigned to Chetcuti, Ian by Boyce, Daniel</p> <p><b>17 May 2023 4:23pm Hoult, Melissa - Target Date Revision</b> Target date changed by Hoult, Melissa from 10 May 2023 to 30 June 2023 - Media release published last week. Design stage is underway with some works to commence by the end of the 2023 financial year.</p> <p><b>30 May 2023 10:43am Boyce, Daniel</b> Obtaining quotes for fencing.</p> <p><b>21 Jun 2023 11:01am Boyce, Daniel</b> Fence quotes exceed budget. Project scope review under way.</p> <p><b>21 Jun 2023 2:37pm Hoult, Melissa - Target Date Revision</b> Target date changed by Hoult, Melissa from 30 June 2023 to 31 July 2023</p> <p><b>21 Jun 2023 2:38pm Hoult, Melissa - Reallocation</b></p>

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**ARMIDALE**  
Regional Council


## Ordinary and Extraordinary Council Meetings 2022 - 2023

Meeting Date	Report Title	Res #	Detail	Officer	Notes
					Action reassigned to Mickerts, Rick by Hoult, Melissa <b>18 Jul 2023 6:57pm Boyce, Daniel</b> Revised quotes received. Scope to be further reviewed. <b>16 Aug 2023 7:46pm Boyce, Daniel</b> Works commenced on fencing. <b>06 Dec 2023 10:30am Mickerts, Rick - Completion</b> Action completed by Hoult, Melissa - Fence has been completed.
24/05/2023	Armidale Regional Council acknowledges that Armidale Regional Council sits on the lands of the Anaiwan, Banbai and Dunghutti People.		<p><b>MOTION</b></p> <p>I hereby give notice of my intention to move the following motion at the Ordinary Council to be held on 24 May 2023.</p> <p>That Armidale Regional Council erect signs at the council boundaries acknowledging that Armidale Regional Council sits on the lands of the Anaiwan, Banbai and Dunghutti people, based on all credible available evidence, noting that if a Native Title determination is made, for example with the current Gomeroi land claim still under determination, that the signs be changed to reflect any and all determinations.</p> <p><b>Moved Cr Widders                      Seconded Cr Packham</b></p> <p><b>CR COUPLAND FORESHADOWED A MOTION</b></p> <p><b>DIVISION              The result being:-</b></p> <p><b>FOR:                      Cr B Widders</b></p>	Schaefer, Darren	<p><b>21 Jun 2023 2:15pm Hoult, Melissa</b> Councillors have met to workshop next steps with regard to appropriate wording to appear on entry signs bordering the Armidale Regional Council area. Work in progress. <b>21 Jun 2023 2:17pm Hoult, Melissa - Target Date Revision</b> Target date changed by Hoult, Melissa from 07 June 2023 to 31 August 2023 <b>06 Dec 2023 9:16am Hoult, Melissa - Reallocation</b> Action reassigned to Schaefer, Darren by Hoult, Melissa</p>

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Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p><b>AGAINST:</b> Crs S Coupland, P Gaddes, J Galletly, S McMichael, S Mephram, D O'Brien, M O'Connor, P Packham, T Redwood and D Robinson</p> <p><b>The Chair declared the Motion LOST.</b></p> <p><b>FORESHADOWED MOTION</b></p> <p>Armidale Regional Council to erect signs on or within the LGA boundary that acknowledge the traditional custodians. Consultation with the community is to be undertaken to determine appropriate wording.</p> <p><b>Moved Cr Coupland                      Seconded Cr O'Brien</b></p> <p><b>DIVISION</b>                      The result being:-</p> <p><b>FOR:</b> Crs S Coupland, P Gaddes, J Galletly, S McMichael, S Mephram, D O'Brien, M O'Connor, P Packham, T Redwood and D Robinson</p> <p><b>AGAINST:</b> Cr B Widders</p> <p><b>The Foreshadowed Motion on being put to the vote was CARRIED</b></p>		<p><b>06 Dec 2023 10:23am Schaefer, Darren - Completion</b> Action completed by Hoult, Melissa - No action required.</p>


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Meeting Date	Report Title	Res #	Detail	Officer
			<p><b>RESOLVED</b></p> <p>Armidale Regional Council to erect signs on or within the LGA boundary that acknowledge the traditional custodians. Consultation with the community is to be undertaken to determine appropriate wording.</p> <p><b>Moved Cr Coupland      Seconded Cr O'Brien</b></p> <p><b>The Motion on being put to the vote was CARRIED</b></p>	
26/07/2023	Business Ethics Policy	94/23	<p><b>RESOLVED</b></p> <p><b>That Council:</b></p> <ul style="list-style-type: none"> <li>a. That council endorse the Statement of Business Ethics Policy (attached) to be placed on public exhibition for a period of 28 days commencing Monday 31 July 2023 and concluding 28 August 2023.</li> <li>b. Receive a further report should any submissions be received as a result of the exhibition period, however should no submissions be received the policy be adopted.</li> <li>c. Table the report at the next meeting of the Audit, Risk and Improvement Committee for information.</li> </ul> <p><b>Moved Cr McMichael      Seconded Cr O'Connor</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Schaefer, Darren
26/07/2023	Legislation Compliance Policy	95/23	<p><b>RESOLVED</b></p> <p><b>That Council:</b></p>	Schaefer, Darren

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Meeting Date	Report Title	Res #	Detail	Officer
			<p>a. Endorse the Legislative Compliance Policy (attached) to be placed on public exhibition for a period of 28 days commencing Monday 31 July 2023 and concluding 28 August 2023.</p> <p>b. Receive a further report should any submissions be received as a result of the exhibition period, however should no submissions be received the policy be adopted.</p> <p>c. Subject to adoption, refer the Policy to the Audit, Risk and Improvement Committee for information.</p> <p><b>Moved Cr McMichael                      Seconded Cr O'Connor</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	
23/08/2023	Draft Renewable Energy Community Benefit Framework	109/23	<p><b>RESOLVED</b></p> <p>That Council:</p> <p>a. Endorse the Draft Renewable Energy Community Benefit Framework for public exhibition for a period of not less than 28 days.</p> <p>b. Receive a further report once the submission period closes to consider any submissions received.</p> <p><b>Moved Cr Gaddes                      Seconded Cr Robinson</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Boyce, Daniel
				<p><b>19 Sep 2023 7:16pm Boyce, Daniel</b></p> <p>Consultation concludes 25 September 2023</p> <p><b>28 Nov 2023 12:19pm Boyce, Daniel - Completion</b></p> <p>Action completed by Boyce, Daniel - Adoption reported to Oct 2023 OCM.</p>

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# ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023



Meeting Date	Report Title	Res #	Detail	Officer	Notes
27/09/2023	Election of the Mayor and Deputy Mayor		<p><b>OFFICERS' RECOMMENDATION:</b></p> <p>That Council:</p> <ol style="list-style-type: none"> <li>Determine the method of voting for the election of the Mayor for the period of 23 September 2023 to 14 September 2024 proceed by open voting by way of show of hands;</li> <li>Resolve that should there be more than one Mayoral candidate, each Mayoral candidate is provided the opportunity to speak to their nomination for five minutes with the order of speakers to be based on the order in which the nominations were received;</li> <li>Determine the method of voting for the election of the Deputy Mayor for the period of 23 September 2023 to 14 September 2024 proceed by open voting by way of show of hands;</li> <li>Resolve that should there be more than one Deputy Mayoral candidate, each Deputy Mayoral candidate is provided the opportunity to speak to their nomination for five minutes with the order of speakers to be based on the order in which the nominations were received.</li> </ol> <p>The Acting General Manager, acting as Returning Officer, called for nominations for the office of Mayor for the term through to 14 September 2024. One nomination was received, that of Cr Coupland.</p> <p>The Returning Officer declared Cr Coupland elected as the Mayor, unopposed, for the term through to 14 September 2024.</p> <p>The General Manager, acting as Returning Officer, called for nominations for the office of Deputy Mayor for the term through to 14 September 2024. One nomination was received, that of Cr Redwood.</p>	Drew, Stacey	<p><b>06 Dec 2023 11:26am Drew, Stacey - Completion</b></p> <p>Action completed by Hoult, Melissa - Mayor Sam Coupland and Deputy Mayor Todd Redwood re-elected unopposed.</p>

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# ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023




Meeting Date	Report Title	Res #	Detail	Officer	Notes
25/10/2023	Gazettal Of Roads For Utility Installation	151/23	<p><b>RESOLVED</b></p> <p>That Council:</p> <ul style="list-style-type: none"> <li>a. Endorse for the following Crown Road Reserves to be transferred to Council: <ul style="list-style-type: none"> <li>i. Ollera Street Guyra – Oban Street to Robinsons Lane;</li> <li>ii. Robinsons Lane Guyra – Ollera Street to Baldersleigh Road;</li> <li>iii. Baldersleigh Road Guyra – Robinson Lane to Charles Lane;</li> <li>iv. Ross Street Armidale – Braun St to Spring Hill Lane; and</li> </ul> </li> <li>b. Delegate to the General Manager the authority to execute all documents and actions necessary to complete the transfer.</li> </ul> <p><b>Moved Cr McMichael                      Seconded Cr Redwood</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Wilson, Mark	<p><b>05 Dec 2023 8:01am Wilson, Mark - Completion</b></p> <p>Action completed by Wilson, Mark - Engagement with Crown to resolve gazettal work underway. Processes will be followed through to complete.</p>
25/10/2023	Update - Gates and Stock Grids on Public Roads POL087	152/23	<p><b>RESOLVED</b></p> <p>That Council:</p> <ul style="list-style-type: none"> <li>a. Note the update report; and</li> <li>b. Note that the Connected Region Key Pillar Working Group requested that Policy POL087 - Gates and Stock Grids on Public Roads be deferred to the November 2023 Ordinary Council Meeting.</li> </ul> <p><b>Moved Cr O'Connor                      Seconded Cr Redwood</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Manners, Alex	<p><b>04 Dec 2023 4:11pm Manners, Alex - Completion</b></p> <p>Action completed by Manners, Alex - The report was an update only - the policy has been referred to the December Ordinary Council meeting following the submission from the Connected Region Key Pillar Working Group.</p>

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ACTIONS TRACKING SUMMARY SHEET					
Ordinary and Extraordinary Council Meetings 2022 - 2023					
Meeting Date	Report Title	Res #	Detail	Officer	Notes
25/10/2023	Traffic Advisory Committee - Minutes of meeting held 3 October 2023	154/23	<p><b>RESOLVED</b></p> <p>That in relation to the report "Armidale Regional Council Traffic Advisory Committee Minutes – 3 October 2023", that Council;</p> <ul style="list-style-type: none"> <li>a) Endorse the temporary road closures of Dangar Street and Faulkner Street Armidale between Rusden and Moore Street, along with the East and West Beardy Street Mall from Marsh to Jessie Street, for the 'Christmas in the Mall 2023' celebrations, Thursday 30 November 2023;</li> <li>b) Endorse the road closure of Bradley Street between McKenzie Street and the Police station, Guyra for the purpose of conducting the Remembrance Day service and opening of Mandala Garden and Remembrance Park 11 November 23;</li> <li>c) Endorse the Special Event Transport Management Plan for the Guyra Christmas Carnival 2023 and associated road closures of Bradley Street between Mackenzie Street and Ollera Street, Guyra between 3pm and 10pm on Friday 1 December 2023;</li> <li>d) Endorse the changes to the pedestrian crossings in Rusden Street Armidale outside the Civic Administration Building and on Trevena Road Armidale (UNE), to become raised flat top hump crossings; and</li> <li>e) Endorse the Special Event Transport Management Plan New England Antique Machinery Rally Advertising Run 10 November 2023 involves seven tractors travelling a return route from the Armidale showgrounds south along Canambe Street, into Mann Street, into Castledoyle Road, Fosters Road, Long Swamp Road, Edwards Lane, Dangarsleigh Road, Knobs Road, Simmonds Road Armidale, and return via the same route.</li> </ul> <p><b>Moved Cr McMichael      Seconded Cr O'Brien</b></p>	Ackling, Belinda	<p><b>06 Dec 2023 8:01am Ackling, Belinda - Completion</b></p> <p>Action completed by Ackling, Belinda - All Special Events have been completed.</p>

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# ACTIONS TRACKING SUMMARY SHEET

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Meeting Date	Report Title	Res #	Detail	Officer	Notes
22/11/2023	Project Zero30 - Greenhouse Gas Account for Armidale Region	161/23	<p><b>RESOLVED</b></p> <p>That Council:</p> <ul style="list-style-type: none"> <li>a. note the report on the Armidale Regional Local Government Area (LGA) Greenhouse Gas Account from the Project Zero30 Board;</li> <li>b. workshop proposed actions to increase abatement within the Armidale Regional LGA;</li> <li>c. receive a further report at a future Ordinary Council Meeting proposing actions to increase the abatement within the Armidale Regional LGA.</li> </ul> <p><b>Moved Cr Redwood                      Seconded Cr Galletly</b></p> <p><b>The Motion on being put to the vote was CARRIED unanimously.</b></p>	Boyce, Daniel	<p><b>28 Nov 2023 12:20pm Boyce, Daniel - Completion</b></p> <p>Action completed by Boyce, Daniel - Workshop scheduled for 12 Dec 2023.</p>

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TRIM:

## POL229- Regulatory – Policy for Burning of Vegetation within the Local Government Area

<b>Applies to:</b>	Planning and Environment (Environmental Health)
<b>Responsible Stream:</b>	Service Delivery
<b>Responsible Officers:</b>	Manager Development & Regulatory Services, Planning & Environment , Environmental Health & Building Surveyor , Environmental Health Officer
<b>Legislation</b>	Protection of the Environment Operations Act 1997 Protection of the Environment (Clean Air) Regulation 2010
<b>Adoption Date/History:</b>	Version I – 22 October 2012 Version VII November 2020 Version VIII 28 April 2021
<b>CEO Approval Date</b>	28/4/2021
<b>TRIM File Number:</b>	AINT/2021/19146
<b>Review Date:</b>	November 2023

## 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 Environment 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 Environment 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:

- To improve ambient air quality in Armidale's urban area.
- To assist in reducing air pollution to reach the pollution reduction target set for the Armidale urban area in POL 134: Policy for Sustainable Domestic Energy Use and Local Air Quality (incorporating Local Approvals Policy for Solid Fuel Heaters).
- 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

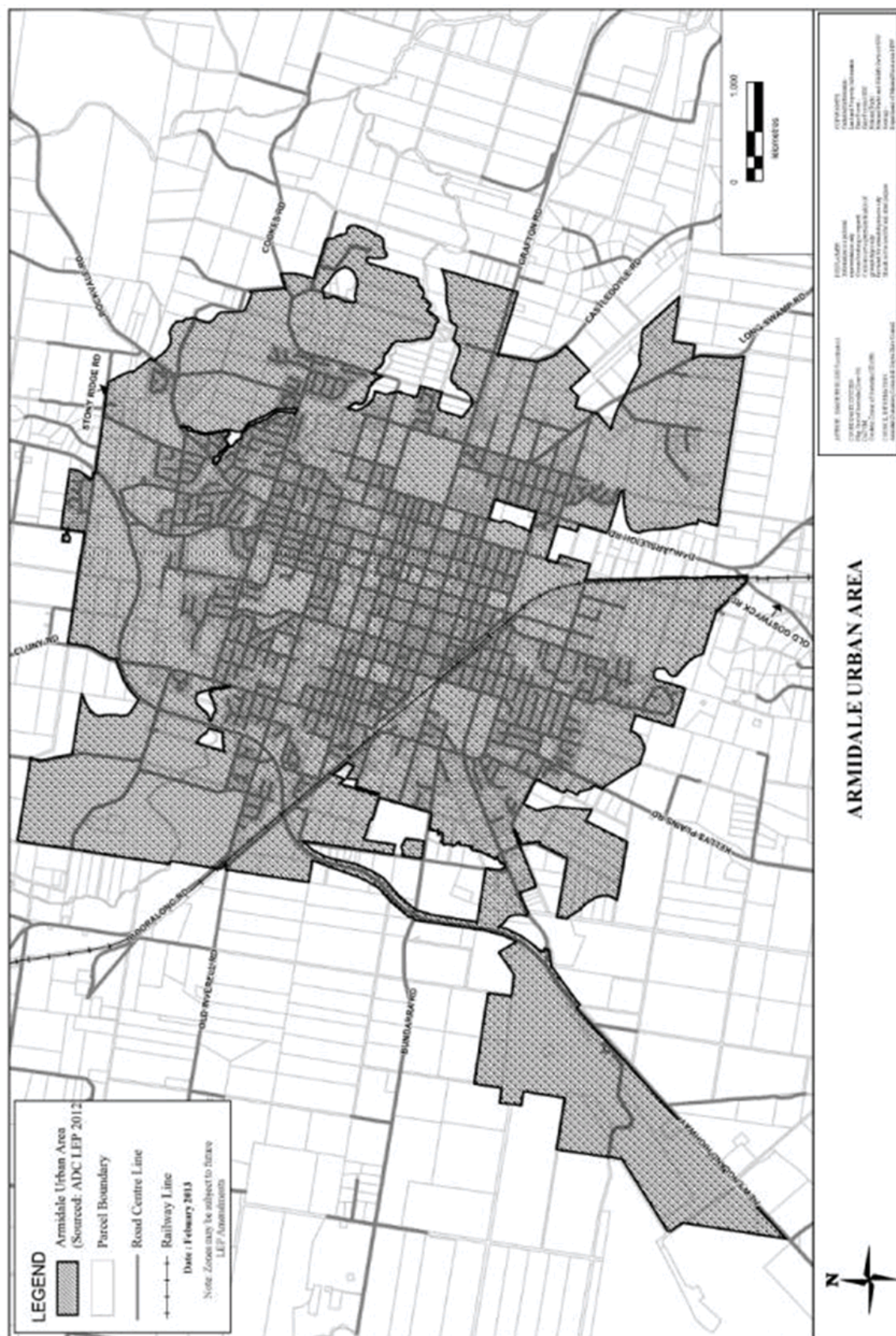
Rural Fires Act 1997

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:"





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## POL229- Regulatory – Policy for Burning of Vegetation within the Local Government Area

<b>Applies to:</b>	Planning and Activation (Regulatory Services)
<b>Responsible Stream:</b>	Service Delivery
<b>Responsible Officers:</b>	Manager Regulatory Services
<b>Legislation</b>	Protection of the Environment Operations Act 1997 Protection of the Environment (Clean Air) Regulation 2022
<b>Adoption Date/History:</b>	Version I – 22 October 2012 Version VII November 2020 Version VIII 28 April 2021 Version IX November 2023
<b>CEO Approval Date</b>	
<b>TRIM File Number:</b>	AIN/2023/29536
<b>Review Date:</b>	November 2025

## 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 2022* and *Rural Fires Act 1997* regulate the burning of materials in New South Wales.

Under cl.18 of the *Protection of the Environmental Operations (Clean Air) Regulation 2022*, 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).

The main objectives of this policy are to:

- To maintain and or improve ambient air quality in Armidale's urban area.
- To assist in reducing air pollution to reach the pollution reduction target set for the Armidale urban area in POL 134: Policy for Sustainable Domestic Energy Use and Local Air Quality (incorporating Local Approvals Policy for Solid Fuel Heaters).
- 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.

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 required to be removed by burning.

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

#### Recreational and cooking fires

Certain recreational and cooking fires do not require Council approval in accordance with the *Protection of the Environment Operations (Clean Air) Regulation 2022*. 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 proposed larger fires must be discussed with Council. No prohibited items under the Regulation (eg tyres) are to be burnt in any case.

### Burning in Rural Areas including Guyra

#### ‘Blanket approval to pollute’:

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

As required by cl.9 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 to pollute 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 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 to Pollute 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 2014*. 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).

**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.*

**Special Circumstances:**

If any conditions in this Policy cannot be complied with, a proposal may be presented to Council for consideration. A report will be prepared by an authorised officer for the General Manager or delegated officer consideration and 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 application lodgement of an 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 18 (5) of the Protection of the Environment Operations (Clean Air) Regulation 2022.*

## 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;
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*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). At the time of writing a penalty unit value is \$110.00.*

## 6. LEGISLATIVE REQUIREMENTS

Protection of the Environment Operations Act 1997

Protection of the Environment Operations Act (Clean Air) Regulation 2022

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:"





## Local Strategic Planning Statement

A Plan for 2040 (Final October 2020)

*Unleash the opportunities*

[www.armidaleregional.nsw.gov.au](http://www.armidaleregional.nsw.gov.au)



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## Acknowledgment of Country

We acknowledge the traditional custodians of this land and pay our respects to elders past, present and emerging.

The Armidale Regional Community pays tribute to their love of land, love of people and love of culture.

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## Glossary

ARC -	Armidale Regional Council
CSP -	ARC Community Strategic Plan (current version 2017-2027)
DP -	ARC Delivery Program (current version 2018-2021)
DPI&E -	Department of Planning, Industry & Environment
EP+A Act -	Environmental Planning and Assessment Act (1979)
ESD -	Ecologically Sustainable Development
LEP -	Local Environmental Plan
LGA -	Local Government Area
LG Act -	Local Government Act (1993)
LSPS -	ARC Local Strategic Planning Statement
NENWRP -	New England North West Regional Plan (2036)
REZ -	Renewable Energy Zone
TfNSW -	Transport for NSW

## Document Control

This version of the Armidale Regional Council Local Strategic Planning Statement has been prepared for the purposes of adoption at the Ordinary Council meeting on 28 October 2020 and referral to the NSW Department of Planning, Industry & Environment for publishing on the NSW Planning Portal.

Final: October 2020 - Council Meeting Issue



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## Strategic Context

### Overview

The Armidale Regional Local Strategic Planning Statement aims to meet our community's future social, economic and environmental needs by addressing important strategic land use planning and development issues.

The LSPS identifies priorities for the Armidale Regional Local Government Area that will support and develop our local identity, values and opportunities.

It will shape our land use over time and the development standards we use.

Immediate, short, medium and long term actions have been developed to help deliver on these priorities and our vision for the future.

### Planning Context

The LSPS has been prepared in accordance with Clause 3.9 of the Environmental Planning and Assessment Act 1979 and in response to the associated guidelines issued by the State Government.

In March 2018, amendments to the Environmental Planning and Assessment Act 1979 introduced new requirements for NSW councils to prepare and make local strategic planning statements.

Local strategic planning statements are intended to set out:

- The 20-year vision for land use in the local area;
- The special characteristics which contribute to local identity;
- Shared community values to be maintained and enhanced; and
- How growth and change will be managed into the future.

Councils are to show how their vision gives effect to the regional or district plan, based on local characteristics and opportunities, and the council's own priorities in the community strategic plan it prepares under local government legislation<sup>1</sup>.

In this context, the LSPS has been informed by the New England North West Regional Plan 2036 and the Armidale Regional Community Strategic Plan 2017-2027.

### Armidale Region Council Local Government Area

Armidale Regional Council is a local government area in the New England region of New South Wales, Australia (refer Figure 1).

The local government area was proclaimed on 12 May 2016 from the merger of Armidale Dumaresq Council and Guyra Shire Council.

It covers an area of 8,621sqkm and has a population exceeding 30,000.

<sup>1</sup> EP&A Act section 3.9(2) states that the LSPS must include or identify the following – (a) the basis for strategic planning in the area, having regard to economic, social and environmental matters.

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Figure 1: Armidale Regional Council Local Government Area NSW Context

Armidale City is located at the junction of the New England Highway and Waterfall Way, mid-way between Sydney and Brisbane (refer Figure 2).

Armidale Airport, the Main North Railway Line and Regional Coach services connect the Armidale Regional LGA to the surrounding regional cities and strategic centres.

Other settlements in the local government area include:

- Guyra;
- Ben Lomond;
- Black Mountain;
- Ebor;
- Hillgrove; and
- Wollomombi.

In July 2019, Tingha and the surrounding localities of Bassendean, Howell, Stanborough, Georges Creek, New Valley and the Basin (collectively known as “Tingha”) comprising an area of 823 square kilometres was transferred to Inverell Shire Council from Armidale Regional Council via a Local Government Area Boundary adjustment.

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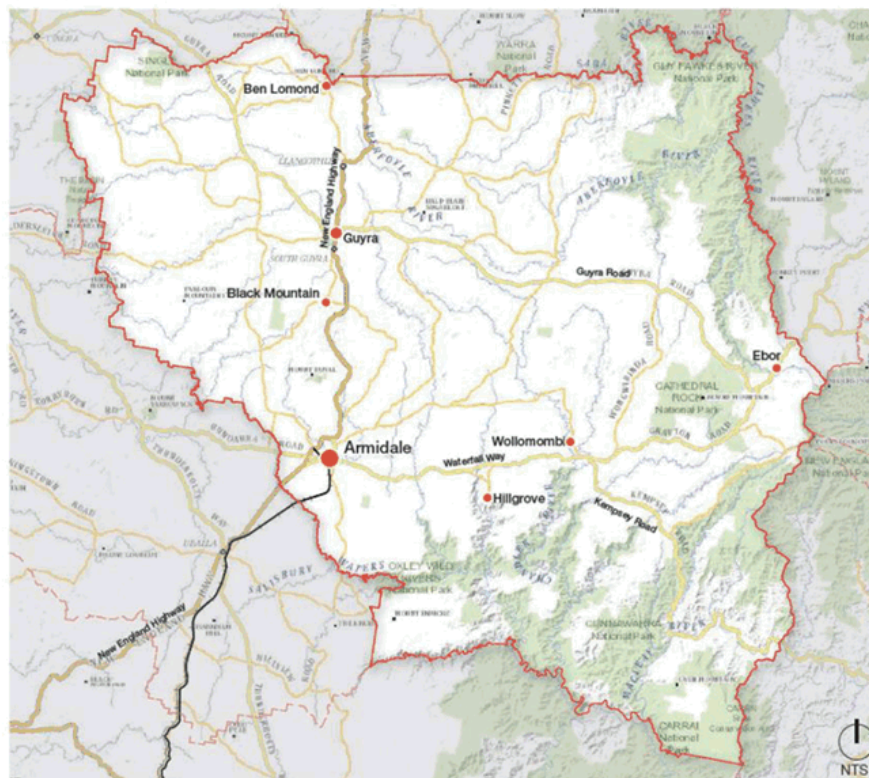


Figure 1: Study Area

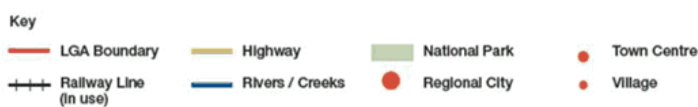


Figure 2: Armidale Regional Council Local Government Area

## New England North West Regional Plan 2036

The New England North West Regional Plan 2036 is the NSW Government's strategy for guiding land use planning decisions for the New England North West for the next 20 years.

The New England North West consists of twelve local government areas as follows: Armidale Regional; Glen Innes Severn; Gunnedah; Gwydir; Inverell; Liverpool Plains; Moree Plains; Narrabri; Tamworth Regional; Tenterfield; Uralla and Walcha.

The Regional Plan provides an overarching framework to guide subsequent and more detailed land use plans, development proposals and infrastructure funding decisions.

The Plan is the product of extensive consultation with councils, stakeholders and the wider community, conducted around the draft Plan which was released in 2016.

Figure 3 within the Regional Plan (refer extract below) identifies:

- Armidale as a “Regional City”, with additional icons depicting “Regional Airport”, “Health Services Precinct”, and “Education Precinct”;
- Guyra as a “Centre”;



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- the New England Highway as an “Inter-regional Connection” providing access south to Sydney and Newcastle, and north to Brisbane and Toowoomba;
- Waterfall Way as an “Inter-regional Connection” providing access east to Coffs Harbour.

Figure 3: New England North West 2036



Figure 3: New England North West Regional Plan Extract

### 2019 NSW Population Projections

The NSW Population Projections estimate the future NSW population based on assumptions for fertility, life expectancy and migration.

They represent possible demographic futures based on the best assessment of how the NSW population may change over time, including population size, age profile and residential location.

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The projections are a tool used by the Government in the planning of services and infrastructure such as schools, hospitals, transport and community services.

Highlights from the 2019 Population Projections<sup>2</sup> for the Armidale Regional Council local government area include:

- The population is estimated to increase by 7,800 people between 2016 and 2041, from 30,300 to 38,100 i.e. an average annual growth rate of 0.9%.
- The population is estimated to continue to grow as people move in from across the state; migration (arrivals less departures) is projected to account for about 58% of the population change over 25 years.
- The working age population (aged 15-64) is estimated to increase from 19,750 in 2016 to 23,400 in 2041 – a change of 3,650.
- The number of children aged 14 and under is estimated to increase by 1,050, from 5,600 in 2016 to 6,650 in 2041.
- The number of people aged 65 and over is estimated to increase from 4,950 in 2016 to 8,100 by 2041 - a change of 3,150.
- Total households are estimated to increase by 4,050, from 11,750 in 2016 to 15,800 in 2041; family with children (at c.36%) remain as the dominant household type, followed by lone person households (at c.31%) and couple-only households (at c.27%).
- Household size (average persons resident per occupied private dwelling) is estimated to decrease from 2.38 in 2016 to 2.24 in 2041.
- An additional 4,600 dwellings are estimated to be required over the 25 year period to 2041 if the population forms households in the same ways as in 2016.

Providing for future population growth is a key consideration for the LSPS.

### Community Strategic Plan Consultation Outcomes

As part of the process of preparing the Community Strategic Plan 2017-2027, Council undertook a wide ranging and comprehensive consultation program.

Key topics, themes and issues emerging from the consultation process<sup>3</sup> are summarized as follows:

- Improved support of local industry, businesses, tourism and the economy;
- The importance of the agricultural sector for the region;
- A need for community facilities, such as libraries, to foster education, culture and a sense of community;
- A need for local representation, unified planning and community engagement;
- Improved access to transport;
- Protection of the environment and reduced pollution;
- Ongoing improvements to infrastructure, especially roads; and
- Activities for children and young people including improved recreational facilities.

<sup>2</sup> [www.planning.nsw.gov.au/projections](http://www.planning.nsw.gov.au/projections)

<sup>3</sup> Community Strategic Plan 2017-2027 (pp.8-10)

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### Local Advantages and Opportunities

Preliminary investigations into the Armidale Regional advantages and opportunities as an extension of the Regional Plan goals have identified the following:

#### Education

- The town of Armidale was established in the mid 1800s to provide a market and administration for the region's farms.
- In 1929, the Armidale Teachers Collage set in train the city's association with higher education.
- In 1938, the New England University College was established before becoming the fully independent University of New England in 1954.
- Education services are now the largest generator of employment and value in the region.
- The strong education focus is founded around digital opportunities provided by the NBN, the University, numerous public and private schools and the NSW TAFE Digital Hub.
- Education, health care and agriculture dominate the economy.

#### Agriculture and Ag-Tech<sup>4</sup>

- In the last century, the Armidale Region has built a name for itself as an area at the leading edge of combining its agricultural expertise with innovative research and technology.
- In 2017, Armidale was named as the centre of a New England Ag-Tech Cluster by the NSW Government.
- The nomination recognizes the strength of the region as a centre of quality agriculture and environment related research and development.
- Historically abundant rainfall (until recently) and rich soil supports a strong agriculture sector.
- The rural area that surrounds Armidale contains some of the best grazing land in NSW; beef cattle, sheep and wool are the most valuable products for the region.
- The area now also produces almost half the state's tomatoes.
- Nearly every third business is related to agriculture.

#### Environment

- The Armidale Region offers a unique landscape within Australia.
- Located on the Northern Tablelands at elevations of over 1,000 metres, the Armidale Region has a cool temperate climate with warm to hot summers and very cold winters.
- Home to four National Parks within a world heritage listed rainforest area, the Oxley Wild Rivers.
- The region is known for its beautiful rivers, spectacular waterfalls and amazing gorges.

<sup>4</sup> Ag Tech is a term to describe the technology related services to agriculture including:

- Decision support: Data Inputs and storage, Software and Apps
- Internet of Things: Micro processing, Networking, Sensors.
- Genetics: Tissue inputs such as livestock, plant and environment



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- Due to its high country location, the region experiences four distinct seasons that allow for unique experiences all year round.
- The high levels of solar radiation due to the altitude, plus the cool temperate climate is ideal for glasshouse horticulture.
- Climate change is expected to result in increased temperatures and higher rainfall variability across NSW; this may heighten the Region's relative climate advantages.

#### Renewable Energy

- The Armidale Region is a prime location for renewable energy with strong potential for wind, solar and bioenergy power.
- Armidale also has pumped-hydro capacity and geothermal potential.
- The NSW Government's Electricity Strategy has nominated the New England region as a state Renewable Energy Zone (REZ); it is slated to become the number 2 renewable energy zone in NSW over the next three decades.
- The New England REZ can deliver many benefits for local communities including electricity reliability, increasing affordability, supporting emissions reduction and engaging local businesses and community members.

#### **2040 Strategic Planning Process**

The recent Council 2040 strategic planning process, which was undertaken to inform preparation of the LSPS, considered a range of matters, including existing Council strategies, associated with the future development of the local government area.

#### Mega-trends

For the purposes of the 2040 strategic planning process, megatrends<sup>5</sup> were considered under the following headings:

- Climate;
- Population;
- Societal Challenges;
- Public Health;
- Tourism;
- Education;
- Identity; and
- New Markets.

#### Urban Design Analysis

The Urban Design Analysis undertaken for the purposes of the 2040 strategic planning process considered the key issues to be addressed in planning for the future of the local government area as a whole and for the seven primary settlements.

The key issues included:

<sup>5</sup> For the purposes of the 2040 strategic planning process a megatrend was defined as a major change in relation to environmental, social and economic conditions that substantially changes how people live.

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- Environmental Assets, Parks, Reserves;
- Water Security;
- Bush Fire Prone Land;
- Significant Agricultural Land;
- Planned Precincts / Areas + Approved Developments;
- Heritage items and conservation areas;
- Sports and Recreational Facilities;
- Civic, Art and Cultural Facilities;
- Transport Infrastructure;
- Educational and Public Health Facilities;
- Community and Religious Organisations;
- Cycle and Active Transport;
- Property Ownership; and
- Flood Prone Land.

#### Community Engagement

For the purposes of the 2040 strategic planning process, ten strategic categories were identified to organise the key planning issues to be addressed.

The categories are:

- Growth, Economic and Employment
- Education
- Health,
- Tourism,
- Arts, Culture and Social
- Housing
- Sports, Recreation and Open Space
- Transport and Connectivity
- Sustainability, Biodiversity and Smart City
- Agriculture

An additional category of Water Security and Servicing Infrastructure was also considered as part of the related gap analysis.

Along with content from the Regional Plan and the Community Strategic Plan, outcomes from the 2040 planning process have informed preparation of the LSPS and will inform subsequent strategic planning actions, particularly in relation to planning for individual settlements.

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**Armidale Regional LSPS – A Plan for 2040**

The Armidale Regional LSPS:

- Provides a 20 year land use vision for the Armidale Regional Council Local Government Area;
- Directs where further investigations are to be undertaken to identify how future growth and change will be managed;
- Identifies where further strategic land use planning is required; and
- Explains how the planning priorities and related actions will be implemented.

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## 20 Year Vision

### Vision Context

A 20 year vision has been formulated to capture the future desired state and high-level outcomes for the Armidale Regional Council local government area from a land use planning perspective.

The vision statement reflects the outcomes from relevant community engagement activities and gives effect to the vision within the State Government's New England North West Regional Plan 2036, taking account of the vision in Council's Community Strategic Plan 2017-2027.



### Regional Plan Vision

The State Government has advanced the following "vision" for the Region in the New England North West Regional Plan 2036:

*Nationally valued landscapes and strong, successful communities from the Great Dividing Range to the rich black soil plains.*

The vision statement is based on recognition of the following regional attributes:

- Diverse landscapes, rich natural resources and strong communities make the New England North West a dynamic and prosperous region that capitalises on its past and is building for the future.
- Growth in agriculture, agribusiness, livestock meat production, mineral resource development, renewable energy, health and education is providing jobs and supporting thriving local communities.
- Primary production, intensive agriculture and food processing sectors take advantage of the rich soils and climate. National and international demand for energy is the impetus for the thriving renewable energy sector harnessing the high solar and wind potential.
- Strategically located, with close links between some of Australia's fastest growing areas – South East Queensland, Newcastle and Sydney – is attracting industry investment. Upgrades to airports, the Newell, New England, Oxley, Gwydir and Kamilaroi Highways, and the development of the Melbourne-Brisbane Inland Rail and intermodal freight terminals are making it easier for goods, services and people to move across the region and beyond.
- The National Broadband Network drives innovation, research and new industries that support traditional sectors to deliver an economically sustainable future. The University of

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New England remains at the forefront of technological change and opportunities to grow the region.

- Important agricultural land, such as the Liverpool Plains, is protected and agricultural producers lead sustainable and water-efficient food and fibre production to meet demand from domestic and international markets.
- Communities are well connected, attractive, healthy, safe and prosperous. They are places with a strong sense of community identity, resilience and respect for country. People access
- a range of employment opportunities, housing choices, vibrant events and festivals and high quality education, health, recreational and other community services.
- Nature based and cultural heritage tourism, visitation to the World Heritage-listed New England and Oxley Wild Rivers National Parks and many festivals and events is attracting investment in world-class facilities and vibrant communities.
- Residents and visitors enjoy a beautiful and healthy natural environment that includes the
- Gwydir Wetlands. Sustainable and innovative approaches utilise and maximise important water resources.
- Acknowledging, protecting and celebrating Aboriginal cultural heritage and historic heritage reinforces the character of the region, while consolidating community wellbeing and a strong sense of belonging.

#### Regional Plan Local Government Narrative

The Regional Plan also includes the following “narrative” for the Armidale Regional Council local government area:

*Armidale Regional is in the heart of the New England area and enjoys a prosperous economy, diverse community, outstanding natural assets and access to high level services.*

*Settlement is centred on the regional city of Armidale which serves the wider New England area with higher-order services including health, retail and professional services. A strong education focus is founded around digital opportunities provided by the NBN, the University of New England, numerous public and private schools and the NSW TAFE Digital Hub. Ben Lomond, Guyra, Ebor, Hillgrove and other smaller settlements service the communities outside of Armidale.*

*Armidale Regional has significant natural assets including the World Heritage-listed rainforest protected within the Oxley Wild Rivers and New England national parks and spectacular waterfalls-gorges. Cool climate vineyards, fine food and a fascinating cultural heritage attract visitors.*

#### Community Strategic Plan Vision

The Council has advanced the following “community vision” in the Community Strategic Plan 2017 – 2027:

*We want a harmonious region which celebrates the diversity and uniqueness of our communities, provides opportunities for all people to reach their potential, encourages engagement with our environment, cultures and lifestyles, while supporting growth opportunity and innovation.*

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The above regional and community vision statements have informed the LSPS / 20 year land use vision.

## LSPS Vision

The LSPS vision is:

*The Armidale Regional Council local government area is an exemplary sustainable region of New England, defined by its rich agricultural lands and its attractive natural environment, complemented by a series of well serviced interconnected communities, with the city of Armidale as the regional hub.*

*The Armidale area offers a positive, healthy and vibrant country lifestyle. Its identity is founded on its diverse economy, cultural heritage, civic and educational institutions and strong sense of community.*

The following chapters identify the “planning priorities”, the associated “planning actions” and the related “administrative actions” which have been formulated to facilitate achievement of the LSPS vision (refer Figure 4).

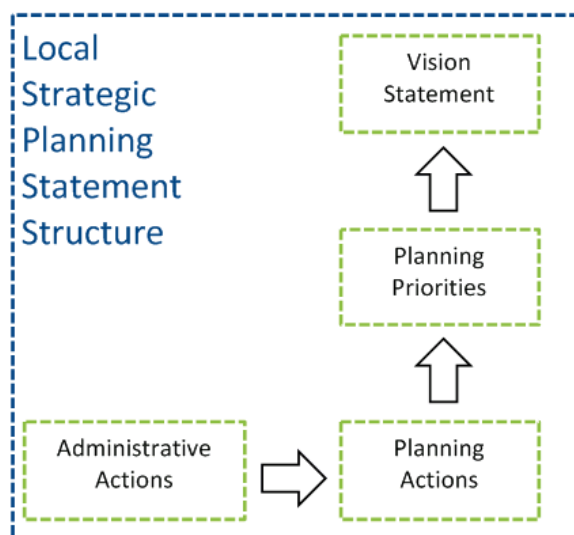


Figure 4: LSPS Structure



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## Planning Priorities

### LSPS Themes

Planning priorities<sup>6</sup> have been formulated to facilitate achievement of the LSPS vision in a manner consistent with relevant content in the State Government's New England North West Regional Plan 2036 and in the Council's Community Strategic Plan 2017 – 2027.



### Regional Plan Goals

In order to achieve the “vision” presented in the New England North West Regional Plan 2036, the State Government has set four “regionally focused goals”; the goals (with keywords underlined>

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The current Council strategic directions and associated “community outcomes” are reproduced in Appendix B for reference purposes.

### LSPS Themes

The above goals and strategic directions have informed the “themes” used to group the LSPS planning priorities, taking account of the requirement for effective integration of social, economic and environmental considerations in decision making processes<sup>7</sup>; the resultant LSPS themes (refer Figure 5) are:

1. Community;
2. Economy;
3. Infrastructure; and
4. Environment.

For the purposes of the LSPS, the themes are intended to incorporate the following matters as further described below:

- “Community” primarily incorporates matters relating to projected population growth and change and to the associated settlement pattern;
- “Economy” incorporates matters relating to drivers of the local economy;
- “Infrastructure” incorporates matters relating to both hard (e.g. transport infrastructure) and soft (e.g. community services) infrastructure; and
- “Environment” incorporates matters relating to both the natural and built environment.



Figure 5: LSPS Themes

<sup>7</sup> The “objects” of the Environmental Planning and Assessment Act 1979 include: to facilitate ecologically sustainable development by integrating relevant economic, environmental and social considerations in decision-making about environmental planning and assessment (s. 1.3(b)). Section 6(2) of the Protection of the Environment Administration Act 1991 states that: “ecologically sustainable development can be achieved through the implementation of the following principles and programs: (a) the precautionary principle ... (b) inter-generational equity ... (c) conservation of biological diversity and ecological integrity ... (d) improved valuation, pricing and incentive mechanisms”.

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### Theme 1. Community

Approximately 9,700 additional homes will be required in the New England North West Region to support future population growth and provide for changing household types over the next 20 years.

Population projections show that the highest rates of growth in the New England North West will be in the regional cities, one of which is Armidale.

In order to accommodate future growth, provide for existing residents and support the transient population of students and workers within our LGA, it will be important to deliver a mix of housing types and lot sizes. Greater housing diversity will also support the increasing number of single person and couple only households.

Consistent with global trends, our demographics are shifting toward an ageing population, and it is expected that there will be growing demand for services to facilitate ageing in place as well as supported accommodation and aged care homes.

The flexibility provided by merging the Armidale Dumaresq LEP 2012 and the Guyra Local Environmental Plan 2012 will be important for the delivery of housing diversity and affordability.

### Theme 2. Economy

The rural area that surrounds Armidale contains some of the best grazing land in NSW and nearly every third business in our LGA is related to agriculture.

The ongoing protection of land, resources and infrastructure that supports agriculture is critical to the growth of the industry. Further, our strong agricultural economic base has the ability to underpin new and emerging industries to create a dynamic regional economy.

Growing the LGA as a place of commerce and retail will support tourism, create a sense of place, and enable services to be efficiently delivered for residents. The vitality of the Armidale CBD is key focus for Council and will be promoted by identifying opportunities to facilitate revitalisation.

Our natural environment and cultural advantages will continue to attract tourists and offer diversity to the local economy. Our LGA offers a range of tourism opportunities, including history and heritage and access to national parks and nature-based activities such as bushwalking, kayaking, rafting, fishing, rock climbing and mountain biking.

Our rural lifestyle also offers opportunities for farm stays, farm gate and eco-tourism which will encourage additional income that does not compromise productive agricultural land.

### Theme 3. Infrastructure

Better transport connections and networks and protection of major transport corridors will enable ease of movement, which is essential to the ongoing economic prosperity of the region.

A focus on protecting and growing infrastructure at the Armidale airport will ensure that business, tourism and potentially high value freight is accommodated. It will also provide opportunities for compatible and complementary industries and businesses to position on land adjoining the airport.

Potential establishment of a health and education precinct around the Armidale Rural Referral Hospital will be a source of economic diversity and higher skilled employment. Encouraging the growth of a health precinct will enable complementary business co-location, shared infrastructure and a more convenient experience for patients. Accommodation options for patients and their families may also need to be identified to support people who travel to access health services.

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Education services are the largest generator of employment and value in the LGA lead by the University of New England. The education and training sector will continue to attract young people who will deliver services to our growing and ageing population. Identifying opportunities for, and supporting the expansion of, our education and training services is critical in providing a diverse range of opportunities for our community.

We are home to a number of significant arts and cultural facilities including the New England Regional Art Museum, the New England Conservatorium of Music, the Aboriginal Cultural Centre and Keeping Place, and Saumarez Homestead. It is important to identify further opportunities for arts and culture and to support the aspirations of our region to ensure arts and culture is embedded as a key economic contributor.

Open space is important as it provides places of diverse activities such as exercise, quiet reflection, children's play and organised sport. Our LGA has a wide range of informal, active and natural open spaces to cater for the recreation, sporting, community and social needs. Council is committed to ensuring that the community has adequate access to public open space and to investigate opportunities which facilitate the development of existing and new areas for open space and recreation.

Large scale wind and solar developments have generated, and will continue to generate employment and investment from construction, operations and connection to the State's electricity grid. The recently announced New England Renewable Energy Zone (REZ) is partly located in the Armidale Regional Council LGA. The New England REZ is expected to reduce energy bills for NSW consumers and generate enough electricity to power around 3.5 million homes. The New England REZ is expected to generate around \$12.7 billion in private sector investment and provide around 2,000 construction jobs for a decade and around 1,300 ongoing jobs.

#### Theme 4. Environment

The New England's natural environment is one of its distinguishing features.

Council is committed to the protection and enhancement of the environment that sustains our community. The Department of Planning, Industry and Environment has mapped potential high environmental value areas and with assistance and validation, Council will aim to protect and enhance these areas.

Council also recognises the importance of cultural heritage and the need to protect, enhance and conserve the Aboriginal places and relics that comprise part of the unique nature of our area. This reinforces the need for appropriate cultural heritage assessments to be undertaken and for the protection of our Aboriginal heritage to be provided through a merged LEP.

The areas of our LGA that are subject to natural hazards will be exacerbated by climate change. Building resilience, innovation and adaptation will help to manage natural hazards and future planning for our area will respond to these risks.

Limitations and constraints around land contamination will also be a matter which will require investigation and response as part of Council's commitment to enhance our environment.

### LSPS Planning Priorities

The LSPS planning priorities are identified in the following table (refer Table 1), grouped under the four themes as described above.



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The planning priorities are consistent with the relevant directions presented in the New England North West Regional Plan 2036, the relevant community outcomes presented in the Community Strategic Plan 2017-2027, and the outcomes from relevant community engagement activities.

### Regional Plan Priorities

The New England North West Regional Plan 2036 also identifies specific “priorities” for the Armidale Regional Council local government area, in the context of the “narrative” presented earlier.

The priorities build on the directions and actions in the Regional Plan and guide further investigations and implementation to achieve outcomes on the ground; the priorities are:

- Deliver a variety of housing options in Armidale and promote development that contributes to the unique character of Ben Lomond, Guyra and Ebor.
- Foster the growth of knowledge-based, education and health-services industries and cluster related activity around the Armidale Rural Referral Hospital and the University of New England.
- Maximise the opportunities of Armidale Regional Airport to meet demand and provide greater access to tourism opportunities.
- Support the development of employment lands such as Acacia Park.
- Support opportunities to grow businesses enabled by the establishment of NBN fibre to the premises.
- Encourage diversification in agriculture, horticulture and agribusiness to grow these sectors and harness domestic and international opportunities.
- Support the New England Regional Arts Museum and other arts organisations to position the LGA as a recognised arts and cultural centre in regional Australia.
- Identify and promote wind, solar and other renewable energy production opportunities.

Relevant aspects of the above regional “priorities” have been incorporated in the identified LSPS planning priorities and related actions.

### Delivery Program Principal Activities

The Council’s Delivery Program 2018-2021 under the current Community Strategic Plan, also includes the following “principal activities” of note in this context:

- Plan for the needs of the region (G1.1 – Strategic Planning) ; and
- Support sustainable population growth and develop infrastructure to meet the needs of this regional growth (G1.3 – Population).

These principal activities relate to the “Planning” Community Outcome within the Community Strategic Plan which states “the community experiences the benefits of an increasing population”.

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Table 1: LSPS Planning Priorities

Theme	Sub-Theme	Planning Priority
<b>1. Community</b>	a) Population Growth	Utilise State Government population projections when planning for growth and associated development <sup>8</sup> .
	b) Settlement Network	Undertake integrated strategic planning to facilitate preferred development of each settlement.
	c) Land for Housing	Facilitate the development of land required and suitable for residential and related purposes.
	d) Housing Options	Facilitate the provision of housing options.
<b>2. Economy</b>	a) Armidale CBD	Facilitate the revitalisation of the Armidale central business district.
	b) Agricultural land	Protect important agricultural land.
	c) Agribusiness Facilities	Investigate and facilitate potential opportunities for development of agribusiness and related facilities.
	d) Employment Land	Facilitate the development of land required and suitable for commercial or industrial and related purposes.
	e) Tourism Facilities	Investigate and facilitate potential opportunities for development of tourism and related facilities.
<b>3. Infrastructure</b>	a) Infrastructure delivery	Plan for and facilitate the delivery of infrastructure.
	b) Transport Corridors	Protect the operation of major transport corridors and related infrastructure.
	c) Regional Airport	Facilitate and protect the operation of Armidale Regional Airport.
	d) Armidale Hospital	Investigate potential opportunities for clustering development related to the Armidale Rural Referral Hospital near the Hospital site.
	e) Education Facilities	Investigate and facilitate potential opportunities for the development of education and related facilities.
	f) Facilities for Arts and Culture	Investigate and facilitate potential opportunities for the development of facilities that promote arts and culture.
	g) Open space and recreation	Investigate and facilitate potential opportunities for development of open space and recreation facilities.
	h) Renewable Energy	Investigate potential opportunities for development of renewable energy production facilities.
<b>4. Environment</b>	a) Natural Environment	Protect areas, including corridors, of high natural environmental or biodiversity value.
	b) Cultural Heritage	Protect sites of indigenous or european / non-indigenous cultural heritage.
	c) Natural Hazards	Restrict development in areas impacted by natural hazards.
	d) Contaminated Land	Manage development on sites impacted by contamination.

<sup>8</sup> For the purposes of the Environmental Planning and Assessment Act 1979 (s.1.5(1)), development is any of the following – (a) the use of land, (b) the subdivision of land, (c) the erection of a building, (d) the carrying out of work, (e) the demolition of a building or work, (f) any other act, matter or thing that may be controlled by an environmental planning instrument. However, does not include any act, matter or thing excluded by the regulations (s.1.5(2)).

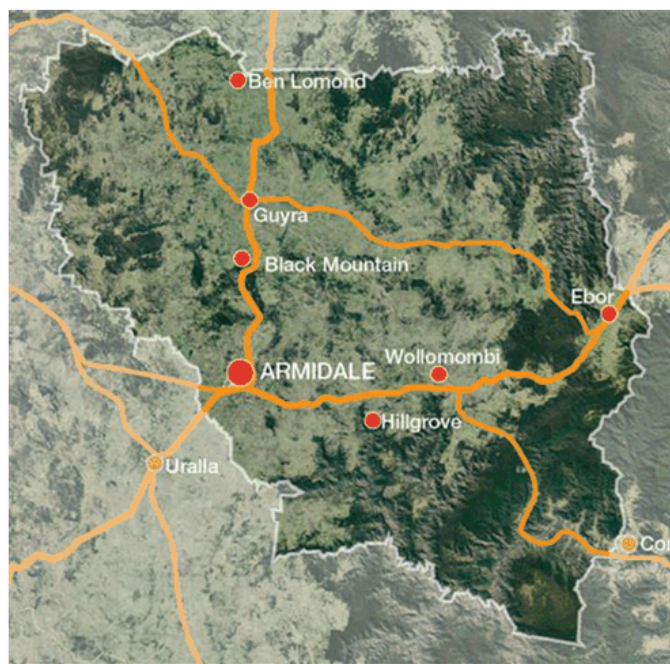


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## Action Plan

### LSPS Planning Actions

Planning actions<sup>9</sup> have been formulated to facilitate achievement of the LSPS planning priorities, having regard to relevant content in the State Government's New England North West Regional Plan 2036 and in the Council's Community Strategic Plan 2017-2027.



The LSPS planning actions are identified in the following tables (refer Tables 2-5) opposite the relevant planning priority.

The proposed timing for undertaking the planning actions is also nominated in the tables, along with:

- related actions from the New England North West Regional Plan 2036, including relevant local government priorities; and
- related State Government and Council documents.

The land use planning implications of related actions and the content within related documents<sup>10</sup> should be considered in undertaking the relevant LSPS planning action.

The planning actions should not be undertaken in isolation from each other but should rather be considered as an integrated suite of activities designed to advance land use planning for the local government area.

<sup>9</sup> EP&A Act section 3.9(2) states that the LSPS must include or identify the following – (c) the actions required for achieving those planning priorities.

<sup>10</sup> The list of "related documents" is not exhaustive and is not intended to limit broader research regarding the relevant issue. In order to remove any doubt, "related documents" also include existing Council endorsed strategies e.g. EcoARC.

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The planning actions should also be considered in light of the administrative actions in Table 6; these actions include a proposal to merge the current Armidale Dumaresq Local Environmental Plan 2012 and the current Guyra Local Environmental Plan 2012 to produce a single LEP for the Armidale Regional Council LGA.

Where strategies are to be prepared or studies are to be undertaken the scope of such projects should be prepared taking account of related actions and documents along with any relevant submissions received during the public exhibition period for the draft LSPS.

It is noted that aspects of some related actions are more appropriately addressed through Council's Community Strategic Plan and related documents as they require consideration of issues extending beyond land use planning.

Indicative timings for actions are as follows:

- Immediate - 0-2 years;
- Short-term - 3-5 years;
- Medium-term - 5-10 years; and
- Long-term - 10+ years.

Table 2: LSPS Planning Actions - Community Theme

Theme	Planning Priority	Planning Actions	Timing
<b>Theme 1. Community</b>			
1a) Population Growth	Utilise State Government population projections when planning for growth and associated development.	i) Endorse the NSW Population Projections as the basis for all Council strategic planning activities.	Immediate: 2020
		ii) Use the current version of the NSW Population Projections as the basis for all Council strategic planning activities.	Ongoing
Related Actions / Priorities:	Nil		
Related Documents:	NSW Population Projections (current version 2019)		
1b) Settlement Network	Undertake integrated strategic planning to facilitate preferred development of each settlement.	i) Prepare a place-based strategy to guide future growth and development of each of the following villages and immediate surrounds consistent with the desired future character of the relevant village: a) Ben Lomond; b) Black Mountain; c) Ebor; d) Hillgrove; and e) Wollomombi. Note: each strategy to highlight land use planning implications.	Immediate: 2020/21
		ii) Prepare a place-based strategy to guide future growth and development of Guyra and immediate surrounds consistent with the desired future character of the centre. Note: strategy to highlight land use planning implications.	Immediate: 2021/22
		iii) Prepare a place-based strategy to guide future growth	Immediate:

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Theme	Planning Priority	Planning Actions	Timing
		and development of Armidale and immediate surrounds consistent with “regional city” status. Note: strategy to highlight land use planning implications.	2022/23
		iv) Review and amend the merged LEP in response to the above-mentioned strategy findings.	Subject to related strategy timing.
Related Actions / Priorities:	RPA 7.1 Develop local growth management strategies and use local plans to reinforce regional cities and centres as the primary locations for commerce, housing, tourism, social activity and regional services.		
	RPA 9.1 Deliver precinct plans to provide a holistic vision and planning framework for the regional cities.		
	RPA 9.2 Prepare activation plans for the regional cities.		
	RPA 17.2 Prepare precinct plans to guide development and establish appropriate land use zoning, development standards and developer contributions.		
	RPA 18.1 Identify future areas of urban expansion or intensification in local growth management strategies that are consistent with the Interim Settlement Planning Principles, (Appendix A) or comprehensive settlement planning guidelines once released.		
Related Documents:	Armidale City Activation Plan Final Report (September 2018) RP – Appendix A Interim Settlement Planning Principles Submissions on draft LSPS from: DPIE (various); Cancer Institute NSW; Heritage NSW; TfNSW; and Cancer Council NSW.		
1c) Land for Housing	Facilitate the development of land required and suitable for residential and related purposes.	i) Undertake such studies as are required to: a) identify land required and suitable for residential and related purposes within and/or as a logical extension to existing settlements; and b) address the related land use planning implications. Note: determination of land suitability includes consideration of infrastructure and related servicing requirements i.e. in addition to consideration of development opportunities and constraints.	Short-term
		ii) Review and amend the merged LEP, in response to the above-mentioned study outcomes, to: a) allow development of land identified as being required and suitable for residential and related purposes.	Subject to related study timing.
Related Actions / Priorities:	RPA 18.2 Secure an appropriate supply of residential land to meet projected housing needs within local growth management strategies endorsed by the Department of Planning and Environment.		
	RPA 21.1 Enable new rural residential development where identified in a local growth management strategy prepared by council and endorsed by the Department of Planning and Environment.		
	RPA 21.2 Deliver rural residential development consistent with Principles 1-5 of the Interim Settlement Planning Principles (Appendix A) or comprehensive framework once released.		
Related Documents:	New England North West Housing and Land Monitor 2018 Armidale Dumaresq Rural Residential Study 2004 New England Development Strategy – Worley Parsons 2010 City of Armidale – Environmental Protection Zone Review – Hill Top Planners 1995 Strategic Analysis for the Draft Local Environmental Plan 2005 Submissions on draft LSPS from: DPIE (various); and TfNSW.		

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Theme	Planning Priority	Planning Actions	Timing
1d) Housing Options	Facilitate the provision of housing options.	i) Undertake such studies as are required to: a) identify housing options designed to respond to existing and projected future community needs; and b) address the related land use planning implications.	Short-term
		ii) Review and amend the merged LEP, in response to the above-mentioned study outcomes, to: a) allow the development of housing options identified as being required to meet existing and projected future community needs.	Subject to related study timing.
Related Actions / Priorities:	RPA 20.1 Develop local growth management strategies to respond to changing housing needs, including household and demographic changes.		
	RPA 20.3 Promote ageing-in-place by adopting elements of Livable Housing Australia's Livable Housing Design Guidelines in development controls for housing, where possible.		
	RPA 20.4 Deliver more opportunities for affordable housing by incorporating policies and tools into local growth management strategies and local plans that will incentivise private investment in affordable housing.		
	RPP(1) Deliver a variety of housing options in Armidale and promote development that contributes to the unique character of Ben Lomond, Guyra and Ebor.		
Related Documents	Local Housing Strategy Guideline: A step-by-step process for producing a local housing strategy 2018 Livable Housing Design Guidelines Fourth Edition (2017) NSW Housing Strategy Proposed Housing Diversity SEPP Submissions on draft LSPS from: TfNSW; and DPIE (various).		

Note: RP = Regional Plan; RPA = Regional Plan Action; RPP = Regional Plan Armidale Regional Priority.

Table 3: LSPS Planning Actions - Economy Theme

Theme	Planning Priority	Planning Actions	Timing
<b>Theme 2. Economy</b>			
2a) Armidale CBD	Facilitate the revitalisation of the Armidale central business district.	i) Undertake such studies as are required to: a) identify opportunities to facilitate revitalisation of the Armidale central business district consistent with "regional city" status; and b) address the related land use planning implications.	Short-term
		ii) Review and amend the merged LEP, subject to the above-mentioned study outcomes to: a) allow development designed to revitalise the Armidale central business district.	Subject to related study timing.
Related Actions / Priorities:	RPA 7.2 Focus retail and commercial activities in central business precincts and develop place-making focused planning strategies for centres.		
	RPA 17.1 Develop local plans and economic strategies that: • raise the profile of the area and awareness of opportunities for employment, business development and quality of		



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Theme	Planning Priority	Planning Actions	Timing
	life; <ul style="list-style-type: none"> <li>target opportunities for younger demographics; and</li> <li>foster collaboration with business sectors to develop employment opportunities that can attract and retain younger people and professional and skilled workers.</li> </ul>		
Related Documents:	Draft Armidale Region Economic Development Strategy 2017-2025 Armidale CBD Revitalisation Project – Parking and Mobility Study Component 2018 Armidale City Mall Vibrancy Plan 2017-2021 Armidale Activation Plan Submissions on draft LSPS from: TfNSW; and DPIE (various).		
2b) Agricultural Land	Protect important agricultural land.	i) Undertake such studies as are required to: a) identify areas of important or potentially important agricultural land; and b) address the related land use planning implications. Note: Study to focus on areas adjacent to settlements and/or areas of potential change due to development pressure.	Short-term
		ii) Review and amend the merged LEP, as soon as practicable and/or in response to the above-mentioned study outcomes, to: a) protect areas identified as being important or potentially important agricultural land; and b) require development proponents to address important agricultural land values in areas containing or potentially containing such values.	2021+
Related Actions / Priorities:	RPA 3.2 Limit urban and rural residential development on important agricultural land, including mapped Biophysical Strategic Agricultural Land, unless it is in a strategy that is: <ul style="list-style-type: none"> <li>agreed between council and the Department of Planning and Environment; and</li> <li>consistent with the guidelines for councils on important agricultural land.</li> </ul>		
	RPA 3.3 Manage the interface between important agricultural lands and other land uses by incorporating controls in local plans that manage compatibility between land uses, and undertaking land use conflict risk assessments where potential conflicts are identified through rezoning processes.		
	RPA 3.4 Secure the ongoing agricultural viability of rural land holdings by: <ul style="list-style-type: none"> <li>incorporating appropriate minimum subdivision standards and local planning provisions for rural dwellings in local plans to manage potential conflicts with agricultural activities; and</li> <li>monitoring annual changes in landholding sizes for each local government area.</li> </ul>		
	RPA 3.5 Minimise biosecurity risks by undertaking risk assessments, considering biosecurity plans and applying appropriate buffer areas.		
	RPA 3.6 Facilitate long-term requirements for plantation forest land and processing facilities by restricting the encroachment of incompatible land uses.		
Related Documents:	Biophysical Strategic Agricultural Land – NSW Map NSW Right to Farm Policy Primary Production and Rural Development SEPP EP+A Act s.9.1 – Directions: Direction 1.5 Rural Lands Submission on draft LSPS from: TfNSW.		
2c) Agribusiness	Investigate and facilitate	i) Undertake such studies as are required to: a) identify opportunities to develop agribusiness and	Short-term

TRIM:

Theme	Planning Priority	Planning Actions	Timing
Facilities	potential opportunities for development of agribusiness and related facilities.	related facilities, and the appropriate circumstances for such development; and b) address the related land use planning implications.	
		ii) Review and amend the merged LEP, in response to the above-mentioned study outcomes, to: a) allow the development of agribusiness and related activities under the defined circumstances.	Subject to related study timing.
Related Actions / Priorities:	RPA 1.2 Promote the expansion of agribusiness and associated value-adding activities through local plans.		
	RPA 1.3 Protect intensive agriculture clusters in local plans to avoid land use conflicts, particularly with residential and rural residential expansion.		
	RPA 1.4 Encourage commercial, tourist and recreation activities that complement and promote a stronger agricultural sector, and build the sector's adaptability.		
	RPA 2.2 Facilitate research and development institutions through local plans and identify opportunities to grow and promote innovation in the agricultural sector.		
	RP 2.3 Promote investment in the agricultural supply chain through local plans by protecting these assets from land use conflict and the encroachment of incompatible land uses.		
	RPP(6) Encourage diversification in agriculture, horticulture and agribusiness to grow these sectors and harness domestic and international opportunities.		
Related documents:	Submission on draft LSPS from: TfNSW.		
2d) Employment Land	Facilitate the development of land required and suitable for commercial or industrial and related purposes.	i) Undertake such studies as are required to: a) identify land required and suitable for commercial or industrial and related purposes to support diversification of the local economy; and b) address the related land use planning implications.  Note: determination of land suitability includes consideration of infrastructure and related servicing requirements i.e. in addition to consideration of development opportunities and constraints.	Short-term
		ii) Review and amend the merged LEP, in response to the above-mentioned study outcomes, to: a) allow development of land identified as being required and suitable for commercial or industrial and related purposes.	Subject to related study timing.
Related Actions / Priorities:	RPA 4.2 Protect areas of mineral and energy resource potential through local strategies and local environmental plans		
	RPA 6.1 Encourage green industries by reviewing local plans to ensure land use zonings reflect industry requirements.		
	RPA 7.3 Develop proposals for new commercial centres only where they: • demonstrate positive social and economic benefits for the wider community; • maintain the strength of the regional economy; • are consistent with the Interim Settlement Planning Principles at Appendix A; • respond to retail supply and demand and innovations in the retail sector; • maximise existing infrastructure (including public transport and community facilities) commensurate with the scale of the proposal; and • enhance the value of the public realm.		
	RPA 7.5 Promote an appropriate mix of land uses and prevent the encroachment of sensitive uses on employment land through local planning controls.		
	RPA 7.6 Deliver an adequate supply of employment land through local growth management strategies and local		



TRIM:

Theme	Planning Priority	Planning Actions	Timing
	environmental plans.		
	RPA 13.1 Implement local planning controls to protect freight and logistics facilities from encroachment of sensitive land uses.		
	RPA 13.4 Locate freight and logistics facilities to maximise existing infrastructure, support future industrial development and capitalise on inter-regional connections and external markets.		
	RPP(4) Support the development of employment lands such as Acacia Park.		
	RPP(5) Support opportunities to grow businesses enabled by the establishment of NBN fibre to the premises.		
Related Documents:	New England North West Housing and Land Monitor 2018 ARC – Armidale Industrial Land Study 2013 Southern New England High Country – Regional Economic Development Strategy 2018-2022 Submission on draft LSPS from: TfNSW.		
2e) Tourism Facilities	Investigate and facilitate potential opportunities for development of tourism and related facilities.	i) Undertake such studies as are required to: a) identify opportunities to develop tourism and related facilities, and the appropriate circumstances for such development; and b) address the related land use planning implications.	Medium-term
		ii) Review and amend the merged LEP, subject to the above-mentioned study outcomes, to: a) allow the development of tourism and related facilities under the defined circumstances.	Subject to related study timing.
Related Actions / Priorities:	RPA 8.1 Facilitate tourism and visitor accommodation and supporting land uses where appropriate through local growth management strategies and local plans.		
	RPA 8.2 Prepare destination management plans or other tourism-focused strategies that: <ul style="list-style-type: none"> <li>• identify culturally appropriate Aboriginal tourism opportunities;</li> <li>• encourage tourism development in natural areas that support conservation outcomes;</li> <li>• strategically plan for a growing international tourism market; and</li> <li>• align with the Destination Management Plan prepared by Destination NSW.</li> </ul>		
	RPA 8.3 Promote opportunities to expand visitation to regionally significant nature-based tourism places, such as the Oxley Wild Rivers National Park, Mount Kaputar, Gwydir Wetlands State Conservation Area, hot artesian mineral waters at Moree and koala colonies at Gunnedah.		
	RPA 8.4 Advocate for large-scale and high-quality tourism development in regional cities and other areas identified within the Destination Management Plan prepared by Destination NSW.		
Related documents:	Armidale Region Tourism Strategy 2018-2020 Submission on draft LSPS from: TfNSW.		

Note: RPA = Regional Plan Action; RPP = Regional Plan Armidale Regional Priority.

Table 4: LSPS Planning Actions - Infrastructure Theme

Theme	Planning Priority	Planning Actions	Timing
<b>Theme 3. Infrastructure</b>			
3a) Infrastructure	Plan for and facilitate the	i) Undertake such studies as are required to: a) identify existing and likely future infrastructure	Short-term

TRIM:

Theme	Planning Priority	Planning Actions	Timing
Delivery	delivery of infrastructure.	requirements to achieve desired standards of service and to service projected growth and related development; and b) address the related land use planning implications.	
		ii) Review and amend the merged LEP, as soon as practicable and/or in response to the above-mentioned study outcomes, to: a) facilitate the delivery of infrastructure to achieve desired standards of service and to service projected growth and related development; and b) require development proponents to address infrastructure requirements.	Subject to related study timing.
Related Actions / Priorities:	RPA 4.3 Protect infrastructure that facilitates mining from development that could affect current or future extraction.		
	RPA 10.4 Adopt an integrated approach to water cycle management to consider regional climate change, water security, sustainable demand and growth, and the natural environment.		
	RPA 10.5 Incorporate measures to improve water efficiency in urban and rural settings, including water sensitive urban design for new developments, into local planning policies.		
	RPA 10.6 Encourage the use of alternate water sources on local government assets, including playing fields.		
	RPA 10.7 Minimise the impact of development on key native fish habitat, address the cold water pollution impacts of Copeton Dam and mitigate barriers to fish movement.		
	RPA 10.8 Ensure local plans manage water catchment areas and groundwater sources to avoid potential development impacts.		
	RPA 15.3 Provide public transport to major services and employment areas where the size of the urban area has the potential to generate sufficient demand.		
	RPA 16.1 Undertake detailed infrastructure service planning to establish that land can be feasibly and economically serviced prior to rezoning.		
	RPA 16.2 Maximise the cost-effective and efficient use of infrastructure by focusing development on existing infrastructure or promoting co-location of new infrastructure.		
	RPA 19.2 Facilitate more recreational walking and cycling paths, linkages with centres and public transport, and expand inter-regional and intra-regional walking and cycling links.		
	RPA 19.3 Establish social infrastructure benchmarks, minimum standards and social impact assessment frameworks within local planning.		
	RPA 19.4 Deliver crime prevention through environmental design outcomes through urban design processes.		
Related Documents:	Armidale Water and Sewerage Servicing Strategy and Hydraulic Modelling 2018		
	Armidale Bicycle Strategy 2012 Submissions on draft LSPS from: DPIE (various); and TfNSW.		
3b) Transport Corridors	Protect the operation of major transport corridors and related infrastructure.	i) Undertake such studies as are required to: a) identify the existing and likely future operational requirements of major transport corridors and related infrastructure; and b) address the related land use planning implications.	Medium-term
		ii) Review and amended the merged LEP, as soon as practicable and/or in response to the above-mentioned study outcomes, to: a) protect the operation of major transport corridors, including related infrastructure; and	2021+

TRIM:

Theme	Planning Priority	Planning Actions	Timing
		b) require development proponents to address major transport corridor operational requirements in areas impacting or potentially impacting such requirements.	
Related Actions / Priorities:	RPA 14.1 Protect freight and utility infrastructure and corridors through local plans and strategies to protect network opportunities and distribution from incompatible land uses or land fragmentation.		
	RPA 14.2 Minimise the impact of development on the regional and State road network and rail corridors by identifying buffer and mitigation measures.		
	RPA 14.3 Support councils to investigate opportunities to provide greater access for high productivity vehicles.		
	RPA 14.4 Prioritise projects that address impediments to the regional freight network and work with stakeholders to upgrade transport network capacity as demand changes.		
Related Documents:	Submission on draft LSPS from: TfNSW.		
3c) Regional Airport	Facilitate and protect the operation of Armidale Regional Airport.	i) Undertake such studies as are required to: a) identify the existing and likely future operational requirements of Armidale Regional Airport; and b) address the related land use planning implications. Note: study to consider the preferred minimum lot size for properties, particularly residential properties, surrounding the airport site.	Short-term
		ii) Review and amend the merged LEP, as soon as practicable and/or in response to the above-mentioned study outcomes, to: a) facilitate and protect the operation of Armidale Regional Airport; and b) require development proponents to address Armidale Regional Airport operational requirements in areas impacting or potentially impacting such requirements.	2021+
Related Actions / Priorities:	RPA 15.1 Promote aviation-related employment opportunities and precincts.		
	RPA 15.2 Protect airports from the encroachment of incompatible development.		
	RPP(3) Maximise the opportunities of Armidale Regional Airport to meet demand and provide greater access to tourism opportunities.		
Related Documents:	Armidale Regional Airport Master Plan 2016		
3d) Armidale Hospital	Investigate potential opportunities for clustering development related to the Armidale Rural Referral Hospital near the Hospital site.	i) Undertake such studies as are required to: a) identify whether opportunities exist to cluster development related to the Armidale Rural Referral Hospital near the Hospital site, and if so, under what circumstances; and b) address the related land use planning implications. Note: study to consider the relationship of proposed related development to existing (lawful) development surrounding the Hospital site and the minimum car parking requirements for new development.	Medium-term
		ii) Review and amend the merged LEP, subject to the above-mentioned study outcomes, to: a) allow the clustering of related development near the Armidale Rural Referral Hospital site under the defined	Subject to related study timing.

TRIM:

Theme	Planning Priority	Planning Actions	Timing
		circumstances.	
Related Actions / Priorities:	RPA 7.4 Facilitate economic activity around industry anchors, such as health and education facilities, through planning controls that encourage clusters of complementary uses and address infrastructure needs.		
	RPP(2) Foster the growth of knowledge-based, education and health-services industries and cluster related activity around the <u>Armidale Rural Referral Hospital</u> and the University of New England.		
Related Documents:	-		
3e) Education Facilities	Investigate and facilitate potential opportunities for the development of education and related facilities.	i) Undertake such studies as are required to: a) identify opportunities to develop education and related facilities, and the appropriate circumstances for such development; and b) address the related land use planning implications.	Medium-term
		ii) Review and amend the merged LEP, subject to the above-mentioned study outcomes, to: a) allow the development of education and related facilities under the defined circumstances.	Subject to related study timing.
Related Actions / Priorities:	RPA 7.4 Facilitate economic activity around industry anchors, such as health and education facilities, through planning controls that encourage clusters of complementary uses and address infrastructure needs.		
	RPP(2) Foster the growth of knowledge-based, education and health-services industries and cluster related activity around the <u>Armidale Rural Referral Hospital</u> and the <u>University of New England</u> .		
Related Documents:	SEPP (Educational Establishments and Child Care Facilities) 2017 Submissions on draft LSPS from: DPIE (various).		
3f) Facilities for Arts and Culture	Investigate and facilitate potential opportunities for the development of facilities that promote arts and culture.	i) Undertake such studies as are required to: a) identify opportunities to develop facilities that promote arts and culture, and the appropriate circumstances for such development; and b) address the related land use planning implications.	Medium-term
		ii) Review and amend the merged LEP, subject to the above-mentioned study outcomes, to: a) allow the development of facilities that promote arts and culture under the defined circumstances.	Subject to related study timing.
Related Actions / Priorities:	RPP(7) Support the New England Regional Arts Museum and other arts organisations to position the LGA as a recognised arts and cultural centre in regional Australia.		
Related Documents:	ARC – Armidale Arts and Cultural Strategic Plan 2017-2022 ARC – Kentucky Street Cultural Precinct Plan Submissions on draft LSPS from: DPIE (various).		
3g) Open Space and Recreation	Investigate and facilitate potential opportunities for development of open space and recreation	i) Undertake such studies as are required to: a) identify opportunities to develop open space and recreation facilities, and the appropriate circumstances for such development; and b) address the related land use planning implications.	Medium-term
		ii) Review and amend the merged LEP, subject to the above-	Subject to

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Theme	Planning Priority	Planning Actions	Timing
	facilities.	mentioned study outcomes, to: a) allow the development of open space and recreation facilities under the defined circumstances; and b) facilitate the development of the open space network.	related study timing.
Related Actions / Priorities:	-		
Related Documents:	ARC – Dumaesq Creek Masterplan Submissions on draft LSPS from: DPIE (various).		
3h) Renewable Energy	Investigate and facilitate potential opportunities for development of renewable energy production facilities.	i) Undertake such studies as are required to: a) identify whether opportunities exist to develop renewable energy production facilities, and if so, under what circumstances; and b) address the related land use planning implications.  Note: identified opportunities should not impact high natural environmental / biodiversity or important rural values.	Medium-term
		ii) Review and amend the merged LEP, subject to the above-mentioned study outcomes, to: a) allow the development of renewable energy production facilities under the defined circumstances.	Subject to related study timing.
Related Actions / Priorities:	RPA 5.2 Facilitate appropriate smaller-scale renewable energy projects using biowaste, solar, wind, hydro, geothermal or other innovative storage technologies.		
	RPP(8) Identify and promote wind, solar and other renewable energy production opportunities.		
Related Documents:	Renewable Energy Resource's of NSW Map Large-scale solar energy guidelines Wind Energy Framework		

Note: RPA = Regional Plan Action; RPP = Regional Plan Armidale Regional Priority.

Table 5: LSPS Planning Actions - Environment Theme

Theme	Planning Priority	Planning Actions	Timing
<b>Theme 4. Environment</b>			
4a) Natural Environment	Protect areas, including corridors, of high natural environmental or biodiversity value.	i) Undertake such studies as are required to: a) identify areas of high or potential high natural environmental value; and b) address the related land use planning implications.  Note: each study to focus on areas within or adjacent to settlements and/or areas of potential change due to development pressure.	Short-term
		ii) Review and amend the merged LEP, as soon as practicable and/or in response to the above-mentioned study outcomes, to:	2021+



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Theme	Planning Priority	Planning Actions	Timing
		a) protect areas identified as being of high or potentially high natural environmental value; and b) require development proponents to address natural environmental values in areas containing or potentially containing such values.	
Related Actions / Priorities:	RPA 11.1 Focus development to areas of least biodiversity sensitivity and implement the 'avoid, minimise, offset' hierarchy to biodiversity and areas of high environmental value.		
	RPA 11.2 Ensure local plans consider areas of high environmental value to avoid potential development impacts.		
	RPA 11.3 Encourage the identification of vegetated areas adjacent to aquatic habitats and riparian corridors in local plans.		
Related Documents:	Koala SEPP Submissions on draft LSPS from: DPIE (various).		
4b) Cultural Heritage	Protect sites of indigenous or european / non-indigenous cultural heritage.	i) Undertake such studies as are required to: a) identify sites or potential sites of cultural heritage value; and b) address the related land use planning implications. Note: each study to focus on areas within or adjacent to settlements and/or areas of potential change due to development pressure; prioritise Guyra and Hillgrove.	Short-term
		ii) Review and amend the merged LEP, as soon as practicable and/or in response to the above-mentioned study outcomes, to: a) protect sites identified as being of cultural heritage or potential cultural heritage value; and b) require development proponents to address cultural heritage values on sites containing or potentially containing such values.	2021+
Related Actions / Priorities:	RPA 23.4 Undertake Aboriginal cultural heritage assessments to inform the design of planning and development proposals so that impacts to Aboriginal cultural heritage are avoided and appropriate heritage management mechanisms are identified.		
	RPA 23.5 Develop local heritage studies in consultation with the local Aboriginal community and adopt appropriate measures in planning strategies and local plans to avoid and protect Aboriginal heritage.		
	RPA 24.1 Prepare, review and update heritage studies in consultation with the wider community to identify and protect heritage items, and include appropriate local planning controls.		
	RPA 24.2 Ensure best-practice guidelines are considered such as the Australia International Council on Monuments and Sites, Charter for Places of Cultural Significance and the NSW Heritage Manual when assessing heritage significance.		
	RPA 24.3 Develop conservation management policies for heritage items and areas to provide for sympathetic and adaptive use of heritage items and assets.		
Related Documents:	Submissions on draft LSPS from: DPIE (various); and Heritage NSW.		
4c) Natural Hazards	Restrict development in areas impacted by natural hazards.	i) Undertake such studies as are required to: a) identify areas impacted or potentially impacted by natural hazards, including flooding and bushfire; and b) address the related land use planning implications. Note: each study to focus on areas within or adjacent to settlements	Short-term



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Theme	Planning Priority	Planning Actions	Timing
		and/or areas of potential change due to development pressure.	
		ii) Review and amend the merged LEP, as soon as practicable and/or in response to the above-mentioned study outcomes, to: <ul style="list-style-type: none"> <li>a) restrict development in areas identified as being impacted or potentially impacted by natural hazards; and</li> <li>b) require development proponents to address natural hazards on sites / in areas impacted or potentially impacted by such hazards.</li> </ul>	2021+
Related Actions / Priorities:	RPA 12.1 Minimise the risk from natural hazards and the projected effects of climate change by identifying hazards, managing risks and avoiding vulnerable areas, particularly when considering new urban release areas.		
	RPA 12.2 Incorporate new knowledge on regional climate projections, including flooding and bushfire risk, related cumulative impacts, and findings of the New England North West Enabling Regional Adaptation Project in local plans for new development.		
	RPA 12.3 Review and update floodplain and bushfire mapping to manage risk, particularly where urban growth is being investigated.		
	RPA 12.4 Encourage councils where naturally occurring asbestos occurs to map the extent of asbestos and develop an asbestos policy to manage associated risks.		
Related Documents:	ARC - Armidale Flood Plan EP+A Act Section 9.1: Direction 4. Hazard and Risk NSW Flood Prone Land Policy Floodplain Development Manual 2005 Planning for Bushfire Protection 2019 Submissions on draft LSPS from: DPIE (various).		
4d) Contaminated Land	Manage development on sites impacted by contamination.	i) Undertake such studies as are required to: <ul style="list-style-type: none"> <li>a) identify sites impacted or potentially impacted by contamination; and</li> <li>b) address the related land use planning implications.</li> </ul> Note: each study to focus on areas within or adjacent to settlements and /or areas of potential change; in particular, undertake a review of property land use records for Guyra.	Short-term
		ii) Review and amend the merged LEP, as soon as practicable and/or in response to the above-mentioned study outcomes, to: <ul style="list-style-type: none"> <li>a) manage development on sites identified as being impacted or potentially impacted by contamination; and</li> <li>b) require development proponents to address contamination on sites impacted or potentially impacted by contamination.</li> </ul>	2021+
Related Actions / Priorities:	Nil		
Related Documents:	EP+A Act s.9.1 Directions: Direction 2.6 Remediation of Contaminated Land Contaminated Land Planning Guidelines		

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Theme	Planning Priority	Planning Actions	Timing
	SEPP 55 – Remediation of Land		

Note: RPA = Regional Plan Action; RPP = Regional Plan Armidale Regional Priority.

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## Implementation

### Overview

The LSPS provides a clear line-of-sight between the key strategic priorities identified at regional or district spatial scales and the finer-grained planning at local, centre and neighbourhood scales.

The LSPS also provides a bridging point to ensure that regional and district priorities are placed within a clear local context and tailored to the unique economic, social and environmental characteristics of the local government area (refer Figure 6).



Figure 6: NSW Planning System Strategic-Led Planning Framework  
(Source: Local Strategic Planning Statements - Guideline for Councils)

An implementation plan<sup>11</sup> has been formulated to identify how Council will monitor and report on the status of planning and other actions contained in the LSPS, in a manner consistent with the provisions of relevant legislation.

The implementation plan also addresses the inter-relationships between the LSPS and other relevant State and Council documents, consistent with the Integrated Planning and Reporting Framework under the Local Government Act.

Current / relevant documents include:

- New England North West Regional Plan 2036, including the Implementation Plan 2017-2019;
- Community Strategic Plan 2017-2027;
- Armidale Dumaresq Local Environmental Plan 2012; and
- Guyra Local Environmental Plan 2012.

<sup>11</sup> EP&A Act section 3.9(2) states that the LSPS must include or identify the following – (d) the basis on which the council is to monitor and report on the implementation of those actions.

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Merging of the current Armidale Dumaresq Local Environmental Plan 2012 and the current Guyra Local Environmental Plan 2012 to produce a single LEP for the Armidale Regional Council local government area is an important first step to facilitate subsequent activities (refer Figure 7).

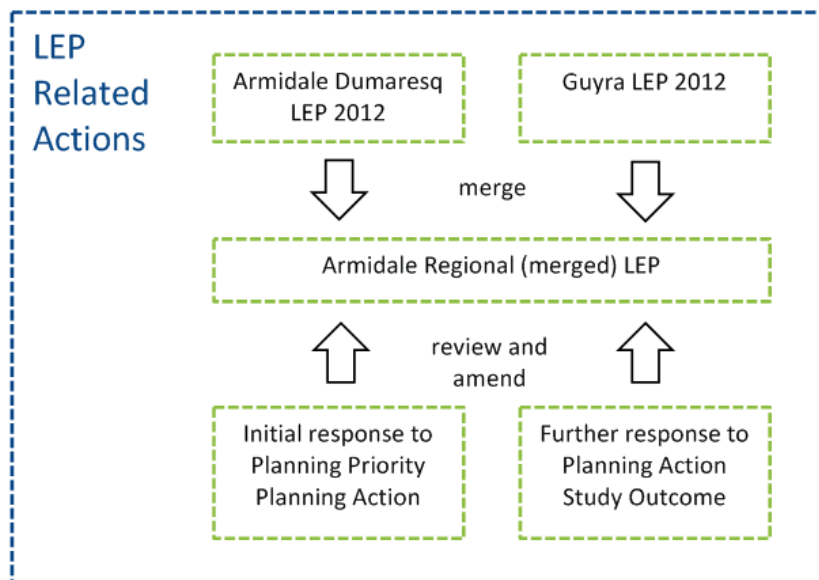


Figure 7: Local Environmental Plan Related Administrative and Planning Actions

#### Delivery Program Principal Activities

The Council's Delivery Program 2018-2021 under the current Community Strategic Plan, includes the following "principal activities" of note in this context:

- Council's strategic planning documents are integrated in a way which delivers community outcomes while effectively managing budgets, asset management and workforce planning (L4.2 – Integrated Planning and Reporting);
- Promote a Local Environmental Plan that supports the needs of the region to grow and develop (G1.2 – Local Environmental Plan); and
- Continue to update and review legislated planning documents to ensure a variety of appropriate dwellings and housing affordability across the region (G1.4 – Housing).

The first of these principal activities relates to the "Strategic Capacity" Community Outcome within the Community Strategic Plan which states "Council has the strategic capacity to understand the key issues for the region both now and in the future".

The latter two principal activities relate to the "Planning" Community Outcome which states "the community experiences the benefits of an increasing population".

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## Implementation Plan

The proposed timing for undertaking the identified LSPS administrative actions<sup>12</sup> is nominated in the following table (refer Table 6).

**Table 6: LSPS Administrative Actions**

Administrative Actions		Timing
<b>Local Strategic Planning Statement (LSPS) Related Actions -</b>		
1. Report on LSPS Actions	Provide a status report on implementation of each planning action contained in the current LSPS Action Plan and any relevant administrative actions.  The status report should identify any rectification tasks required and / or proposed to address any planning or administrative actions at risk of non-completion within the nominated timeframe.	On six monthly basis (generally June and December), and/or in conjunction with reporting on Council's Delivery Program; first such report by June 2021.
2. Prepare LSPS – 7 years	Prepare and make a new LSPS consistent with relevant State legislation and guidelines.	Within seven years of Council endorsement of current LSPS; first such new LSPS by 2027.
3. Review LSPS – CSP	Review and amend (if required) the current LSPS to ensure ongoing alignment with the relevant Community Strategic Plan.	As required, following / within six (6) months of Council endorsement of any revised or new CSP.
4. Review LSPS – RP	Review and amend (if required) the current LSPS to ensure ongoing alignment with the relevant Regional Plan.	As required, following / within six (6) months of State release of any revised or new Regional Plan.
5. Review LSPS – EP&A Act + LG Act	Review and amend (if required) the current LSPS to ensure ongoing alignment with relevant State legislation.	As required, following / within six (6) months of proclamation of any revised or new State legislation.
<b>Community Strategic Plan (CSP) Related Actions -</b>		
6. Amend CSP - LSPS	Amend the current CSP to identify that the LSPS is the primary tool for implementing those aspects of the CSP community outcomes related to land use planning.	Following Council endorsement of the LSPS and in conjunction with preparation of the CSP following the 2021 local government elections.
7. Review CSP - RP	Review and amend (if required) the current CSP to ensure ongoing alignment with the relevant Regional Plan.	During preparation of the CSP following the 2021 (and subsequent) local government election.
<b>Local Environmental Plan (LEP) Related Actions -</b>		
8. Merge Existing LEPs	Merge the current Armidale Dumaresq Local Environmental Plan 2012 and the current Guyra Local Environmental Plan 2012 to produce a single LEP for the Armidale Regional Council local government area.	2020/21
9. Amend	Review and amend (as required) the merged LEP to	As required, subject to LSPS

<sup>12</sup> The term “administrative actions” has been used to differentiate the LSPS Implementation Plan actions from the LSPS planning actions in the LSPS Action Plan.

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Merged LEP	address the outcomes arising from the implementation of each LSPS planning action.	planning action timing.
<b>Development Control Plan (DCP) Related Actions -</b>		
10. Merge Existing DCPs	Merge the current Armidale Dumaresq Development Control Plan 2012 and the current Guyra Development Control Plan 2015 to produce a single DCP for the Armidale Regional Council local government area.	2021/22
11. Undertake DCP Amendments	Undertake amendments (as required) to the merged DCP to address outcomes arising from the implementation of each LSPS planning action.	As required, subject to LSPS planning action timing and where required in conjunction with LEP amendments.



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## Appendix

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## Appendix A:

## New England North West Regional Plan 2036 (NENWRP) Goals and Directions

LSPS Theme	NENWRP Goal	NENWRP Direction
<b>1. Community</b>	Attractive and thriving communities	Strengthen community resilience (D.17)
		Provide great places to live (D.18)
		Support healthy, safe, socially engaged and well connected communities (D.19)
		Deliver greater housing diversity to suit changing needs (D.20)
		Deliver well planned rural residential housing (D.21)
		Increase the economic self-determination of Aboriginal communities (D.22)
		Collaborate with Aboriginal communities to respect and protect Aboriginal culture and heritage (D.23)
		Protect the region's historic heritage assets (D.24)
<b>2. Economy</b>	A strong and dynamic regional economy	Expand agribusiness and food processing sectors (D.1)
		Build agricultural productivity (D.2)
		Protect and enhance productive agricultural lands (D.3)
		Sustainably manage mineral resources (D.4)
		Grow New England North West as the renewable energy hub of NSW (D.5)
		Deliver new industries of the future (D.6)
		Build strong economic centres (D.7)
		Expand tourism and visitor opportunities (D.8)
<b>3. Infrastructure</b>	Strong infrastructure and transport networks for a connected future	Expand emerging industries through freight and logistics connectivity (D.13)
		Enhance transport and infrastructure networks (D.14)
		Facilitate air and public transport infrastructure (D.15)
		Coordinate infrastructure delivery (D.16)
<b>4. Environment</b>	A healthy environment with pristine waterways	Sustainably manage and conserve water resources (D.10)
		Protect areas of potential high environmental value (D.11)
		Adapt to natural hazards and climate change (D.12)

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## Appendix B:

## Community Strategic Plan 2017-2027 (CSP) Strategic Directions and Community Outcomes

LSPS Theme	CSP Strategic Direction	CSP Community Outcome
1. Community	Our People and Community	Community services and facilities meet the needs of the community (CO.1)
		Events and cultural activities provide the community with an opportunity to celebrate the unique culture and lifestyle of the region (CO.2)
		Services are provided to ensure inclusiveness and support the vulnerable members of our community (CO.3)
		Services and activities are provided for all ages and segments of our community to promote life-long learning, healthy living and community well-being (CO.4)
2. Economy	Growth, Prosperity and Economic Development	The community experiences the benefits of an increasing population (CO.1)
		The agricultural sector is supported as one of the pillars of growth and to sustain local and national food security (CO.2)
		The visitor economy generates additional revenue and employment to boost the local economy and creates opportunities for more vibrant cultural activities (CO.3)
		Economic development is supported through new initiatives, innovation and additional resources to assist growth of business and industry (CO.4)
3. Infrastructure	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 (CO.3)
		The community has access to transport which enables connectivity both locally and outside of the region (CO.4)
4. Environment	Environment and Infrastructure	The unique climate, landscape and environment of the region is protected, preserved and made accessible (CO.1)
		The community can participate in initiatives which contribute to a sustainable lifestyle (CO.2)
-	Leadership for the Region	The community is engaged and has access to local representation (CO.1)
		Council exceeds community expectations when managing its budget and operations (CO.2)
		Council demonstrates sound organisational health and has a culture which promotes action, accountability and transparency (CO.3)
		Council has the strategic capacity to understand the key issues for the region both now and in the future (CO.4)



### Acknowledgement of Country

We acknowledge the traditional custodians of our Country and recognise their continued connection to the land. We pay our respects to Elders past, present and emerging and the contribution they make to the life of our region.

The Armidale Regional Community pays tribute to their love of land, love of people, and love of culture.



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## Mayor's foreword

### A very clear vision for the future of our region

When I returned to Armidale in 2012 it was very different to the city I remembered from my high school days at The Armidale School in the 1980's and my time at the University of New England in the early 1990's. This may well have been misplaced nostalgia, however, to me the city and the wider region lacked the vibrancy and character I remembered.

What had not changed was a very real sense among the community that our region could do better. The Armidale region has all the ingredients for success; our economy is unique being anchored by a large regional university to compliment the agricultural sector, the burgeoning protected horticulture and the emerging Renewable Energy Zone; we have national parks on our doorstep that should be anchoring tourism plus there is a robust cultural scene epitomised by the New England Regional Art Museum.

Despite this abundance of opportunity our region has never capitalised on its potential. Our General Manager, James Roncon, often recites a favourite saying of his, "If you don't know where you're going, any old road will get you there." That sums up the story of our

region for the last 20 years. Our road has been one of stagnant population and employment, a hollowed-out city centre, tired looking green spaces that should be the jewel in the crown of our city, towns and villages, a fragile relationship with our university and a failure to attract the right kind of private and government investment. We started down this road because we did not have a clear and united vision of where we wanted our region to go.

When I was elected Mayor on 12 January 2022, I had a very clear vision for the future of our region. At our first Council Meeting on 27 January 2022, along with my fellow councillors it was agreed that one of the most important tasks in this term of Council was to clearly articulate the vision we have for the Armidale region and to have a plan to make that vision a reality. A region with a well narrated vision and competent delivery strategies usually attracts the right type of attention, becoming a candidate to receive government grants and other high-level investments and infrastructure. As a region we can make our own luck by showing government and private sector that we are driving change and are not prepared to leave things to chance.

I proposed to the Council Meeting on 27 January 2022 that we set an aspirational target to grow jobs in our region by **4,000 by 2040** (increasing our regional population by 10,000) and to identify the **region building infrastructure** and **catalyst job growth projects** that will maximise the region's potential. I am pleased to say that my fellow councillors unanimously supported this goal.

In February 2022 we held a planning and jobs growth summit with councillors, senior staff, planners, industry leaders and expert advisors. This summit sharpened councils focus on which engine industries had the potential to drive the growth of our region and underscored the importance of providing long term regional water security as the foundation for our regions aspirational future.



Cr Sam Coupland

With the assistance of our local member Adam Marshall, in June 2022, Council secured funding to raise the wall at Malpas Dam by 6.5m taking our region closer to its current water security needs. In December 2022, Council agreed to purchase Oaky Dam from Essential Energy, allowing us to support a regional population of over 50,000 along with industry expansion. In March 2023 we completed our Controlled Environment Horticulture (CEH) feasibility study which identified two jobs growth precincts in Guyra and Armidale that have the potential to deliver over 3,000 direct and indirect jobs to our region. This demonstrates Council's commitment to making our vision for the future a reality.

A well thought out Local Strategic Planning Statement is the most important opportunity for a region to own its story. *Toward 50,000* articulates clearly what our region can be over the next 20 years and provides a clear road to get us there. Our road for the next 20 years is one of opportunity, securing the water (the world's most precious resource), leveraging controlled environmental horticulture and the renewable energy zone to provide opportunities for the current and future generations.

*Toward 50,000* will send a message to all other potential partners and collaborators ranging from the public sector, private sector and not for profit sectors who can align behind our vision. Council is supporting this new vision with: streamlined approval processes, strategic land use and infrastructure planning to growth precincts, tailored investment in enabling infrastructure, targeted business and concierge services to attract investment and support businesses to establish and grow in our region.

We can be followers and go along for the ride while State and Federal Government or the market dictate the future success or otherwise of our region. Or we can shape our own future and tell our own story – this is what we are going to do.

## The Armidale region

Boasting spectacular waterfalls, gorges, world-heritage national parks, cool-climate vineyards and a fascinating and diverse cultural heritage.



# Advancing our region: Toward 50,000

## Growing the Armidale region

There has been a trend for regional Local Government Areas (LGAs) to adopt arbitrary population growth targets. A number of regions in NSW with populations of around 60,000 have targets to grow their populations to 100,000 by about 2040. Population targets require a marked expansion in the economic/employment base of those regional economies. However, if there are not jobs to draw people to these LGAs, population targets are meaningless.

In January 2022 the newly elected Armidale Regional Council (ARC) resolved to set an aspirational target to grow jobs in our region by **4,000 by 2040** (increasing our regional population by 10,000) and to identify the **region building infrastructure** and **catalyst job growth projects** that will maximise the region's potential. This clear direction from the newly elected Council has culminated in the preparation of this Local Strategy Planning Statement (LSPS) *Advancing our region: Toward 50,000* (Toward 50,000).

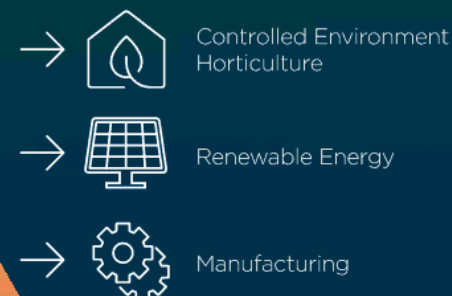
## Growing jobs

The Southern New England High Country Regional Economic Development Strategy identified industries in regional economies into three key categories; engine industries that bring money into the region (e.g. agriculture) and that drive the local economy, enabling industries that support the engine industries, e.g. transport and logistics, professional services such as veterinary services and population serving industries that support the local population.

Engine industries are those that employ a higher proportion of people in that region compared to other regions. They usually reflect the area's competitive advantages. These engine industries are often a key reason why a town or region exists (A 20-Year Economic Vision for Regional NSW). Growing engine industries leads to indirect jobs in the enabling industries and then these jobs in turn support jobs in the population-serving industries.

Regional industries that are surviving or thriving are linked to economic endowments, or an area's inherent or created strengths (A 20-Year Economic Vision for Regional NSW). Our regions established engine industries will continue to form part of the inherent strength of our economy, however, it is the Controlled Environment Horticulture and Renewable Energy engine industries which build on our natural endowments of a temperate climate combined with high solar exposure that have the greatest potential to drive the growth of our region over the next 20 years.

### Driving growth in our region



## Established

**Agriculture**

Agriculture is the prime engine industry in most regional areas. It directly accounts for 1,864 jobs or about 15% of jobs in our region. It also supports about 3,500 jobs in enabling industries (about 2:1 ratio to direct jobs). In addition it would support 4,000 jobs in population-serving industries. While UNE is the largest individual employer and also supports a significant number of jobs, UNE would not be located in Armidale but for the economic base provided by agriculture.

**Education**

Education has been a traditional mainstay of the Armidale city economy. It directly accounts for 2,404 jobs or about 19.5% of jobs in our region. At UNE on campus students have declined from about 3,353 full-time students and 529 part-time students in 1991 to 1,683 in 2019.

There are four private schools with a total senior school population of close to a thousand students based in Armidale and those offering boarding draw about 200 of their students from outside our LGA. Growth in the future will be largely dependent on growth in the population living in our region and the broader New England and North West.

**Controlled Environment Horticulture**

High-tech greenhouses with extensive climate control and hydroponic systems enable growers to precisely control a plant's growing environment to increase yields, quality, planting density, growing season and growth rates while also improving resource use efficiency through economies of scale. These advantages have resulted in rapid expansion of Controlled Environment Horticulture (CEH) globally and to a smaller extent in Australia.

Costa Group established the first part of its tomato-growing operation near Guyra in 2005. With about 40 hectares of glasshouses, it is estimated that this production supports about 1,000 jobs, both directly and indirectly in our region. Of these, just over 800 are employed in-house by Costa and another 200 are employed by outside businesses. In addition, it is estimated that induced impacts from the spending of those workers generate up to a further 350 jobs, taking the total number of jobs generated to about 1,350 jobs, or 34 jobs per hectare of glasshouse, in our region.

Red Jewel located east of Armidale, grow strawberry runners for distribution to strawberry growers across Australia and employ up to 110 people across the growing season.

## Potential for growth

**Renewable Energy**

The New England Renewable Energy Zone (REZ) is intended to have a network capacity of eight gigawatts. US studies (e.g., Loomis (2021) and Michaud et al (2020)), estimates there are about 27 jobs per gigawatt. In addition, Loomis indicate about 17 indirect jobs in the region, making a total of about 44 direct and indirect jobs in the operational years. Applied to the New England REZ, assuming 8 gigawatts of renewable capacity, this would translate to about 210 direct jobs, 140 indirect jobs, or 350 jobs in aggregate.

**Manufacturing**

Our region has a number of success stories in manufacturing such as Uniplan a modular home builder with significant capacity for industry expansion through vertical integration and currently accounting for 215 direct jobs. Manufacturing can play an important part the future of our region offering diversity of employment opportunities and strengthening the position of our local economy.

## Delivering region building infrastructure

*Towards 50,000* is underpinned by a water security package which includes the already funded raising of the Malpas dam wall by the maximum 6.5 metres (announced June 2022) and the connection of Oaky River dam (purchased from Essential Energy in December 2022) to our water network. This will increase the secure water supply in our region from 2,430 megalitres per annum (MLpa) to about 8,000MLpa allowing expansion of our engine industries to drive the growth of our region and support a population beyond 50,000.

## Identifying catalyst job growth projects

*Towards 50,000* identifies priority jobs precincts for our current and future engine industries; Controlled Environment Horticulture (CEH), Renewable Energy industries and Manufacturing.

CEH precincts in Guyra and Armidale have the potential to accommodate 125 hectares of new glasshouses generating 3750 direct and indirect jobs. A Renewable Energy Industry precinct in the vicinity of Armidale Regional Airport has the potential to accommodate REZ related secondary industries generating 350 direct and indirect jobs. This jobs growth will support a population of over 40,000, all of whom will have access to a secure and resilient water supply, access to diverse housing connected to abundant public open space.

## Liveability is a competitive advantage

Quality of life (QL) is the most sought-after product, feeling or experience individuals are seeking in 2023. A place with acknowledged QL is a place to be and many will try to get to. People and business can choose to live and work almost anywhere in Australia. There can be no more significant path, or task for a council anywhere at this moment, than to shape an even better

place; one which is attractive to new investment and talent which could benefit its community and business post 2022. *Toward 50,000* outlines how we will preserve our unique characteristics and environment and ensure our neighbourhoods are green, clean, walkable and local. The New England Rail Trail will connect the north and south of our region and provide a corridor of opportunity for complimentary tourism ventures. Malpas Dam will become a nationally significant high altitude water sports centre and we will invest in our natural environment and wilderness, our urban heritage and our arts and produce.

## Brilliant region

Leveraging digital technology is a contemporary way of effectively addressing our challenges and opportunities. Sustaining the path we are embarking on to attract new jobs and population while maintain our quality of life and sustainably

managing our environment and climate is a complex task. Over the long-term Council needs consistent and continuous access to deep insights about community life, assets, infrastructure, and our environment. These insights need to be reliable and available on demand as strategic decisions are made. This is where digital technology innovation has a critical role to play. Relevant technologies embedded into the physical environment can generate data and information which gives Council a finger on the pulse of our region and provide an empirical method of monitoring our progress. These insights can be shared with key community stakeholders to enable them to make better decisions, and to support collaboration which creates a vibrant and sustainable region for everyone.

***Toward 50,000***  
provides the building blocks that will set our region up for success.

2023



**30,000**  
people

2043



**40,000**  
people



**4,000**  
new jobs



**4,400**  
additional homes



**50,000**  
people



**8,000**  
new jobs



**8,800**  
additional homes



## New England Renewable Energy Zone

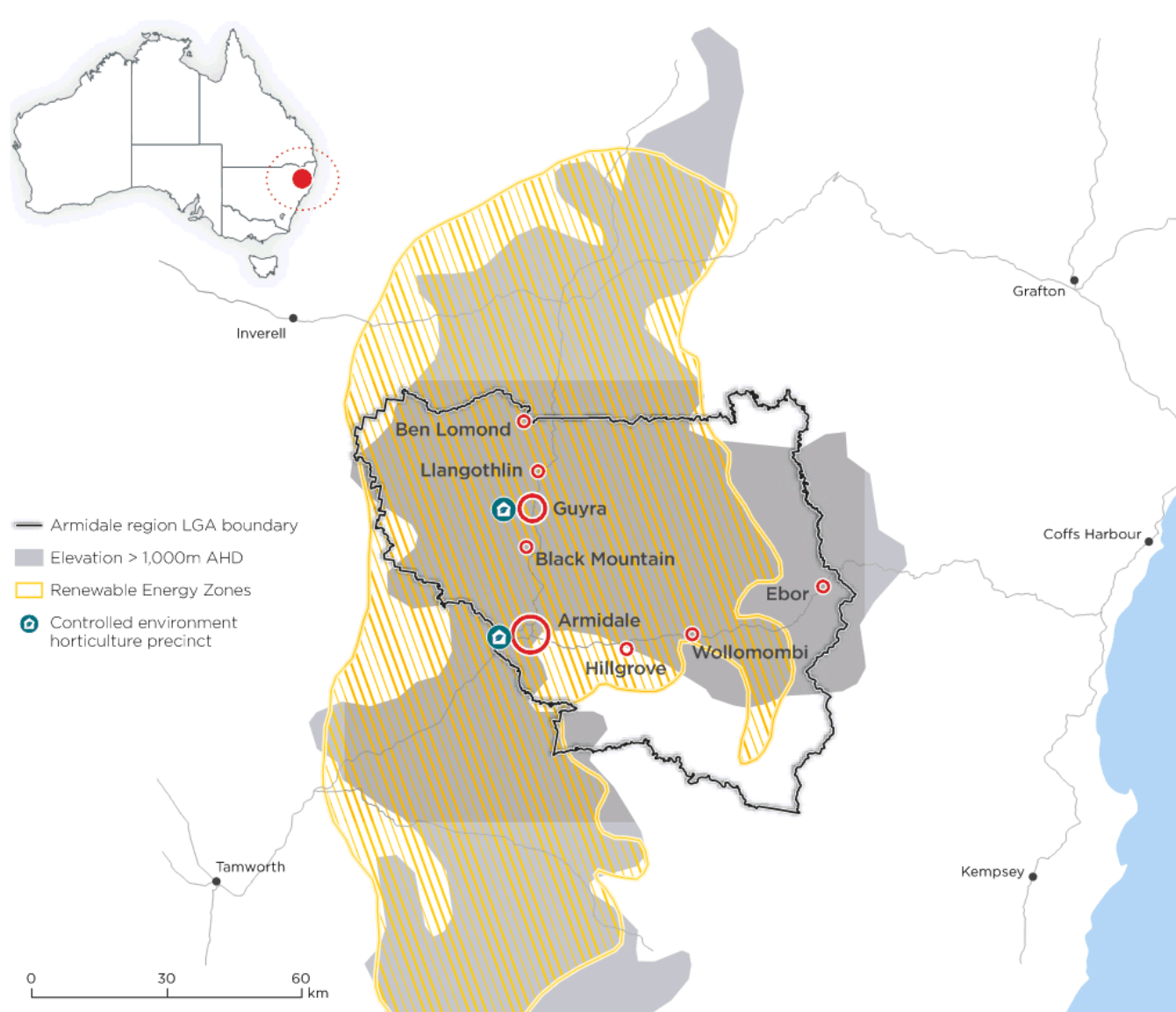
The majority of the Armidale region is located in the New England Renewable Energy Zone (REZ) which is intended to have a network capacity of eight gigawatts. The New England REZ is currently the largest in Australia and is the backbone to Australia's low carbon future. Most of the renewable energy facilities developed as part of the New England REZ are expected to be located proximate to the major transmission corridors through our region.

Future renewable energy projects within the New England REZ will co-exist with our rural industries and be required to provide community dividends that support the growth of our region, particularly in recognition of the contribution that our region is making to state and national energy security.

## Horticulture hub

Armidale's main strengths for controlled environment horticulture are its temperate climate combined with high solar exposure and transport connections across eastern Australia. There is also a supply of suitable land (<1% slope and unfragmented), access to labour, services and utilities (power and water). Leveraging regional strengths and expanding agribusiness and food processing has been identified as an opportunity for economic and population growth in the New England North West.

Figure1 Regional engine room growth opportunities





# Executive summary

This Local Strategic Planning Statement (LSPS) creates the strategic planning vision for the future of the Armidale Regional Council local government area.

The LSPS builds on the community's aspirations expressed in the [Advancing Our Region Community Plan 2022-2032](#) (CSP). It also delivers on the NSW Government's [New England North West Regional Plan 2041](#) (the Regional Plan), as well as other Council and NSW Government planning priorities for the Armidale region.

Most importantly, this LSPS focuses on **attracting 4,000 new jobs by 2043** to our region. By way of background, our population has been stagnant for the last 20 years with a 0.2% annual growth rate. Our once bustling city centre is tired and requires new life and vibrancy. Like many other Australian towns and cities, we are also faced with an aging population which we must support with care, while supporting the growth of younger families. Our aspiration is to progress into the future proactively and positively.

In reaching our job ambitions, this LSPS takes a holistic approach in balancing and enhancing our economic, social and environmental values and opportunities. In particular, these new jobs will attract **an additional 10,000 new residents to our region by 2043** (and 20,000 new residents beyond 2043). Housing supply and community services to support our growing and diverse community will be paramount. Planning for this growth in advance means that we can strategically focus on protecting and conserving our valuable rural, lifestyle and biodiversity qualities at the same time.

This LSPS is supported by three Vision Objectives and their associated Planning Priorities. Each Planning Priority is complemented by a suite of actions and implementation tasks, timeframes and responsibilities to support Council, the government, our local businesses and our community more broadly to achieve our ambitious aspirations.









## Vision

With our stunning natural beauty and leading education and agriculture sectors, we are an amazing place to live, work and visit. We are proud of our rich cultural and Indigenous heritage which together with our classic European architecture and commitment to creative and performing arts, frames the sophisticated character of our towns.



As we grow to a population of 40,000 over the next 20 years and beyond, the Armidale region is connected to the world through 4,000 new jobs of the future and our strong sense of community and social responsibility. We are leaders of Australia's low carbon future, and our re-enlivened businesses and industries are the engine room of the New England.

We have grown our commitment to sustainable horticulture with the largest and most significant protected agriculture precinct in Australia. Located above 1,300m AHD, the Horticulture Hub will be serving the dining tables of Australia and abroad as a result of its ideal climate, excellent year-round solar exposure and water security.

Our growing community will be housed in 4,400 new homes designed to meet the needs of our diverse Armidalian community. Our residents love living in Armidale, Guyra and surrounding villages because they offer a wide range of lifestyle options for all members of the community.

Our Armidale city centre is the beating heart of our region hugging the green spine of the Dumaresq Creek parklands and our tree lined avenues which are celebrated during our seasonal festivals. Beards Street Mall has remerged as a vibrant activity centre for education, housing, business and leisure.

With more than 95% of our region protected for farming and the environment, we are a premier sub-alpine destination for wilderness experiences, adventure sport, rural farm stays, eco-resorts and lodges. Our community and visitors are connected and in awe of our pristine natural environments including our world heritage Gondwana Rainforests.

Our region has prospered through our commitment to a diverse economy and high quality of life, and where everyone is welcome. We are a unique blend of natural beauty, cultural richness and community spirit.

### → Advancing our region: Toward 50,000

40,000 by 2043

 **4,000**  
new jobs

 **4,400**  
additional homes



*Big Chill, courtesy of Mike Terry*

## Vision objectives

1



### Prosperity and growth

Armidale region has a prosperous future and diverse economy that supports the creation of around 4,000 new jobs over the next 20 years. Our sustainable regional economy and local businesses will be connected to the world through our advancements in global horticulture, education, innovation and tourism.



**A.1** Our airport

**A.2** Our employment land

**A.3** Our agriculture and horticulture

**A.4** Our vibrant city

**A.5** Our water security

**A.6** Our tourism

2



### Community and place

Armidale is a vibrant city with strong local heritage and a proud first nation's history. Our diverse community welcomes new residents and visitors alike to join and celebrate our rich cultural and built environments. Our city centre has re-emerged as a place of celebration and success for businesses and the community.



**B.1** Our homes

**B.2** Our education, research and innovation

**B.3** Our indigenous history

**B.4** Our architecture and heritage

**B.5** Our local artisans and producers

**B.6** Our green space

3



### Nature and resilience

Armidale region's unique and globally recognised world heritage natural areas, and extensive areas of open space are a destination of choice for adventurers and visitors to Australia's highest city. Our region has provided the foundation for Australia's low carbon future promoting sustainable practices in all aspects of city life.



**C.1** Our air quality

**C.2** Our biodiversity and national parks

**C.3** Our resilience to natural hazards and climate change

**C.4** Our renewable energy

**C.5** Our sustainable region



# About the plan

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## About the plan

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### Administrative

This Local Strategic Planning Statement (LSPS) has been prepared in accordance with section 3.9 of the Environmental Planning and Assessment Act 1979 (the EP&A Act) and will be used by Armidale Regional Council in land use planning decision making.

This LSPS replaces the Armidale Regional Local Strategic Planning Statement that was adopted by Council in October 2020.

### Purpose of this Local Strategic Planning Statement

The LSPS creates the strategic planning vision for the future of the Armidale region. It provides a framework for future land use planning decisions and the management of growth in our region based on our economic, social and environmental needs as our community grows towards a population of 50,000 which we expect beyond 2043. It demonstrates an understanding of the changes that will shape Armidale region's future, so that Council and the community can create a shared future that we can all embrace.

This plan builds on the community's aspirations expressed in the [Advancing Our Region Community Plan 2022-2032](#) (CSP). It also delivers on the NSW Government's [New England North West Regional Plan 2041](#) (the Regional Plan), as well as other Council and NSW Government planning priorities for the Armidale region.

The LSPS sets clear priorities for the jobs, homes, services and community infrastructure that the Armidale region will require as our community grows.

This document also outlines the work that will need to be undertaken over the coming years to deliver on our vision.

### Project methodology

The LSPS has been developed subsequent to Council's Community Plan 2022-2032 (CSP) and in parallel with Council's Local Housing Strategy.

The methodology used to develop the LSPS follows the process outlined by the Department of Planning and Environment's (DPE's) Local Strategic Planning Statement Guidelines, and integrates the steps. The LSPS will provide a significant foundation and holistic strategy for the future of the Armidale region.

The LSPS also links the Regional Plan to our CSP and provides a bridge between state, regional and local planning. Unashamedly though, the LSPS seeks to grow the aspirations of our community consistent with our CSP. The LSPS methodology derived from DPE's Guidelines is illustrated in Figure 2.

The purpose of this plan is to:



- 1 **Provide a vision** for how future growth and change will be managed



- 2 **Implement** the New England North West Regional Plan 2041



- 3 **Identify the values** of our region to be enhanced and protected



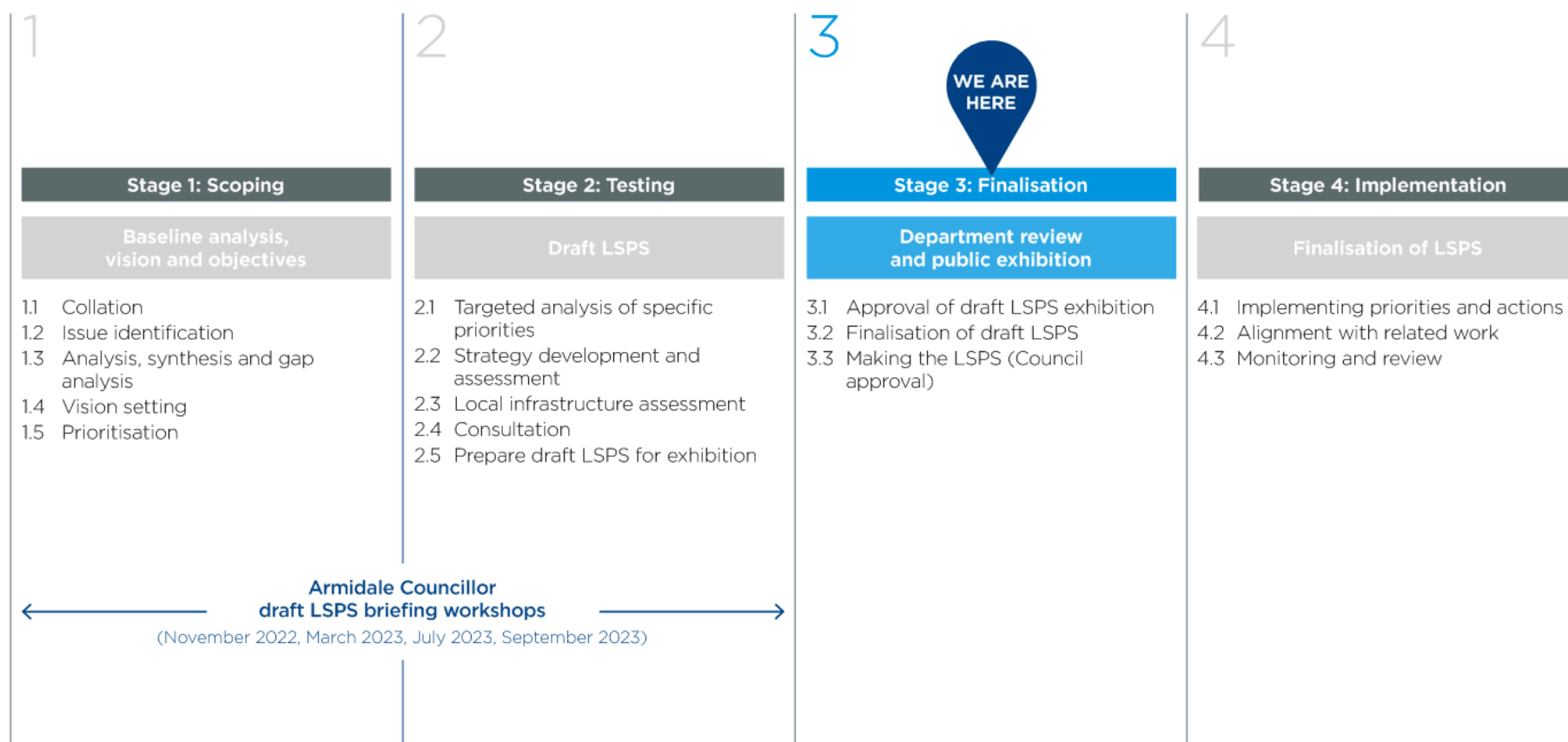
- 4 **Support and grow** our jobs of the future



- 5 **Recognise, support and celebrate** our unique New England Highland identity



## About the plan

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**Figure 2** Project methodology (based on DPE LSPS Guidelines)




## About the plan

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### How to read this Local Strategic Planning Statement

The LSPS has been structured to answer four key strategic questions (refer to Figure 2).

- Where are we now?
- Where do we want to be?
- What are the gaps?
- How do we get there?

Figure 3 outlines which sections of this document answer these key questions, noting that this LSPS and subordinate strategies (like the Local Housing Strategy) provide the delivery frameworks for our vision.

**Figure 3** Structure of this Local Strategic Planning Statement under four strategic questions



Armidale Creeklands



# Strategic context and planning policy

## 1.0

- 1.1 Our region
- 1.2 Our city
- 1.3 Guyra and our villages
- 1.4 Our growth and prosperity
- 1.5 Our opportunities and challenges
- 1.6 Our community
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- 1.8 Armidale region's Local Strategic Planning Vision

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Rowlands Road





## 1.0 Strategic context and planning policy

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### 1.1 Our region

The Armidale region is located in the Northern Tablelands of NSW and covers an area of 7,807km<sup>2</sup>. It is situated approximately halfway between Sydney and Brisbane on the New England Highway and is the only sub-alpine community of scale (above 1,000m AHD) in Australia. This is important because we have Australia's best climate and excellent year-round solar exposure for our major controlled environment horticultural industries.

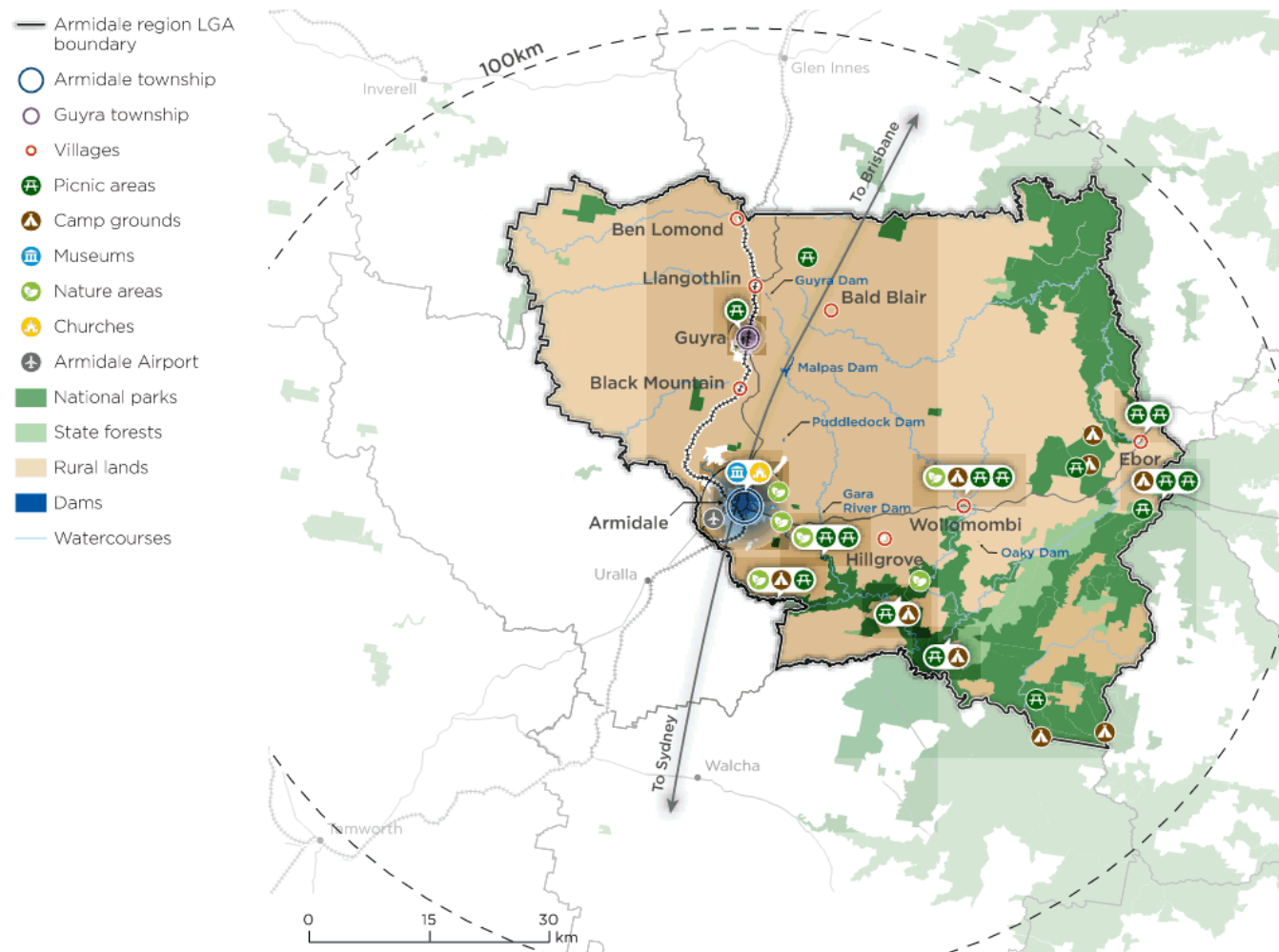
Our region includes the Armidale city, Guyra township and a network of villages including Ben Lomond, Black Mountain, Ebor, Hillgrove and Wollomombi.

The region is predominantly rural with highly productive agriculture land, used largely for sheep and cattle grazing, supported by fruit growing and viticulture. Approximately 84% of the Armidale region is used for primary production purposes.

The Armidale region is also well known for its natural beauty and extensive National Parks, State Forests and nature reserves including world heritage Gondwana rainforests.

The area is home to a wide range of sub-alpine adventure and tourism offerings that cater for all members of the community, including mountain biking, fishing, hiking and more.

**Figure 4** Armidale region strategic context







## 1.0 Strategic context and planning policy

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### 1.2 Our city

Armidale prides itself as the regional centre for the New England tablelands.

Our city is a tapestry of classic European architecture and mature tree-lined avenues which define our character and identity.

Tourists and residents alike experience a 'living museum' where they can comfortably walk the streets of our town and admire our old world charm which meets with modern convenience and amenity.

The city centre and the Dumaresq Creek Parklands are the beating heart of our city – connecting the areas where we live, work and play. As our region grows, our city centre will create unique, diverse and promising opportunities for the future, without losing the character and sophistication of traditional Armidale.

Our city showcases cafes and restaurants which offer a variety of locally produced food and beverages, including farm to plate. When visitors arrive, and residents return, everyone feels welcome and at home.





## 1.0 Strategic context and planning policy

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### 1.3 Guyra and our villages

Guyra and our villages will also play an important role in sustaining housing supply and contributing to our vibrant rural and village lifestyles. While we intend to maintain the existing residential footprints of these areas, reduced minimum lot size provisions will support natural incremental growth, as and when needed, focused around the township or village centre. Guyra, in particular, will play a key role in providing housing for our growing horticulture industry in this area. Our intention is for Guyra and our villages to be self sustainable on one hand and maintain strong connections back to Armidale on the other hand to support the diverse needs of our residents and local businesses.

#### Guyra

The charming country town of Guyra is located 1330m above sea level on the Northern Tablelands of the Great Dividing Range. Home of the Lamb and Potato Festival, pristine streams and protected wetlands, Guyra is a one-stop location for outdoor adventure and nature activities, as well as a heritage lined main street.

There's a range of places to stay, from pretty campsites, caravan parks and riverside cabins to comfy motels, bed and breakfasts and farmstays.

The surrounding farmlands are renowned for producing some of

Australia's finest beef and lamb, along with premium potatoes and vine-ripened glasshouse tomatoes. There are plenty of cafes, restaurants and country pubs where you can sample local produce.

#### Wollomombi

Wollomombi is a unique little village with a rich history located between the Wollomombi and Chandler rivers. Whilst the village has changed from a flourishing settlement to serve the needs of the district to a quiet residential village, The Wollomombi Store is the perfect base to set up camp, to explore the magnificent Wollomombi Gorge located a short five minute drive away.

The Wollomombi Gorge (a World Heritage Area), the deepest in NSW, contains two waterfalls – the Wollomombi Falls of 220 m (highest in NSW) and the nearby Chandler Falls. The name Wollomombi, and its various spellings, is derived from the Aboriginal words for meeting of the waters.

#### Ebor

Ebor is a picturesque village located midway between Armidale and the Coffs Coast surrounded by areas of spectacular beauty. Located five minutes' drive from the village, Ebor Falls offers spectacular waterfall views, scenic lookouts and a picnic area. Easily one of the most beautiful waterfalls in Australia, Ebor Falls cascade over 100

metres down tiered columns of graphite coloured rock, with spectacular views down the Guy Fawkes River National Park. The Gumbaynggirr people traditionally called Ebor Falls 'Martiam', which means 'the great falls'. Ebor provides the perfect base to explore the New England and Cathedral Rock National Parks.

#### Black Mountain

Black Mountain is a quaint English style village, just a few minute's detour from the New England Highway south of Guyra. Exotic trees and well kept gardens frame neat old cottages while the wooden railway station and garden have been lovingly restored. Now disused, the railway station, originally entitled Boorolong, opened in 1884 and operated 103 years of service. During the 19th century, Black Mountain became the hangout of Captain Thunderbolt, a bushranger who lived in a cave used as a lair for assistant robberies.

Today Black Mountain is a small village which thrives on its importance of traditional agriculture.

#### Hillgrove

Hillgrove was established in 1884 and grew rapidly during the 1880s and 1890s due to expanded mining activities after rail transport from Sydney to Armidale enabled heavy machinery to be brought to the district. Hillgrove, east of Armidale sits on the

edge of the regions famous gorge country, with the edge of the town situated on the edge of the Metz gorge. At its peak in about 1898, Hillgrove boasted six hotels, four churches, two schools, several banks, a School of Arts, a hospital, a stock exchange, a courthouse, a police station and a cordial factory. By the 1920s, most of the village's buildings were dismantled and relocated to Armidale and other centres. As such, Hillgrove is a fascinating "town" with lots of signs that hint at a more prosperous time.

#### Ben Lomond

Ben Lomond, sits half way between Guyra and Glen Innes in the northern area of our Region. Known for its snow falls in winter and magnificent scenery, Ben Lomond is surrounded by pastures and rolling hills that produce some of the best beef cattle and lambs in the region.

Heritage at heights, Ben Lomond has the highest railway station in the southern hemisphere with the heritage listed Ben Lomond railways station at 1,363m.





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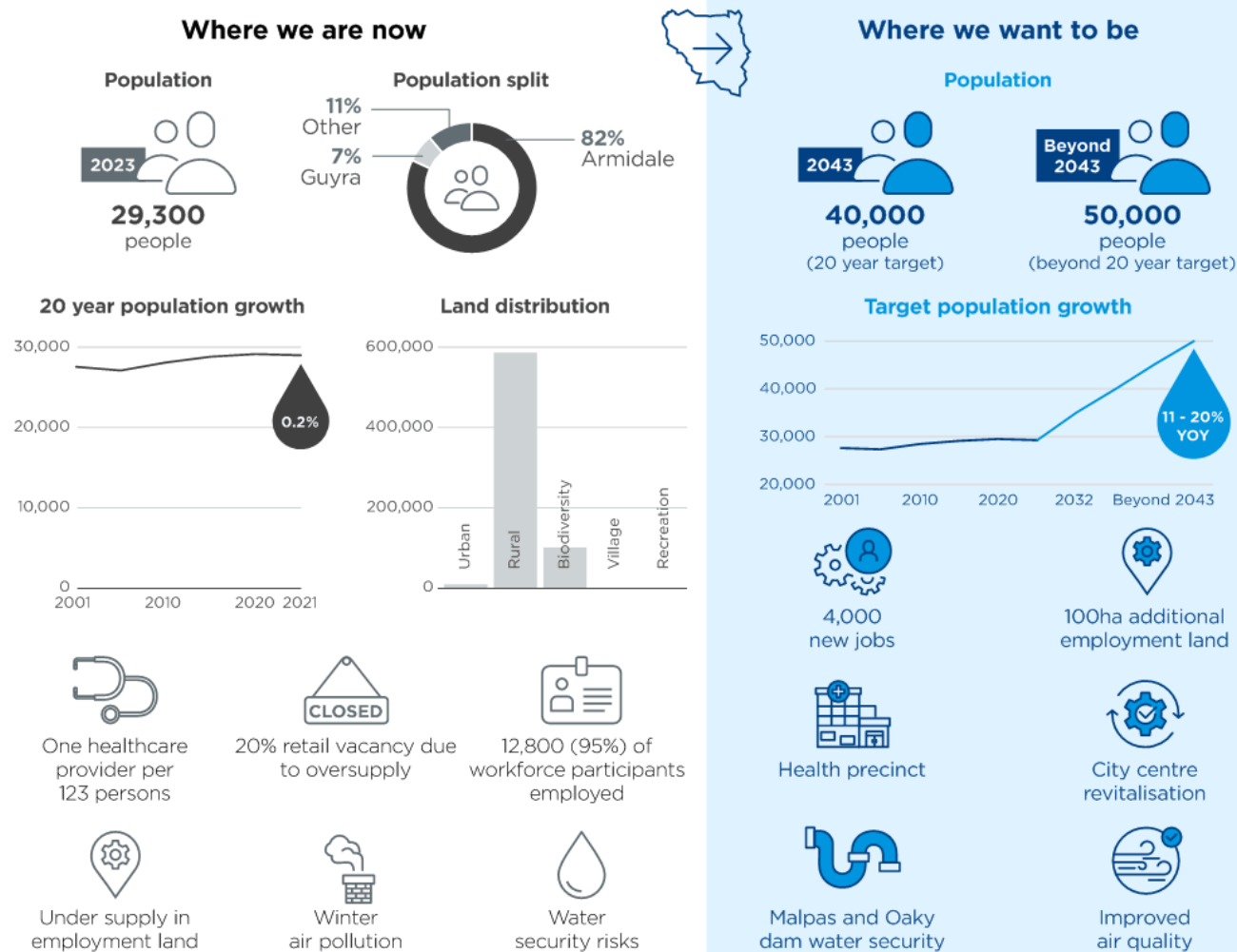
### 1.4 Our growth and prosperity

In 2021, the Armidale region had a population of 29,300 people – 82% who lived in Armidale city. In the 20 years between 2001-2021, Armidale region only experienced marginal growth with a population increase of 1,426 people (an annual growth rate of 0.2%).

During the development of our Community Plan 2022-2032, our community highlighted its desire for our region to be a place for investment, business, and jobs. Council has therefore set an ambitious economic growth target – to attract 4,000 new jobs to our region by 2043. Approximately 3,750 of these jobs (2,225 direct and 1,525 indirect) are expected to be generated by the global horticulture hub (refer to Armidale Feasibility of Horticulture Report, March 2023), as well as our health, education and arts sectors. These new jobs will increase the number of new residents in the region by 10,000.

This LSPS takes a proactive approach in planning for the long term – Advancing our region: Toward 50,000. Whilst it will take more than 20 years for us to reach this target, planning for the long term will allow us to properly consider those areas most valuable for preservation and protection, as well as how we maintain and grow our standards of living.

Figure 5 Future growth





## 1.0 Strategic context and planning policy

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### 1.5 Our opportunities and challenges

Our region is blessed with opportunities.

We offer an amazing rural, inner-urban and outdoor lifestyle for our residents with 86% of our houses being within 400m of public open space in the form of parks and sports fields, while 98% of our local government area supports rural production and biodiversity purposes.

Our climate and altitude are the best in Australia to support an expansion of controlled environment horticulture, and our airport is well located to be an emergency response and resilience hub for northern NSW. Our deep university roots set the foundation for facilitating new innovation and technology in our region, and beyond.

We are rich in cultural heritage and diversity. Our natural environment and rural landscapes offer an un-tapped, premier destination for adventure tourism and eco-tourism.

As the government embarks on its renewable energy program, we are at the heart of NSW's largest renewable energy zone. While this will support new, green energy related industries and investment, it will also place pressure on our farms with the loss of prime agricultural land.

It will also place pressure on our housing during the construction phases of these large scale projects. This has already been seen with numerous projects placing demand on our rental housing stock and on our hotels and motels which have hosted workers at the detriment of our ability to host tourists and large scale events.

We have not however been free from challenges. Our population has been stagnant for the last 20 years with a 0.2% annual growth rate. Our once bustling city centre is tired and requires new life and vibrancy. Like many other Australian towns and cities, we are also faced with an aging population which we must support with care, whilst supporting the growth of younger families. Since 2018 we have also welcomed a significant number of refugees into our community, diversifying our community and also requiring appropriate services to support their resettlement and new life in Australia.

It is these opportunities and challenges which have shaped our Vision and our aspirations moving forward. As we strive towards meeting our economic and jobs growth target, we will be faced with other challenges – but our plan seeks to address these with the support of the state and commonwealth governments; in recognition of the support that our community is making to the achievement of Australia's future green energy requirements and low carbon future.

At the forefront of our future challenges is water security and maintaining our quality of life. We will also need to consider the locations for new housing and employment, and to mitigate unplanned urban sprawl.

Our community has requested improved shopping, employment and business opportunities within our region. Revitalising our city centre to re-establish a functioning city centre will not only be good for investment and commerce, but also for our cultural, art and community activities.

Ensuring our long-standing aged community members have the ability to age in place with dignity is in keeping with our values.



*Since 2018 we have also welcomed a significant number of refugees into our community, diversifying our community and also requiring appropriate services to support their resettlement and new life in Australia.*



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### 1.6 Our community

Our region had 12,950 dwellings in 2021 with an average household size of 2.26 people. Armidale city caters for most of our homes (81%), while Guyra provides 8% and our villages provide 11% of our housing.

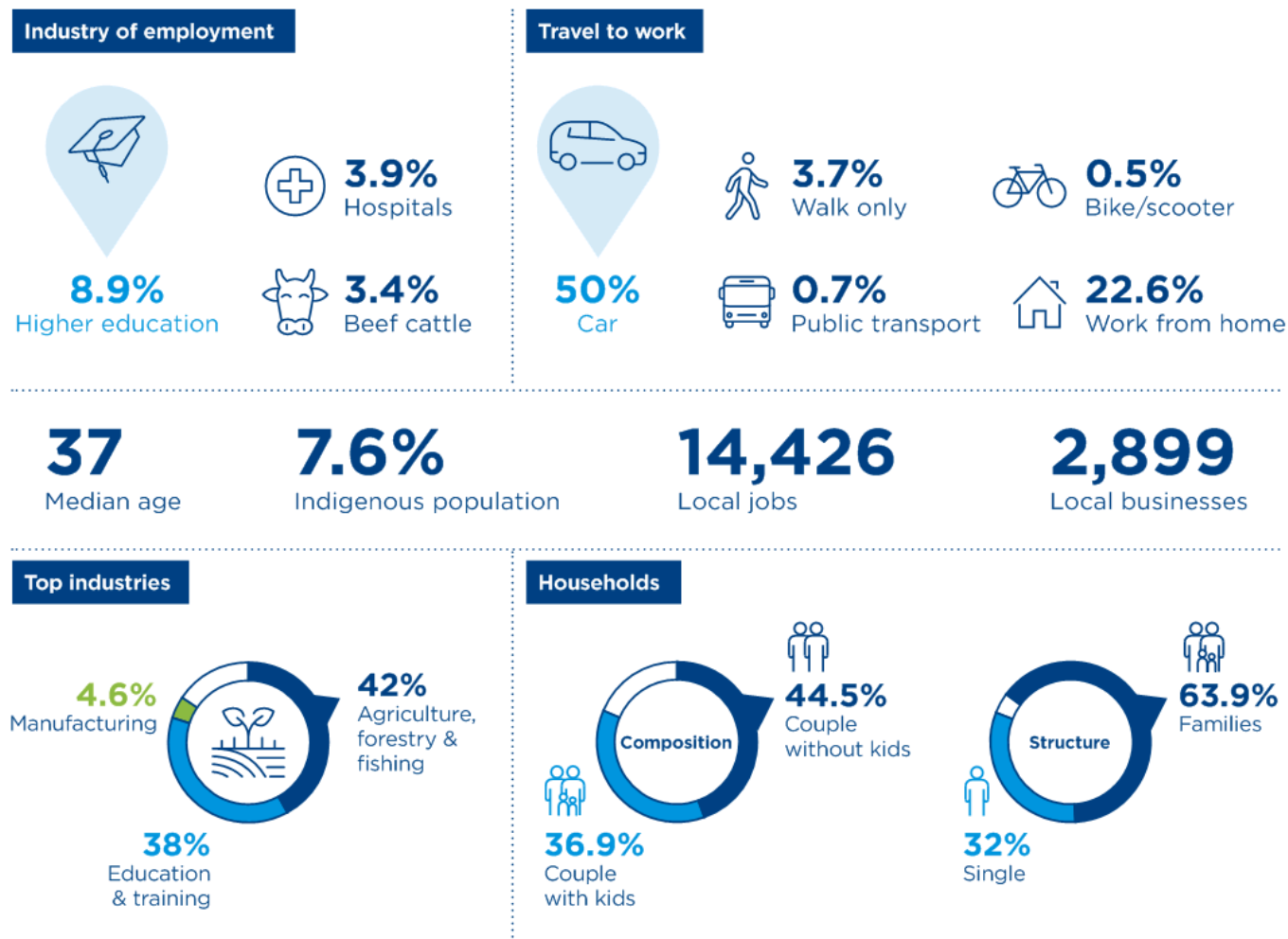
Most of our housing is in the form of detached dwellings (83%), while only 1% of our dwellings were apartments (and only in Armidale city).

To facilitate our 2043 jobs growth target, we will need to provide an additional 4,400 dwellings to house our new residents and their families. When taking a longer-term approach – our Toward 50,000 horizon will require a further 4,400 dwellings.

Our housing targets are intended to be accommodated through a range of measures including reduced lot sizes in our existing residential zoned areas, and an additional 179ha of non-residential zoned land being converted for residential purposes.

As Armidale city grows, we see infill housing playing an important long-term role in meeting our Toward 50,000 planning horizon, acknowledging that market conditions and feasibility may not enable significant infill housing in the short to medium term. In reducing minimum lot sizes, we can maintain our rural lifestyle and landscape, provide infrastructure efficiently and reduce the need for unnecessary urban sprawl.

Figure 6 Community snapshot







## 1.0 Strategic context and planning policy

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### 1.7 Planning policy overview

#### 1.6.1 Global trends

Over time, the global environment in NSW and the New England region has radically changed. A confluence of global megatrends has, and continues to, prompt structural shifts in many industries with a heightened scrutiny around the climate and resource efficiency. Coupled with an increasing change in our demographic profiles and an increasing demand for healthcare, our communities are in the midst of transformation.

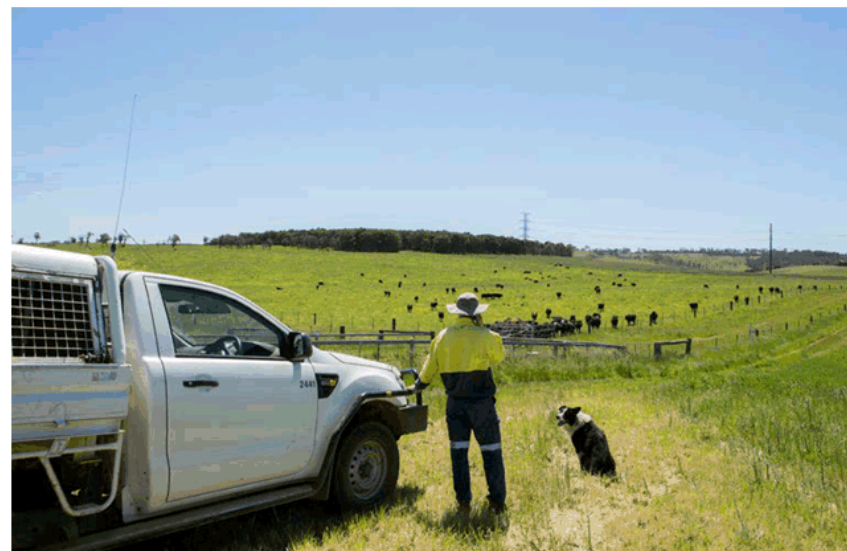
At the same time, Australia's long-term obsession with urbanisation, particularly to our major cities reversed during the recent COVID-19 pandemic with a shift in migration patterns between capital cities and regional areas across Australia. While our region has been largely dormant in terms of growth over the last 20 years or so, this disruption, and the associated disruptions to globalisation during the same period has raised the possibility of longer-term shifts which will benefit regional areas, particularly in locations with excellent services, amenity, lifestyle, education, jobs and housing affordability, such as the Armidale region.

Advances in technology have also meant that jobs which would otherwise have been the domain of capital cities, can be filled anywhere. The future of work has arrived faster,

and the amplification of changes associated with the 'new norm' present opportunities for improved lifestyle, work-life balance without the confines of major metropolitan centres.

With the increased volatility around a changing climate, agriculture in Australia is already being impacted. Agribusinesses into the future will have to adapt to extreme weather events, less predictable seasons, and hotter, drier conditions. As climate impacts worsen, further changes in farming practices, including locational decisions will be imperative to manage Australia's food security needs. Further, given the exponential advances in digital technology, automation and food genetics, food production systems and supply chains will need to be more agile and interconnected.

Collectively, the Armidale region and the broader New England are well positioned to not only be the leading renewable engine of Australia, but also to ensure that our future agribusiness and food systems can be more resilient to climate shocks. Embracing technological change, and a commitment to the environment and sustainability, Armidale region provides a destination of choice for a growing number of residents both returning and new, and a new wave of agricultural jobs of the 21st century in our dedicated major controlled environment horticultural precincts in Guyra and Armidale.





## 1.0 Strategic context and planning policy

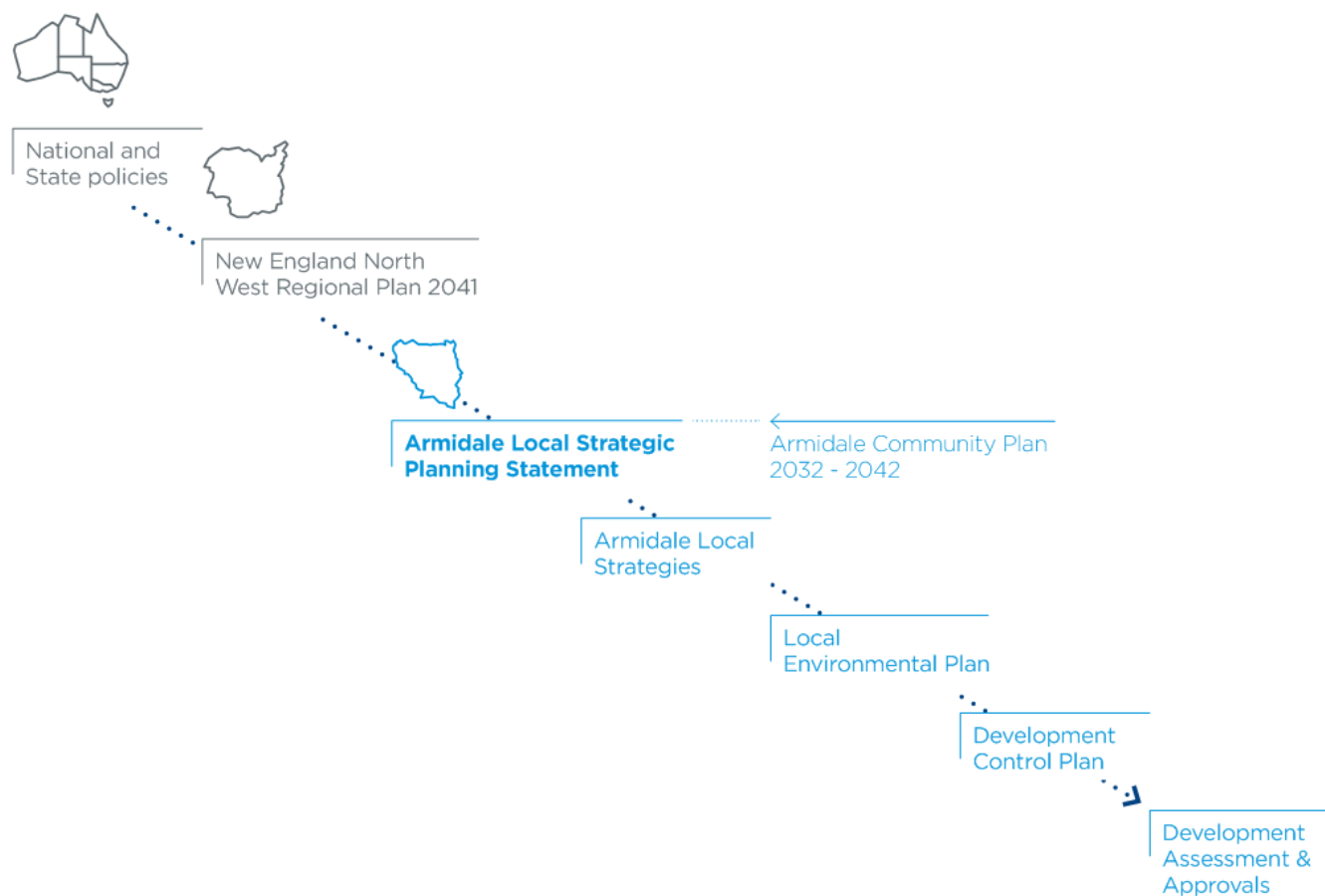
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### 1.6.2 Planning Policy Alignment

The Local Strategic Planning Statement has been developed to align with Council's Community Plan 2022-2032, as well as the New England North West Regional Plan 2041 and the United Nation's Sustainable Development Goals.

The Local Strategic Planning Statement also sets out the overarching planning priorities and actions which will inform the development of topic specific strategies (such as the Local Housing Strategy), amendments to the Armidale Regional Local Environmental Plan 2012 and Development Control Plan as well as development assessment decisions. Figure 7 sets out how the Local Strategic Planning Statement aligns these cascading local planning instruments, as well as with broader NSW government plans and Council's Community Plan 2022-2032.

**Figure 7** Planning policy alignment





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### 1.6.3 New England North West Regional Plan 2041

This LSPS has been developed in alignment to the New England North West Regional Plan 2041, ensuring a clear line of sight between regional planning and local delivery.

In particular, this LSPS builds on, and supports the aspirations of the Regional Plan through:



<b>Growth, change and opportunity</b>	<b>Objective 1</b>	Coordinate land use planning for future growth, community need and regional economic development
<b>Productive and innovative</b>	<b>Objective 2</b>	Protect the viability and integrity of rural land
	<b>Objective 3</b>	Expand agribusiness and food processing sectors
	<b>Objective 4</b>	Responsibly manage mineral resources
	<b>Objective 5</b>	Enhance the diversity and strength of Central Business Districts and town centres
	<b>Objective 6</b>	Coordinate the supply of well-located employment land
	<b>Objective 7</b>	Support a diverse visitor economy
<b>Sustainable and resilient</b>	<b>Objective 8</b>	Adapt to climate change and natural hazards and increase climate resilience
	<b>Objective 9</b>	Lead renewable energy technology and investment
	<b>Objective 10</b>	Support a circular economy
	<b>Objective 11</b>	Sustainably manage and conserve water resources
	<b>Objective 12</b>	Protect regional biodiversity and areas of High Environmental Value
<b>Housing and place</b>	<b>Objective 13</b>	Provide well located housing options to meet demand
	<b>Objective 14</b>	Provide more affordable and low cost housing
	<b>Objective 15</b>	Understand, respect and integrate Aboriginal culture and heritage
	<b>Objective 16</b>	Support the aspirations of Aboriginal people and communities in local planning
	<b>Objective 17</b>	Celebrate local character
	<b>Objective 18</b>	Public spaces and green infrastructure support
	<b>Objective 19</b>	connected, inclusive and healthy communities
<b>Connected and accessible</b>	<b>Objective 20</b>	Leverage new and upgraded infrastructure
	<b>Objective 21</b>	Improve state and regional freight connectivity
	<b>Objective 22</b>	Improve active and public transport networks
	<b>Objective 23</b>	Utilise emerging transport technology



## 1.0 Strategic context and planning policy

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### Council's priorities for the LGA are:

1

**Deliver a variety of housing options** in Armidale and promote development that contributes to the unique character of Ben Lomond, Black Mountain, Guyra, Ebor, Hillgrove, Llangothlin and Wollomombi

2

**Foster the growth of knowledge-based services**, high-order education services and health-related industries in Armidale CBD and around the Armidale Rural Referral Hospital and University of New England

3

**Armidale Regional Airport** as an opportunity for year-round tourism and a hub for state emergency services

4

**Upgrade the airport** to ensure full functionality for the RFS fleet

5

**Support the development of employment lands** such as the Airport Business Park and Acacia Park

6

**Using NBN fibre** to the premises to grow businesses

7

**Support the sustainable and effective management of water resources** to enable drought-proofing

8

**Encourage diversification in agriculture**, horticulture and agribusiness to grow these sectors and harness domestic and international opportunities

9

**Support the New England Regional Arts Museum and other arts** organisations to position the LGA as a recognised arts and cultural centre in regional Australia

10

**Implement place-based planning principles** to build more liveable communities for residents

11

**Leverage the REZ** and to identify and promote wind, solar and other renewable energy production opportunities

12

**Acknowledge and support new and emerging opportunities** presented in the nationally significant glasshouse industry which will continue to grow and evolve in our region.









## 1.0 Strategic context and planning policy

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The LSPS also considers the four key settlement planning principles under the New England North West Regional Plan 2041, being:

### Key settlement pattern principle

### How the LSPS addresses the principal

- |  |  |
|--|--|
| <p>1  <b>Identify growth needs and opportunities</b></p>              | <p>→ The LSPS reflects the aspirational planned growth scenario adopted by Council in 2022. This resolution sets a target of 4,000 jobs to be created over the next 20 years which would lead to a population growth of 10,000 people, taking the population of the LGA towards 40,000 people.</p> <p>Opportunities for growing jobs have been identified through industries that are now establishing themselves in our region, including controlled environment horticulture and renewable energy.</p> <p>Growing jobs and attracting new industries brings opportunities for the Armidale region to bolster its infrastructure and quality of life. Ensuring the growth of the region reflects the already high quality of life is an important element that is embedded throughout the LSPS.</p> |
| <p>2  <b>Identify and direct suitable land for planned growth</b></p> | <p>→ With population over the next 20 years rising by 10,000 people, demand for housing is projected to rise by about 4,400 dwellings.</p> <p>This LSPS identifies suitable greenfield areas and in-fill potential within existing largely established areas. Around 3,000 dwellings will need to be accommodated within Armidale via a mixture of greenfield and infill development, while in-fill potential in Guyra and the villages is estimated at around 1,300 dwellings.</p>  |
| <p>3  <b>Determine the required structure for development</b></p>    | <p>→ The LSPS has investigated how the required greenfield growth areas may be serviced. At the forefront of our strategy is ensuring that development is located adjacent to existing developed areas to ensure that integration opportunities are fully realised.</p> <p>Walking and cyclability has been carefully considered and has been conceptually designed into growth areas so that active linkages will be unlocked through new development. Furthermore, proximity to open space has been identified as a key component of any new development so that all dwellings are located within 400m of any public open space.</p>   |
| <p>4  <b>Encourage locally responsive, sustainable design</b></p>   | <p>→ The growth areas have been informed by detailed investigation of the local features within and around existing developed areas. Our initial investigation areas have avoided constrained areas and where growth or infill areas have been identified the character of the area has been used to inform the future development pattern and streetscape appeal. This includes where infill development will occur within established character areas of Armidale, Guyra and our Villages. Where heritage buildings and tree lined streets have been established these characteristics will be enhanced with any new development.</p>  |





# 1.0 Strategic context and planning policy

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**Figure 8** Structure Plan – New England North West Regional Plan 2041

- Regional boundary
- Local government area boundary
- Regional city
- Strategic centre
- Centre
- Special Activation Precinct
- Regional airport
- Education precinct
- Health precinct
- Solar farm
- Wind farm
- Biogas facility
- Railway
- Proposed inland rail alignment
- Renewable energy zone (indicative)
- Highway
- Road
- World heritage area
- National park and reserve
- State forest
- Water body

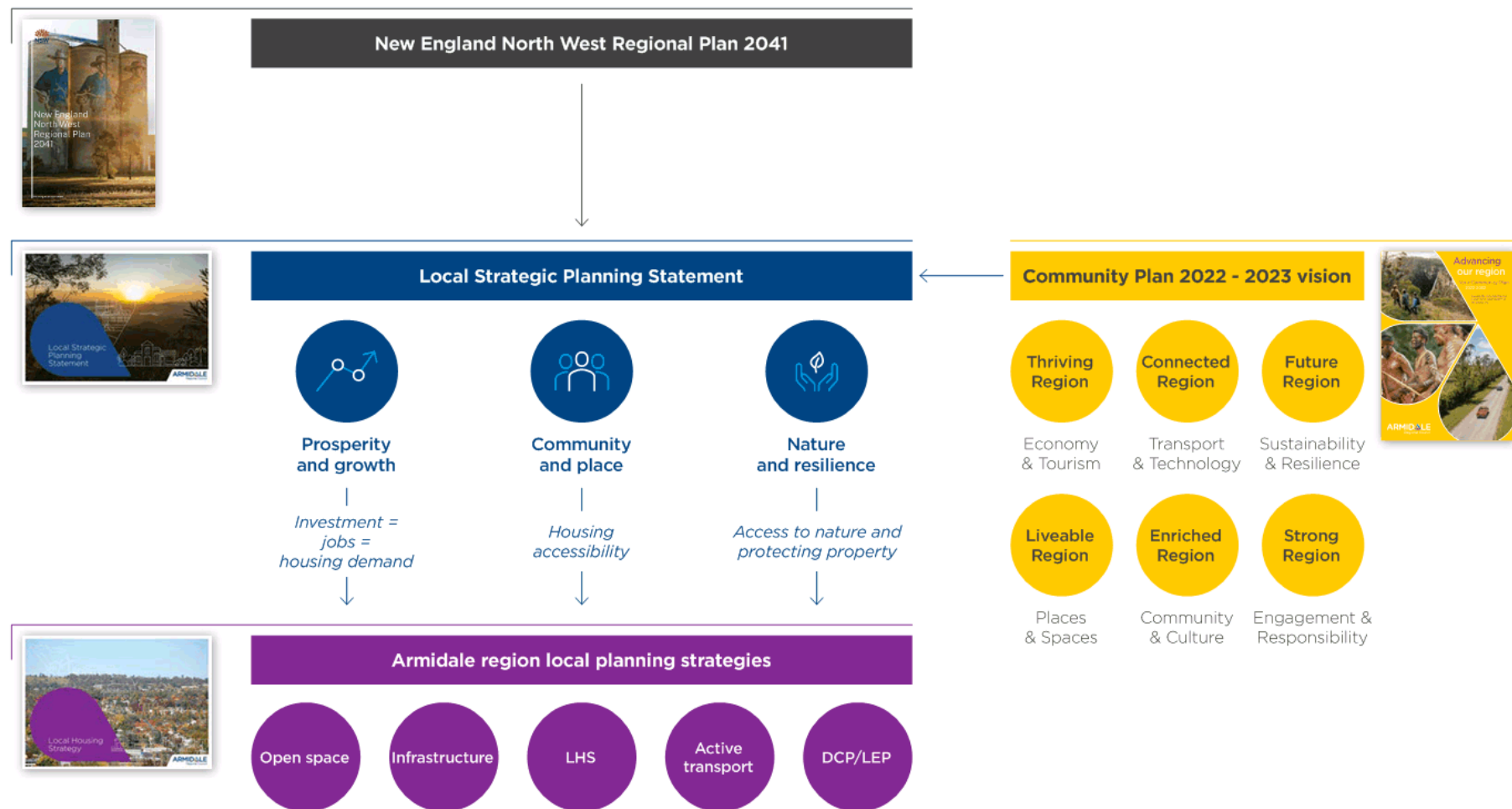




# 1.0 Strategic context and planning policy

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**Figure 9** Vision alignment



Local Strategic Planning Statement

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## 1.0 Strategic context and planning policy

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### 1.8 Armidale region's Local Strategic Planning Vision

The Local Strategic Planning Statement is aligned to, and a logical spatial expansion of, the Community Vision (and associated goals) set out under Council's Community Plan 2022-2032.

The Community Plan 2022-2032 is supported by the following six themes:

1. a Thriving Region
2. a Connected Region
3. a Future Region
4. a Liveable Region
5. an Enriched Region and
6. a Strong Region.

During October and November 2021, Armidale Regional Council undertook an extensive community consultation process, asking the community about what they want to see for their region in 2032, what they love about their region and what needs to be improved.

Engagement activities included a dedicated website 'Shape your Region', events including 12 Listening Posts around the region, a postcard survey sent to all households, a phone survey, online surveys, a budgeting tool activity, and a school-based postcard activity.

More than 1,800 contributions were received. A summary of the results was developed and released to the public in February 2022 and this data has been used to develop the Community Plan, which in turn has been used to guide this LSPS.

**Figure10** The six key themes of Council's Community Plan 2022-2032







## 1.0 Strategic context and planning policy

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### United Nations – Sustainable Development Goals

In September 2015, 193 countries committed to the United Nations Sustainable Development Goals (SDGs). These goals provide a global roadmap for all countries to work towards a better world for current and future generations.

This LSPS supports the advancement of the SDGs in the Armidale region. Armidale@50,000 and our ongoing engagement with the community shape our localisation of the goals. The interconnectedness and integration of actions towards the SDG targets has influenced the development of visions, priorities and actions in this LSPS. While all 17 of the SDGs are equally important, this LSPS focuses its alignment to the goals which have the most impact in our local communities.



### Localising SDGs for Armidale

<b>3 GOOD HEALTH AND WELL-BEING</b>	<ul style="list-style-type: none"> <li>We will reduce the impacts of air pollution caused by wood fired heaters during winter months</li> <li>We will continue to advocate for improved access to quality and essential health care for all</li> <li>We will continue to support the training and development of health workforce</li> </ul>
<b>6 CLEAN WATER AND SANITATION</b>	<ul style="list-style-type: none"> <li>We will increase water use efficiency and improve water security for all sectors of the community</li> <li>We will implement integrated water resource management including water reuse to support a prosperous and resilient future</li> <li>We will protect water related ecosystems, including mountains, forests, wetlands, rivers, aquifers and lakes</li> </ul>
<b>7 AFFORDABLE AND CLEAN ENERGY</b>	<ul style="list-style-type: none"> <li>We will support an increase in renewable and clean energy to improve the state energy mix, particularly where it provides a direct community dividend</li> </ul>
<b>8 DECENT WORK AND ECONOMIC GROWTH</b>	<ul style="list-style-type: none"> <li>We will support increased levels of economic productivity through technology and innovation</li> <li>We will support and promote development orientated policies and decent job creation, entrepreneurship, creativity and innovation and encourage the growth of micro, small and medium sized businesses</li> <li>We will support and promote sustainable tourism that creates jobs and promotes local culture and products</li> </ul>
<b>9 INDUSTRY, INNOVATION AND INFRASTRUCTURE</b>	<ul style="list-style-type: none"> <li>We will develop and advocate for quality, reliable, sustainable and resilient infrastructure, including regionally and nationally significant infrastructure to support economic development and human well-being</li> <li>We will support upgraded infrastructure and retrofitted industries which increase resource-use efficiency and adoption of clean and environmentally sound technologies</li> </ul>
<b>11 SUSTAINABLE CITIES AND COMMUNITIES</b>	<ul style="list-style-type: none"> <li>We will ensure access for all to adequate, safe and affordable housing and basic services</li> <li>We will enhance inclusive and sustainable urbanisation and capacity for participatory, integrated and sustainable land use planning</li> <li>We will protect and safeguard our cultural, indigenous and natural heritage</li> <li>We will provide universal access to safe, inclusive and accessible green and public spaces</li> </ul>
<b>12 RESPONSIBLE CONSUMPTION AND PRODUCTION</b>	<ul style="list-style-type: none"> <li>We will improve our contribution to national food security through the sustainable management and efficient use of natural resources</li> <li>We will substantially reduce waste generation through prevention, reduction, recycling and reuse</li> <li>We will support sustainable development and tourism that creates jobs and promotes local culture and products</li> </ul>
<b>13 CLIMATE ACTION</b>	<ul style="list-style-type: none"> <li>We will be a carbon positive community with the New England REZ</li> <li>We will strengthen resilience and adaptive capacity to natural disasters in northern NSW</li> <li>We will integrate climate change measures into our local planning including supporting state and national initiatives</li> </ul>
<b>15 LIFE ON LAND</b>	<ul style="list-style-type: none"> <li>We will support the conservation of mountain ecosystems, including their biodiversity, in order to enhance their benefits that are essential for sustainable development</li> <li>We will integrate ecosystem and biodiversity values into our local planning</li> </ul>
<b>16 PEACE, JUSTICE AND STRONG INSTITUTIONS</b>	<ul style="list-style-type: none"> <li>We will promote the rule of law and equal access to justice for all</li> <li>We will ensure the decision making is responsive, inclusive, participatory and representative</li> <li>We will promote and enforce non-discriminatory laws and policies for sustainable development</li> </ul>



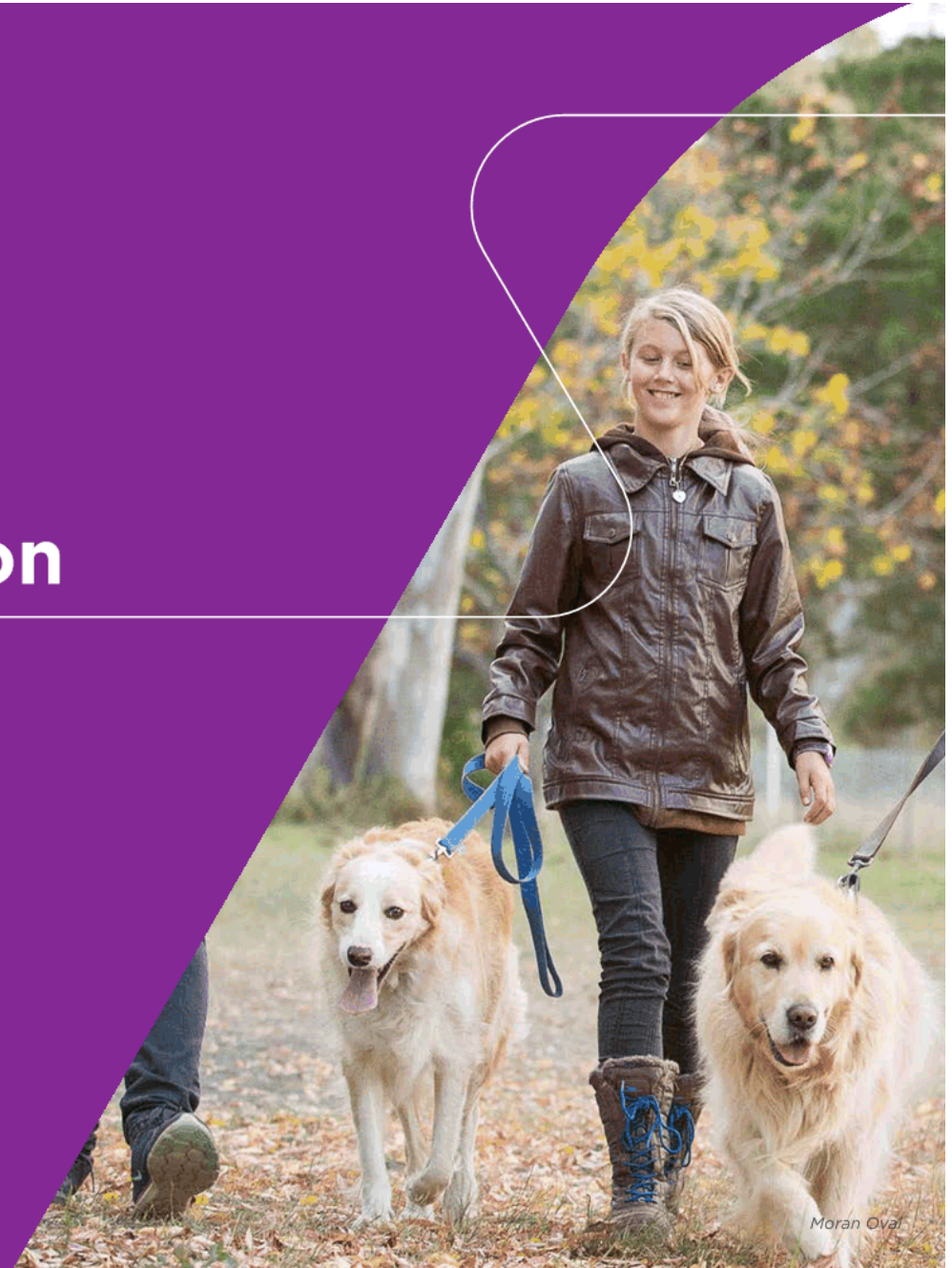
# Strategic planning vision

## 2.0

2.1 Our plan on a page

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Moran Oval





## 2.0 Strategic planning vision

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### 2.1 Our plan on a page

1



#### Prosperity and growth

Armidale region has a prosperous future and diverse economy that supports the creation of around 4,000 new jobs over the next 20 years. Our sustainable regional economy and local businesses will be connected to the world through our advancements in global horticulture, education, innovation and tourism.



**A.1** Our airport

**A.2** Our employment land

**A.3** Our agriculture and horticulture

**A.4** Our vibrant city

**A.5** Our water security

**A.6** Our tourism



Guyra Tomato farm

2



#### Community and place

Armidale region is a vibrant area with strong local heritage and a proud first nation's history. Our diverse community welcomes new residents and visitors alike to join and celebrate our rich cultural and built environments. Armidale and Guyra have established themselves as a place of celebration and success for businesses and the community.



**B.1** Our homes

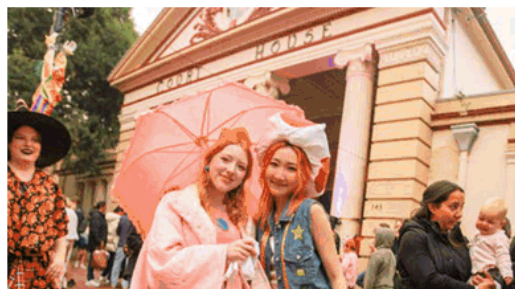
**B.2** Our education, research and innovation

**B.3** Our indigenous history

**B.4** Our architecture and heritage

**B.5** Our local artisans and producers

**B.6** Our green space



Halloween October 2023

3



#### Nature and resilience

Armidale region's unique and globally recognised world heritage natural areas, and extensive areas of open space are a destination of choice for adventurers and visitors to Australia's highest inland city. Our region has provided the foundation for Australia's low carbon future promoting sustainable practices in all aspects of city life.



**C.1** Our air quality

**C.2** Our biodiversity and national parks

**C.3** Our resilience to natural hazards and climate change

**C.4** Our renewable energy

**C.5** Our sustainable region



Threlfall Walking Track



# 2.0 Strategic planning vision

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Figure11 Title

☐ Legend





## 2.0 Strategic planning vision

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Figure12 Title

☐ Legend

Placeholder - map to come prior to exhibition



# 2.0 Strategic planning vision

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Figure13 Title

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# 2.0 Strategic planning vision

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Figure14 Title

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# Planning priorities and implementation

## 3.0

3.1 Planning priorities and implementation

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Armidale Regional Airport



## 3.0 Planning priorities and implementation

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### 3.1 Planning priorities and implementation

Our Planning Priorities have been developed using evidence-based analysis and through workshops with key stakeholders and local validation of data analysis.

The following pages outline our Planning Priorities under three key themes:



1 Prosperity and growth



2 Community and place



3 Nature and resilience

#### Implementation timeframes

**Short** 1-4 years (to 2028)

**Medium** 4-8 years (to 2032)

**Long** 8 + (beyond 2032)

Each Planning Priority is supported by a Rationale and alignment with Council's Community Plan 2022-2032 Themes and Goals.

Each action under the Planning Priority includes the intended timing for delivery.

In some cases, actions are also supported with mapping which is intended to articulate our intentions spatially as well as support future amendments to our Armidale Regional LEP 2012 and/or future planning policies (i.e. our Local Housing Strategy).

It is acknowledged that some of our actions are reliant on the private market and investors, and therefore we welcome strong partnerships with our community, local businesses and investors to help achieving our Vision.



Armidale Regional Airport



## 3.0 Planning priorities and implementation

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### Prosperity and growth

Armidale region has a prosperous future and diverse economy that supports the creation of around 4,000 new jobs over the next 20 years. Our sustainable regional economy and local businesses will be connected to the world through our advancements in global horticulture, education, innovation and tourism.



#### Planning priorities

##### A.1 Our airport

Armidale Airport is a key regional airport for community connectivity, regional resilience and the aviation industry

##### A.2 Our employment land

Our region is an attractive location for new investment, business and employment with the creation of 4,000 new jobs in the next 20 years and an additional 4,000 jobs beyond 20 years

##### A.3 Our agriculture and horticulture

Our region is a horticulture and agricultural hub

##### A.4 Our vibrant city centre

Armidale city centre is a prosperous and fully functioning precinct in the heart of our community and region

##### A.5 Our water security

Our region has a comprehensive plan for water security which supports growth and community resilience

##### A.6 Our tourism

Our high country, world UNESCO national parks, built and cultural heritage and our artisan offerings



## 3.0 Planning priorities and implementation

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### PLANNING PRIORITY

## A1

#### Our airport

**Armidale Airport is a key regional airport for community connectivity, regional resilience and the aviation industry**

#### → Rationale

The Armidale Regional Airport not only serves our community, but it also provides regional connections to a catchment of more than 75,000 people across the New England high land including Guyra, Inverell, Glen Innes, and Uralla.

As the mid-point between Brisbane and Sydney, Armidale's Regional Airport supports our diverse economy including the education, tourism, agriculture, sporting and leisure connections. As we grow, airport logistics will become increasingly important and our airport will have the capacity to support new business and investment.

Armidale Regional Airport is also a critical natural hazard and resilience response centre providing an aerial firefighting base for the New England and northern New South Wales more generally.

### PLANNING PRIORITY

## A2

#### Our employment land

**Our region is an attractive location for new investment, business and employment with the creation of 4,000 new jobs in the next 20 years and an additional 4,000 jobs beyond 20 years**

Our Community Plan 2022-2032 adopts a proactive growth and economic investment strategy which seeks to attract an additional 4,000 jobs to our region in the immediate future, and a further 4,000 jobs in the longer term. Armidale has limited supply of zoned industrial land available at present. Accordingly, our employment land supply should be expanded and ready to attract and retain new investment and business, as well as support the growth of our existing local businesses.

As Australia's premier protected horticulture region, Guyra and Armidale have the ideal climate, excellent year-round solar exposure and water security to support sustainable food production and to be the major contributor to the creation of new jobs.

We will also seek to grow other employment sectors including health and research allied to the existing Armidale hospital.

### PLANNING PRIORITY

## A3

#### Our agriculture and horticulture

**Our region is a horticulture and agriculture hub**

Agriculture is, and always has been, a key lifestyle choice and economic driver for our community. As agriculture and food innovation and research advances, our region is at the forefront of these transitions – supported by real life experiences and the research undertaken at UNE.

Horticulture is one industry which provides an opportunity for economic growth and diversification for our region. Guyra which is located at 1300m AHD has a strong national competitive advantage for protected agriculture (controlled environment horticulture). Our cool climate and year-round solar exposure enable high year-round production and low incidences of hail events.

We also recognise that global markets are shifting, responding to international food security challenges and climate change, as well as consumers seeking more conscious production processes such as regenerative farming, zero waste and circular economy practices. The Armidale region seeks to be an international industry leader in this field.





## 3.0 Planning priorities and implementation

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### PLANNING PRIORITY

## A4

#### Our vibrant city

**Armidale city centre is a prosperous and fully functioning precinct in the heart of our community and region**

#### → Rationale

For many years Armidale City Centre was a thriving retail and business precinct, supporting local residents, rural residents and the broader New England. Between 2002 and 2007 the addition of two 'big box' shopping centres as well as periphery supermarkets has had a detrimental impact on the Beardsley Street Mall and its role as a main street.

We are committed to re-activating our city centre as an activity centre which preserves our heritage, creates contemporary urban spaces and serves the region.

Our city centre will reinvigorate Beardsley Street as a high-street, while overlooking the Dumaresq Creek parklands – our green spine. Local speciality stores will be supported to return to the main street.

During the day employees and visitors will fill the streets for business, enjoyment, meetings, lunch and shopping. In the evenings the mall will be alive with local music, restaurants showcasing local cuisine and arts and culture. On the weekends the main street will become a local market for food, produce, crafts and local artisanal products and a hive of activity for residents and visitors to our region.

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### PLANNING PRIORITY

## A5

#### Our water security

**Our region has a comprehensive plan for water security which supports growth and community resilience**

Water security is the most critical element to support our region's current and future sustainability. Without water security, our region will be unable to meet its current long term needs or attract future investment and growth.

The government's investment in increasing the capacity of Malpas Dam, by raising the dam by 6.5m, is the first step in achieving long term water security for the region. Further investments in a pipeline transferring water from the Oaky dam catchment is needed along with long term initiatives in pumped hydro or similar. Together, these investments will increase the secure water supply in the Armidale region from 2,430 Megalitres per annum (MLpa) to around 8,000 MLpa.

This additional secure water will support the current and long-term sustainable growth aspirations of the region.

Future investment by government in these long-term water security initiatives is an important contribution recognising the role that the New England is playing in supporting Australia's future renewable energy and carbon offset targets.

### PLANNING PRIORITY

## A6

#### Our tourism

**Our high country, world UNESCO national parks, built and cultural heritage and our artisan offerings**

Our region has unlimited and untapped tourist potential which we seek to enhance and promote to diversify our economy and welcome visitors from near and far.

Our three key pillars of tourism include our natural environment and wilderness, our urban heritage and our arts and produce.

We have a year-round calendar of events whether these be festivals for music or creative arts, sporting competitions, nature conservation missions, business conferences, adventure activities or celebrating our culturally diverse community.

Our tourism offerings are supported by local culinary experiences including farm to plate dining and a range of accommodation options including city centre, farmhouse rural or eco-nature retreats.

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PLANNING PRIORITY

## A1

Our airport

Armidale Airport is a key regional airport for community connectivity, regional resilience and the aviation industry

Figure15 Title

☐ Legend



Action		Timing
A1.1	Position Armidale Regional Airport as a 'regional hub airport' for the New England North West	Medium/Long
A1.2	Ensure that Armidale Regional Airport is an emergency response hub for Northern NSW	Short/Medium
A1.3	Attract aviation related tourism industries	Short
A1.4	Manage the current and future land use implications of Armidale Regional Airport operations	Short



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PLANNING PRIORITY

## A2

Our employment land

Our region is an attractive location for new investment, business and employment with the creation of 4,000 new jobs in the next 20 years and an additional 4,000 jobs beyond 20 years

Figure16 Title

☐ Legend



Action	Timing
A2.1 Develop identified Employment Growth Areas to support increased jobs, industry and investment	Short
A2.2 Support the growth of identified Engine Industries: Horticulture, Renewable Energy & Manufacturing through the provision of required supporting facilities and infrastructure	Short/Medium
A2.3 Infrastructure to activate growth in employment	Short



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PLANNING PRIORITY

## A3

Our agriculture and horticulture

Our region is a horticultural and agricultural hub

Figure17 Title

☐ Legend



Action	Timing
A3.1 Establish protected horticulture precincts in Armidale and Guyra	Short/Medium
A3.2 Support the evolution of extensive agriculture	Short
A3.3 Partner with UNE and tertiary bodies to align course offerings with emerging agriculture and horticulture industries	Short



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PLANNING PRIORITY

## A4

Our vibrant city

Armidale city centre is a prosperous and fully functioning precinct and the heart of our community and region

Figure18 Title

☐ Legend



Action		Timing
A4.1	Develop a masterplan for the Armidale CBD	Short/Medium
A4.2	Position the Armidale CBD as a destination	Short
A4.3	Connect the CBD to the Creeklands	Short/Medium



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PLANNING PRIORITY

## A5

Our water security

Our region has a comprehensive plan for water security which supports growth and community resilience

Figure19 Title

☐ Legend



Action	Timing
A5.1 Seek government investment for capital works to deliver the regional water security package	Short/Medium/Long





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### PLANNING PRIORITY

## A6

### Our tourism

Our high country, world UNESCO national parks, built and cultural heritage and our artisan offerings

Action	Timing
<b>A6.1</b> Grow and diversify tourism activities to complement the calendar of year-round events that attract tourists to the region	<b>Short</b>
<b>A6.2</b> Support the growth and diversity of events in the region	<b>Short</b>
<b>A6.3</b> Establish event venues that can attract and support large scale events	<b>Short/Medium</b>
<b>A6.4</b> Make our region a destination that is renowned for its sporting and recreation facilities	<b>Short/Medium/Long</b>
<b>A6.5</b> Partner with NSW National Parks & Wildlife Services to provide and upgrade facilities to reflect the unique world class natural assets found throughout the region	<b>Short/Medium</b>
<b>A6.6</b> Promote agritourism opportunities	<b>Short</b>
<b>A6.7</b> Seek government funding to deliver the New England Rail Trail	<b>Short</b>
<b>A6.8</b> Develop Malpas Dam as a water sports, training and recreation precinct	<b>Short</b>



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### PLANNING PRIORITY

# A6

#### Our tourism

Our high country, world UNESCO national parks, built and cultural heritage and our artisan offerings

#### Figure 20 Title

☐ Legend

Placeholder - map to come prior to exhibition



## 3.0 Planning priorities and implementation

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### Community and place

Armidale region is a vibrant area with strong local heritage and a proud first nation's history. Our diverse community welcomes new residents and visitors alike to join and celebrate our rich cultural and built environments. Armidale and Guyra have established themselves as a place of celebration and success for businesses and the community.



#### Planning priorities

##### B.1 Our homes

Our region is a home for all, offering diverse, high-quality, sustainable and well designed homes for existing and new residents while retaining our New England character, heritage and tree lined streets

##### B.2 Our education, research and innovation

Armidale is a contemporary and vibrant city with foundations in education and supported by research, innovation and advanced technology

##### B.3 Our indigenous history

Our region embraces our First Nation's history and heritage which continues to shape the future of our region

##### B.4 Our architecture and heritage

Our region celebrates our rich and diverse community tapestry which is evident through both our built heritage and our cultural and community events

##### B.5 Our local artisans and producers

Our region encourages 'Made in Armidale', our brand to support local artisans and producers showcasing food, arts, craft, music and workmanship by our community

##### B.6 Our health and wellbeing

Our region is a happy and equitable region which supports the health and wellbeing of our community



## 3.0 Planning priorities and implementation

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### PLANNING PRIORITY

## B1

#### Our homes

**Our region is a home for all, offering diverse, high-quality, sustainable and well designed homes for existing and new residents while retaining our New England character, heritage and tree lined streets**

#### → Rationale

Housing and shelter is an essential human need and as our population grows, we plan to ensure housing is appropriately located, preserves our New England charm (both in terms of architectural character and visual landscape qualities) and is considered thoughtfully in terms of access, mitigating hazard risk and protecting agriculture and biodiversity values.

Armidale's current housing consists of an inner-urban, walkable and compact regional city, largely with a mix of conventional detached dwellings and dual occupancies.

One of our key goals is to support aging in place. We will support secondary dwellings and granny flats as well as dwelling modifications to enable semi-independent living.

We will also support housing choice. Armidale has a variety of single, duplex and triplex dwelling typologies within the inner-urban area. The addition of a duplex or triplex blends seamlessly within our predominantly single storey neighbourhoods. Smaller detached dwellings on smaller lots, rather than mid-rise unit buildings are an appropriate typology option which will help retain our New England Charm while also increasing dwelling supply, affordability and diversity.

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### PLANNING PRIORITY

## B2

#### Our education, research and innovation

**Armidale is a contemporary and vibrant city with foundations in education and supported by research, innovation and advanced technology**

Education is core to our region's heritage, lifestyle and our future. Each year UNE attracts students to our region from various parts of Australia and the world, however as technology and learning platforms change, and as a consequence of the COVID-19 pandemic, on-campus university enrolments have declined.

We seek to reattract students and educators to our region and to increase on-campus enrolment numbers over the coming years.

As the world around us changes, so too will the needs of students in the 21st century. The growth of non-agricultural based faculties at UNE including health, education and the arts present an opportunity to immerse students back into the urban centre of Armidale enhancing the city centre's vibrancy and livelihood.

A number of accommodation buildings on the UNE campus may also present opportunities for repurposing, while underutilised college precincts immediately adjacent to existing residential neighbourhoods are suitable for providing new inner-urban housing supply for future residents without detracting from the university functions.

### PLANNING PRIORITY

## B3

#### Our indigenous history

**Our region embraces our First Nation's history and heritage which continues to shape the future of our region**

Our region's culture and heritage is a tapestry of aboriginal origins.

We have learnt, and continue to learn, from our past through the preservation and restoration of significant First Nation's cultural heritage sites.

Importantly, we rediscover lost heritage and stories of our aboriginal elders through engagement, ongoing participation in ancient traditions and activities, appropriate treatment of significant aboriginal sites and education.

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### PLANNING PRIORITY

## B4

#### Our architecture and heritage

**Our region celebrates our rich and diverse community tapestry which is evident through both our built heritage and cultural and community events**

#### → Rationale

Our region's culture and heritage is a tapestry of aboriginal origins, New England colonisation and architecture and rural lifestyles and livelihoods. Each is unique and creates a diverse and promising future.

Our New England architecture is protected to ensure Armidale remains uniquely Armidale into the future. Tourists and residents alike experience a 'living museum' where every day they have the ability to walk our streets and admire the beauty of our heritage sites, as our streets and buildings take on new life and adapt to the present day and our future.

Our rural roots shape our agricultural future, leading the way in agricultural research, technology, innovation and improved practices.

Our community embraces diversity. As we welcome new members and cultures to our community we have the facilities – whether indoors or outdoors – to host cultural events which fulfil the cultural needs, education and vibrancy our community.

### PLANNING PRIORITY

## B5

#### Our local artisans and producers

**Our region encourages 'Made in Armidale', our brand to support local artisans and producers showcasing food, arts, crafts, music and workmanship by our community**

Our community consists of a diverse array of talent – from food production to food processing, leather work, home crafts, fashion and homewares, music and art.

Our region provides a platform for all creative and production talent to operate, be showcased and branded. We support initial artisanal start-ups which may be formed from a residential shed and seek to retain local talent as they grow with appropriate co-op venues, warehouses and commercial scale production facilities.

Beyond an accreditation framework for local artisanal products qualifying as 'Made in Armidale', we have established events such as weekend markets, our 'Made in Armidale' concept store in the city centre and various other spaces such as art centres, conference space and accommodation retail shops which provide locals and tourists the opportunity to purchase and support 'Made in Armidale' products.

Our cafes and restaurants offer a variety of food products such as farm to plate catering to locally produced food and beverages. When visitors arrive and when residents return home, they know they have reached Armidale and our region.

### PLANNING PRIORITY

## B6

#### Our green space

**Our region is a happy and equitable region which supports the health and wellbeing of our community**

A key part of our community wellbeing and vibrancy are our formal and natural public open spaces, our sports fields, tree lined streets and leafy neighbourhoods. As our population grows and our economy diversifies we are committed to ensuring our access to public open space is maintained, enhanced and certainly not eroded.

Our commitment to the community is to meet the UN Habitat's public open space KPI – which recommends 95% residents should be within walking distance of public open space.





# 3.0 Planning priorities and implementation

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PLANNING PRIORITY

## B1

Our homes

Our region is a home for all, offering diverse, high-quality, sustainable and well designed homes for existing and new residents while retaining our New England character, heritage and tree lined streets

Figure 21 Title

☐ Legend



Action	Timing
B1.1 Develop a compact urban settlement through encouraging infill development while protecting local heritage, existing charm, and streetscape character	Short
B1.2 Embed local character into our local planning controls	Short
B1.3 Identify opportunities to develop CBD housing and tourist accommodation opportunities and provide guidance on how infill development should be undertaken	Short
B1.4 Develop temporary workers accommodation precincts within Armidale and Guyra to support horticulture and REZ jobs growth opportunities	Short
B1.5 Establish greenfield residential growth areas in line with our regions job targets	Short



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PLANNING PRIORITY

## B1

Our homes

Our region is a home for all, offering diverse, high-quality, sustainable and well designed homes for existing and new residents while retaining our New England character, heritage and tree lined streets

Figure 22 Title

☐ Legend



Action	Timing
B1.6 Develop a masterplan for Guyra to encourage residential infill development	Short/Medium



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PLANNING PRIORITY

## B1

**Our homes**

Our region is a home for all, offering diverse, high-quality, sustainable and well designed homes for existing and new residents while retaining our New England character, heritage and tree lined streets

Action		Timing
B1.7	Ensure social and retirement housing is provided within our urban areas	Short/Medium
B1.8	Develop village masterplans to encourage appropriate village growth	Short/Medium
B1.9	Ensure the necessary infrastructure is available to activate housing	Short
B1.10	Ensure LEP zonings reflect land use capabilities and constraints	Short
B1.11	Work with UNE to unlock housing opportunities and promote integration between the university campus and the Armidale city	Short/Medium



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PLANNING PRIORITY

## B2

Our education, research and innovation

Armidale is a contemporary and vibrant city with foundations in education and supported by research, innovation and advanced technology

Action		Timing
B2.1	Build connections between UNE and Armidale township	Short/Medium



# 3.0 Planning priorities and implementation

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PLANNING PRIORITY

## B2

Our education, research and innovation

Armidale is a contemporary and vibrant city with foundations in education and supported by research, innovation and advanced technology

Figure 23 Title

☐ Legend



Action	Timing
B2.2 Develop a health and knowledge precinct in Armidale	Short/Medium
B2.3 Ensure Armidale retains its status as an Education centre	Short/Medium/Long





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PLANNING PRIORITY

## B3

Our indigenous history

Our region embraces our First Nation's history and heritage which continues to shape the future of our region

Action		Timing
B3.1	Embrace Our First Nations history and culture	Short/Medium



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PLANNING PRIORITY

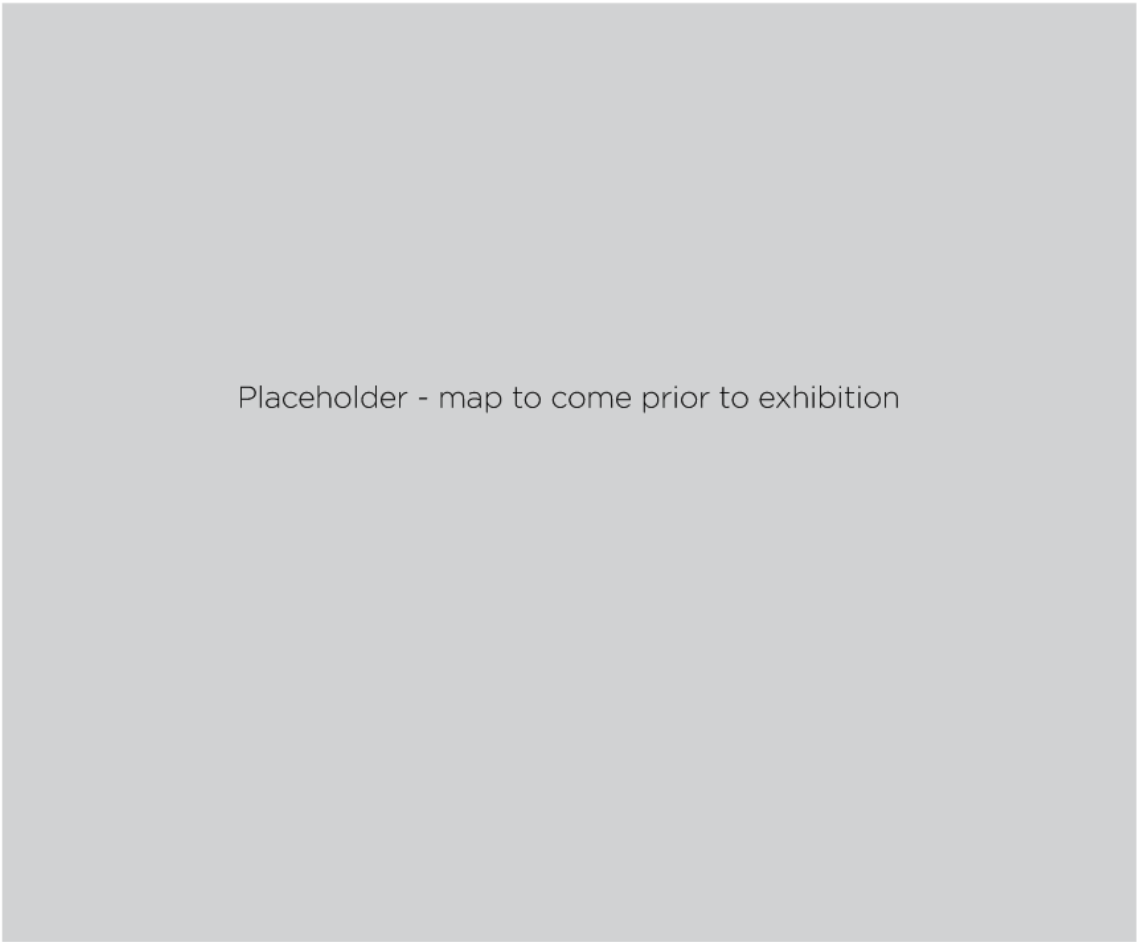
## B4

**Our architecture and heritage**

Our region celebrates our rich and diverse community tapestry which is evident through both our built heritage and cultural and community events

Figure 24 Heritage and character – Armidale

☐ Legend



Action	Timing
B4.1 Preserve and protect our European built heritage assets which provide our unique New England identity	Short



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### PLANNING PRIORITY

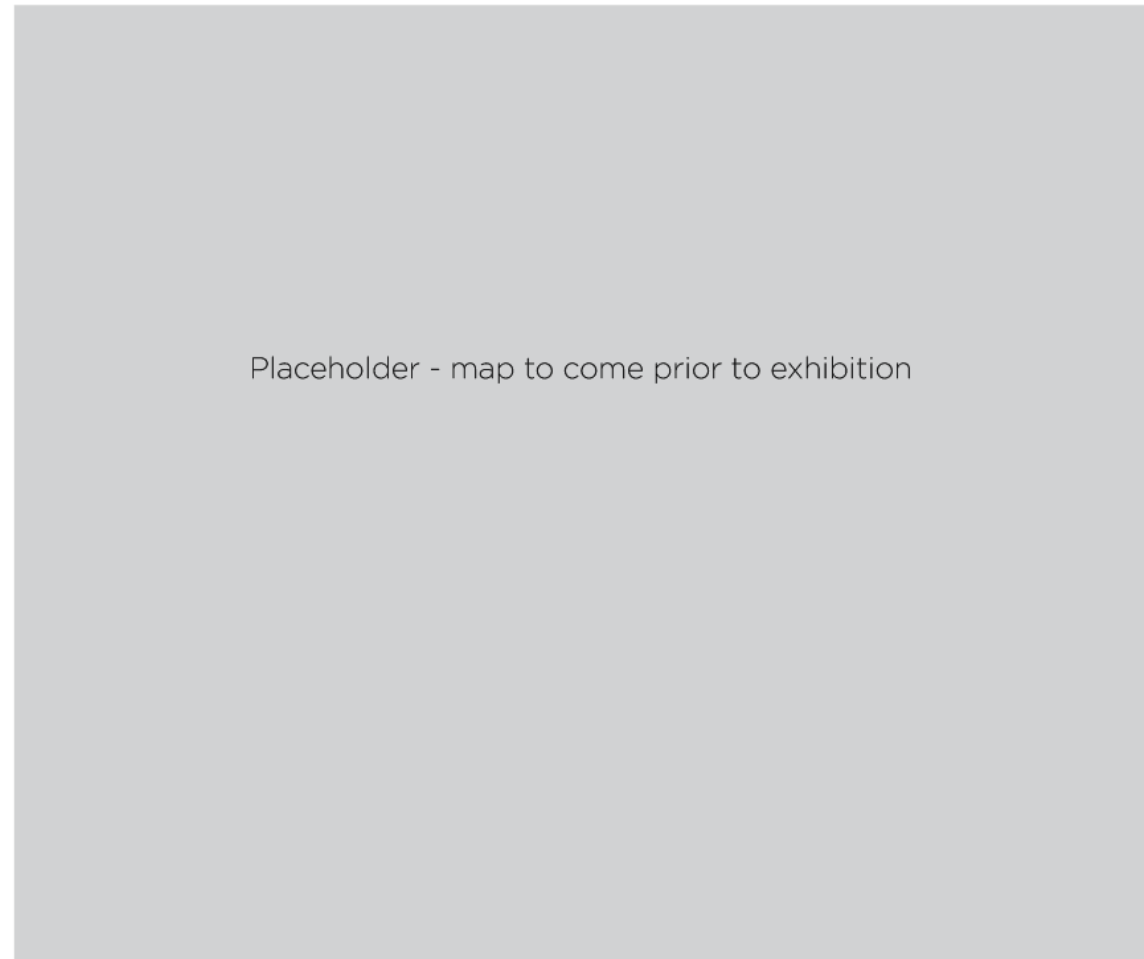
## B4

#### Our architecture and heritage

Our region celebrates our rich and diverse community tapestry which is evident through both our built heritage and cultural and community events

**Figure 25** Heritage and character – Guyra

☐ Legend





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PLANNING PRIORITY

## B5

Our local artisans and producers

Our region encourages 'Made in Armidale', our brand to support local artisans and producers showcasing food, arts, crafts, music and workmanship by our community

Action		Timing
B5.1	Enable local artisans and entrepreneurs to build successful and thriving businesses and cultural identities within our region	Short
B5.2	Facilitate the development of an arts and culture precinct	Medium/Long



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PLANNING PRIORITY

## B6

Our green space

Our region is a happy and equitable region which supports the health and wellbeing of our community

Figure 26 Open space network and connections

 Legend



Action	Timing
B6.1 Connect our homes to open space - 95% of all new homes within 400m of open space	Short/Medium/Long





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### Nature and resilience

Armidale region's unique and globally recognised world heritage natural areas, and extensive areas of open space are a destination of choice for adventurers and visitors to Australia's highest inland city. Our region has provided the foundation for Australia's low carbon future promoting sustainable practices in all aspects of city life.



#### Planning priorities

##### C.1 Our air quality

Our region is committed to long term improvements to our winter air quality

##### C.2 Our biodiversity and national parks

Our region cherishes our globally significant world heritage natural areas and extensive natural landscapes

##### C.3 Our resilience to natural hazards and climate change

Our region is committed to improving its resilience to natural hazards and climate change

##### C.4 Our renewable energy

Our region is a climate-positive community that supports and plays and active role in achieving Australia's carbon targets

##### C.5 Our sustainable region

Our region has a plan for a sustainable future through waste, recycling and water efficiency to build resilience





## 3.0 Planning priorities and implementation

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### PLANNING PRIORITY

## C1

#### Our air quality

**Our region is committed to long term improvements to our winter air quality.**

#### → Rationale

As our population grows, it is essential that the health and wellbeing of our community remains a primary consideration for Council. While we live in an area with rich environmental and biodiversity values, we have the historical challenge of unacceptable air quality during winter months.

In 2019, Armidale was Australia's most polluted city for PM2.5 pollution, exceeding Australia's standard almost threefold with an average concentration 23 µg/m<sup>3</sup>. This was followed by Tamworth (15.2 µg/m<sup>3</sup>) and the capital, Canberra air quality (15 µg/m<sup>3</sup>).

While this may be partly attributed to the impacts of the 2019/2020 black summer's bushfires, evidence also shows a correlation between our winter months and our exceedance of air quality standards resulting from wood fire heaters. Because Armidale is in a valley which is prone to very low temperatures on calm clear winter nights, when temperature inversions are common, Armidale is unlikely to improve its air quality performance unless there are improvements in types and methods of household heating.

We plan to be at the forefront of implementing new technologies and practices in our region, and mitigating the impacts to our existing air quality whilst maintaining our unique sub-alpine character and charm will be crucial.

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### PLANNING PRIORITY

## C2

#### Our biodiversity and national parks

**Our region cherishes our globally significant world heritage natural areas and extensive natural landscapes.**

Our region is surrounded by national parks and nature reserves all of which add charm and beauty to our region. Additionally, they provide valuable habitat and biodiversity functions which we have a responsibility to protect and nurture.

Our natural landscapes also provide our community open views, vistas and access to nature – offering visual amenity, respite and recreation for all to enjoy and benefit from.

As our community grows, we seek to protect our world heritage areas and natural landscapes through careful planning of growth, as well as ongoing conservation, rehabilitation and education programmes. In years to come, we aspire to have the same level – or better – biodiversity and natural landscape areas that our residents enjoy today.

### PLANNING PRIORITY

## C3

#### Our resilience to natural hazards and climate change

**Our region is committed to improving its resilience to natural hazards and climate change.**

Natural hazards can have a devastating impact on life, property and livestock. As much as possible we plan to mitigate the risks of natural hazards and climate change to ensure our community and rural economy is protected from adverse impacts of natural disaster events.



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### PLANNING PRIORITY

## C4

#### Our renewable energy

**Our region is a climate-positive community that supports and plays an active role in achieving Australia's carbon targets.**

#### → Rationale

The New England REZ is the largest in Australia (8Gw) and will play a critical role in replacing coal fired power stations in NSW. Based on International Energy Agency projections, the New England REZ will offset more than 11 Mt CO2 per annum.

The New England REZ will offset emissions for more than 500,000 people.

The New England region will be a carbon positive community making a significant contribution to the NSW and Australian carbon emission objectives and it will be imperative that community dividends reflecting the importance of this contribution are recognised.

### PLANNING PRIORITY

## C5

#### Our sustainable region

**Our region has a plan for a sustainable future through waste, recycling and water efficiency to build resilience.**

Our community deserves ecologically sustainable waste management that protects the environment and human health now both now and in the future. As our population grows, this will be supported by well-planned waste infrastructure that is responsive to future needs, and provides equitable access to waste, reuse and recycling services.

Armidale is home to the region's newest landfill, a \$12 million asset which will receive approximately one million tonnes of waste during its 50-year lifespan. To maximise resource recovery and minimise waste our landfill, Armidale Regional Council actively pursues leadership in resource recovery, with our in-house City 2 Soil food and organics processing and crate-based recycling system which maximises the value of recyclables through increased source separation.

Future-proofing our waste assets and services in a way that contributes to the built form and liveability of the community requires a strategic approach that goes beyond safe disposal and traditional recycling methods. It requires the waste hierarchy principles of waste avoidance and minimisation to be followed, paving the way for innovation towards circular economy.



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PLANNING PRIORITY

## C1

Our air quality

Our region is committed to long term improvements to our winter air quality

Action	Timing
C1.1 Mitigate the impacts of wood heaters in Armidale during the winter months	Short/Medium/Long





# 3.0 Planning priorities and implementation

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PLANNING PRIORITY

## C2

Our biodiversity and national parks

Our region cherishes our globally significant world heritage natural areas and extensive natural landscapes

Figure 27 National parks, nature reserves and state forests

 Legend



Action		Timing
C2.1	Protect areas of high biodiversity value and natural landscapes	Short/Medium
C2.2	Develop a holistic vegetation management approach to protect and enhance our green assets	Short



# 3.0 Planning priorities and implementation

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PLANNING PRIORITY

## C3

**Our resilience to natural hazards and climate change**

Our region is committed to improving its resilience to natural hazards and climate change

**Figure 28** Armidale, Guyra and Villages hazards constraints

☐ Legend



Action	Timing
C3.1 Improve the regions resilience to natural hazards and improve our climate change preparedness	Short/Medium



## 3.0 Planning priorities and implementation

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### PLANNING PRIORITY

## C4

#### Our renewable energy

Our region is a climate-positive community that supports and plays an active role in achieving Australia's carbon targets

Action	Timing
<b>C4.1</b> Support the growth of appropriate renewable energy projects that provide benefits to the region	<b>Short/Medium</b>
<b>C4.2</b> Partner with UNE to deliver Project Zero30	<b>Short/Medium</b>

### PLANNING PRIORITY

## C5

#### Our sustainable region

Our region has a plan for a sustainable future through waste, recycling and water efficiency to build resilience

Action	Timing
<b>C5.1</b> Embed sustainable waste management practices that protect the environment, human health and support the transition towards a circular economy	<b>Short/Medium</b>
<b>C5.2</b> Implement the Armidale Regional Waste Strategy	<b>Short/Medium</b>
<b>C5.3</b> Future proof waste assets to support growth and provide equitable access to waste, reuse and recycling services	<b>Short</b>
<b>C5.4</b> Encouraging sustainable development	<b>Short</b>



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## Monitoring and reporting

# 4.0

- 4.1 Our progress
- 4.2 Reviewing our ambitions

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## 4.0 Monitoring and reporting

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### 4.1 Our progress

Council is committed to monitoring our progress on achieving the bold aspirations of this Local Strategic Planning Statement at regular intervals.

**Our monitoring process will include:**

1. **Monthly, internal Council program** monitoring on each action (aligned with the prioritised timeframe for each action)
2. **Annual program management reporting** on all actions with a 'year in review' and a 'year ahead' to track.

In some cases, we may experience unanticipated challenges, in which case our monitoring and reporting will be used as a tool to 'unlock' or manage such challenges.

Our yearly progress will be reported as part of our published Annual Report.

### 4.2 Reviewing our ambitions

Council is committed to reviewing our ambitions set out in this Local Strategic Planning Statement every five (5) years. We will commence this review as part of our End of Term Report, at the end of Council's four-year term. This will enable us to consider any actions that require updating or changing, identify any new opportunities or previously unforeseen risks or challenges that would impact the delivery of our ambitions.

We look forward to working with the community, our key stakeholders, our business partners and investors (existing and new) in achieving our bold ambitions for Towards 50,000.



Beardy Street



# Appendix A

Action implementation

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Saumarez Homestead

## Appendix A: Action implementation

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Action	Implementation	Timing
<b>PROSPERITY AND GROWTH</b>		
<b>A1 Our airport</b>		
<b>A1.1</b> Position Armidale Regional Airport as a 'regional hub airport' for the New England North West	<ul style="list-style-type: none"> <li>Undertake necessary upgrades to the Armidale Airport to ensure that it can perform as a regional hub for Regular Passenger Transport services and to cater for the expected increase in flight traffic and passengers</li> <li>Support and grow existing general aviation and aviation related business activity by delivering all remaining stages of the Airside Business Park</li> <li>Diversify current airport income through expansion of the airport's property portfolio by delivering all remaining stages of the Airside Business Park</li> </ul>	<b>Medium/Long</b>
<b>A1.2</b> Ensure that Armidale Regional Airport is an emergency response hub for Northern NSW	<ul style="list-style-type: none"> <li>Armidale Airport is provided with all necessary facilities that will ensure its position as an emergency response hub</li> <li>Critical infrastructure is delivered to support unconstrained aircraft movement</li> </ul>	<b>Short/Medium</b>
<b>A1.3</b> Attract aviation related tourism industries	<ul style="list-style-type: none"> <li>Prepare an incentives package that attracts tourism related aviation industries to the Armidale Airport</li> <li>Ensure the aviation tourism is supported by delivery of Stage 2 of the Airside Business Park</li> </ul>	<b>Short</b>
<b>A1.4</b> Manage the current and future land use implications of Armidale Regional Airport operations	<ul style="list-style-type: none"> <li>Undertake such studies as required to identify the existing and likely future operations of the Armidale Airport as a regional and emergency response hub</li> <li>Address the related land use planning implications to ensure areas that may potentially impact Airport operations are suitably managed</li> <li>Review LEP provisions relating to the Airport in-line with current and future operations</li> </ul>	<b>Short</b>
<b>A2 Our employment land</b>		
<b>A2.1</b> Develop identified Employment Growth Areas to support increased jobs, industry and investment	<ul style="list-style-type: none"> <li>Amend the LEP to rezone the areas identified as 'Employment Growth Areas'</li> <li>Develop a masterplan for each employment growth area, including buffers</li> <li>Develop DCP chapters for each of the growth areas</li> <li>Align delivery of Employment Growth Areas with the development of Engine Industries</li> <li>Ensure adequate servicing arrangements are in place for existing industrial areas to ensure that they are capable of reaching their full potential and are brought up to modern infrastructure standards</li> <li>Support and incentivise the long-term transition of low impact commercial uses that are currently in the CBD (i.e. car yards, service stations and mechanic garages) into employment zones</li> <li>Scope the potential for low carbon, high efficiency and circular economy strategies such as waste-to-energy, bio-digestion, and alternative water, waste and energy systems in relevant Growth Precincts and developments</li> </ul>	<b>Short</b>

## Appendix A: Action implementation

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Action	Implementation	Timing
<b>A2.2</b> Support the growth of identified engine industries: horticulture, renewable energy and manufacturing through the provision of required supporting facilities and infrastructure	<ul style="list-style-type: none"> <li>Upgrade the Armidale Wastewater Treatment Plant to ensure recycled wastewater is capable of servicing the Armidale horticulture area</li> <li>Ensure water security infrastructure supports and aligns with the requirements of the horticulture areas</li> <li>Ensure employment zoned land is available to enable the co-location of services that support horticulture, renewable energy and manufacturing engine industries</li> </ul>	Short/Medium
<b>A2.3</b> Infrastructure to activate growth in employment	<ul style="list-style-type: none"> <li>Prepare infrastructure strategy to enable the development of the employment growth areas and horticulture precincts</li> </ul>	Short
<b>A3 Our agriculture and horticulture</b>		
<b>A3.1</b> Establish protected horticulture precincts in Armidale and Guyra	<ul style="list-style-type: none"> <li>Establish the Armidale and Guyra priority horticulture precincts as identified under the Horticulture Feasibility Study, namely the establishment of 125ha of land</li> <li>Ensure the 125ha of land identified for the establishment of horticulture precincts are protected and developed via adequate servicing arrangements</li> <li>Develop a water infrastructure plan to support the development of the horticulture industry and provide investor confidence regarding water security</li> </ul>	Short/Medium
<b>A3.2</b> Support the evolution of extensive agriculture	<ul style="list-style-type: none"> <li>Explore enabling provisions in the LEP to support diversification and evolution of extensive agriculture and complimentary industries</li> <li>Protect extensive agriculture from land use conflict through appropriate LEP provisions</li> </ul>	Short
<b>A3.3</b> Partner with UNE and tertiary bodies to align course offerings with emerging agriculture and horticulture industries	<ul style="list-style-type: none"> <li>Continue to implement MOU between ARC and UNE</li> </ul>	Short



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Action	Implementation	Timing
<b>A4 Our vibrant city</b>		
<b>A4.1 Develop a masterplan for the Armidale CBD</b>	<ul style="list-style-type: none"> <li>Establish an Armidale City Centre Renewal Committee to determine a masterplan for the CBD</li> <li>Establish necessary commercial funding arrangements for delivery of city centre renewal projects (i.e. special rate variation)</li> <li>Establish a delivery program to implement the actions of the masterplan</li> <li>Investigate opportunities to repurpose underperforming and underutilised areas within big box shopping centres for alternative uses, such as office space, medical centres, recreational activities (Timezone, ten-pin bowling, cinemas)</li> <li>Investigate opportunities to rezone underutilized employment land to reflect its current land use</li> <li>Incentivise and support relocation of car yards and servicing garages outside CBD. Investigate opportunities to encourage them to relocate to the identified business zoned areas. Former car yard and servicing garage sites to be converted into active street frontages with accommodation opportunities above</li> <li>Amend LEP to incorporate design excellence and active street frontage provisions in strategic locations within the CBD to ensure new buildings or major renovations are of high quality and vibrant businesses are encouraged to locate within the CBD</li> <li>Council actively seeks to purchase and manage/sub-lease strategically located properties within the CBD and repurposes/develops them as appropriate</li> <li>Establish a revitalisation program for heritage buildings within the CBD</li> <li>Create DCP chapter to reflect the priority implementation actions from the masterplan</li> <li>Facilitate UNE's Education, social and cultural facilities to move into the Armidale CBD to strengthen the connection between students and the city centre</li> <li>Manage the provision of car parking prioritising parking availability that encourages and supports business visitation and patronage</li> </ul>	<b>Short/Medium</b>
<b>A4.2 Position the Armidale CBD as a destination</b>	<ul style="list-style-type: none"> <li>Ensure delivery of adaptive re-uses of the Armidale Court House and other Council owned assets are delivered as catalyst activation projects for the CBD</li> <li>Pivot the Armidale CBD towards being a destination for unique shopping, events and dining experiences through an incentive package to support the establishment of unique businesses within the CBD</li> <li>Establish the Armidale CBD as a destination through channelling our unique characteristics such as our climate, our heritage buildings and our food produce</li> <li>Create the Armidale CBD as an identifiable destination via public domain improvements</li> <li>Develop an Eat Street which aligns with our seasonal characteristics, local climate and local produce</li> <li>Enable night-time and street-trading opportunities in the CBD</li> <li>Maintain and grow a year round calendar of events that bolster Armidale CBD's position as a destination</li> </ul>	<b>Short</b>



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Action	Implementation	Timing
<b>A4.3</b> Connect the CBD to the Creeklands	<ul style="list-style-type: none"> <li>• Create a North-South link between Beardy Street and Dumaresq Creek lands via Dangar Street</li> <li>• Investigate the re-opening of Dangar Street from Moore Street through to Dumaresq Street</li> <li>• Actively seek to re-purpose the Dangar street carpark into a vibrant and active public piazza</li> <li>• Ensure DCP provisions are in place so that the linkages are implemented</li> </ul>	Short/Medium
<b>A5 Our water security</b>		
<b>A5.1</b> Seek government investment for capital works to deliver the regional water security package	<ul style="list-style-type: none"> <li>• Ensure that key infrastructure upgrades to Malpas and Oaky Dams is undertaken with funding provided through all levels of government</li> <li>• Ensure trunk drainage network infrastructure that supports key dam improvements is provided with funding obtained through all levels of government</li> <li>• Prioritise upgrades to the wastewater treatment plant to enable the re-use of treated wastewater in a variety of ways to ensure water security is bolstered</li> <li>• Undertake necessary capital works to ensure treated wastewater is provided to the adjacent horticulture and jobs precinct, and to high demand water users via a 'purple pipe' network</li> <li>• Finalise the business case providing long term water security initiatives for the Armidale region, ensuring that provision has been made for long term housing and jobs growth scenarios</li> <li>• Amend DCP provisions to require industries and businesses to adopt water efficiency best practices, including water re-use, recycling and closed loop systems</li> </ul>	Short/ Medium/Long

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Action	Implementation	Timing
<b>A6 Our tourism</b>		
<b>A6.1 Grow and diversify tourism activities to complement the calendar of year-round events that attract tourists to the region</b>	<ul style="list-style-type: none"> <li>• Our region is a destination for adventure and wilderness tourism. Target industries and infrastructure to be further developed include: <ul style="list-style-type: none"> <li>- rail trail</li> <li>- back country cycling</li> <li>- remote camping and bushwalking</li> <li>- rock climbing, abseiling</li> <li>- white water rafting</li> <li>- back country driving routes</li> <li>- cycling adventure trips</li> <li>- freshwater fishing</li> <li>- rowing regatta facilities</li> <li>- treetop adventure parks</li> <li>- aviation tourism</li> <li>- cultural heritage</li> <li>- adrenalin based adventure (bungee jumping, canyon swings, flying foxes etc)</li> <li>- accommodation (camping, glamping, boutique, farmstay, resort etc)</li> <li>- cold water swimming</li> </ul> </li> <li>• Promote and support tourism proposals which complement the Armidale region and the exiting year-round events calendar, including multi-day tour packages highlighting the region</li> <li>• Expand and promote visitarmidale.com.au and prioritise public relations on activities within the region through Destination NSW and other promotional agencies</li> <li>• Encourage and support the location of tourism operators within the CBD</li> <li>• Establish Armidale, Guyra and our villages as hubs for accessing nearby tourism destinations</li> <li>• Further develop and promote New England arts and cultural facilities to support additional tourism offerings</li> <li>• Partner with the state government and/or tourism investors to support a variety of accommodation and experience types from camping and off the beaten track to high end eco opportunities</li> <li>• Deliver the ARC tourism strategy initiatives</li> <li>• Partner with the state government and/or tourism investors to support a variety of accommodation and experience types from camping and off-beaten track to high-end luxury eco opportunities</li> <li>• Provide continued support for the development of the Australian Transport Museum at the Airport Business Park</li> </ul>	<b>Short</b>

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Action	Implementation	Timing
<b>A6.2</b> Support the growth and diversity of events in the region	<ul style="list-style-type: none"> <li>Develop public spaces to increase our ability to host events and pop-ups to promote music, dance, cuisine, arts, crafts and religious celebrations for the community</li> <li>Establish a calendar of events that showcase our local artisans, entrepreneurs and producers</li> </ul>	Short
<b>A6.3</b> Establish event venues that can attract and support large scale events	<ul style="list-style-type: none"> <li>Establish specific precincts across the region that will ensure the region can host a variety of targeted and unique large scale events</li> <li>Provide a world-class conference and event centre within a dramatic setting on the gorge country that can perform a range of conference, education, arts, cultural, business and community functions</li> </ul>	Short/Medium
<b>A6.4</b> Make our region a destination that is renowned for its sporting and recreation facilities	<ul style="list-style-type: none"> <li>Develop a sport and recreation plan with a view to enhance and maintain sporting facilities to meet the needs of our local community and neighbouring regions, and to entice regional, state, and national events</li> <li>Develop a sport and recreation plan with a view to enhance and maintain recreation spaces to offer quality of life, entertainment and family-friendly activities to residents and visitors</li> <li>Ensure the provision of regional sporting and active recreation facilities align with long term strategic goals for Armidale and the New England North West Region</li> <li>Collaborate with local sporting groups and State and Federal government bodies to identify regional sporting and active recreation facilities meet community needs</li> <li>Lead the development of regional sporting and active recreation plans that have a strategic focus and are aligned with the broader sporting communities needs</li> <li>Consolidate regional sporting and active recreation facilities to attract state and nationwide sporting events to the region</li> <li>Regional sporting and active recreation facilities are rationalised and upgraded to provide contemporary, multi-purpose facilities that encourage maximum utilisation and greater participation and reduce maintenance costs and management issues</li> <li>Explore locations for a potential sub-hub for the Northern Inland Centre of Sports Excellence (NICSE) as per Strategy 4.2 of the New England and North West Regional Sports and Active Recreation Plan</li> <li>Explore options to partner with UNE to investigate the development of a Regionally Significant Sport Facility (RSSF) as per Strategy 4.3 of the New England and North West Regional Sports and Active Recreation Plan</li> <li>Ensure any new or upgraded infrastructure is undertaken via a planned approach that benefits the whole region</li> <li>Explore collaboration and commercial partnership opportunities for the delivery of sport and active recreation facilities and activities</li> </ul>	Short/ Medium/Long

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Action	Implementation	Timing
<b>A6.5</b> Partner with NSW National Parks & Wildlife Services to provide and upgrade facilities to reflect the unique world class natural assets found throughout the region	<ul style="list-style-type: none"> <li>Advocate for and partner with NPWS to establish a visitors centre along the Waterfall Way</li> <li>Advocate for priority investment from the government on outdoor adventure activities and nationally significant tourism facilities in key locations in our National Parks</li> <li>Encourage and incentivise the establishment of wilderness and adventure tourism operators within Armidale, Guyra &amp; our villages and ensure access to National Parks is provided</li> <li>Ensure trails, trail heads, facilities and amenities are suitable and welcoming for visitors to our national parks and appropriately manage human interactions</li> <li>Promote environmental education experiences within our national parks and environmental areas to encourage environmental stewardship</li> </ul>	Short/Medium
<b>A6.6</b> Promote agritourism opportunities	<ul style="list-style-type: none"> <li>Amend the LEP to support agritourism so that tourism and accommodation opportunities are able to develop within rural zones</li> <li>Advocate and promote rural landowners to establish agritourism opportunities</li> <li>Establish a program to promote and market the agritourism opportunities to rural landowners</li> <li>Showcase and promote existing agritourism ventures in order to encourage other rural landowners to explore opportunities for agritourism and to promote visitation to the region</li> </ul>	Short
<b>A6.7</b> Seek government funding to deliver the New England Rail Trail	<ul style="list-style-type: none"> <li>Ensure the New England Rail Trail within the Armidale Regional LGA is delivered</li> <li>Identify opportunities for the establishment of new businesses and accommodation opportunities along the rail trail at key locations</li> <li>Ensure towns and villages located along the rail trail have masterplans developed which reflect and embrace the opportunities provided by the rail trail</li> <li>Promote adaptive re-use of the heritage former railway buildings located along the rail trail, including the Armidale good shed, the Dumaresq railway station and good shed, the Black Mountain railway station, the Guyra station complex and the Ben Lomond railway station</li> </ul>	Short
<b>A6.8</b> Develop Malpas Dam as a water sports, training and recreation precinct	<ul style="list-style-type: none"> <li>Develop Malpas Dam as a multi-purpose water sports and recreation centre supporting a range of disciplines, primarily rowing and sailing</li> <li>Develop a masterplan for the Malpas Dam water sports, training and recreation precinct</li> <li>Establish partnerships with Rowing Australia and the National Rowing Centre of Excellence to support high altitude training facilities for elite athletes</li> </ul>	Short

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Action	Implementation	Timing
<b>COMMUNITY AND PLACE</b>		
<b>B1</b>	<b>Our homes</b>	
<b>B1.1</b>	<p><b>Develop a compact urban settlement through encouraging infill development while protecting local heritage, existing charm, and streetscape character</b></p> <ul style="list-style-type: none"> <li>• Prepare a Local Housing Strategy and implement the actions</li> <li>• Develop and implement relevant associated plans which are informed by the LHS, including heritage studies, neighbourhood character statements, LEP and DCP controls, active transport strategies, urban greening strategies, open space studies, village masterplans, contributions plans and the like</li> <li>• Review and update planning and development controls to encourage the delivery of a diverse range of high quality, sustainable and well-designed developments within existing urban and village areas</li> <li>• Amend the LEP to enable integrated housing and subdivision development to create lots which are less than the minimum lot size</li> </ul>	<b>Short</b>
<b>B1.2</b>	<p><b>Embed local character into our local planning controls</b></p> <ul style="list-style-type: none"> <li>• Ensure local character forms the fundamental basis for all planning related development controls</li> <li>• Develop local character statements to ensure our urban amenity and character is reflected in any new developments</li> </ul>	<b>Short</b>
<b>B1.3</b>	<p><b>Identify opportunities to develop CBD housing and tourist accommodation opportunities and provide guidance on how infill development should be undertaken</b></p> <ul style="list-style-type: none"> <li>• Review and update planning and development controls to encourage the delivery of mixed use, medium-density and tourism accommodation developments within the Armidale and Guyra CBD's</li> <li>• Develop a DCP chapter to provide planning controls for redevelopment of CBD sites</li> <li>• Provide incentives via relaxed development charges and parking requirements for the adaptive re-use and development of CBD sites that incorporate a residential or tourism accommodation component</li> <li>• Identify opportunity sites for accommodation and housing within the CBD. Ensure opportunity sites are covered by active street frontage and design excellence LEP clauses</li> <li>• Develop provisions requiring fine grain shopfront uses and presentation at street level</li> </ul>	<b>Short</b>
<b>B1.4</b>	<p><b>Develop temporary workers accommodation precincts within Armidale and Guyra to support horticulture and REZ jobs growth opportunities</b></p> <ul style="list-style-type: none"> <li>• Identify suitable areas within Armidale and Guyra to locate temporary workers accommodation which can be converted into long term residential accommodation where appropriate</li> <li>• Develop servicing standards to ensure that temporary workers developments provides legacy infrastructure that can be used to support long term housing in key locations</li> <li>• Amend the LEP to incorporate the temporary workers accommodation clause</li> <li>• Develop DCP controls for temporary workers accommodation developments</li> </ul>	<b>Short</b>



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Action	Implementation	Timing
<b>B1.5</b> Establish greenfield residential growth areas in line with our regions job targets	<ul style="list-style-type: none"> <li>Finalise the Local Housing strategy including the identification of residential growth areas to meet our future housing requirements</li> <li>Amend the LEP to incorporate the residential growth areas as identified in the residential growth areas plans and the Local Housing Strategy</li> <li>Develop residential growth areas master plans for identified growth precincts</li> <li>Ensure servicing strategies are in place to enable streamlined and logical expansion of the identified growth precincts</li> <li>Develop DCP chapters for the greenfield residential growth areas</li> </ul>	Short
<b>B1.6</b> Develop a masterplan for Guyra to encourage residential infill development	<ul style="list-style-type: none"> <li>Establish a Guyra Urban Renewal Committee to determine a masterplan, particularly for residential infill development sites within the Guyra CBD</li> <li>Establish necessary commercial funding arrangements for delivery of renewal projects</li> <li>Establish a delivery program to implement the actions of the masterplan</li> <li>Investigate opportunities for Council purchase of sites that could be converted to residential uses, including for social housing purposes</li> <li>Establish a revitalisation program for heritage buildings within the CBD</li> <li>Create DCP chapter to reflect the priority implementation actions from the masterplan</li> <li>Explore opportunities to provide improved east-west linkages across the New England Highway to link existing assets together (i.e. Showground, CBD, Mother of Ducks lagoon)</li> </ul>	Short/Medium
<b>B1.7</b> Ensure social and retirement housing is provided within our urban areas	<ul style="list-style-type: none"> <li>Investigate opportunities for social and retirement housing development on existing Council Owned land</li> <li>Partner with social housing providers to develop plans for social housing developments</li> <li>Investigate potential properties for strategic acquisition by Council to provide social and retirement housing developments</li> </ul>	Short/Medium
<b>B1.8</b> Develop village masterplans to encourage appropriate village growth	<ul style="list-style-type: none"> <li>Encourage release of existing village zoned land to ensure adequate supply of suitable residential infill lots are available</li> <li>Develop servicing strategies to ensure appropriate infrastructure and facilities are available for growth within the villages</li> <li>Develop DCP chapters with specific character statements that reflects the unique characteristics of each village</li> <li>Amend the LEP to reflect identified growth areas within the villages</li> <li>Develop masterplans and character statements for each village</li> <li>Explore opportunities for the villages to be better connected to nearby towns and villages and surrounding natural assets and unique tourist attractions</li> </ul>	Short/Medium

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Action	Implementation	Timing
<b>B1.9</b> Ensure the necessary infrastructure is available to activate housing	<ul style="list-style-type: none"> <li>• Prepare an infrastructure strategy to enable the development of greenfield residential growth areas</li> <li>• Ensure Council has the capacity to lead infrastructure provision in appropriate circumstances so that greenfield growth areas can be developed in a logical and orderly way</li> <li>• Review Contributions plans and Development Servicing Plans to ensure adequate funding arrangements are in place for local infrastructure needs that will be required to service our growing population</li> <li>• Prepare a Smart city strategy to identify digital infrastructure needs for our urban centres</li> </ul>	Short
<b>B1.10</b> Ensure LEP zonings reflect land use capabilities and constraints	<ul style="list-style-type: none"> <li>• Identify land for rezoning that is constrained and unsuitable for development</li> <li>• Undertake studies as necessary to identify land for rezoning</li> <li>• Review and rationalise the applicability of conservation zones</li> </ul>	Short
<b>B1.11</b> Work with UNE to unlock housing opportunities and promote integration between the university campus and the Armidale city	<ul style="list-style-type: none"> <li>• Partner with UNE to enable the rezoning of suitable land that has been identified for residential development</li> <li>• Identify opportunities for key strategic active transport linkages to be developed around and through the university campus</li> <li>• Ensure growth precincts around the university campus are well integrated and take advantage of university assets (Sport One, Mountain bike tracks, Open Space, footpaths and cycleways etc)</li> </ul>	Short/Medium
<b>B2 Our education, research and innovation</b>		
<b>B2.1</b> Build connections between UNE and Armidale township	<ul style="list-style-type: none"> <li>• Encourage the repurposing of underutilised UNE buildings and assets for broader city-wide benefits.</li> <li>• Progress the redevelopment of underutilised areas of UNE for future urban purposes, particularly in well serviced areas which have an existing interface with residential neighbourhoods.</li> <li>• Investigate opportunities to locate public education facilities within UNE land to support identified greenfield residential growth areas</li> </ul>	Short/Medium
<b>B2.2</b> Develop a health and knowledge precinct in Armidale	<ul style="list-style-type: none"> <li>• Develop a masterplan and DCP controls for the health and knowledge precinct.</li> <li>• Ensure LEP controls enable health, education and associated developments.</li> <li>• Support and incentivise the long-term transition of allied or specialist health businesses that are currently in the CBD (i.e. disability support, mental health support) into the health and knowledge precinct.</li> <li>• Support the integration of UNE's health facility and other tertiary health facilities into the health and knowledge precinct.</li> <li>• Ensure linkages between the Armidale CBD and UNE Campus are integrated into the masterplan.</li> </ul>	Short/Medium

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Action	Implementation	Timing
<b>B2.3</b> Ensure Armidale retains its status as an education centre	<ul style="list-style-type: none"> <li>Work with the NSW Department of Education to ensure education facilities are fit-for-purpose and reflect Armidale's growth agenda</li> <li>Ensure public education facilities are provided in appropriate locations which support the future population of our growth areas</li> </ul>	Short/ Medium/Long
<b>B3 Our indigenous history</b>		
<b>B3.1</b> Embrace our First Nations history and culture	<ul style="list-style-type: none"> <li>In consultation with First Nations peoples, work to create places of interest, tourism, education and reflection</li> <li>Work with local First Nations peoples to better understand traditions and how these can be appreciated and celebrated through our annual events calendars and education programs</li> <li>Collaborate the First Nation's elders and community to support our biodiversity regeneration and regenerative agricultural practices</li> <li>Establish effective governance arrangements with our First Nations community with respect to planning, development and policy decision making</li> </ul>	Short/Medium
<b>B4 Our architecture and heritage</b>		
<b>B4.1</b> Preserve and protect our European built heritage assets which provide our unique New England identity	<ul style="list-style-type: none"> <li>Review the Armidale Heritage Conservation Area</li> <li>Review Schedule 5 of the LEP</li> <li>Investigate the opportunity for Heritage Conservation Areas within Guyra and the villages</li> <li>Review Heritage DCP chapters with character statements for areas within the heritage conservation areas</li> <li>Develop character statements for identified heritage precincts across Armidale, Guyra and the villages</li> <li>Develop DCP chapter for archaeological items</li> <li>Develop and implement actions from the Heritage Strategy</li> <li>Develop a Heritage incentives package for restoration and maintenance of heritage items</li> <li>Develop a main street heritage program which identifies heritage items such as verandah reinstatement program</li> <li>Ensure that the heritage strategy and program aligns with, the CBD Masterplans and other development strategies</li> </ul>	Short

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Action	Implementation	Timing
<b>B5</b>	<b>Our local artisans and producers</b>	
<b>B5.1</b>	<b>Enable local artisans and entrepreneurs to build successful and thriving businesses and cultural identities within our region</b> <ul style="list-style-type: none"> <li>• Encourage local producers to have outlets in our centres</li> <li>• Incentivise specialty producers within the region through planning and financial enablers</li> <li>• Create a 'Made in Armidale' brand to promote and support local artisans and producers</li> <li>• Establish a 'Made in Armidale' concept store in the Beardy Street Mall to promote local artisans and producers</li> <li>• Develop an arts and culture strategy to provide strategic direction and foster partnerships with the region's arts and cultural communities</li> </ul>	<b>Short</b>
<b>B5.2</b>	<b>Facilitate the development of an arts and culture precinct</b> <ul style="list-style-type: none"> <li>• Develop the Kentucky Street arts and culture precinct via a Masterplan that includes Moran Oval, the Aboriginal Keeping Place, NERAM and the Gymnastics centre so that it can host a wide range of large scale events</li> </ul>	<b>Medium/Long</b>
<b>B6</b>	<b>Our green space</b>	
<b>B6.1</b>	<b>Connect our homes to open space - 95% of all new homes within 400m of open space</b> <ul style="list-style-type: none"> <li>• Amend the subdivision DCP chapter to ensure adequate public open space provisions are embedded in our land release subdivisions</li> <li>• Prepare an Open space Strategy that aligns with the Biodiversity Strategy, active transport strategy, Koala Strategy and others</li> <li>• Ensure the Open Space Strategy and active transport strategy align to increase accessibility to existing and future open space</li> <li>• All existing and new open spaces are to be connected by a city-wide and where appropriate region wide pedestrian and cycle network</li> <li>• Ensure the open space and active transport strategy include connectivity to existing residential areas, schools, education facilities and key community sites</li> </ul>	<b>Short/ Medium/Long</b>

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Action	Implementation	Timing
<b>NATURE AND RESILIENCE</b>		
<b>C1 Our air quality</b>		
<b>C1.1 Mitigate the impacts of wood heaters in Armidale during the winter months</b>	<ul style="list-style-type: none"> <li>• Seek funding for and undertake a community awareness program on the impacts of wood heaters on air quality</li> <li>• Undertake studies as required into the biodiversity and environmental impacts of wood collection within the LGA</li> <li>• Amend the DCP to prohibit new dwellings from installing wood heaters where they are located on lots of 4000m<sup>2</sup> or less</li> <li>• Undertake a trial program to install filtration devices to understand their effectiveness in reducing wood-smoke pollution generated by existing fireplaces</li> <li>• Offer an incentive package to retrofit existing wood heaters with air conditioning units within Armidale</li> <li>• Advocate for the inclusion of a PM2.5 limit in the Australian Standard for fuel combustion heaters (AS/NZS 4013:2014)</li> <li>• Advocate the State Government to establish a financial assistance program to support and incentivise the installation of filtration devices or replacement of wood heaters with alternative heating devices that do not burn solid fuels</li> <li>• Undertake investigation into potential options to phase-out wood heaters within Armidale</li> </ul>	<b>Short/ Medium/Long</b>
<b>C2 Our biodiversity and national parks</b>		
<b>C2.1 Protect areas of high biodiversity value and natural landscapes</b>	<ul style="list-style-type: none"> <li>• Prepare a Biodiversity strategy</li> <li>• Update the DCP to align with current legislation</li> <li>• Support and encourage the zoning of high biodiversity value land (which is identified through the strategy or studies) to be zoned C2 Environmental Conservation</li> <li>• Ensure future subdivisions are designed to suitably avoid and mitigate high biodiversity values. Utilise larger minimum lot sizes and/or conservation zonings to mitigate impacts</li> <li>• Implement the actions of the koala strategy</li> </ul>	<b>Short/Medium</b>



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Action	Implementation	Timing
<b>C2.2</b> Develop a holistic vegetation management approach to protect and enhance our green assets	<ul style="list-style-type: none"> <li>• Protect and increase tree canopy cover within town and village areas</li> <li>• Promote greener neighbourhoods through a review of Council's DCP to ensure that development controls preserve existing vegetation and promote the establishment of new green areas</li> <li>• Ensure the tree lined streets and boulevards are protected and enhanced to retain the character of the region</li> <li>• Develop an urban forest strategy and policy</li> <li>• Develop tree management policies that protect existing trees and guide appropriate tree plantings and establishment of new urban forest</li> <li>• Review and update Council's heritage tree register</li> <li>• Develop a register of significant trees</li> <li>• Develop park tree management plans</li> <li>• Implement a roadside vegetation management plan</li> </ul>	Short
<b>C3 Our resilience to natural disasters and climate change</b>		
<b>C3.1</b> Improve the regions resilience to natural hazards and improve our climate change preparedness	<ul style="list-style-type: none"> <li>• Locate proposed growth areas in locations unaffected by biodiversity, flooding and bushfire constraints</li> <li>• Undertake a flood study/overland flow study for Guyra</li> <li>• Update the Armidale flood study and undertake a Floodplain Risk Management Study and Plan</li> <li>• Undertake an overland flow study of the broader Armidale area to ensure new residential development in identified greenfield growth areas are unaffected by flooding and stormwater</li> <li>• Develop a Climate Risk Strategy for Council operations</li> </ul>	Short/Medium
<b>C4 Our renewable energy</b>		
<b>C4.1</b> Support the growth of appropriate renewable energy projects that provide benefits to the region	<ul style="list-style-type: none"> <li>• Implement the actions of the Renewable Energy Action Plan</li> <li>• Construction of 2 x 5MW solar Farms with battery storage</li> <li>• Continue to advocate for planning agreements with renewable energy projects for the community benefit fund</li> <li>• Advocate for UNE and/or other tertiary institutions in the region to provide studies and research aligned with our expected growth in renewable energy</li> </ul>	Short/Medium
<b>C4.2</b> Partner with UNE to deliver Project Zero30		Short/Medium

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Action	Implementation	Timing
<b>C5 Our sustainable region</b>		
<b>C5.1 Embed sustainable waste management practices that protect the environment, human health and support the transition towards a circular economy</b>	<ul style="list-style-type: none"> <li>• Develop a Regional Waste Strategy that:               <ul style="list-style-type: none"> <li>– outlines the future direction for waste assets and services in accordance with sustainable waste management principles</li> <li>– aligns with NSW and federal strategies and resource recovery targets.</li> <li>– supports development with equitable access to waste, reuse and recycling services.</li> <li>– positions Armidale as a regional leader in sustainable waste management</li> </ul> </li> </ul>	<b>Short/Medium</b>
<b>C5.2 Implement the Armidale Regional Waste Strategy</b>	<ul style="list-style-type: none"> <li>• Implementation of the Regional Waste Strategy to:               <ul style="list-style-type: none"> <li>– ensure waste assets and services are responsibly and efficiently managed for community benefit and in compliance with legislation</li> <li>– achieves resource recovery and waste diversion targets</li> <li>– embraces innovation and technology to maximise opportunities to divert and recover resources from landfill</li> <li>– fosters regional collaboration and partnerships to support development of a circular economy and improve environmental outcomes</li> </ul> </li> </ul>	<b>Short/Medium</b>
<b>C5.3 Future proof waste assets to support growth and provide equitable access to waste, reuse and recycling services</b>	<ul style="list-style-type: none"> <li>• Review and amend the DCP provisions to ensure waste management is considered at the appropriate stages of development</li> </ul>	<b>Short</b>
<b>C5.4 Encouraging sustainable development</b>	<ul style="list-style-type: none"> <li>• Encourage building efficiency through the implementation of an Ecologically Sustainable Development policy</li> <li>• Incentivise development where it can be demonstrated that high quality sustainable outcomes can be achieved</li> <li>• Ensure developments meet Water Sensitive Urban Design guidelines</li> </ul>	<b>Short</b>



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**ARMIDALE**  
Regional Council



## **ARMIDALE REGIONAL COUNCIL CCTV**

# **CITY SAFE PROGRAM PROCEDURE MANUAL**

**Controlled Copy No:**

**ACSC-001 - PROCEDURE FOR CCTV CITY SAFE PROGRAM** **i**

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**Issued to:**



## ACSC-001 - PROCEDURE FOR CCTV CITY SAFE PROGRAM

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For each of the columns of the amendment register:

1. Current Version number
2. Issue date
3. Document identification number
4. Details/Reason for Revision
5. Insert date that document was filed into the manual
6. The officer who removes and destroys the obsolete document and replaces it with the latest issue shall enter his/her initials

### PLEASE NOTE

*(Only controlled issues of this manual will be issued with amendments. Controlled issues are identified by a "controlled copy number: \*\*\*" and "issued to: \*\*\*" on the cover of the manual.)*

(1) CURRENT VERSION	(2) ISSUE DATE	(3) PAGE(S)	(4) DETAILS OF REVISION	(5) DATE FILED	(6) FILED BY
V.3	30 June 2023	34	Updated the procedure, and terminology to fit the current operation		
V.4	23 November 2023	15	Amend terminology to determine Areas of Operation and image access to Police		



## 1. INTRODUCTION

This Manual has been compiled as an operational and duty guide for the Armidale Regional Council CCTV City Safe Program. It also contains the guidelines and standards that will be required to ensure confidentiality and the correct procedures in safeguarding privacy of all persons entering the Area of Operation.

### 1.1 Aim

The City Safe Program aims to enhance the public safety and wellbeing of the citizens and visitors to the Armidale Regional Local Government Area.

### 1.2 Objectives

The objectives of the City Safe Program within the Area of Operation are:

- To identify and deter property damage.
- To identify and deter anti-social behaviour.
- To identify and deter criminal activities

## 2. DEFINITIONS

### 2.1 Council's Operations Manager

Council's Operations Manager is the person appointed by the General Manager for that purpose from time to time. A record of the appointment shall be kept on council's electronic and storage system management for the City Safe Project.

### 2.2 Authorised Persons

An authorised person is a person registered as such by the Operations Manager.

### 2.3 City Safe Protocol Management Group

The City Safe Protocol Management Group is a management group appointed by the General Manager.



### 3. OPERATING POLICY

The operating policy of the City Safe Program is:

- To conduct monitoring duties according to recognised Security Industry and legal standards including those related to personal security, safety resources and property protection.
- To reduce risk exposure to members of the public, visitors and workers within the Area of Operation.
- To acknowledge that personal protection has priority over property protection.
- To ensure these responsibilities are undertaken with all due care, diligence and with confidentiality.

### 4. CITY SAFE PROGRAM PROTOCOL MANAGEMENT GROUP

#### 4.1 Policy

The City Safe Program Protocol Management Group shall comprise of the Chief Officer Planning and Activation, the Manager Parks and Facilities, the City Safe Operations Manager and others as may be determined by the General Manager. This Management Group shall:

- Determine the Areas of Operation within the Armidale Regional Council Local Government area based on the City Safe Operating Policy.
- Support the Operations Manager in the application, improvement and expansion of the City Safe CCTV program.
- Determine requests by the legal representatives of individuals to view recorded vision as per this procedure. Such decisions will be given on an individual and specific request basis.
- The Management Group members will have access to the monitoring room at any time reasonable to inspect and monitor the City Safe Program operations.





## **5. AREAS OF OPERATION**

City Safe Program Area of Operation Armidale is in general the area identified as the Central Business District.

City Safe Program Area of Operation Guyra is in general the area identified as the Central Business District.

Any other area as determined by the Protocol Management Group.

## **6. AUTHORISED PERSON**

### **6.1 Authorised to Operate**

No Contractor or Council staff may operate or cause the operation of any part of the City Safe Program unless such person has been authorised and their name appears in the Register of Authorised Persons Form ACSC 001.

### **6.2 Staff Replaced or Substituted**

No Contractor or Council staff member may be replaced or substituted without the prior approval of the Operations Manager. Approval may be withheld without explanation given.

### **6.3 Familiarisation**

Authorised contractors or Council staff are to make themselves familiar with operational conditions as laid out in the Armidale Regional Council City Safe Program Procedure document.

## **7. MONITORING ROOM**

### **7.1 Staff**

Monitoring officers engaged in duties at the Monitoring Room located at the Civic Administration Building, Rusden Street Armidale are to maintain an acceptable standard of neatness, professionalism, demeanour and efficiency.

### **7.2 Policy**

- To ensure this standard monitoring staff shall:
- Conduct themselves in a professional manner and not act in a lewd manner or engage in any improper behaviour or improper use of the monitoring equipment.



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**ACSC-001 - PROCEDURE FOR CITY SAFE PROGRAM****4**

- Not to engage in any action that would contravene basic privacy rights or could be considered as discriminatory behaviour.
- Not to use the monitoring equipment to satisfy any personal vendetta or issue or for personal reward.
- Comply with the Council's City Safe and Security Industry Procedures and Protocols.

**8. DUTIES OF MONITORING STAFF****8.1 Staffing**

The Monitoring Room shall be staffed by a minimum of one officer at times determined by the Operations Manager.

**8.2 Authority**

Monitoring Room staff shall undertake their duties with the authority of the Operations Manager.

**8.3 Staffing Levels**

The Operations Manager shall ensure that appropriate staffing levels are maintained at all required times as determined by the Protocol Management Group

**8.4 Duties**

All duties will be carried out in accordance with City Safe Program Procedures set out within this manual.



## 9. OPERATING PROCEDURES

### 9.1 General Duties - Monitoring Room

#### 9.1.1 Procedure

In addition to carrying out the general duties of the Monitoring Room staff may be required as directed by the Operations Manager to.

- Respond to medical emergencies,
- Respond to possible unlawful activities,
- Compile all logs and reports and ensure that all relevant information and messages are relayed to appropriate authorities,
- Conduct electronic patrols and make observations,
- Respond to general enquiries from the public and others by referring them to the Operations Manager,
- Test and monitor equipment,
- Record any unserviceability's on the Maintenance Log (Form ACSC-005) and report these unserviceability's to the Operations Manager,
- During an emergency situation to direct the removal of all non-operational persons from the Monitoring Room.

**NOTE:**

*(Everything seen and heard within Control Room is confidential and should only be discussed with people who need to know.)*



## **10. EQUIPMENT USAGE**

### **10.1 Policy**

The equipment installed in the Monitoring Room shall be used in accordance with standing operating procedures. Any person who uses the equipment for any other reason will be subject to disciplinary and/or legal action.

### **10.2 Procedure**

Monitoring staff shall adhere to the following instructions:

- The equipment is not to be used for private matters.
- No computer programs, game or word processing software are to be installed or read.
- No electronic equipment, except for that approved by the Operations Manager (mains or battery powered), is to be used inside the Monitoring Room without the approval of the Operations Manager.
- Due care is to be taken at all times while using the equipment.
- Maintenance personnel shall only use controlled equipment and data storage devices during testing of equipment.

### **10.3 Time-Specific Tasks and Duties**

In addition to carrying out general duties, requests for time specific electronic patrols of areas may be allocated. In this event the appropriate log and report shall be compiled.

### **10.4 Enquiries**

All enquiries are to be recorded in the Enquiries Log (Form ACSC-011).

### **10.5 Control of Non-Conforming Product**

All complaints, suggestions, apparent deficiencies and faulty equipment, etc shall be reported in writing to the Operations Manager for investigation and resolution. Urgent matters are to be verbally reported and followed up in writing. Any equipment that is faulty or is suspected of being faulty shall be quarantined.

### **10.6 Corrective and Preventative Action**

The Operations Manager is responsible for ensuring appropriate corrective and preventative action is carried out to overcome deficiencies. Records of such action shall be maintained on the Central Records file.



## 11. ACCESS CONTROL (Not Applicable)





## **12. MONITORING**

### **12.1 Incident Procedures**

When an incident comes to the attention of monitoring staff they shall:

Capture as much information as possible of the identity of persons involved including any witnesses, details of any property damage and responses by others including Security personnel and Police.

Notify the Armidale Police Station of the events and indicate the location and description of the persons involved and/or incident.

Record all information prescribed in the Operations Log.

### **12.2 Duties and Responsibilities**

#### **12.2.1 Procedure**

Where Police are contacted in relation to any incident the following procedures shall be adopted:

Playback facilities will be available to Police to replay the selected portion of recording.

### **12.3 Incident Recording**

Not Applicable

## **13. NOTIFICATION TO OPERATIONS MANAGER**

### **13.1 Procedure**

Not Applicable.



## 14. MONITORING ROOM STAFF/RELEASE OF RECORDED IMAGE

### 14.1 Policy

In the event any person requests a copy of an original recording or still photograph relating to the City Safe Program the Monitoring Room staff member shall:

- Refer the enquiry to the Operations Manager.
- Record the name of the person, contact number and reason for the request in the shift log report.
- Under no circumstances surrender any recorded vision regarding the City Safe Program to any person other than as described in this procedure.

### 14.2 Procedure

Further to this application being received the Operations Manager shall:

- Have a search conducted for the stated incident.
- Confirm the existence or non-existence of image of the incident and inform the requesting person of the outcome of the search.

### 14.3 Selected Vision

The vision that has been requested that shows an occurrence or happening which is the subject of the request shall include any specified time relating to the occurrence of recorded vision prior to the occurrences and shall include the same amount of recorded vision after the occurrence has come to a conclusion. The pre and post time shall depend on the switching time of the cameras from one to another and shall depend on whether the vision was recorded by the monitoring room staff or by present patrols of the cameras.

### 14.4 Still Photo

Any still frame photo printed in the Monitoring Room shall not be copied by any other means or additional copies released without authorisation of the Operations Manager in accordance with Section 19.

#### NOTE:

*(Council has the copyright in all image, selected vision and still photo. If any person makes an unauthorised copy the infringement will be regarded by Council as very serious.)*



## 15. APPLICATION TO VIEW RECORDED IMAGES

### 15.1 Members of the Public (via a legal representative)

#### 15.1.1 Procedure

- A request for the viewing of a recorded image shall be forwarded to the Operations Manager in the prescribed form ACSC 012 (Public) within 14 days of the incident occurring. A fee under the Government Information (Public Access) Act 2009 (GIPA) may be applicable.
- The Operations Manager shall communicate by email to the members of the Management Group all requests from legal representatives of individuals.
- The members of the Management Group will confirm their decision to the Operations Manager by return email. The confirmation to authorise such a request will be on a majority vote of the group.
- The Operations Manager will advise the applicant in a timely manner the results of the application and any special conditions of the approval.
- Generally, a person, or his or her authorised representative, who has been recorded at a particular time will have sufficient grounds to justify viewing of the information. An authorised representative is required to have written authority signed by the person they are representing to present on their behalf.
- Generally, a person not recorded will not have sufficient grounds to view recorded information.
- The request procedure outlined above shall only apply whilst the recorded information resides at the monitoring room. Current operating restrictions only allow recorded information to be stored for 21 days, after that the information is recorded over.
- Recorded copies of incidents are not to be released unless in compliance to Section 15.2.2.1 and Section 15.2.2.2 of this manual

#### 15.2.2 Production in Court

##### 15.2.2.1 Policy

Recordings required for production in court must be subpoenaed.

##### 15.2.2.2 Procedure

Council's Operations Manager shall comply with the subpoena.



### 15.3 Members of New South Wales Police Service

#### 15.3.1 Procedure

A member of the NSW Police Service requiring access to recorded information for investigative purposes shall comply with the following procedures:

- Form ACSC-015 Release for Investigation Recorded Image-Police is to be forwarded to the Operations Manager either by email to [council@armidale.nsw.gov.au](mailto:council@armidale.nsw.gov.au) or handed in to the front counter at either the Armidale or Guyra Civic Administration Buildings.
- On receipt of this form the Operations Manager shall download the requested image (if available) to a secure hard drive and completed the auto generated Legal Statement
- The Operations Manager shall then notify the requesting Police Officer that the image is available for download.
- The request procedure outlined above shall only apply whilst the recorded information is still available at the monitoring room. Current operating restrictions only allow recorded information to be stored for 21 days, after that the information is recorded over.



## 16. MASTER OPERATIONAL RETENTION CABINET

### 16.1 Storage Facility

The storage facility used to store all devices containing recorded image will be located in Councils Records Area. This facility is secured and located at 135 Rusden Street Armidale, or at such other facility designated by the Armidale Regional Council. All devices shall be accepted and stored per the State Records Act 2000.

### 16.2 Removal and Installation of Electronic Storage Devices

The procedure for removal and installation of electronic storage devices is as follows:

- The removal and installation of all recorded material shall be logged through council's standard electronic record keeping procedures, movement of device containing recorded image.
- Should be in compliance with Chain of Evidence provisions.

### 16.3 Transfer of Image

The procedure for transfer of image is as follows:

- The transfer of all recorded material shall be logged on the relevant transfer log sheet.
- The log sheets shall be kept at ACSC Monitoring Room (Form ACSC-006) and in Council's Records filing System (Form ACSC-007):
- The record for transfer of ESD (electronic storage devices') shall be carried out on separate lines.
- The responsible person transferring the ESD shall complete all entries in the log pertaining to the task that is being carried out.
- A separate log shall be kept for the transfer of ESD between locations. Transfer of the tape from the Monitoring Room to the Council's Security Safe shall be carried out on the first available working day after removal.





#### 16.4 Retention of Recordings

The procedure for the retention of recordings is as follows:

- This ERD (master copy) will be retained pending and may be subject to a subpoena for production in court.
- All recordings will be retained in the original digital format on system hard drive for not more than 21 days before they are erased by recording over them.
- When a request is made for a specific recording, the occurrence will be transferred to ERD. This will be retained pending the outcome of any official inquiry, Court hearing or appeal pertaining to the Court hearing. In case that recorded incident should be the subject of a subpoena then the master copy of the incident will be supplied as per the conditions of the subpoena.
- Such master copies shall be kept in a separate file area within the security safe until the conclusion of such inquiry court hearing or appeal.

#### 16.5 Archive

The archive period for the retention of ERD is as follows:

- A request may be made for the retention of an ERD pending a non-specified inquiry at a future date. Such tape shall be deemed to be archived.
- An archived period will be deemed as not less than 12 months from date of request at which time the archive will lapse unless renewed.
- A request in writing shall be required within 14 days prior to the archive period lapsing.
- A prescribed fee applies.

### 17. RECORDING AND ELECTRONIC STORAGE DEVICE DESTRUCTION

All digital recordings will be erased by recording over the hard drive on a 21day rotation. Archived ERD's will be destroyed per the State Records Act.



## 18. DUTIES OF COUNCIL'S OPERATIONS MANAGER

- To ensure that the city safe program is administered and operated in accordance with the standing procedure of the program.
- To ensure that the system is operated with the highest degree of integrity and confidentiality.
- To respond to image requests as appropriate.
- Maintain a Register of all formal image requests and resulting actions.
- To conduct at least twice per annum, random audits on operations to ensure compliance with guidelines and to report to the Protocol Management Group any departure from standing operation procedure.
- To report to the Protocol Management Group at nominated periods with regard to operational matters. A record of the report shall be placed on the Central Records File.
- To convene regular meetings between operational staff and Police to discuss the effectiveness of procedures and equipment advising the Protocols Management Group accordingly. Records of the meetings shall be maintained on the Central Records File.



## ACSC-001 - PROCEDURE FOR CITY SAFE PROGRAM

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## APPENDICE - PROCEDURE FOR CITY SAFE PROGRAM

A	ACSC-002	Register of Authorised Persons for Entry to Monitoring Room
B	ACSC-003	Missed Incident
C	ACSC-004	Incident Record
D	ACSC-005	Recorded Incidents Summary
E	ACSC-006	Maintenance Log
F	ACSC-007	Record of Transfer of ESD In-Out Records Vault
G	ACSC-008	Record of Transfer of ESD In-Out Monitoring Room
H	ACSC-009	Record of Video Recording to External Organisation
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N	ACSC-015	Request to Receive Recorded Image NSW Police
O	ACSC-016	Release for Investigation Recorded Image NSW Police

**APPENDIX C****ACSC-004  
INCIDENT RECORD**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

TYPE OF INCIDENT: \_\_\_\_\_

LOCATION OF INCIDENT: \_\_\_\_\_

DETAILS OF PERSON REPORTING: \_\_\_\_\_

SURNAME: \_\_\_\_\_ TIME: \_\_\_\_\_

GIVEN NAMES: \_\_\_\_\_ DATE: \_\_\_\_\_

\_TAPE NUMBERS(S): INCIDENT: \_\_\_\_\_ TIME LAPSE: \_\_\_\_\_

***If MEDICAL assistance is required, record the following information:***

Names of Medical Personnel Attending (if known): \_\_\_\_\_

Time Assistance Requested: \_\_\_\_\_ Time of Arrival: \_\_\_\_\_

***If POLICE assistance is required, record the following information:***

Time Assistance Requested: \_\_\_\_\_ Time of Arrival: \_\_\_\_\_

Names of Police Officer's Attending (if known): \_\_\_\_\_

Police Officers Registered Number (if known): \_\_\_\_\_

Brief Description of Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Brief Outline of your Response to the Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VIEWING OF RECORDING if carried out by Police**

Name of Police Officer: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CONTROLLED DOCUMENT**  
**UNAUTHORISED PHOTOCOPYING IS PROHIBITED**

---

**APPENDIX D****ACSC-005****RECORDED INCIDENTS SUMMARY**

DATE	DAY	TYPE	LOCATION	TIME	TAPE NO.



**CONTROLLED DOCUMENT**  
**UNAUTHORISED PHOTOCOPYING IS PROHIBITED**

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APPENDIX E

ACSC-006

**MAINTENANCE LOG**

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DATE	FAULT DESCRIPTION	REPORTED BY	ACTION TAKEN	NAME	DATE

Armidale Regional Council – Administrative Services Procedure – City Safe Program

## CONTROLLED DOCUMENT

### UNAUTHORISED PHOTOCOPYING IS PROHIBITED

#### APPENDIX L                      ACSC-013

#### REQUEST TO VIEW RECORDING GENERAL PUBLIC

Operations Manager  
City Safe Programme  
Armidale Regional Council  
PO Box 75A  
ARMIDALE NSW 2350

Operations Manager

#### REQUEST TO VIEW RECORDED IMAGE TAKEN UNDER CITY SAFE PROGRAMME

Date of Incident	
Time of Incident (if incident occurred over period of time, state period) Location of Incident	
Description of Incident (Include names of people involved if known)	
Reason for Request	
Request made by (print name) Address	
Signature	Date

#### IF REQUEST IS BEING MADE FOR ANOTHER PERSON

Name of person request being made for (print)	
Address	
Signature of that person	Date

#### REQUEST APPROVAL

Approved

☐

Not Approved

☐

Reason for non-approval	
Name (print)	
Signature	Date

#### Notes:

- Requests must be made within 14 days of incident
- A fee may be required to be paid before viewing will be allowed (Prescribed GIPA fee)
- Photo (ie. drivers licence) identification is required before viewing will be allowed

**CONTROLLED DOCUMENT**  
**UNAUTHORISED PHOTOCOPYING IS PROHIBITED**



ACSC-016 – REQUEST BY NSW POLICE FOR RELEASE OF CCTV IMAGE OF RECORDED INCIDENT

APPENDIX O

Page 1 of 1

The following incident occurred and has been recorded by the City Safe Cameras operated by Armidale Regional Council.

Incident Type

Location of Incident

Date/Time

COPS Event Number

Requesting Officer (Print)

Rank and Registered Number

Station/Branch

Signature\*

*\*I acknowledge that I am responsible for ensuring the tape(s) is/are only used for official Police purposes.*

Authorised:

..... (Please Print)

..... (Signature)

Date .....

(Authorised by Police Officer of or above  
the Rank of Inspector)

Monitoring Staff (Print)

City Safe Program Event/Image Number.

Downloaded to Hard-drive.

Date/Time

Applicant notified

Date/Time

Armidale Regional Council – Administrative Services Procedure – City Safe Program



# ARMIDALE DUMARESQ COUNCIL

## CITY SAFE PROGRAM PROCEDURE

**Controlled Copy No:**

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For each of the columns of the amendment register:

1. Current Version number
2. Issue date
3. Document identification number
4. Details/Reason for Revision
5. Insert date that document was filed into the manual
6. The officer who removes and destroys the obsolete document and replaces it with the latest issue shall enter his/her initials

**PLEASE NOTE**

*(Only controlled issues of this manual will be issued with amendments. Controlled issues are identified by a "controlled copy number: \*\*\*\*" and "issued to: \*\*\*\*" on the cover of the manual)*

(1) CURRENT VERSION	(2) ISSUE DATE	(3) PAGE(S)	(4) DETAILS OF REVISION	(5) DATE FILED	(6) FILED BY

## 1. INTRODUCTION

This Manual has been compiled as an operational and duty guide for the Armidale Dumaresq City Safe CCTV Program. It also contains the guidelines and standards that will be required to ensure confidentiality and the correct procedures in safeguarding privacy of all persons entering the Area of Responsibility.

### 1.1 Aim

The City Safe Program aims to enhance the public safety and well being of the citizens and visitors to the Armidale Dumaresq Local Government Area.

### 1.2 Objectives

The objectives of the City Safe CCTV Program within the CBD are:

- to identify and deter situations that would cause alarm to citizens or damage or destruction of property.
- To identify and deter anti-social behaviour.
- To identify and deter criminal activities

## 2. DEFINITIONS

### 2.1 Council's Operations Manager

Council's Operations Manager is the person appointed by Council's General Manager for that purpose from time to time. A record of the appointment shall be kept on the central Records File for the City Safe Project.

### 2.2 Authorised Persons

An authorised person is a person registered as such by the Council's Operations Manager.

### 2.3 City Safe Protocol Committee

The City Safe Protocol Committee is a formal Council Committee duly appointed by Council resolution dated 17 December 2004 Minute Item 8.026/04.

### 3. OPERATING POLICY

The operating policy of the City Safe Program is:

- To conduct monitoring duties according to recognised Security Industry standards including those related to personal security, safety resources and fire protection.
- To reduce risk exposure to members of the public, visitors and workers of the Area of Operation.
- To acknowledge that personal protection has priority over property protection.
- To ensure these responsibilities are undertaken with all due care, diligence and confidentiality.

### 4. CITY SAFE CAMERA PROTOCOL COMMITTEE

#### 4.1 Policy

There shall be a City Safe Camera Protocol Committee comprising of the Mayor, Deputy Mayor, General Manager and nominated Council Officer (Operations Manager) and others as may be determined by Council.

- This committee shall decide requests by the NSW Police Service and individuals to view recorded vision as per this procedure.
- Such decisions will be given on an individual and specific request.
- The committee members will have access to the monitoring room at any time without reason, providing they sign in and out, to undertake periodic visits to the monitoring room to inspect and monitor the City Safe Camera operations.

#### 4.2 Procedure

- A request for the viewing of a recorded image shall be forwarded to the Operations Manager in the prescribed form ACSC 012 (Public) ACSC 013 (Police).
- The Operations Manager shall communicate by email or fax to the all members of the committee all requests.
- The members of the committee will communicate with and will confirm their decision to the Operations Manager. The confirmation to authorise such a request will be on a majority vote of the committee.
- The Manager will advise the applicant in a timely manner the results of the application and any special conditions of the approval.

## 4.2 Procedure (cont)

Inspection visits to the city safe monitoring room

- Members of the committee may visit the City Safe monitoring room at any time and they must record their visit on Form ACSC 010 Visitors Log and any comment in the Operational Log.

## 5. AREAS OF OPERATION

City Safe Program shall include the area identified as the Central Business District on the Armidale Dumaresq Local Environmental Plan. The CBD will now be referred to as the Area of Operation.

## 6. AUTHORISED PERSON

### 6.1 Authorised to Operate

No Contractor or Council staff may operate or cause the operation of any part of the City Safe CCTV Project, unless such person has been authorised and their name appears in the Register of Authorised Persons Form ACSC 001.

### 6.2 Staff Replaced or Substituted

No Contractor or Council staff member may be replaced or substituted without the prior approval of the Operations Manager. Approval may be withheld without explanation given.

### 6.3 Contracted or Armidale Dumaresq Council Staff Visiting

Any Contractor or Council staff member visiting the Operations Room who is not an authorised person must complete Form ACSC 010 Visitors Log.

### 6.4 Familiarisation

Contractors or Council staff are to make themselves familiar with operational conditions as laid out in the Armidale Dumaresq Council's Procedure for City Safe Program.

## 7. MONITORING ROOM

### 7.1 Staff

Monitoring officers engaged in duties at the Monitoring Room located at the Civic Administration Building, Rusden Street Armidale are to maintain an acceptable standard of neatness, carriage, demeanour and efficiency.

### 7.2 Policy



## 7.3

- To ensure this standard monitoring staff shall:
- Conduct themselves in a professional manner and not act in a lewd manner or engage in any improper behaviour or improper use of the monitoring equipment
- Not to engage in any action that would contravene basic privacy rights or could be considered as discriminatory behaviour.
- Not to use the monitoring equipment to satisfy any personal vendetta or issue or for personal reward.
- Comply with the Council's City Safe and Security Industry Procedures and Protocols.

## 8. DUTIES OF MONITORING STAFF

### 8.1 Staffing

The Monitoring Room shall be staffed by a minimum of one officer at times determined by the Protocol Committee.

### 8.2 Authority

Monitoring Room staff shall undertake their duties with the authority of the Council's Operations Manager.

### 8.3 Staffing Levels

The Operations Manager shall ensure that appropriate staffing levels are maintained at all required times as determined by the Protocol Committee.

### 8.4 Duties

All duties will be carried out in accordance with City Safe Standard Operating Procedures set out within this manual.

## 9. OPERATING PROCEDURES

## 9.1 General Duties - Monitoring Room

### 9.1.1 Procedure

In addition to carrying out other specified duties the general duties of the Monitoring Room staff shall be to:

- Monitor pedestrian and vehicular traffic on the closed circuit television system provided;
- Respond to medical emergencies;
- Respond to possible unlawful activities;
- Compile all logs and reports and ensure that all relevant information and messages are relayed to appropriate authorities;
- Refer enquiries or requests made by security or property representatives within the area of operation to the Council's Operations Manager;
- Compile all logs and reports regarding tape retention;
- Compile all logs and reports regarding tape destruction;
- Compile all logs and reports regarding visitors;
- Conduct electronic patrols and make observations;
- Respond to general enquiries from the public by referring them to Council's Operations Manager;
- Test and monitor all equipment;
- Record any unserviceabilities on the Maintenance Log (Form ACSC-005) and report these unserviceabilities to the Council's Operations Manager;
- During an emergent situation direct the removal of all non operational persons from the Monitoring Room.

**NOTE:**

*(Everything seen and heard within Control Room is confidential and should only be discussed with people who need to know.)*

## **10. EQUIPMENT USAGE**

### **10.1 Policy**

The equipment installed in the Monitoring Room shall be used in accordance with standing operating procedures. Any person who uses the equipment for any other reason will be subject to disciplinary and/or legal action.

### **10.2 Procedure**

Monitoring staff shall adhere to the following instructions:

- No domestic videos are to be played on the video equipment.
- No computer programs, game or word processing software are to be installed or read.
- No electronic equipment, except for that approved by the Operations Manager (mains or battery powered), is to be used inside the Monitoring Room without the approval of the Operations Manager.
- Due care is to be taken at all times while using the equipment.
- Maintenance Personnel shall only use controlled city safe video tapes during testing of equipment.

### **10.3 Time-Specific Tasks and Duties**

In addition to carrying out general duties, requests for time specific electronic patrols of areas may be allocated. In this event the appropriate log and report shall be compiled.

### **10.4 Enquiries**

All enquiries are to be recorded in the Enquiries Log (Form ACSC-011).

### **10.5 Control of Non-Conforming Product**

All complaints, suggestions, apparent deficiencies and faulty equipment, etc shall be reported in writing to the Operations Manager for investigation and resolution. Urgent matters are to be verbally reported and followed up in writing. Any equipment that is faulty or is suspected of being faulty shall be quarantined.

### **10.6 Corrective and Preventative Action**

The Operations Manager is responsible for ensuring appropriate corrective and preventative action is carried out to overcome deficiencies. Records of such action shall be maintained on the Central Records file.

## **11. ACCESS CONTROL**

### **11.1 Conditions And Method Of Entry**

#### **11.1.1 Visitations**

Applications (Visitors) All applications for entry to the Monitoring Room shall be directed to the Council's Operations Manager and will generally be restricted to VIP's, Police Officers and for promotional or publicity issues. Visitor inspections will be restricted to 15 mins and to no more than 3 persons at a time. All visitors will be signed in and out of the facility by an authorised person. Applications (Maintenance Personnel) Requests for access by Maintenance personnel may be made verbally. Entry shall only be given if that person's name is on the Register of Authorised Persons for Entry to Monitoring Room (ACSC-001) and identity proven.

All entries shall be at the sole discretion of the Council's Operations Manager or his/her appointed delegate (eg. Monitoring Room personnel).

#### **11.1.2. Visitor's Book**

#### **11.1.3 Policy**

Any person entering the Monitoring Room in the company of an authorised person is to make an entry in the visitor's book (Form ACSC-010).

#### **11.1.4 Procedure**

Visitors shall be requested to supply the following information:

- Name (first and second) and address
- Company name or title
- Signed by the authorised person whose company they are in.

## 12. MONITORING

### 12.1 Incident Procedures

When an incident comes to the attention of monitoring staff they shall:

Commence VCR recording of the incident onto a Working Tape

Inform the police supervisor of the events and indicate the location and description of the persons involved and/or incident.

Record all information prescribed on the Incident Record (Form ACSC-003).

### 12.2 Duties And Responsibilities

#### 12.2.1 Procedure

Where Police are contacted in relation to any incident the following procedures shall be adopted:

If requested, replay the selected portion of recording to the station supervisor at the Armidale Police Station. *(This facility is currently unavailable but will be implemented during the trial period with the installation of a monitor into the Armidale Police Station in April 2005)*

### 12.3 Incident Recording

Each separate incident shall be entered on Form ACSC-003:

## 13. NOTIFICATION TO OPERATIONS MANAGER

### 13.1 Procedure

When an occurrence or an incident is being monitored and the duty police supervisor has been requested to act upon the vision received in the Monitoring Room, the staff member shall then complete the following:

- Recording on the Incident Video the incident in progress.
- Complete the appropriate report as soon as practical
- Remove the Incident Video cassette (Working Tape) at completion of shift which contains the occurrence, log it (Form ACSC-006) and secure in the Secure Cabinet.
- Continue normal operations.
- Notify the Council's Operations Manager of the incident and the outcome of the actions of the police or other services. This notification to take place on the first working day following such an incident. This notification may be verbal with the appropriate log being completed.

## 14. MONITORING ROOM STAFF/RELEASE OF TAPE AND STILL VISION

### 14.1 Policy

In the event any person requests a copy of an original recording relating to the City Safe Program or a still photo relating to any activity concerning the City Safe site, the Monitoring Room staff member shall:

- Refer the enquiry to the Council's Operations Manager.
- Record the name of the person, contact number and reason for the request in the shift log report.
- Under no circumstances surrender any motion or still vision regarding City Safe to any person other than as described in this procedure.

### 14.2 Procedure

Further to this application being received by the Council's Operations Manager he/she shall:

- Have a search conducted for the stated incident
- Confirm the existence or non existence of image of the incident and inform the requesting person of the outcome of the search.

### 14.3 Selected Vision

The vision that has been requested that shows an occurrence or happening which is the subject of the request shall include any specified time relating to the occurrence of recorded vision prior to the occurrences and shall include the same amount of recorded vision after the occurrence has come to a conclusion. The pre and post time shall depend on the switching time of the cameras from one to another and shall depend on whether the vision was recorded by the monitoring room staff or by preset patrols of the cameras.

### 14.4 Still Photo

Any still frame photo printed in the Monitoring Room shall not be copied by any other means or additional copies released without authorisation of Council's Operations Manager in accordance with Section 19.

#### NOTE:

*(Council has the copyright in all videotape, selected vision and still photo. If any person makes an unauthorised copy the infringement will be regarded by Council as very serious.)*



## 15. APPLICATION TO VIEW RECORDED IMAGES

### 15.1 Members of the Public

#### 15.1.1 Procedure

- Persons wishing to view recorded or taped information must make a written request in the prescribed form and pay the prescribed fees payable under Council's Freedom of Information Policy within 7 days of the incident occurring (Form ACSC-012).
- Recorded information will only be made available for viewing to persons who satisfy Council's Operations Manager that they have sufficient grounds to justify viewing of the information and the application is approved.
- The completed request form is forwarded to Council's Operations Manager and the relevant details provided to the ACSC Protocol Committee members for consideration by fax or email. A minimum of 3 Committee members must approve the viewing. On receipt of the completed request form the Council's Operations Manager shall make a copy of the image relevant to the incident. Following approval the applicant will be invited to attend the Council offices to view the recording in the presence of a Council representative.
- Generally, a person, or his or her authorised representative, who has been recorded at a particular time will have sufficient grounds to justify viewing of the information. An authorised representative is required to have written authority signed by the person they are representing to present on their behalf.
- Generally, a person not recorded will not have sufficient grounds to view recorded information.
- The request procedure outlined above shall only apply whilst the recorded information resides at the monitoring room. Current operating restrictions only allow recorded information to be stored for 7 days, after that the information is recorded over.
- Taped copies of incidents are not to released unless in compliance to Section 15.2.2.1 and Section 15.2.2.2 of this manual

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**ACSC-001 - PROCEDURE FOR CITY SAFE PROGRAM****11****15.2.2 Production in Court****15.2.2.1 Policy**

Recordings required for production in court, must be subpoenaed.

**15.2.2.2 Procedure**

Council's Operations Manager shall comply with the subpoena.

**15.3 Members of New South Wales Police Service****15.3.1 Procedure**

A member of the NSW Police Service requiring access to recorded information for investigative purposes shall comply with the following procedures:

- Within 7 days request a “play back” of recorded image to the monitor in the Police Station covering the time of the alleged incident to ascertain if it is of value to further action/investigations.
- If a copy of the recorded vision is required form ACSC-015 Release for Investigation Recorded Image-Police is to be forwarded to the Council's Operations Manager.
- On receipt of the correctly completed form Council's Operations Manager shall make a copy of the recording available for collection.
- The request procedure outlined above shall only apply whilst the recorded information resides at the monitoring room. Current operating restrictions only allow recorded information to be stored for 7 days, after that the information is recorded over.
- Taped copies of incidents are not to be released unless in compliance to Section 15.3.2.1 and 15.3.2.2 of this manual.

**15.3.2 Production in Court****15.3.2.1 Policy**

Recordings required for production in court, must be subpoenaed.

**15.3.2.2 Procedure**

Council's Operations Manager shall comply with the subpoena.

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**ACSC-001 - PROCEDURE FOR CITY SAFE PROGRAM****12**

## **16. MASTER OPERATIONAL RETENTION CABINET**

### **16.1 Storage Facility**

The storage facility used to store all recorded video tapes will be located in Councils security safe in Councils Customer Service Administration Area. This facility is secured and located at 135 Rusden Street Armidale, or at such other facility designated by the Armidale Dumaresq Council.

### **16.2 Removal and Installation of Video Tapes**

The procedure for removal and installation of video tapes is as follows:

- The removal and installation of all recorded material shall be logged on the relevant removal and installation log sheet.
- The log sheets shall be kept in the ACSC Monitoring Room and in Council's Records filing System :
- The responsibility of the person removing the tape is to immediately secure the tape at the Monitoring Room until transfer to the Council safe storage facility.
- A separate log shall be kept for the transfer of tapes between locations (Forms ACSC-006 and ACSC-007).

### **16.3 Transfer Of Video Tapes**

The procedure for transfer of video tapes is as follows:

- The transfer of all recorded material shall be logged on the relevant transfer log sheet.
- The log sheets shall be kept at ACSC Monitoring Room (Form ACSC-006) and in Council's Records filing System (Form ACSC-007):
- The record for transfer of tapes shall be carried out on separate lines.
- The responsible person transferring the tape shall complete all entries in the log pertaining to the task that is being carried out.
- A separate log shall be kept for the transfer of tapes between locations. Transfer of the tape from the Monitoring Room to the Council's Security Safe shall be carried out on the first available working day after removal.

#### 16.4 Retention of Recordings

The procedure for the retention of recordings is as follows:

- All recordings will be retained in the original digital format on one of the two hard drives on the digital video recorder for not more than 7 days before they are erased by recording over them.
- When a request is made for a specific recording, the occurrence will be transferred to video tape and that tape will be retained pending the outcome of any official inquiry, Court hearing or appeal pertaining to the Court hearing. Should the tape be the subject of a subpoena then a master copy will be retained at all times by Council and a the copy for subpoena be enveloped, sealed and signed by the Operations Manager and witness over the seal, then promptly transferred by secure methods to the address or location indicated in the subpoena.
- Such master tapes shall be kept in a separate file area within the security safe until the conclusion of such inquiry, court hearing or appeal.

#### 16.5 Archive

The archive period for the retention of tapes is as follows:

- A request may be made for the retention of a tape pending a non specified inquiry at a future date. Such tape shall be deemed to be archived.
- An archived period will be deemed as not less than 12 months from date of request at which time the archive will lapse unless renewed.
- A request in writing shall be required within 14 days prior to the archive period lapsing..
- A prescribed fee applies.(FOI Procedure)

### 17. RECORDING AND TAPE DESTRUCTION

All digital recordings will be erased by recording over the hard drive on a seven day rotation. Archived tapes will be destroyed by erasure or re-recording after 12 months unless an archive request for a taped occurrence has been received. (Refer Clause 15)

**18. DUTIES OF COUNCIL'S OPERATIONS MANAGER**

- To maintain Authorised Persons Log.
- To ensure that the city safe program is administered and operated in accordance with the standing procedure of the program.
- That the system is operated with the highest degree of integrity and confidentiality.
- To conduct at least twice per annum, random audits on operations to ensure compliance with guidelines and to report to the General Manager, or his/her delegate, any departure from standing operation procedure.
- To report to Council's General Manager, or his/her delegate, at nominated periods with regard to all operational matters. A record of the report shall be placed on the central Records File.
- To convene regular meetings between operational staff and Police to discuss the effectiveness of procedures and equipment. Records of the meetings shall be maintained on the central Records File.

## ACSC-001 - PROCEDURE FOR CITY SAFE PROGRAM

15

**APPENDICE - PROCEDURE FOR CITY SAFE PROGRAM**

A	ACSC-002	Register of Authorised Persons for Entry to Monitoring Room
B	ACSC -003	Missed Incident
C	ACSC -004	Incident Record
D	ACSC -005	Recorded Incidents Summary
E	ACSC -006	Maintenance Log
F	ACSC -007	Record of Transfer of Video Tapes – In-Out Records Vault
G	ACSC -008	Record of Transfer of Video Tapes – In-Out-Monitoring Room
H	ACSC -009	Record of Video Recording To External Organisation
I	ACSC -010	Not Used
J	ACSC -011	Visitor's Log
K	ACSC -012	Enquiries Log
L	ACSC -013	Request to View Recorded Data General Public
M	ACSC -014	Request to View Recorded Data NSW Police
N	ACSC -015	Request to Receive Recorded Image NSW Police
O	ACSC 016	Release for Investigation Recorded Image NSW Police



**CONTROLLED DOCUMENT**  
**UNAUTHORISED PHOTOCOPYING IS PROHIBITED**

**APPENDIX A      ACSC-002**

**REGISTER OF AUTHORISED PERSONS FOR ENTRY TO MONITORING ROOM**

SURNAME	GIVEN NAME(S)	ORGANISATION	POSITION	AUTHORISED BY	DATE

**CONTROLLED DOCUMENT**  
**UNAUTHORISED PHOTOCOPYING IS PROHIBITED**

**APPENDIX B    ACSC-003****MISSED INCIDENT**

Sheet No.....

DATE	TYPE	LOCATION	TIME	COMMENTS

**CONTROLLED DOCUMENT**  
**UNAUTHORISED PHOTOCOPYING IS PROHIBITED**

**APPENDIX C****ACSC-004****INCIDENT RECORD**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

TYPE OF INCIDENT: \_\_\_\_\_

LOCATION OF INCIDENT: \_\_\_\_\_

DETAILS OF PERSON REPORTING: \_\_\_\_\_

SURNAME: \_\_\_\_\_ TIME: \_\_\_\_\_

GIVEN NAMES: \_\_\_\_\_ DATE: \_\_\_\_\_

TAPE NUMBERS(S): \_\_\_\_\_ INCIDENT: \_\_\_\_\_ TIME LAPSE: \_\_\_\_\_

***If MEDICAL assistance is required, record the following information:***

Names of Medical Personnel Attending (if known): \_\_\_\_\_

Time Assistance Requested: \_\_\_\_\_ Time of Arrival: \_\_\_\_\_

***If POLICE assistance is required, record the following information:***

Time Assistance Requested: \_\_\_\_\_ Time of Arrival: \_\_\_\_\_

Names of Police Officer's Attending (if known): \_\_\_\_\_

Police Officers Registered Number (if known): \_\_\_\_\_

Brief Description of Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Brief Outline of your Response to the Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VIEWING OF RECORDING if carried out by Police**

Name of Police Officer: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CONTROLLED DOCUMENT**  
**UNAUTHORISED PHOTOCOPYING IS PROHIBITED**

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**APPENDIX D****ACSC-005****RECORDED INCIDENTS SUMMARY**

DATE	DAY	TYPE	LOCATION	TIME	TAPE NO.

**CONTROLLED DOCUMENT**  
**UNAUTHORISED PHOTOCOPYING IS PROHIBITED**

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**APPENDIX E****ACSC-006****MAINTENANCE LOG**

Page 1 of 1

DATE	FAULT DESCRIPTION	REPORTED BY	ACTION TAKEN	NAME	DATE

**APPENDIX F****ACSC-007**

Armidale Dumaresq Council – Administratives Services Procedure – City Safe ProgramISSUED 30 JANUARY 2005

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**RECORD OF TRANSFER OF VIDEO TAPES – IN-OUT RECORDS VAULT**

Page 1 of 1

TAPE NUMBER	DATE	TIME	SURNAME	INITIALS TAPE IN VAULT	INITIALS TAPE OUT VAULT	REASON

Armidale Dumaresq Council – Administratives Services Procedure – City Safe Program ISSUED 30 JANUARY 2005



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**APPENDIX G                  ACSC-008**

**RECORD OF TRANSFER OF VIDEO TAPES – IN-OUT MONITORING ROOM**

Page 1 of 1

TAPE NUMBER	DATE	TIME	SURNAME	INITIALS TAPE IN MR	INITIALS TAPE OUT MR	REASON

**APPENDIX H                  ACSC-009**

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**RECORD OF TRANSFER OF VIDEO RECORDING (Copy Only) TO EXTERNAL ORGANISATION**

Page 1 of 1

SHEET NUMBER: \_\_\_\_\_

TAPE NUMBER	DATE	TIME	NAME (Print)	SIGNATURE: TAPE ISSUED	NAME (Print)	SIGNATURE: TAPE RECEIVED

**APPENDIX J                      ACSC-011**

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**VISITOR'S LOG**

Page 1 of 1

*(Events in the Control Room are confidential and should only be discussed with people who need to know)*

SHEET No \_\_\_\_\_

SURNAME	GIVEN NAMES	ORGANISATION	POSITION	DATE	TIME

**APPENDIX K                  ACSC-012**

Armidale Dumaresq Council – Administratives Services Procedure – City Safe Program ISSUED 30 JANUARY 2005

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**ENQUIRIES LOG**

Page 1 of 1

SHEET No. \_\_\_\_\_

SURNAME	GIVEN NAMES	TELEPHONE NUMBER	ENQUIRY	ACTION TAKEN

Armidale Dumaresq Council – Administratives Services Procedure – City Safe Program ISSUED 30 JANUARY 2005

## CONTROLLED DOCUMENT

### UNAUTHORISED PHOTOCOPYING IS PROHIBITED

#### APPENDIX L                      ACSC-013

#### REQUEST TO VIEW RECORDING GENERAL PUBLIC

Operations Manager  
City Safe Programme  
Armidale Dumaresq Council  
PO Box 75A  
ARMIDALE NSW 2350

Operations Manager

#### REQUEST TO VIEW VIDEO TAKEN UNDER CITY SAFE PROGRAMME

Date of Incident	
Time of Incident (if incident occurred over period of time, state period) Location of Incident	
Description of Incident (Include names of people involved if known)	
Reason for Request	
Request made by (print name) Address	
Signature	Date

#### IF REQUEST IS BEING MADE FOR ANOTHER PERSON

Name of person request being made for (print)	
Address	
Signature of that person	Date

#### REQUEST APPROVAL

Approved

☐

Not Approved

☐

Reason for non-approval	
Name (print)	
Signature	Date

#### Notes:

- Requests must be made within 7 days of incident
- A fee is required to be paid before viewing will be allowed (Prescribed FOI fee)
- Photo (ie. drivers licence) identification is required before viewing will be allowed

**CONTROLLED DOCUMENT**  
**UNAUTHORISED PHOTOCOPYING IS PROHIBITED**

**APPENDIX M                      ACSC-014**  
**REQUEST BY NSW POLICE TO VIEW RECORDING   NSW POLICE**

The Operations Manager  
City Safe Programme  
Armidale Dumaresq Council  
PO Box 75a  
Armidale NSW 2350

Operations Manager

**REQUEST TO VIEW RECORDINGS TAKEN UNDER CITY SAFE PROGRAMME**

Date of Incident	
Time of Incident (if incident occurred over period of time, state period) Location of Incident	
Description of Incident (Include names of people involved if known)	
Reason for Request	
Request made by (print name and include rank)	
Signature	Date

Station Officer Name (print)	
Signature	Date

**REQUEST APPROVAL**

Approved

☐

Not Approved

☐

Reason for non-approval	
Name (print)	
Signature	Date

**Notes:**

**ACSC-015 – REQUEST BY NSW POLICE TO RECEIVE RECORDING OR VIDEO TAPE OF INCIDENT**

Armidale Dumaresq Council – Administratives Services Procedure – City Safe Program ISSUED 30 JANUARY 2005



## CONTROLLED DOCUMENT

### UNAUTHORISED PHOTOCOPYING IS PROHIBITED

## APPENDIX N

Page 1 of 1

THE OPERATIONS MANAGER  
CITY SAFE PROGRAMME  
ARMIDALE DUMARESQ COUNCIL  
PO BOX 75A  
ARMIDALE NSW 2350

Dear Sir,

**REQUEST TO RECEIVE RECORDINGS TAKEN UNDER CITY SAFE PROGRAMME**

Date of Incident	COPS EVENT NO:	
Time of Incident (if incident occurred over period of time, state period)		
Location of Incident		
Description of Incident (Include names of people involved if known)		
Reason for Request		
Request made by (print name and include rank)		
Signature		Date

Station Officer Name (print)	
Signature	Date

**REQUEST APPROVAL**

Approved

☐

Not Approved

☐

Reason for non-approval	
Name (print)	
Signature	Date

**Notes:**


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Armidale Dumaresq Council – Administratives Services Procedure – City Safe Program ISSUED 30 JANUARY 2005

## CONTROLLED DOCUMENT

### UNAUTHORISED PHOTOCOPYING IS PROHIBITED



ACSC-016 – REQUEST BY NSW POLICE FOR RELEASE OF VIDEO TAPE OF INCIDENT  
APPENDIX O

Page 1 of 1

#### Videotape Requisition

The following incident occurred in the vicinity of the \_\_\_\_\_ and has been recorded on videotape by the City Safe Cameras operated by Armidale Dumaresq Council.

#### Alleged Incident

Location of Incident \_\_\_\_\_

Date/Time \_\_\_\_\_

Master Tape Number \_\_\_\_\_

COPS Event Number \_\_\_\_\_

Requesting Officer (Print) \_\_\_\_\_

Signature\* \_\_\_\_\_

Rank and Registered Number \_\_\_\_\_

Station/Branch \_\_\_\_\_

Collecting Officer (Print) \_\_\_\_\_

Signature\* \_\_\_\_\_

Rank and Registered Number \_\_\_\_\_

Copy tape Number \_\_\_\_\_

*\*I acknowledge that I am responsible for ensuring the tape(s) is/are only used for official Police purposes.*

Monitoring Staff ( Print) \_\_\_\_\_

Date/Time \_\_\_\_\_

*Supplied is a blank video cassette to record the original tape. This copy will be used for investigation purposes only. Please retain the original until a video release form and subpoena from the court is forwarded.*

COPS Reference Number is \_\_\_\_\_

..... ( Please Print)

..... ( Signature)

Date .....

(Authorised by Police Officer of or above  
the Rank of Inspector)

Armidale Dumaresq Council – Administratives Services Procedure – City Safe Program ISSUED 30 JANUARY 2005

# Contract Information

The Contract Information is part of the Contract. Refer to clauses 78 & 79 for the interpretation and definition of words and phrases.

## Contract

Item

### Contract name

The Contract name is:

[Title]

The Contract number is:

[Subject]

### Site

The Site is:

Is the area shown on the drawings at Guyra Saleyards and Armidale Saleyards.

*Defined in clause 79*

### Description of the Works

The Works are:

Guyra

- New yards as shown on the drawings.
- Upgrade of existing canteen to include admin area and toilets as shown on the drawings.
- Salvaging of existing metal yards, drafts and railings.
- Demolition and removal of exiting sheep yards.
- Modification and or relocation of existing ramps.
- Supply and installation of water troughs and dust suppression system
- Re-sheeting of yards.
- Installation of new light/power and communication as shown.
- Removal of trees
- Relocation of cattle yards

Armidale

- Construction of new bull pens including alterations to existing pre-sale draft area.as shown on the drawings
- Removal of trees

*Mentioned in clause 8*

- New lighting
- Construction of new canteen and admin building.
- Alterations to scale house

---

## Principal's details

### Principal

*Defined in clause 79*

The Principal is:

Armidale Regional Council

### Principal's Authorised Person

*Mentioned in clause 2*

The *Principal's Authorised Person* is:

Stuart Lane

### Notices to the Principal

*Mentioned in clause 11*

Notices must go to the *Principal's Authorised Person* named above, at the address or number shown here.

Office address:  
(for delivery by hand)

Level 2 Noel Park House  
155-157 Marius Street  
Tamworth  
NSW 2340

Postal address:  
(for delivery by post)

PO Box 540  
Tamworth  
NSW 2340

e-mail address:

Stuart.lane@pwa.nsw.gov.au

### Principal's Senior executive

*Mentioned in clauses 69 & 70*

The Principal's senior executive is:

TBA

Office address:  
(for delivery by hand)

TBA

Postal address:  
(for delivery by post)

TBA

e-mail address:

TBA

TRIM:

# Internal Audit Charter

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

## 1. TERMS OF REFERENCE

Armidale Regional Council has established the internal audit function as a key component of the Armidale Regional Council's governance and assurance framework, in compliance with the Departmental Chief Executive's Guidelines for risk management and internal audit for local government in NSW. This Charter provides the framework for the conduct of the internal audit function in the Armidale Regional Council and has been approved by the governing body, taking into account the advice of the Armidale Regional Council's Audit, Risk and Improvement Committee (ARIC).

## 2. PURPOSE OF INTERNAL AUDIT

Internal audit is an independent, objective assurance and consulting activity designed to add value and improve the Armidale Regional Council's operations. It helps the Armidale Regional Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

Internal audit provides an independent and objective review and advisory service to provide advice to the governing body, General Manager and Audit, Risk and Improvement Committee about the Armidale Regional Council's governance processes, risk management and control frameworks and its external accountability obligations. It also assists the Armidale Regional Council to improve its business performance.

## 3. INDEPENDENCE

Armidale Regional Council's internal audit function is to be independent of the Armidale Regional Council so it can provide an unbiased assessment of the Armidale Regional Council's operations and risk and control activities.

The internal audit function reports functionally to the Armidale Regional Council's Audit, Risk and Improvement Committee on the results of completed audits, and for strategic direction and accountability purposes, and reports administratively to the General Manager to facilitate day-to-day operations. Internal audit activities are not subject to direction by the Armidale Regional Council and the Armidale Regional Council's management has no role in the exercise of the Armidale Regional Council's internal audit activities.

The Audit, Risk and Improvement Committee is responsible for communicating any internal audit issues or information to the governing body. Should the governing body require additional information, a request for the information may be made to the Chair by resolution. The Chair is only required to provide the information requested by the governing body where the Chair is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the *Local Government Act 1993*. Individual Councillors are not entitled to request or receive information from the committee.

The Manager Governance is the delegated officer responsible for internal audit (Head of Internal Audit) and is Council's Chief Audit Executive.

The General Manager must consult with the Chair of the Armidale Regional Council's Audit, Risk and Improvement Committee before appointing or making decisions affecting the employment of the head of internal audit function. If the head of internal audit function is dismissed, the General Manager must report the reasons for their dismissal to the governing body.

Where the Chair of the Armidale Regional Council's Audit, Risk and Improvement Committee has any concerns about the treatment of the head of internal audit function, or any action taken that may compromise their ability to undertake their functions independently, they can report their concerns to the governing body.

The Head of Internal Audit function is to confirm at least annually to the Audit, Risk and Improvement Committee the independence of internal audit activities from the Armidale Regional Council.

#### 4. AUTHORITY

Armidale Regional Council authorises the internal audit function to have full, free and unrestricted access to all functions, premises, assets, personnel, records and other documentation and information that the head of internal audit function considers necessary to undertake their responsibilities.

All records, documentation and information accessed while undertaking internal audit activities are to be used solely for the conduct of those activities. The head of internal audit function and individual internal audit staff are responsible and accountable for maintaining the confidentiality of the information they receive when undertaking their work.

All internal audit documentation is to remain the property of Armidale Regional Council, including where internal audit services are performed by a third-party audit service provider.

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

#### 5. ROLE

The internal audit function is to support the Armidale Regional Council's Audit, Risk and Improvement Committee to review and provide independent advice to the Armidale Regional Council in accordance with section 428A of the *Local Government Act 1993*. This includes conducting internal audits of Armidale Regional Council and monitoring the implementation of corrective actions.

The internal audit function is to also play an active role in:

- developing and maintaining a culture of accountability and integrity
- facilitating the integration of risk management into day-to-day business activities and processes, and
- promoting a culture of high ethical standards.

The internal audit function has no direct authority or responsibility for the activities it reviews. The internal audit function has no responsibility for developing or implementing procedures or systems and does not prepare records or engage in Armidale Regional Council functions or activities (except in carrying out its own



functions). To facilitate this within Armidale Regional Council's structure, a co-sourced model of third-party audit service providers and in-house internal auditors is utilised.

## 6. CO-SOURCED MODEL

Armidale Regional Council utilises a co-sourced model for internal audit with a planned program of internal audits articulated in the Internal Audit Schedule, endorsed by the Audit Risk and Improvement Committee and delivered by third party audit service providers. In-house auditors undertake incident investigations, spot audits, management reviews and facilitation of business improvement processes. All internal audits relating to the activities of the Governance Team will be undertaken by third party audit service providers.

### In House Audit Function operations

Armidale Regional Council's internal audit function is to be led by a member of Armidale Regional Council's staff with sufficient skills, knowledge and experience to ensure it fulfils its role and responsibilities to the Armidale Regional Council and the Audit, Risk and Improvement Committee. The head of internal audit function must be independent, impartial, unbiased and objective when performing their work and free from any conflicts of interest.

Responsibilities of the head of internal audit function include:

- managing the day-to-day activities of the internal audit function
- managing the Armidale Regional Council's internal audit budget
- supporting the operation of the Armidale Regional Council's Audit, Risk and Improvement Committee
- approving internal audit project plans, conducting or supervising audits and assessments and providing independent advice to the Audit, Risk and Improvement Committee
- monitoring the Armidale Regional Council's implementation of corrective actions that arise from the findings of audits
- implementing the Audit, Risk and Improvement Committee's annual work plan and four-year strategic work plan
- ensuring the Armidale Regional Council's internal audit activities comply with the Guidelines for risk management and internal audit for local government in NSW, and
- contract management and oversight of supplementary external providers (where appropriate) including ensuring third party audit service providers complete internal audits in line with the Audit, Risk and Improvement Committee's annual work plan and four-year strategic work plan
- forwarding audit reports by third party audit service providers to the Audit, Risk and Improvement Committee
- acting as a liaison between third party audit service providers and the Audit, Risk and Improvement Committee
- monitoring the Armidale Regional Council's implementation of corrective actions that arise from the findings of audits and reporting progress to the Audit, Risk and Improvement Committee, and
- assisting the Audit, Risk and Improvement Committee to ensure the Armidale Regional Council's internal audit activities comply with the Guidelines for risk management and internal audit for local government in NSW.
- Members of the internal audit function are responsible to the head of internal audit function. Individuals that perform internal audit activities for Armidale Regional Council must have:
- an appropriate level of understanding of the Armidale Regional Council's culture, systems and processes

- the skills, knowledge and experience necessary to conduct internal audit activities in the Armidale Regional Council
  - effective interpersonal and communication skills to ensure they can engage with Armidale Regional Council staff effectively and collaboratively, and
  - honesty, integrity and diligence.
- To ensure the independence of the third party audit service providers, the head of internal audit function is to ensure the external provider:
- does not conduct any audits on specific Armidale Regional Council operations or areas that they have worked on within the last two years is not the same provider conducting the Armidale Regional Council's external audit
  - is not the auditor of any contractors of the Armidale Regional Council that may be subject to the internal audit, and
  - can meet the Armidale Regional Council's obligations under the Guidelines for risk management and internal audit for local government in NSW.

The Head of Internal Audit function must consult with the Audit, Risk and Improvement Committee and General Manager regarding the appropriateness of the skills, knowledge and experience of any third party audit service providers before they are engaged by the Armidale Regional Council.

## 7. PERFORMING INTERNAL AUDIT ACTIVITIES

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

The Committee must also develop an annual work plan to guide the work of the internal audit function over the forward year.

All internal audit activities are to be performed in a manner that is consistent with relevant professional standards including the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and AS/NZS ISO3100 – Risk Management guideless and Principles.

The Head of Internal Audit function is to provide the findings and recommendations of internal audits to the Audit, Risk and Improvement Committee at the end of each audit. Each report is to include a response from the relevant senior manager.

The head of internal audit function is to establish an ongoing monitoring system to follow up Armidale Regional Council's progress in implementing corrective actions.

The General Manager, in consultation with the Audit, Risk and Improvement Committee, is to develop and maintain policies and procedures to guide the operation of the Armidale Regional Council's internal audit function.

The head of internal audit function is to ensure that the Audit, Risk and Improvement Committee is advised at each of the committee's meetings of the internal audit activities completed during that quarter, progress in implementing the annual work plan and progress made implementing corrective actions.

## 8. CONDUCT

Internal audit personnel must comply with the Armidale Regional Council's code of conduct. Complaints about breaches of Armidale Regional Council's code of conduct by internal audit personnel are to be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*. The General Manager must consult with the Armidale Regional Council's Audit, Risk and Improvement Committee before any disciplinary action is taken against the Head of Internal Audit function in response to a breach of the Armidale Regional Council's Code of Conduct.

Internal auditors must also comply with the Code of Ethics for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors.

## 9. ADMINISTRATIVE ARRANGEMENTS

### Audit, risk, and improvement committee meetings

The head of internal audit function will attend Audit, Risk and Improvement Committee meetings as an independent non-voting observer. The Head of Internal Audit function can be excluded from meetings by the Committee at any time.

The Head of Internal Audit function must meet separately with the Audit, Risk and Improvement Committee at least once per year.

The Head of Internal Audit function can meet with the Chair of the Audit, Risk and Improvement Committee at any time, as necessary, between committee meetings.

### External audit

Internal and external audit activities will be coordinated to help ensure the adequacy of overall audit coverage and to minimise duplication of effort.

Periodic meetings and contact between internal and external audit shall be held to discuss matters of mutual interest and to facilitate coordination.

External audit will have full and free access to all internal audit plans, working papers and reports.

### Dispute resolution

The internal audit function should maintain an effective working relationship with the Armidale Regional Council and the Audit, Risk and Improvement Committee and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the internal audit function and the Armidale Regional Council, the dispute is to be resolved by the General Manager and/or the Audit, Risk and Improvement Committee. Disputes between the internal audit function and the Audit, Risk and Improvement Committee are to be resolved by the governing body.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive (Office of Local Government) in writing.

### Review arrangements

The Armidale Regional Council's Audit, Risk and Improvement Committee must review the performance of the internal audit function each year and report its findings to the governing body. A strategic review of the performance of the internal audit function must be conducted each council term that considers the views of an external party with a strong knowledge of internal audit and reported to the governing body.

This Charter is to be reviewed annually by the committee and once each council term by the governing body. Any substantive changes are to be approved by the governing body.

## 10. FURTHER INFORMATION

For further information on Armidale Regional Council's internal audit activities, contact Simone Mooketsi, Manager Governance on [smooketsi@armidale.nsw.gov.au](mailto:smooketsi@armidale.nsw.gov.au) or by phone 0460 023 584.

Reviewed by [head of internal audit function]

[sign and date]

Reviewed by Chair of the Armidale Regional Council's Audit, Risk and Improvement Committee

[sign and date]

Reviewed by General Manager

[sign and date]

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

[sign and date]

[resolution reference]

## SCHEDULE 1 – INTERNAL AUDIT FUNCTION RESPONSIBILITIES

### Audit

#### Internal audit

- Conduct internal audits as directed by the Armidale Regional Council's Audit, Risk and Improvement Committee.
- Implement the Armidale Regional Council's annual and four-year strategic internal audit work plans.
- Monitor the implementation by the Armidale Regional Council of corrective actions.
- Assist the Armidale Regional Council to develop and maintain a culture of accountability and integrity.
- Facilitate the integration of risk management into day-to-day business activities and processes.
- Promote a culture of high ethical standards.

#### External audit

- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided.
- Review all external plans and reports in respect of planned or completed audits and monitor the Armidale Regional Council's implementation of audit recommendations.
- Provide advice on action taken on significant issues raised in relevant external audit reports and better practice guides.

### Risk

#### Risk management

Review and advise:

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



- how the Armidale Regional Council's risk management approach impacts on the Armidale Regional Council's insurance arrangements
- of the effectiveness of the Armidale Regional Council's management of its assets, and
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

### Internal controls

Review and advise:

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

### Compliance

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

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

### Fraud and corruption

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

### Financial management

Review and advise:

- if the Armidale Regional Council is complying with accounting standards and external accountability requirements
- of the appropriateness of the Armidale Regional Council's accounting policies and disclosures
- of the implications for the Armidale Regional Council of the findings of external audits and performance audits and the Armidale Regional Council's responses and implementation of recommendations
- whether the Armidale Regional Council's financial statement preparation procedures and timelines are sound



- the accuracy of the Armidale Regional Council's annual financial statements prior to external audit, including:
  - management compliance/representations
  - significant accounting and reporting issues
  - the methods used by the Armidale Regional Council to account for significant or unusual transactions and areas of significant estimates or judgements
  - appropriate management signoff on the statements
- if effective processes are in place to ensure financial information included in the Armidale Regional Council's report is consistent with signed financial statements
- if the Armidale Regional Council's financial management processes are adequate
- the adequacy of cash management policies and procedures
- if there are adequate controls over financial processes, for example:
  - appropriate authorisation and approval of payments and transactions
  - adequate segregation of duties
  - timely reconciliation of accounts and balances
  - review of unusual and high value purchases
- if policies and procedures for management review and consideration of the financial position and performance of the Armidale Regional Council are adequate
- if the Armidale Regional Council's grants and tied funding policies and procedures are sound.

### Governance

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

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

### Improvement

#### Strategic planning

Review and advise:

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

### Service reviews and business improvement

Review and advise:

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

### Performance data and measurement

Review and advise:

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

TRIM:



## *Audit, Risk and Improvement Committee Fees, Reasonable Expenses and Facilities Policy*

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

### 1. PURPOSE

The purpose of this Policy is to clearly state the fees payable and the facilities and support that are available to Council's Audit, Risk and Improvement Committee (ARIC) to:

- to attract suitably qualified and experienced independent committee members;
- assist them in fulfilling their duties;
- enable the reasonable and appropriate reimbursement of expenses incurred by the independent members of the Committee while undertaking their duties;
- ensure accountability and transparency in reimbursement of expenses to independent members of the Committee.

### 2. SCOPE

This Policy applies to the payment of fees to independent committee members of Council's ARIC.

#### Exclusion:

This Policy does not apply to:

- Optional non-voting Councillor member of the ARIC
- The Mayor (standing invitee)
- Armidale Regional Council employees and other non-voting observers

As they are not eligible for payment of fees in accordance with the *Guidelines for Risk Management and Internal Audit for Local Government in NSW* published by the Office of Local Government.

### 3. BACKGROUND

This Policy enables the reasonable reimbursement of expenses and provision of facilities for Audit, Risk and Improvement Committee (ARIC) members as well as the payment of fees for attendance at meetings and Council approved workshops.

It ensures accountability and transparency and seeks to align Committee expenses and facilities with community expectations. The payment of fees should be at a level to attract suitably qualified and experienced independent committee members. Committee members must not obtain private benefit from any expense or facility provided under this Policy.

#### 4. PRINCIPLES

Council commits to the following principles with respect to the payment fees and the facilities and support that are available to independent members of Council's ARIC :

- Proper conduct: Acting lawfully and honestly, exercising care and diligence in carrying out their functions
- Reasonable expenses: Providing for members to be reimbursed for expenses reasonably incurred as part of their role on the Committee
- Appropriate use of resources: Providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations
- Accountability and transparency: Clearly stating and reporting on the expenses and facilities provided to members.

#### 5. PRIVATE BENEFIT

Committee members must not obtain private benefit from any expense or facility provided under this Policy.

Incidental private use of Council equipment and facilities by the committee may occur from time to time. For example, telephoning home to advise that a Committee meeting will run later than expected.

Such incidental private use does not require a compensatory payment back to Council.

The Committee should avoid obtaining any greater private benefit than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, the Committee member must reimburse the Council.

#### 6. REMUNERATION

##### Fee Payment

Fees are only payable to independent members of ARIC appointed to the Committee via resolution of Council.

Fees are determined by Council resolution.

Fees will only be paid upon receipt of a claim form with documentation and/or receipts/tax invoices as required.

Chair and independent member meeting fees as outlined below are subject to review on 1st July each year. The percentage rate increase (if any) will be the same as each year's and the facilities and support for mayoral and Councillor fees as set by the Local Government Remuneration Tribunal.

##### Fee for ARIC Chair

The fee for the ARIC Chair will be \$1930.

The fee includes an allowance for meeting preparation and will be paid for the duration of any meeting or Council approved workshop. Travel time is not paid.

In addition, travel expenses may be claimed on a per kilometre basis as per the relevant rate set by the Australian Taxation Office. This covers travel from the usual private place of residence and return only to participate in meetings and workshops as required.

If the appointed Chair resides outside of reasonable driving distance, remote participation in meetings via video conferencing will be arranged and Council will pay for reasonable flights and accommodation to facilitate in person attendance at one meeting of ARIC each year for the purpose of presenting the ARIC Annual Report to Councillors face-to-face.

No other fees for the Chair will be payable.

#### Fee for ARIC Independent Members

The fee for independent members will be \$1285.

Fees include an allowance for meeting preparation and will be paid for the duration of any meeting or Council approved workshop. Travel time is not paid. If the appointed Committee Member resides outside of reasonable driving distance, remote participation in meetings via video conferencing will be facilitated by Council.

Travel expenses may be claimed on a per kilometre basis as per the relevant rate set by the Australian Taxation Office.

No other fees for Independent members will be payable.

#### Superannuation

Councils are obliged under the *Superannuation Guarantee (Administration) Act 1992* to make compulsory superannuation guarantee contributions on behalf of audit, risk and improvement committee chairs and independent members where they are remunerated. Superannuation contributions will be paid at the same rate that applies to Council employees.

Note if Committee member invoices Council as a company or other business arrangement, this does not apply.

## 7. EXPENSES

#### Approval Arrangements

Attendance at conferences, professional development, travel on ARIC business and the like is to be approved in advance by the General Manager. All approvals must be within the budget.

#### Spouse or Partner Expenses

No spouse or partner expenses are payable for ARIC members.

#### Insurances

In accordance with Section 382 of the *Local Government Act 1993*, Council is insured against public liability and professional indemnity claims.

Insurance protection is only provided if a claim arises out of or in connection with the member's performance of his or her ARIC duties, or exercise of his or her functions as a member. All insurances are subject to any limitations or conditions set out in the policies of insurance.

## 8. PROCESSES

#### Approval, payment and reimbursement arrangements

Expenses should only be incurred by members in accordance with the provisions of this Policy.

Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.



Reimbursement will require ARIC members to be set up in Council's payment system with a creditor number and payment will be by EFT. Council does not pay by cheque or cash.

Final approval for payments made under this policy will be granted by the Manager Governance.

#### Direct payment

Council may approve and directly pay expenses. Requests for direct payment must be submitted to the Manager Governance for assessment against this policy with sufficient information and time to allow for the claim to be assessed and processed.

#### Reimbursement

All claims for reimbursement of expenses incurred must be made on the prescribed form (see attached forms), supported by appropriate receipts and/or tax invoices, and be submitted to Manager Governance

A valid tax invoice or receipt must be submitted for all claims. Claims will not be paid using EFTPOS receipts as substantiation.

#### Notification

If a claim is approved, payment will be made directly or reimbursed through accounts payable. An email remittance advice will issue when the payment is made.

If a claim is refused, the member will be informed in writing that the claim has been refused and the reason for the refusal.

#### Reimbursement to Council

If Council has incurred an expense on behalf of a member that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy: Council will invoice the member for the expense; and the member will reimburse Council for that expense within 14 days of the invoice date.

If the member cannot reimburse Council within 14 business days of the invoice date, they are to submit a written explanation to the General Manager. The General Manager may elect to deduct the amount from the member's allowance.

#### Disputes

If a member disputes a determination under this Policy, the member should discuss the matter with the General Manager, whose decision is final and binding.

#### Breaches

Suspected breaches of this policy are to be reported to the to the Manager Governance and/or the General Manager.

Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

## 9. RELATED DOCUMENTS

[Armidale Regional Council Code of Conduct](#)

[Local Government Act 1993](#)

[Local Government \(General\) Regulation 2021](#)



[Model Code of Conduct for Local Councils in NSW 2020](#)

[OLG Guidelines for the payment of expenses and provision of facilities for Mayors and Councillors in NSW](#)

[OLG Draft Risk Management and Internal Audit Guidelines \(December 2022\)](#)

APPROVAL AND REVIEW		
Responsible Business Unit	Governance	
Responsible Officer	Manager Governance	
Date/s adopted	<i>Council Executive</i> [updated by policy owner]	<i>Council</i> [DD Mmmm YYYY]
Date/s of previous adoptions	[Dates of previous adoptions]	
Date of next review	[Two years from last adoption]	
TRIM Reference		

## FOR ACTION

COUNCIL

28/06/2023

TO: Chief Officer Assets and Services (Manners, Alex)

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**Subject:** Adoption of Gates and Stock Grids on Public Roads Policy  
**Target Date:** 12/07/2023  
**Notes:**  
**File Reference** ARC16/0652 AINT/2023/11904

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**11.2 Adoption of Gates and Stock Grids on Public Roads Policy***Ref: AINT/2023/11904 (ARC16/0652)*

79/23

**RESOLVED**

- a) Defer consideration of the Gates and Stock Grids on Public Roads Policy POL087 to the Ordinary Council Meeting for September 2023;
- b) run community engagement sessions auspiced by the Connected Region Key Pillar Working Group;
- c) refer the outcomes of the public exhibition period and the community engagement sessions to the Connected Region Key Pillar Region Working Group and finalise the draft policy for determination by Council.
- d) Note, following the above, the implementation of the policy through the commencement of removal of obsolete grids and gates, and the issue of new permits in accordance with the *Roads Act (1993)* following appropriate consultation with landholders.

**Moved Cr O'Connor****Seconded Cr Redwood****The Motion on being put to the vote was CARRIED unanimously.**

This action sheet has been automatically been produced by InfoCouncil to advise you of the outcome at the Council Meeting. A copy of the resolution has been placed in Trim.

Submission on proposed policy of the ARC from Guyra Branch NSW Farmers  
Gates and Stock Grids on Public Roads

The Armidale Regional Council

Thank you for the opportunity to make a submission on the proposed policy for Gates and Grids on public roads.

We have concern regarding the section 4.1

We believe council should take full responsibility or maintenance of the ramp and surrounding road.

On the amalgamation of Guyra and Armidale Councils an undertaking was agreed:- that Landholders would pay for a grid to a specified standard, but there after, the council would maintain the grid, at council's expense, and the road surface 5 meters either side of the ramp. I would remind the council this issue was reinforced at recent consultations with respect to the Special Rate Variation discussions/consultations.

Reasons for:

- Many farmers have been admonished for working on public roads, often to improve safety. It is hypocritical to insist farmers maintain some of the road surface on public roads
- In consideration of the recent SRV, Farmers are being asked to carry huge increases in rates to fund council activity. It is reasonable to ask council to give something back. This is a good faith contribution to the farming community.



Beth White  
Chairperson NSW Farmers Guyra Branch

**Alex Manners**

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**From:** Alex Manners  
**Sent:** Monday, 13 November 2023 10:57 AM  
**To:** Alex Manners  
**Subject:** Stock Grids Policy - Submission - Robertson Grazing - 10 September 2023

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**From:** [royrobo@bigpond.com](mailto:royrobo@bigpond.com) <[royrobo@bigpond.com](mailto:royrobo@bigpond.com)>  
**Sent:** Sunday, September 10, 2023 10:02 PM  
**To:** Margaret O'Connor <[MOconnor@armidale.nsw.gov.au](mailto:MOconnor@armidale.nsw.gov.au)>; Sam Coupland <[SCoupland@armidale.nsw.gov.au](mailto:SCoupland@armidale.nsw.gov.au)>; Todd Redwood <[TRedwood@armidale.nsw.gov.au](mailto:TRedwood@armidale.nsw.gov.au)>; Paul Gaddes <[PGaddes@armidale.nsw.gov.au](mailto:PGaddes@armidale.nsw.gov.au)>; Steven Mephram <[SMephram@armidale.nsw.gov.au](mailto:SMephram@armidale.nsw.gov.au)>; Paul Packham <[PPackham@armidale.nsw.gov.au](mailto:PPackham@armidale.nsw.gov.au)>; Jon Galletly <[JGalletly@armidale.nsw.gov.au](mailto:JGalletly@armidale.nsw.gov.au)>; Bradley Widders <[BWidders@armidale.nsw.gov.au](mailto:BWidders@armidale.nsw.gov.au)>  
**Subject:** stock grids policy

I would like to comment on the draft policy for the Stock Grids and Gates urge council not to implement this policy.

1. The policy starts with the incorrect presumption that the landholders are the beneficiaries of the stock grids and gates. The grids were installed primarily for the benefit of the road users so that they didn't have to open the gates.
2. Council directs tourists and such things as car rallies and even bicycle events onto the local roads to reduce inconvenience to users of major roads.
3. Council roads cut across the land of the landholders and don't take any regard to the legal land boundaries.
4. Roadways are councils responsibility to maintain and grids are an integral historical part to the roadway.
5. Consideration needs to be made in this policy to landholders that have council roadways on their land. A lot of roads do not follow the designated road reserves. I have approximately 3 Kilometres of roadway on my own land without any corresponding road reserves. I have been trying for over 20 years to have this rectified but with no success.
6. Dumaresq shire installed a large amount of the grids and thus are the property of the Armidale Regional Council. A lot in the Wollomombi area were constructed by NSW government grants ( I think work for the dole scheme after the 1964 drought)
7. The bureaucracy setup to manage the policy will cost more than if council does the maintenance of the grids.
8. A lot of the existing grids have been damaged by council graders etc. and not properly welded when repaired.

9. For landholders to be responsible for the roadway each side of the grids is wrong and the road should be maintained by council.
10. The minefield that will be opened up with fencing roadways if grids are removed will cost the council a considerable amount. As you would know a lot of the road reserves are only 22 meters wide and this is insufficient space to maintain a constructed roadway and drainage. Drainage maintenance will be a considerable burden for council and any damage to the landholder property will need to be compensated for.
11. Council need to examine the morality of inflicting costs on a small section of ratepayers for the benefit of all the community.

I hope that you will reject this very flawed draft policy and continue with the council core responsibility of maintaining the roads including stock grids and gates.

Regards Roy Robertson

Roy Robertson  
Robertson Grazing  
0429781307



## 1. Purpose

The purpose of this report is for Council to adopt a revised version of policy POL087- Gates and Stock Grids on Public Roads following public exhibition and to confirm policy implementation.

## 2. Officers' Recommendation

That Council;

- a) adopt the revised Policy POL087- Gates and Stock Grids on Public Roads ;and
- b) Note the implementation of the policy

## 3) Background .... As Is.

I reject the statement at

## 4. Discussion

The Connected Region Key Pillar Working Group has examined the current policy POL087 as well as the written and oral submissions of landholders in the Guyra and Armidale rural areas of the ADC'S LGA. The working group accepts the view indicated in these submissions, in particular, that of Roy Robertson at his submission paragraph 1. *" The policy starts with the incorrect presumption that the landholders are the beneficiaries of the stock grids and gates. The grids were installed primarily for the benefit of the road users so that they didn't have to open the gates."*

This is echoed in the submission from the NSW Farmers Guyra " *We believe council (sic) should take full responsibility or(sic) maintenance of the ramp and surrounding area. "*

By far the majority of submissions, over the course of community consultation on policy POL087 have taken the view that the principal benefit, of both gates and grids is to the general public, and Council as the local road owner and manager stands as corporate proxy for the general public. For this reason the Key Pillar Working Group does not accept the view that there is a requirement under the Roads Act 1993 s142 that adjoining landholders fall under subsection 1 of section 142. In fact the major holder of the "benefit" conferred by grids and gates installed by private land holders to facilitate convenient public passage on public roads over their land, or via road reserves that bisect private land is the general public.

The fact that Armidale Dumaresq Council had a policy which reflected this view, viz, Council assumed ownership and maintenance of grids and gates, once installed, and that no conflict with the Roads Act 1993 was ever raised in that context strengthens this view. It is the view of the Connected Region KPWG that in seeking harmonisation of policies subsequent to amalgamation , there is a choice to go with that of either Guyra Shire Council or Armidale Dumaresq Council. The KPWG's view, in line with the majority of submitters is that the Armidale Dumaresq Council's position should be the preferred policy choice for Armidale Regional Council. Some oral submitters noted that in practice Guyra Shire Council's policy (which is similar to the current POL087) "was never followed anyway". Whatever the case in the past the working group's view is that Council must now make a policy that delivers as its first priority, road safety to its public road users.

Further, the Roads Act 1933 s142 states at subsection 3 that subsection 1 (which mandates who is to maintain the structure or work in, on or over a public road) *does not apply to a person whose right to the control, use or benefit of a structure or work consists merely of a right of passage that the person has as a member of the public or of a **right of access that the person has as the owner of adjoining land.*** (emphasis added). This would be particularly applicable where the public road follows or is in a designated road reserve. The Working Group takes the view that in many cases this is the exact nature of primary producers/farmers who have installed or had



installed grids and gates on public roads owned by council to make it easier for the travelling public to move on public roads through their private lands or on road reserves that traverse private land. It is simply not consistent with the Roads Act 1933 to think that landholders/farmers are the sole or major beneficiaries of grids and gates erected on public roads. While they do assist to prevent stock straying by means of public roads onto neighbouring properties, the principal purpose of a grid is to facilitate smooth passage of the travelling public across private land or road reserves through privately held land.

There are a number of supporting “common sense” road safety reasons for this as follows;

- A) that road safety must always be the priority and requiring a disparate number of landholders to maintain grids and gates will not provide, in practice, uniform result in terms of quality of work to maximise road safety. To establish a policy which relies on private works of variable standards on gates and grids on public roads is to invite, in practice, a heavy burden on the local council to monitor and regulate private works on grids and gates being used by the general public. As the NSW Farmers Guyra submission points out “ *Many farmers have been admonished for working on public roads, often to improve safety. It is hypocritical to insist farmers maintain some of the road surface on public roads*” The Key Pillar Working Group agrees with this, but would change the emphasis somewhat from hypocrisy to impracticality. Farmers do not have the plant and equipment to repair and maintain public roads. Councils do.
- B) we note the objects of the Roads Act 1933 section 3 subsection are a) *to set out the rights of members of the public to pass along public roads,...* It follows that considerations of road safety for those members of the public must be paramount in the setting of policies by Local Government Authorities. The amendments to POL087 are in line with this overarching purpose of the Roads Act 1933, not in conflict with it.

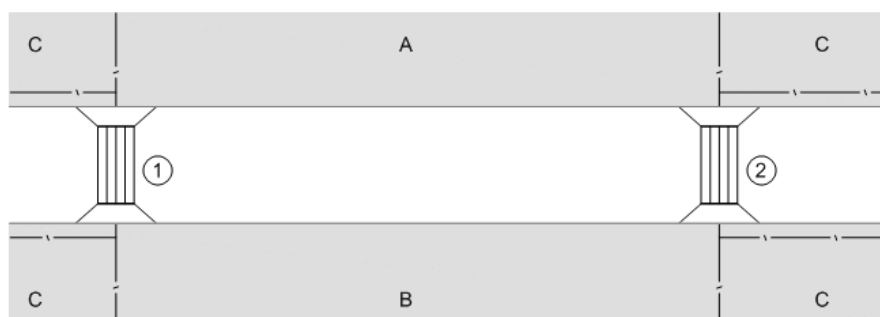
Additionally there is a strong sense of grievance in some of the submissions, including that from NSW Farmers Guyra that “ *In consideration of the recent SRV, Farmers (sic) are being asked to carry huge increases in rates to fund council activity. It is reasonable to ask council to give something back. That is a good faith contribution to the farming community.*” Members of the Working Group are aware and confirm that discussions of this nature did occur during consultations over the now approved 50% rates increase, which along with harmonisation, have increased the quantum of rates on primary production land substantially. The Working Group takes the practical view that the reasons set out above are sufficient to support the revisions to POL087. We don’t agree that the proposed changes to POL087 are a form of quid pro quo for the SRV. They are just common sense and dictated by the Roads Act 1933 which prioritises the object of securing safe (implied) access over public roads to the general public.

#### Commentary on the Changes made to POL087 by the Key Pillar Working Group

The proposed amendments are to reverse the obligation that farmers who have grids or gates on public roads running through their properties are obliged to maintain both the grids and gates and up to 20 metres on either side of the approach.

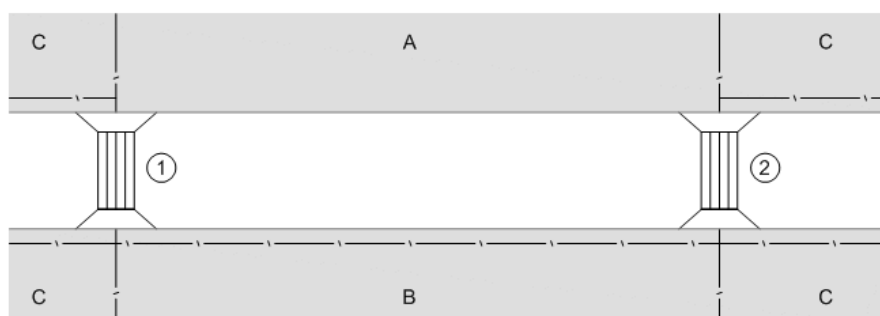
# OWNERSHIP OF CATTLE GRIDS BASED ON BENEFITS

## SCENARIO 1 NOT TO SCALE

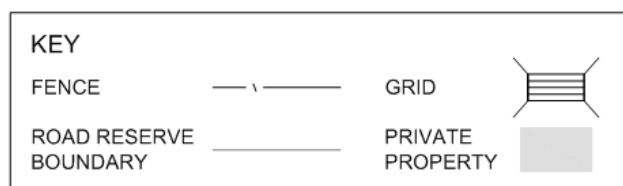


GRID ① AND ② BENEFIT OWNERS A & B (CAN BE COMMON)  
C ARE ALL FENCED

## SCENARIO 2 NOT TO SCALE

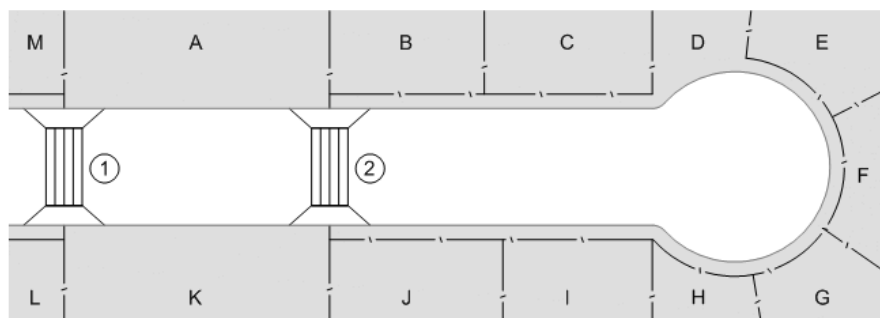


GRID ① AND ② BENEFIT OWNER A  
B AND C ARE ALL FENCED



### OWNERSHIP OF CATTLE GRIDS BASED ON BENEFITS

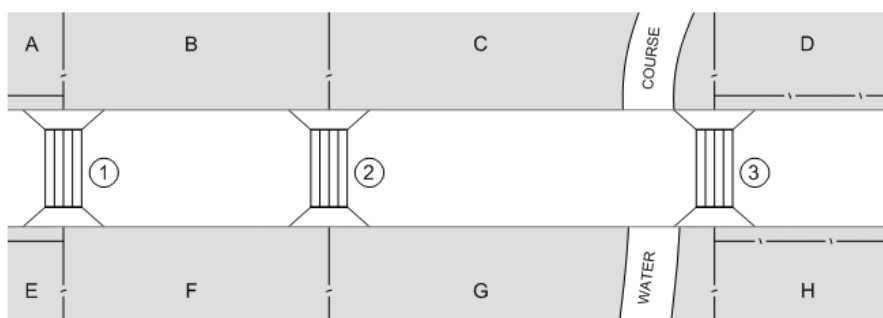
#### SCENARIO 3 NOT TO SCALE



GRID ① BENFITS OWNER A & K

GRID ② BENFITS OWNER A, D & K

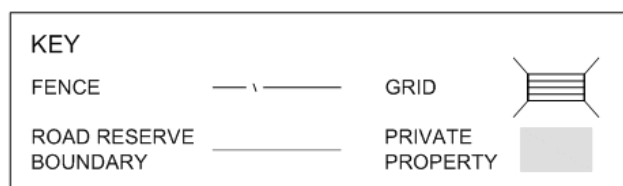
#### SCENARIO 4 NOT TO SCALE



GRID ① BENFITS OWNER B & F

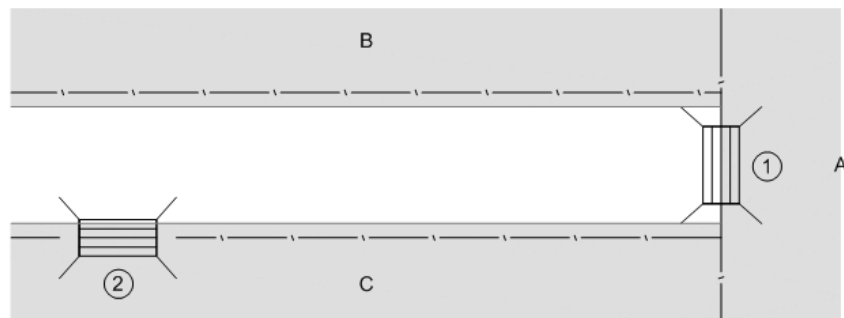
GRID ② BENFITS OWNER B, C, F & G

GRID ③ BENFITS OWNER C & G

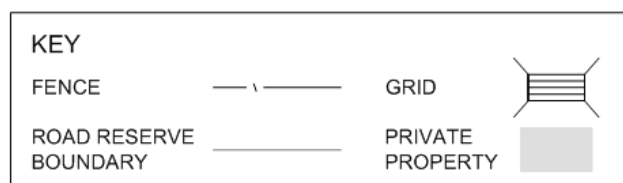


# OWNERSHIP OF CATTLE GRIDS BASED ON BENEFITS

## SCENARIO 5 NOT TO SCALE



GRID ① BENEFITS OWNER A  
GRID ② BENEFITS OWNER C





## POL087 - Gates and Stock Grids on Public Roads

ADOPTED BY COUNCIL:

### PURPOSE

This policy aims to harmonise the former Guyra Shire and Armidale Dumaresq Council policies for the design, installation, maintenance and responsibility for gates and stock grids on Armidale Regional Council Public Roads. This policy defines the maintenance responsibilities for the permit holder.

The policy outlines when Armidale Regional Council will permit the installation of a gate or stock grid and the conditions by which the landowner will be given a permit to have a gate or stock grid on an Armidale Regional Council road.

### APPLICATION

This policy applies to Council Public Roads as defined in Armidale Regional Council's Asset register, and is in accordance with the *Roads Act 1993* and the *Roads Regulation 2018*.

With respect to public gates, legislative controls only apply where the public road is unfenced, and the gate may only be erected where the road intersects a boundary fence).

### POLICY INTENT

To provide a Policy of gates and stock grids on Public Roads within the Armidale Regional Council LGA that is equitable, productive and safe for adjoining landowners, road users and broader public. Gates and grids on a public road primarily generate a private benefit to a landowner and represent an alteration to normal traffic conditions. This cost should not burden the broader public.

### COMMUNITY STRATEGIC PLAN OBJECTIVES

The policy aligns with Advancing Our Region - Your Community Plan 2022-2032 and with Council Delivery Program 2022-2026 as part of:

Connected Region – Transport and Technology

- C1 – Quality infrastructure that makes it safe and easy to travel around our region – Strategies:
  - C1.1 Build and maintain quality, safe and accessible road transport infrastructure including roads, footpaths, kerbs, bus stops and parking facilities.

## POLICY

### 1. DEFINITIONS

**Gate:** A hinged barrier used to close an opening in the boundary – in respect to this policy the gate must be approved by Armidale Regional Council prior to installation and is maintained in a good working order. Stock

**Grid:** Consists of a depression in the road covered by a transverse grid of bars or tubes, normally made of metal and firmly fixed to the ground on either side of the depression, such that the gaps between them are wide enough to not allow an animal to cross but sufficiently narrow so as not to impede a wheeled vehicle.

**Public Gate:** A Public Gate must be painted white and the posts on either side of the gate are fitted with reflectors facing along the road in each direction (as per Regulation 70 of the *Roads Regulation 2018*).

### 2. APPROVAL & PERMIT

#### 2.1 Permit for existing public gates and stock grids.

**2.1.1** Existing gates or cattle grids erected prior to the adoption of this policy shall be reviewed, and the owner or occupier be requested to comply with the current policy within 24 months. Council has the right to require removal of the gate or grid if the structure does not comply with Council policy or Council are concerned about public safety or animal welfare.

**2.1.2** The occupier of land to which a permit relates is deemed to be the holder of the public gate or grid permit. Therefore, a new occupier will become the holder of the permit and responsible for any conditions of the permit. In this instance, Council should be advised of the new permit holder. The *Roads Act 1993* does not otherwise authorise the transfer of permits for public gates or grid.

**2.1.3** Where Council has otherwise granted consent for erection of a gate or grid over a public road and the consent holder wishes to transfers the consent to another party, they shall apply to Council and be subject to approval from the Roads Manager or their delegate.

#### 2.2 Permit application for new public gates and stock grids.

**2.2.1** All new applications must include a completed copy of the attached stock grids application form.

**2.2.2** Owners must organise an on-site inspection with an Armidale Regional Council representative to seek approval for the construction of a gate or grid.

**2.2.3** If a person applying for a public gate permit only owns the land on one side of the road, the adjoining landowner's consent must be obtained (section 68 *Roads Regulation 2018*).

**2.2.4** Armidale Regional Council will consider applications for a new or replacement public gate only if the following conditions apply:

2.2.4.1 The application does not relate to an excluded road (see Table 1),

2.2.4.2 The proposed gate would not create an unacceptable hazard or network restriction,

2.2.4.3 The road intersects with a boundary fence, and

2.2.4.4 Where no viable alternative, such as fencing exists.

**Note:** if condition 2.2.4.3 is not met, an application for consent under section 139 of the *Roads Act 1993* will be



necessary.

**2.2.5** Applications for a new gate will be as per Part 6 of the *Roads Regulations 2018*. This includes the consultation requirements set out in section 2.5 below and will be a matter for Armidale Regional Council to determine.

**2.2.6** Applications for a stock grid that are not proposed as a by-pass to a public gate will be assessed under the general requirements for consent to erect a 'structure' under section 139 of the *Roads Act 1993*.

**2.2.7** In cases where consent under section 139 of the Roads Act is necessary for the erection of public gates and stock grids Council has discretion to impose such conditions as it thinks fit.

**2.2.8** The applicant shall fully indemnify Council in relation to the works required and to any and all damage to other services including water, electricity supply and communication services. This indemnity will be placed as a condition on the permit, or consent as relevant.

**2.2.9** All new Grids must be accompanied by an associated public gate.

**2.2.10** The exception to allow for a stock grid regardless of the road hierarchy is at the entrance of a National Park.

**TABLE 1**

Road Hierarchy	Gate Allowed	Stock Grid Allowed	Minimum Width
Arterial	No	No	N/A
Sub Arterial	No	No	N/A
Collector	No	Yes	7.200m
Local A	Yes (Existing)	Yes	3.600m
Local B	Yes (Existing)	Yes	3.600m
Urban Street	No	No	N/A
Village Lane	Yes (Existing)	No	3.600m

**Note:** Collector may have a 3.600m stock grid providing additional "Narrow Road" signage is erected and maintained.

## **2.3 Permit Periods.**

**2.3.1** Council may at any time revoke a public gate / stock grid permit. Without limiting the circumstances in which Armidale Regional Council may revoke a permit, Armidale Regional Council will revoke a permit where it comes to the attention of Armidale Regional Council that the gate/stock grid is not being maintained, or is a risk to road safety.

**2.3.2** If a public gate permit is revoked, Council will serve a notice on the permit holder. The permit holder has one month to remove the gate.

**2.3.3** For gates and grids approved under section 139 of the Roads Act 1993, Council has discretion to revoke the consent for any reason by notice in writing.

## **2.4 Bypass in conjunction with a gate**

**2.4.1** Armidale Regional Council reserves the right to impose the need for a bypass around an approved public gate either in the form of a stock grid or a ramp.

**2.4.2** The need for a bypass will be assessed on site by Council staff.

**2.4.3** If a stock grid is constructed as a by-pass option, Council will determine that:

**2.4.4** The grid must be placed at the intersection of the road with the boundary fence; or

**2.4.5** The grid must be located along the line of the road; or

**2.4.6** The gate must be relocated beside the grid;

**2.4.7** The grid must be constructed in accordance with Council's specifications.

**2.4.8** A notice on a board accompanying the grid must be in the form approved by Council, which may include weight restrictions.

**2.4.9**

## **2.5 Consultation**

**2.5.1** All applications for public gates will be advertised in a local newspaper and will allow 28 days from publication for interested persons to lodge written submissions. If submissions are received a report shall be prepared for council's consideration with respect to the determination. Armidale Regional Council reserves the right to publicly advertise the proposed location of a grid in the same manner.

**2.5.2** Council will notify the grant of any public gate permit in a local newspaper. The right to erect the gate is then vested in the permit holder after the passing of one month from the date of publication in the newspaper.

## **3. CONSTRUCTION STANDARDS FOR PUBLIC GATES**

**3.1** The holder of a public gate permit is required to:

**3.2** Place a 'Public Gate' Notice on both sides of the gate with lettering at least 75mm;

**3.3** Ensure that the public gate is white; and

**3.4** Ensure posts on either side of the gate are to be fitted with reflectors.

## **4. CONSTRUCTION STANDARDS FOR STOCK GRIDS**

**4.1** All construction, installation and signage costs are to be paid by the applicant.

**4.2** Council can provide and install a grid (including associated pavement works) if nominated by the applicant. See current Council fees and charges. Costs will be billed to the grid owner and are to be paid prior to construction.

**4.3** Council may levy additional charges on the applicant if there are design and legal expenses incurred by Council. These include Council staff expenses.

**4.4** All work is carried out in accordance with the Roads Act 1993, Roads Regulation 2018 and applicable Australian Standards. All Public gates and stock grids must be constructed to a design standard acceptable to Armidale Regional Council. Details of the grid proposed to be installed and the proposed installation layout shall be submitted to Council for approval with the application.

**4.5** Cattle Grids are to be capable of carrying a W7 or T44 legal axle loading with a factor of safety.

**4.6** Details of grid structure, foundations, abutment, approach ramps, horizontal and vertical alignment shall be submitted with application and shall be sufficient to guarantee the safe transit of vehicles and shall not interfere with the natural drainage of the area.

**4.7** Applicants may choose a pre-approved local Grid. Applicants can contact Councils Roads manager for details.

**4.8** When the grid is on a curve, the cross fall of the grid shall conform to that of the road.

**4.9** Approach ramps shall be constructed for the full width of the running surface of the grid. The longitudinal grade of the approach ramps shall be such that the surface levels of the ramps deviate from the existing average grade of the road by not more than 1%.

**4.10** The fill used in the approach ramps shall comply with that listed in the Section 138 conditional approval letter and be thoroughly compacted and finished to council specification.

**4.11** Council may direct the applicant to rectify any subsidence in adjacent pavement at the applicants cost following construction.

**4.12** The approach surface is to start flush with the grid.

**4.13** At 20m from the grid, the road surface is to grade away from the centreline of the road at between 3%- 6% cross-fall.

**4.14** The applicant shall construct drainage under the grid and adjacent gated bypass road (If required), to ensure that no damming or ponding shall occur on the roadway. The resulting runoff must not cause damage or degradation to the public road or adjoining landowners.

**4.15** Applicants are required to comply with current regulations.

## **5. MAINTENANCE STANDARDS FOR GATES AND GRIDS**

### **5.1 Structural Components.**

**5.1.1** The permit holder is responsible (at their cost) to maintain the structure and signage to an 'as constructed' standard.

**5.1.2** Council can undertake maintenance of the grid and adjacent road pavement if nominated by the grid owner. See current Council fees and charges. Costs will be charged to the grid owner.

**5.1.3** The owner or occupier will manage the public gate/stock grid to ensure compliance with this Policy and the original construction standard.

**5.1.4** Stock grids on public roads (i.e not a by-pass) must be kept flush with the surrounding road surface and maintained to facilitate the smooth passage of traffic along the.

**5.1.5** The maintenance and/or renewal of existing stock grids will be to Armidale Regional Council's current stock grid specifications (see Figure 1). Where determined by an Armidale Regional Council resolution, Armidale Regional Council as the Roads Authority may revoke the public gate or stock grid permit if it does not meet Armidale Regional Councils specifications. Armidale Regional Council will then advise the owner of the gate / stock grid that the structure must be removed within one (1) month after notice of the revocation has been issued.

**5.1.6** Armidale Regional Council officers will regularly inspect all gates and stock grids and will notify the permit holder in writing should the structure require rectification or renewal. Given gates and grids are a private benefit, Council may levy inspection charges and administration expenses on the owner, if works are identified by the inspection.

**5.1.7** Where the holder of the permit has failed to act on a request to undertake repairs or removal per

Clause 5.1.5 within 28 days of the notification, Armidale Regional Council may issue penalties as contained in the Roads Act. Seven (7) days shall be granted to the permit holder to rectify the request, upon which time clause **Error! Reference source not found.** will come into affect.

**5.1.8** If the permit holder fails to carry out maintenance action in relation to public gates or grids, a direction may be issued to alter the work or structure or its location.

### 5.1.9 Where the failure to carry out the work is an offence in relation to

- maintenance of gates,
- grids,
- road approaches, or
- the general obligation under the Act

Council may rectify the contravention after giving reasonable notice of its intention to do so, in which case the costs in taking that action are recoverable as a debt.

**5.1.10** Where the stock grid is considered to be no longer fulfilling its intended function, the holder of the permit is to be advised that Armidale Regional Council will revoke the permit unless the holder of the permit provides sufficient grounds within 28 days to retain the permit.

**5.1.11** If Armidale Regional Council removes a stock grid during construction of road works, the cost of removal and replacement of the grid and gates will be at cost to the holder of the permit.

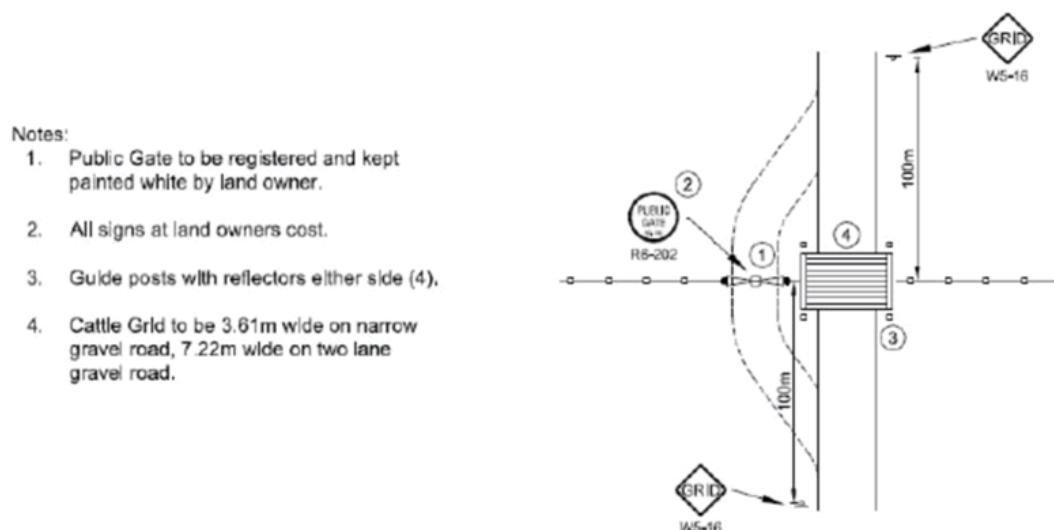
## 5.2 Road Carriageway.

**5.2.1** The permit holder is responsible for the maintenance of the road carriageway for a maximum distance of 20m either side of the structure, as set out in the permit.

**5.2.2** Refer to 4.1.1.1 for fixed council provided service.

**5.2.3** Council may carry out maintenance of the carriageway within the distance specified from the structure at the owner's expense if the conditions of the permit are not complied with.

**Figure 1 – Stock Grid and Gate on Public Road minimum standard**



**Note: This does not include stock grid design.**

**LEGISLATIVE REQUIREMENTS**

- *Roads Act 1993 – Refer to attached references*
- *Roads Regulation 2018*
- *Local Government Act 1993*

**REVIEW**

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

**REPORTING**

N/A

**RESPONSIBLE OFFICER**

In the event of any dispute over any aspect of this policy, mediation may be undertaken by the Chief Officer Assets and Services. If a resolution cannot be reached, the General Manager will determine the final direction.

**ROLES AND RESPONSIBILITIES**

The General Manager is authorised, pursuant to section 377 of the *Local Government Act 1993*, to allow a matter that does not conform to a policy to proceed if the General Manager is of the opinion that the variation from the policy is of a minor nature.

**RELATED PROCEDURES**

Nil

<b>APPROVAL AND REVIEW</b>	
<b>Responsible Business Unit</b>	Transport
<b>Responsible Officer</b>	Manager Transport
<b>Date/s adopted</b>	28 June 2023
<b>Date of next review</b>	June 2025
<b>TRIM Reference</b>	AIN/2023/11922



## Application for Installation of Grid / Gate on Public Road

1. Name:	
2. Address of applicant:	
3. Contact Phone #:	
4. Describe proposed location (distance from nearest cross road / direction):	
5. Grid Type <input type="checkbox"/> New <input type="checkbox"/> Existing	
6. Estimated date for construction:	
7. Grid manufacturer:	
8. Supporting information included:	
<b>9. Agreement:</b> <ul style="list-style-type: none"> <li>Please find enclosed the fee applicable for granting of the permit and advertising the proposed grid and/or gate as identified in the Annual Fees &amp; Charges of the Council.</li> <li>I understand that final approval in writing must be issued by Council prior to commencement of any works and that this approval may not be granted until any public exhibition period has been completed or council resolution passed.</li> <li>All works will comply with Councils Gates and Stock Grids on Public Roads Policy POL087.</li> <li>I will provide council with confirmation that all legislative requirements have been met (where required) including NSW DPI Fisheries applications.</li> </ul>	
<div style="border-top: 1px solid black; width: 200px; margin: 0 auto;"></div> <b>Signed &amp; Dated (Applicant)</b>	
<b>Office Use Only:</b>	
Application complies with Policy (Yes / No)?	
Section 138 submitted (Yes / No)?	
Site inspection completed:	
Recommended course of action:	
Assessment / Inspection Undertaken by (print):	
<div style="border-top: 1px solid black; width: 200px; margin: 0 auto;"></div> <b>Signed &amp; Dated:</b>	
Project approved to proceed if agreement signed and returned (reason if refused)?	
<div style="border-top: 1px solid black; width: 200px; margin: 0 auto;"></div> <b>Signed &amp; Dated (Roads Manager):</b>	
Grid/Gate reference number allocated and register updated?	



## Relevant Legislative References

### ROADS ACT NSW 1993

#### Division 2 Public gates

##### 128 Roads authority may grant permit

- (1) A roads authority may permit the occupier of any land through which an unfenced public road passes to erect a gate across the road at any place at which the road intersects a boundary fence.
- (2) A permit may not be granted with respect to a classified road except with the concurrence of TfNSW.
- (3) A roads authority must cause notice of the granting of the permit to be published in a local newspaper.
- (4) The occupier for the time being of the land to which a permit relates is taken to be the holder of the permit.

##### 129 Erection and maintenance of public gates

- (1) The holder of a public gate permit may, at any time after one month from the publication of the notice of the granting of the permit, erect a gate in accordance with the permit.
  - (2) The holder of a public gate permit must ensure that—
    - (a) a notice is attached to both sides of the gate bearing the words “PUBLIC GATE” in letters at least 75 millimetres high, and
    - (b) both the gate and the notice are maintained in good condition.
- Maximum penalty—10 penalty units.

##### 130 Revocation of permit

- (1) The roads authority may at any time revoke a public gate permit.
  - (2) The occupier of the land the subject of a public gate permit that has been revoked must remove the gate within one month after notice of the revocation is served.
- Maximum penalty—10 penalty units.

##### 131 Effect of permit

While a public gate permit is in force, the public gate to which it relates is taken not to constitute a public nuisance and does not give rise to an offence against this or any other Act.

##### 132 Offences with respect to public gates

- (1) A person must not cause any damage to a public gate or to any notice attached to the gate in accordance with this Division.
- Maximum penalty—10 penalty units.
- (2) A person who opens a public gate must cause it to be closed again immediately after it has been used.

Maximum penalty—10 penalty units.

(3) A person who fails to cause a public gate to be closed is liable for any loss or damage suffered by the occupier of the land adjoining the public road on which the gate is situated as a result of the gate having been left open.

### 133 Construction of by-pass around road gate

(1) An occupier of land adjoining an unfenced public road across which a public gate is situated at the point where the road intersects a boundary fence—

- (a) must not, unless the appropriate roads authority so permits, and
  - (b) must, if the appropriate roads authority so requires,
- construct a by-pass for vehicles at the intersection of the road with the boundary fence.

Maximum penalty—10 penalty units.

(2) The roads authority may not permit or require the construction of a by-pass—

- (a) if the by-pass is to be used in connection with a public gate across a main road, except with the concurrence of TfNSW, and
- (b) if the public gate is part of a rabbit proof, dog proof or marsupial proof fence, except with the concurrence of Local Land Services.

(3) A by-pass is to consist of—

- (a) a ramp to allow vehicles to be driven over the top of the boundary fence, or
  - (b) a cattle grid or sheep grid located beside the gate,
- and must be constructed in accordance with such specifications as may be approved by the roads authority.

(4) If the appropriate roads authority so requires, the person permitted or required to construct a by-pass—

- (a) must construct the by-pass along the line of the road, and
- (b) must re-locate the gate beside the by-pass.

Maximum penalty—10 penalty units.

(5) The occupier for the time being of land to which a permit relates is taken to be the holder of the permit.

### 134 Notice board to be erected at by-pass

(1) The occupier of land on which a by-pass is constructed must ensure that—

- (a) a notice, in the form required by the appropriate roads authority, is exhibited on a conspicuous notice board near each end of the by-pass, and
- (b) both the by-pass and the notice are maintained in good condition.

Maximum penalty—10 penalty units.

(2) A notice may prohibit vehicles exceeding a specified laden weight from being driven over the by-pass.

(3) If the appropriate roads authority requires a person to construct a by-pass, that authority may contribute to the cost of construction and erection of the notices.

### 135 Closing of by-pass

(1) A by-pass may be closed and the notices relating to the by-pass may be removed—

(a) if the public gate in connection with which the by-pass was constructed is removed, or

(b) if the fence of which the by-pass forms part is made rabbit proof, dog proof or marsupial proof.

(2) A person who closes a by-pass—

(a) must give notice of the closure to the appropriate roads authority before or immediately after the closure, and

(b) must take such steps as the appropriate roads authority directs to ensure the safety of persons using the road.

### 136 Revocation of by-pass permit

(1) The roads authority may revoke a permit given with respect to a by-pass by means of a notice served on the holder of the permit.

(2) The occupier of the land the subject of the permit must, within the time specified in the notice—

(a) remove the by-pass and its notices, and

(b) take such steps as are specified in the notice to ensure the safety of persons using the road.

Maximum penalty—10 penalty units.

### 137 Offences

(1) A person must not—

(a) drive a vehicle over a by-pass in contravention of a notice displayed in connection with the by-pass, or

(b) wilfully damage or remove a notice displayed in connection with a by-pass, or

(c) wilfully obstruct or damage a by-pass.

Maximum penalty—10 penalty units.

(2) A person who causes damage to a by-pass as a result of driving a vehicle over the by-pass in contravention of such a notice is liable for—

(a) the cost of any repairs to the by-pass necessary as a result of the contravention, and

(b) any loss or damage suffered by any other person as a result of the damage to the by-

pass.

### Division 3 Other works and structures

...

#### 138 Works and structures

(1) A person must not—

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

Maximum penalty—10 penalty units.

(2) A consent may not be given with respect to a classified road except with the concurrence of TfNSW.

(3) If the applicant is a public authority, the roads authority and, in the case of a classified road, TfNSW must consult with the applicant before deciding whether or not to grant consent or concurrence.

(4) This section applies to a roads authority and to any employee of a roads authority in the same way as it applies to any other person.

(5) This section applies despite the provisions of any other Act or law to the contrary, but does not apply to anything done under the provisions of the Pipelines Act 1967 or under any other provision of an Act that expressly excludes the operation of this section.

#### 139 Nature of consent

(1) A consent under this Division—

- (a) may be granted on the roads authority's initiative or on the application of any person, and
- (b) may be granted generally or for a particular case, and
- (c) may relate to a specific structure, work or tree or to structures, works or trees of a specified class, and
  - (c1) in relation to integrated development within the meaning of section 91 of the Environmental Planning and Assessment Act 1979, is subject to Division 5 of Part 4 of that Act, and
- (d) may be granted on such conditions as the appropriate roads authority thinks fit.

(2) In particular, a consent under this Division with respect to the construction of a utility service in, on or over a public road may require the service to be located—

- (a) in such position as may be indicated in that regard in a plan of subdivision or other plan registered in the office of the Registrar-General with respect to the road, or
- (b) in such other position as the roads authority may direct.

(3) In particular, a consent under this Division with respect to the erection of a structure may be granted subject to a condition that permits or prohibits the use of the structure for a specified purpose or purposes.

...

#### **139D Extension and transfer of street vending and other consents**

- (1) A roads authority may, at the end of the term of a street vending consent, extend the term of the consent for such further period (not exceeding 7 years) as is specified in the consent.
- (2) An extension may be granted on the application of the holder of the consent.
- (3) A roads authority may transfer a street vending consent or another consent under this Division permitting the erection and use of a structure for a purpose to a person other than the holder of the consent.
- (4) A transfer may be granted on the application of the holder of the consent or of another person made with the holder's consent.
- (5) A roads authority may impose a condition as to payments in the nature of rent when it extends or transfers a street vending consent.
- (6) Section 139 applies to a consent extended or transferred under this section.

...

#### **140 Revocation of consents**

A roads authority may at any time and for any reason revoke a consent under this Division (other than a street vending consent) by notice in writing served on the holder of the consent.

...

#### **142 Maintenance of works and structures**

- (1) A person who has a right to the control, use or benefit of a structure or work in, on or over a public road—
    - (a) must maintain the structure or work in a satisfactory state of repair, and
    - (b) in the case of a structure (such as a grating or inspection cover) located on the surface of the road, must ensure that the structure is kept flush with the surrounding road surface and that the structure and surrounding road surface are so maintained as to facilitate the smooth passage of traffic along the road,and the person is, by this section, empowered to do so accordingly.
- Maximum penalty—30 penalty units.
- (2) Subsection (1) applies to all structures and works in, on or over a public road, including structures and works for which there is no consent in force under this Division.



(3) Subsection (1) does not apply to a person whose right to the control, use or benefit of a structure or work consists merely of a right of passage that the person has as a member of the public or a right of access that the person has as the owner of adjoining land.

(4) If—

(a) a roads authority has granted a consent under this Division to the doing of anything, and

(b) that thing has been or is being done otherwise than in accordance with the consent,

the roads authority may direct the holder of the consent to take specified action to remedy any damage arising from the doing of that thing otherwise than in accordance with the consent.





## BUSINESS PAPER

## SPORTS COUNCIL

To be held on

Monday, 23 October 2023  
5.30pm

at

Council Chambers

### Members

Councillor Jon Galletly  
Mr Steve McMillan (Chair)  
Mr Mike Porter  
Mr Mick Fittler  
Mr Shane Voigt  
Ms Sophie Sincock  
Mr Trevor Smith  
Mr Phill Pattison  
Mr Graham Parsons  
Ms Amy Biggs (Armidale Regional Council)

Quorum: 7 Members to be Present

AGENDA

Armidale Regional Council  
Sports Council  
Monday, 23 October 2023

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<b>Item:</b>	<b>4.1</b>	<b>Ref: AINT/2023/27847</b>
<b>Title:</b>	<b>Request for reallocation of committed Sports Council funds for Sportsground projects</b>	<b>Container: ARC16/0330-2</b>
<b>Responsible Officer</b>	<b>Parks Coordinator</b>	
<b>Author:</b>	<b>Chaise Doran, Sport and Recreation Development Officer</b>	
<b>Attachments:</b>	<b>1. Request to reallocate Sports Council Funds - ADCA</b>	

### 1. Purpose

The purpose of the report is to have the Sports Council committee consider the request from Mike Porter of Armidale District Cricket association to reallocate committed Sports Council funding of \$25,000 to the Armidale District Cricket Association's indoor cricket centre at the Sportsground.

### 2. OFFICERS' RECOMMENDATION:

That the committee:

- a. Review the request from Mike Porter as attached
- b. Determine if the request is approved or denied by the Committee

### 3. Background

During the Sports Council meeting held on 9 June 2021, the Sports Council committee agreed to recommend to Council that 3 projects from the Sports Council Priority List totalling \$33,000 are funding from the Sports Development Fund as follows:

- Rologas cricket storage shed - \$8000
- Armidale Sportsground replacement of electronic scoreboard - \$15,000
- Armidale Sportsground extension of Armidale District Cricket Association (ADCA) Clubhouse - \$10,000

This recommendation was put to the Ordinary Council Meeting on 28 July 2021 to request expenditure of the Sports Development Fund via Section 356 and was resolved by Council as follows:

#### 11.1 RESOLVED

*That Council:*

- a. Give public notice for a period of 28 days in accordance with section 356 of the Local Government Act 1993 of Council's intention to pay \$33,000 to the Armidale District Cricket Association to contribute to the funding of three projects as proposed by the Sports Council; and
- b. A further report be presented back to Council following the conclusion of the public notice period to address any matters raised during the exhibition period.

**Moved Cr Galletly**

**Seconded Cr Murat**

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

Armidale Regional Council  
Sports Council  
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Following this, during the Ordinary Council Meeting held on 24 November 2021, Council resolved to fund the 3 projects as follows:

**10.4 RESOLVED**

*That Council:*

*Endorse the payment of \$33,000 to the Armidale District Cricket Association to contribute to the funding of three projects as proposed by the Sports Council.*

**Moved Cr Murat**

**Seconded Cr Robinson**

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

Following this, payment to ADCA of \$33,000 was made on 1 December 2021.

On 6 February 2023, Amy Biggs of Armidale Regional Council received an email from Mike Porter of ADCA advising that the Rologas Cricket Storage Shed project has been completed for \$8000, with the remaining \$25,000 contained in the ADCA bank account. Mike requested to utilise the total \$25,000 on the clubhouse extension project rather than the original request approved by Sports Council and Council to spend \$15,000 on the clubhouse extension and \$10,000 on the scoreboard replacement.

Since the original request to reallocate the funds ADCA have not started any works on the cricket club house and have requested to again reallocate the monies towards the completion of the indoor cricket centre.

**4. Discussion**

On 10 October 2023, Chaise Doran of Armidale Regional Council received an email (attached) from Mike Porter of ADCA requesting that, as previously allowed the club would like to reallocate the funds from the clubhouse project and have them put towards the indoor cricket centre which is close to being finished.

Mike stated that due to the length of the project the club has incurred cost escalations and has said that the monies committed to the clubhouse project would be better spent seeing this project through to completion.

The Sports Council committee are required to discuss this request from Mike Porter on behalf of ADCA and make a recommendation to Council following the decision of the committee.

**5. Implications**

**5.1. Strategic and Policy Implications**

Reviewing and implementing the Sports Council Priority List project links into the ARC Delivery Program 2022-2026 by supporting the key pillars as follows:

- Liveable Region – L1.4 'Enhance and maintain sporting facilities to meet the needs of our local community and neighbouring regions, and to entice regional, state and national events'

The Priority list also 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**

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There is an ongoing risk of project cost escalations due to projects receiving funding and not expending the funding within an appropriate timeframe. This results in projects not being delivered for the committed funding and subsequent requests for additional funding being received.

### 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.

### 5.4. Financial

Budget Area:	Parks and Facilities						
Funding Source:	Sports Development Fund						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
Nil	Payments made to ADCA for Sportsground projects	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	Nil

The \$25,000 was paid to ADCA in the 2021/22 financial year and as such there is not an additional request for funding from ADCA, rather a request to expend the funds on one project rather than 2 as initially requested and approved.

### 6. Consultation and Communication

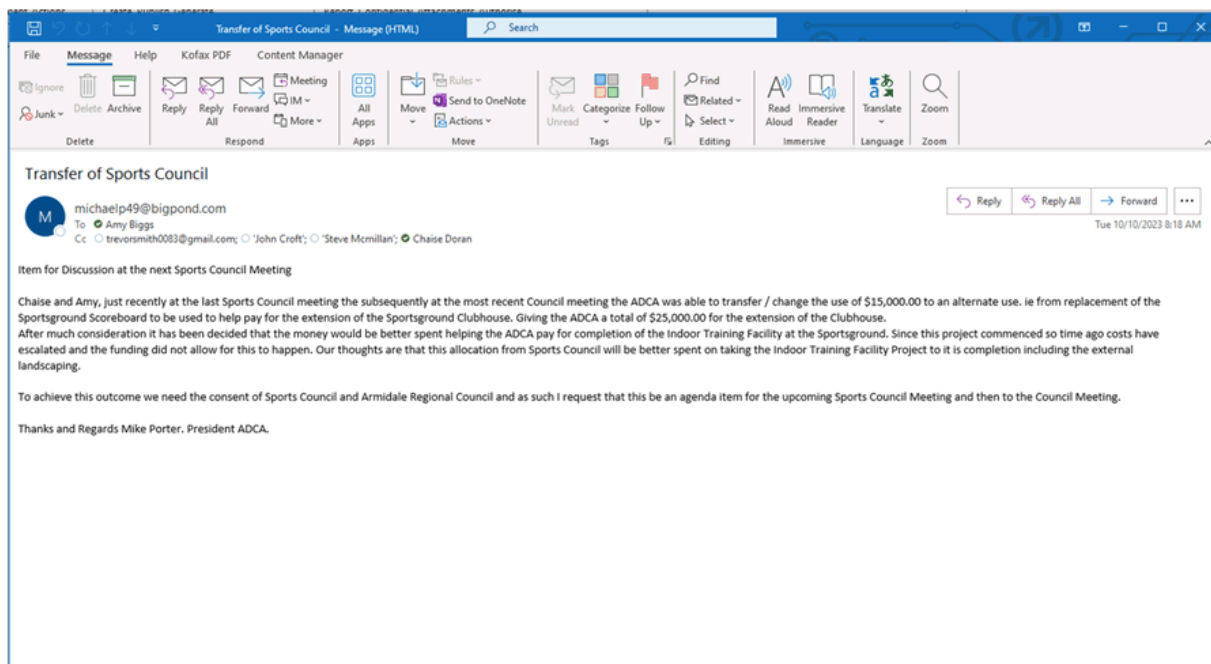
The recommendations from Sports Council regarding projects to be funded are reviewed internally by Parks and Facilities staff to ensure there is cohesion between the projects listed on the Priority List and projects within the Parks and Facilities Forward Works Program and Asset Management Plans.

### 7. Conclusion

The Sports Council committee are to consider the request from ADCA and decide whether to support the request or reject it. This recommendation will then be put to Council for resolution.

## Attachment 1

## Request to reallocate Sports Council Funds - ADCA





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<b>Item:</b>	<b>4.2</b>	<b>Ref: AINT/2023/27849</b>
<b>Title:</b>	<b>Sports Development Program applications received</b>	<b>Container:</b>
	<b>ARC16/0330-2</b>	
<b>Responsible Officer</b>	<b>Parks Coordinator</b>	
<b>Author:</b>	<b>Chaise Doran, Sport and Recreation Development Officer</b>	
<b>Attachments:</b>	1. Armidale Blues Rugby Club - Grant Application 2. Armidale Blues Rugby Club - Quotes - Grant Application 3. Armidale Blues - Annual Financial Statement	

### 1. Purpose

The purpose of the report is to have the Sports Council Committee review the Sports Development Program application forms received and incorporate them into the Sports Council Priority list, should the committee accept them.

### 2. OFFICERS' RECOMMENDATION:

That the Committee:

- a. Review the Sports Development Program application received
- b. Determine if the application is accepted or rejected
- c. If accepted, add the project to the Sports Council Priority list and determine its priority.

### 3. Background

The Sports Development Program enables community sporting groups to submit applications to the Sports Council for consideration by the Sports Council committee. The Sports Council committee are to review the project application and if accepted, include it in the Sports Council Priority List. The list organises community sporting infrastructure projects in order of priority as deemed by the Sports Council and provides details of funding needed for the project and funding requested from the Sports Council Development Fund. The Development Fund has previously been the revenue collected from Sports Development Player Levies and intermittent funding provided by Council.

### 4. Discussion

The Sports Council are required to review any Sports Development Fund applications that are received and assess them for inclusion on the Priority List.

The application (attached) has been received for a project that was discussed during previous Sports Council meetings. The application received is below:

- Resurfacing of playing fields – Moran Oval
  - The Armidale Blues Rugby and Netball Club have applied for \$39,300 in Sports Council funding to assist in resurfacing & reseeding the two playing fields at the Moran Oval precinct.

### 5. Implications

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### 5.1. Strategic and Policy Implications

Reviewing Sports Development Fund applications and implementing the Sports Council Priority List links into the ARC Delivery Program 2022-2026 by supporting the key pillars as follows:

- Liveable Region – L1.4 ‘Enhance and maintain sporting facilities to meet the needs of our local community and neighbouring regions, and to entice regional, state and national events’

The Priority list also 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 Sports Development Program applications received and considering them for inclusion on the Priority List.

### 5.3. Sustainability

The Sports Council Priority List model encourages sustainability by promoting more efficient and improved service delivery through collaboration between the sporting community and Council. The Sports Council acts as a direct connection between Council and the broader sporting community and enables Council to be aware of the needs and desires of the Sporting Community in a streamlined and organised fashion. This removes the need for Council to determine the sporting communities priorities based on council staffs assesment alone, and ensures that sporting infrastructure is prioritised and funded in line with community needs.

### 5.4. Financial

Budget Area:	Nil						
Funding Source:	Nil						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

The budgets for projects on the Sports Council Priority List are often made up of multiple funding sources including grant funding, sporting body contributions and requests for funding from the Sports Development Fund. The financial report included within the agenda will stipulate the funds available for the Sports Council to nominate projects to receive funding

### 6. Consultation and Communication

The Sports Council Priority List is reviewed internally by Public and Town Spaces staff to ensure there is cohesion between the projects listed on the Priority List and projects within the Public and Town Spaces Forward Works Program and Asset Management Plans. This ensures that the priorities between the Sports Council and the Public and Town Spaces portfolio are aligned and that both council and the sporting community are working towards the same goals.

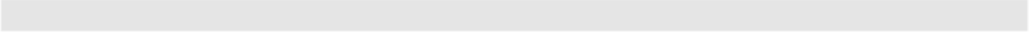
### 7. Conclusion

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The Sports Council committee are required to review Sports Development Program applications as they are received and to consider them for inclusion on the list and the possible allocation of funding for their project. The Sports Council Priority List requires regular review by the Sports Council to ensure that the projects within the list continue to reflect the needs of the sporting community and that funding opportunities are identified for projects where appropriate.



## Attachment 1

## Armidale Blues Rugby Club - Grant Application

**1. Grant Information**

- Applications must be submitted by the 28<sup>th</sup> February each year to be considered at the following March meeting of the Sports Council.
- Please print all information clearly
- Projects will be placed on the Sports Council Priority List in order of priority after being assessed and approved by the Armidale Regional Sports Council Executive.
- All organisations must be members of the Armidale Regional Sports Council.
- All organisations must pay into the development levy for a minimum of three continuous years before applications will be considered.

**2. Organisation Details****Contact Name**

Michael Fittler

**Position**

Grounds Manager

**Organisation Name**

Armidale Blues Rugby and Netball Club Incorporated

**Organisation Postal Address**

PO Box 340

**Town**

Armidale

**State**

NSW

**Postcode**

2350

**Telephone (Work)****Telephone (Home)**

0427 760 407

**Mobile**

0427 760 407

**Email Address**

Mfittler2@bigpond.com

Does the organisation have an ABN?

YES ☒ ABN: 9\_\_7\_\_2\_\_1\_\_1\_\_8\_\_1\_\_9\_\_3\_\_6\_\_9\_\_NO ☐ (if not please fill out a "statement by a supplier" form and attach to this application)

Does your organisation have a strategic plan &amp; has this been submitted to council?

YES

If YES, is this project outlined in the strategic plan?

YES

Has the organisation acquitted all previous financial support from this program?

N/A

NB: If support is not acquitted, the organisation is not eligible for further support. Standard Acquittal Forms must be used.

Is the organisation registered for GST?

☐NO ☒

Does this project meet the goals outlined in Council's Recreation plan?

YES

If YES, please explain how: We believe the top dressing of the field surface will lead to a safer and more finished quality to the already completed repairs to alleviate the water logging of the S/Eastern section of the main field.

**3. Project Description** (if more space is needed, please attach separately)

Briefly describe the project:

The project involves the spraying of the present field and re-establishment of the playing surface to a

## Attachment 1

## Armidale Blues Rugby Club - Grant Application

high standard. These works will remove the present footprints that over the wet period were created whilst playing on the surface.

With these works completed the field work again become a top-quality surface for all manner of sporting and community activities.

How will the project benefit the wider community? (E.g., School groups/other sporting bodies)

The aim of the project is to improve local community participation and cohesion through the improvement of this sporting infrastructure, which will enhance sporting, social and recreational activities in Armidale. To improve the surface of Moran Oval playing surface will not just benefit the rugby community but also the other stakeholders who use Moran Oval as well. Including Junior Blues Rugby Club, Armidale City Public school, St. Mary's Primary (for cross country) and the Armidale Athletics club again for cross country during the winter months. As well as recreational use for the general public.

With the now involvement of young women and girls in the sport of Rugby the new surface will again be a lot safer for the sport of women's rugby and assist in the reduction of injuries incurred by the surface being both hard and uneven.

Who will manage the project?

The Armidale Blues Rugby and Netball Club Incorporated:

Project Manager: Michael Fittler

Location of project including ground name and address:

Moran Oval –Taylor Street Armidale

Project start date:	September 2022	Project end date:	September 2022
---------------------	----------------	-------------------	----------------

#### 4. Attachments

Compulsory Attachments (please tick if these have been submitted with the application)

Full project detailed budget	<input checked="" type="checkbox"/>	Evidence of the club/associations capacity to finance the project (eg. Bank balance)	<input checked="" type="checkbox"/>
Annual financial statement	<input checked="" type="checkbox"/>	Letter of support from partners/local association	<input type="checkbox"/>
Trade Quotes	<input checked="" type="checkbox"/>	Quotation from C.T.M Complete Turf Management. For field No.1 and No.2	<input checked="" type="checkbox"/>
All applications must include information on who uses the facility and how often			<input type="checkbox"/>

#### Optional Attachments

Letter confirming income from other sources	<input type="checkbox"/>	Other supporting documents	<input type="checkbox"/>
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## Attachment 1

## Armidale Blues Rugby Club - Grant Application

Tenure agreements with schools	<input type="checkbox"/>	Other _____	<input type="checkbox"/>
<b>5. Financial Details</b>			
<b>Income Source (excluding GST)</b>			
Organisation Contribution: (Cash/Labour/Donations of material)		<b>Labour and Project Management</b>	
Resurfacing of main field		\$24,200.00	
Resurfacing of field Number 2		\$11,500.00	
Supply and sow seed for Field Number 1		\$1,800.00	
Supply and sow seed for field number 2		\$1,800.00	
<b>Amount requested from the Armidale Regional Sports Council:</b>		\$39,300.00	
<b>Total Income</b>		<b>\$39,300.00</b>	

**FUNDING APPLICATION**

This part should be signed by two members of your organisation's management committee.

We, as duly authorised members of the Management Committee of the organisation submitting the grant application have read and accept on behalf of the organisation, the guidelines for funding and undertake to provide any further information required by the Armidale Regional Sports Council and/or Armidale Regional Council about the grant application should it be requested.

**Signature****Date**


**Signature****Date**



Please attach any further documentation that you feel may be relevant to your application.

**Applications must be submitted to:**

Sports Coordinator  
PO Box 75A  
Armidale, NSW 2350  
Or



[sportscouncil@armdidale.nsw.gov.au](mailto:sportscouncil@armdidale.nsw.gov.au)

Jomupa Pty. Ltd.  
ACN: 113 643 708 "ATF"  
Allofus Family Trust trading as  
Complete Turf Management  
ABN: 94 215 400 750



Quote: ABRENOQ

Peter W. Cumming  
Legendary Prop  
Armidale Blues and Netball Club

6/09/2023

Dear Peter, thank you for the opportunity to provide this quote. I trust that you find it helpful and informative. Should you wish to discuss any part of this estimate please do not hesitate to contact me on 0439 55 00 74 anytime.

Product	Description	Price
SCARIFY, VERTI-DRAIN Aerate and decompact.	<b>NO.1 FIELD</b> Scarify field 1 with one pass and remove spoil from site. Verti-Drain both fields with 18mm solid tines with square hole pattern approx. 120mm.	
TOP DRESS & RUB IN	Top dressing of Rugby field No.1 with 10mm of locally sourced material top dressing blend With brush and belt spreader Sand rubbed in with specialised turf brush.	
NUTRITION	Supply and apply Starter 18-10-9 fertiliser @300kg/Ha Supply and apply herbicides for weed control. Both post and pre emergent @ label rates	\$17,200.00
FREIGHT	Float and accommodation.	\$7000.00
	<b>Total</b>	<b>\$24,200.00</b>

**PRICES DO NOT INCLUDE GST****QUOTE IS VALID FOR 30 DAYS**

Peter, please do not hesitate to contact me should you have any questions. I look forward to speaking with you soon.

Kind regards,

Murray Swindles  
Complete Turf Management  
M: 0439 55 00 74  
E: [murray@ctmqld.com.au](mailto:murray@ctmqld.com.au)

Knowledge

Integrity

Solutions

Jomupa Pty. Ltd.  
ACN: 113 643 708 "ATF"  
Allotus Family Trust trading as  
Complete Turf Management  
ABN: 94 215 400 750



Quote: ABRENO2Q

Peter W. Cumming  
Legendary Prop  
Armidale Blues and Netball Club

6/09/2023

Dear Peter, thank you for the opportunity to provide this quote. I trust that you find it helpful and informative. Should you wish to discuss any part of this estimate please do not hesitate to contact me on 0439 55 00 74 anytime.

Product	Description	Price
	<b>NO.2 FIELD</b>	
VERTI-DRAIN Aerate and decompact.	Verti-Drain both fields with 18mm solid tines with square hole pattern approx. 120mm.	
NUTRITION	Supply and apply Starter 18-10-9 fertiliser @300kg/Ha	
VEGETATION MANAGEMENT	Supply and apply herbicides for weed control. Both post and pre emergent @ label rates	\$6,500.00
FREIGHT	Float and accommodation.	\$5000.00
	<b>Total</b>	<b>\$11,500.00</b>

**PRICES DO NOT INCLUDE GST**

**QUOTE IS VALID FOR 30 DAYS**

Peter, please do not hesitate to contact me should you have any questions. I look forward to speaking with you soon.

Kind regards,

Murray Swindles  
Complete Turf Management  
M: 0439 55 00 74  
E: [murray@ctmqld.com.au](mailto:murray@ctmqld.com.au)

Knowledge

Integrity

Solutions

# Management Report

Armidale Rugby Union Club Incorporated  
For the period ended 31 December 2023



Prepared by  
MF Partners Chartered Accountants

Prepared on  
27 September 2023

For management use only

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## Profit and Loss

November 2021 - October 2022

	Total
<b>INCOME</b>	
Auction Income	220.00
Canberra ADFA Income	4,020.00
Canteen Income	39,715.72
Clothing Merchandise Sales	6,721.80
Donation Income	3,728.37
Gate Takings	10,248.55
Grants Received	1,000.00
Ground Hire	-280.00
Interest Income	36.27
Jersey Sales	13,351.10
Membership Fees - Players	11,393.50
Nomination Fees	10,605.00
Raffle Income	13,849.30
Sponsorship Income	28,870.00
Ticket Sales	15,111.15
<b>Total Income</b>	<b>158,590.76</b>
<b>GROSS PROFIT</b>	<b>158,590.76</b>
<b>EXPENSES</b>	
Advertising/Promotional	2,125.00
Affiliation Fees	3,055.00
Bank Charges	73.41
Bus Hire	11,385.00
Canteen Expenses	22,067.61
Clothing - Players	19,373.50
Clothing and Merchandise - Supporters	9,648.55
Donations	15,000.00
Electricity	
Electricity - Moran Oval	1,553.45
Electricity - Newling Oval	1,445.50
<b>Total Electricity</b>	<b>2,998.95</b>
Entertainment Expenses	10,600.40
Equipment Rental	216.00
Filing Fees	116.00
Gate Expenses	350.00
Ground Hire Payments	350.00
Lease Fee - Moran Oval	588.50
Legal and Professional Fees	700.00
Moran Upgrade - Field	3,399.00
Netball Canteen Share	943.00
Nomination Fees Paid	6,955.96
Player Accommodation	2,000.00
Player Contributions and Injury Payments	2,460.00
Players Post Match Drinks	1,555.00



## Attachment 3

## Armidale Blues - Annual Financial Statement

	Total
Postage, Software and Stationery	439.00
Prizemoney Paid	6,000.00
Raffles Expenses	5,070.00
Referee Costs	2,170.00
Repairs and Maintenance	
Repairs - Equipment	961.64
Repairs - Grounds	3,157.42
<b>Total Repairs and Maintenance</b>	<b>4,119.06</b>
Scholarship Payments	1,000.00
Sports Council Levy	1,017.50
St Johns Ambulance	500.00
Strapping Supply Costs	2,979.51
Training Equipment and Balls	2,642.76
Trophies Expenses	3,728.50
Water Rates	657.80
<b>Total Expenses</b>	<b>146,285.01</b>
<b>OTHER EXPENSES</b>	
Equipment Acquired	2,150.00
<b>Total Other Expenses</b>	<b>2,150.00</b>
<b>NET EARNINGS</b>	<b>A\$10,155.75</b>

## Balance Sheet

As of October 31, 2022

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
Regional Australia Bank S3 Cheque Account	54,238.49
Regional Australia Bank S3.1 Building Fundraising Account	3,187.45
Regional Australia Bank S30 Maxi Account	10,986.72
Regional Australia Bank S9 Grant Account	17,363.42
Undeposited Funds	280.00
<b>Total Current Assets</b>	<b>86,056.08</b>
<b>Long-term assets</b>	
Machinery and equipment	498.96
<b>Total long-term assets</b>	<b>498.96</b>
<b>Total Assets</b>	<b>A\$86,555.04</b>
<b>LIABILITIES AND SHAREHOLDER'S EQUITY</b>	
<b>Current liabilities:</b>	
<b>Accounts payable</b>	
Accounts Payable (A/P)	7,711.47
<b>Total Accounts payable</b>	<b>7,711.47</b>
Accrued expenses	17,800.00
<b>Total current liabilities</b>	<b>25,511.47</b>
<b>Shareholders' equity:</b>	
Net Income	10,155.75
Opening Balance Equity	28,861.85
Retained Earnings	22,025.97
<b>Total shareholders' equity</b>	<b>61,043.57</b>
<b>Total liabilities and equity</b>	<b>86,555.04</b>

## Statement of Cash Flows

November 2021 - October 2022

	Total
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Profit for the year	20,205.75
Adjustments for non-cash income and expenses:	
Accounts Payable (A/P)	5,576.21
Accrued expenses	16,000.00
Ground Hire Payments	-350.00
Player Contributions and Injury Payments	-2,460.00
Raffles Expenses	-5,070.00
Referee Costs	-2,170.00
<b>Total Adjustments for non-cash income and expenses:</b>	<b>11,526.21</b>
<b>Net cash from operating activities</b>	<b>31,731.96</b>
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	<b>31,731.96</b>
Cash and cash equivalents at beginning of year	54,324.12
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<b>A\$86,056.08</b>

Armidale Regional Council  
Sports Council  
Monday, 23 October 2023

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<b>Item:</b>	<b>4.3</b>	<b>Ref: AINT/2023/27860</b>
<b>Title:</b>	<b>Application recieved for Sports Council Committee Member - Caitlin Bryce - ADNA Representative</b>	<b>Container: ARC16/0330-2</b>
<b>Responsible Officer</b>	<b>Parks Coordinator</b>	
<b>Author:</b>	<b>Chaise Doran, Sport and Recreation Development Officer</b>	
<b>Attachments:</b>	1. Joe Campbell - Expression of Interest - Sports Council Committee 2. Joe Campbell - Application - Sports Council Committee	

### 1. Purpose

The purpose of this report is to have the Sports Council review the application submitted by Joe Campbell to be on the Sports Council Committee as a representative for Armidale District Football Association (ADFA).

### 2. OFFICERS' RECOMMENDATION:

That the Committee:

- a. Review the application
- b. Determine if the application is successful

### 3. Background

The Sports Council Advisory Committee takes important decisions about sports development projects which ultimately enhances the quality of sports in our region. The Committee provides suggestions to the Council on how the Sports Development Levies could be spent and reviews the Sports Council Small Grant applications.

Sports Council received an expression of interest and a completed application form from Joe Campbell in October 2023 as the nominated representative for ADFA.

The existing members on the Committee are required to review the application and determine if the application is successful.

**MEMBERSHIP APPLICATION FORM****DETAILS**

NAME:

POSITION:

ORGANISATION:

POSTAL ADDRESS:

PHONE:  MOBILE:

CLUB EMAIL:

SPORTS COUNCIL DELEGATE NAME:

DELEGATE EMAIL: (if different from above)

**Membership Fees:** \$64.00 per year (Club/Organisation/Business) OR \$18.50 per year (Individual)  
(Groups paying into the Sports Development Levy do not need to pay a separate membership fee). Note: Fee's as per the 2022/23 Financial year.

Fees to 30 June each year

Please ensure you have completed an 'Application for Debtors account' form and attached it to your membership application, as this will allow ARC to send you an invoice for payment of your annual membership fee.

SIGNED:  DATE:

**Enquiries to:**  
Sport and Recreation Development Officer  
Armidale Regional Sports Council  
1300 136 833 or [sportscouncil@armidale.nsw.gov.au](mailto:sportscouncil@armidale.nsw.gov.au)

**Privacy and Personal Information Protection Notice (s.10 PPIP Act 1998)**

The purpose of collection of this information is to process your application and make contact with you in relation to your application. The intended recipient of your information is the Armidale Regional Council. You have the right to access and amend your personal information by contacting Council. Your personal information is voluntary.

**Expression of Interest**  
**Armidale Regional Sports Council Advisory Committee**

Name	Joe Campbell
Address	37 McCarthy Cres Armidale
Email	<a href="mailto:joe@phoenixfoundry.com.au">joe@phoenixfoundry.com.au</a>
Mobile Number	0413 310294

How do you believe you can contribute to the work of the Armidale Regional Sports Council? [Limit 200 words]

I have been involved in a wide range of sports in our region for over 40 years. As current President of South Armidale United Football Club and Secretary of Armidale District Football Association I have a thorough understanding of what grassroots sports require in local communities.

What is your vision for the future growth and development of sport in the community?  
[Limit 200 words]



## Attachment 2

## Joe Campbell - Application - Sports Council Committee

Armidale offers so much opportunity to sporting organizations and it would be great to see many more major events attracted to our city. I see if this can be done the increased funding that this may provide will help to improve the facilities to further expand opportunities in our region.

I also believe that growth for the middle teen age divisions in sport in our region is lacking. Many children see it to huge a step to transition between junior and senior sport so development in these areas need attention.

Please outline your background, experience or expertise in the field of sport and recreation [Limit 200 words]

I graduated from Canberra University in 1993 with a Bachelor of Arts – Sports Administration degree. Since then as mentioned earlier I have help numerous roles on club committees.

As a junior I was a national level middle distance runner before switching to football and golf in my later life.

Describe your interest in and passion for sport within the Armidale region. Please feel free to include any volunteer experience. [Limit 100 words]

## Attachment 2

Joe Campbell - Application - Sports Council Committee

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Sport is my life. I love watching all kinds of sport and encourage participation in sport to whoever wants to listen. Sport offers so many advantages for the community and playing or being involved in sport in a local community helps create a diverse range of opportunities for many.

I declare that I have read the Terms of Reference for the Armidale Regional Sports Council Advisory Committee and submit my application with a full understanding of the role of the Committee.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email applications to: [sportscouncil@armidale.nsw.gov.au](mailto:sportscouncil@armidale.nsw.gov.au) with subject heading: Expression of Interest ARSCAC

Armidale Regional Council  
Sports Council  
Monday, 23 October 2023

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<b>Item:</b>	<b>5.1</b>	<b>Ref: AINT/2023/27850</b>
<b>Title:</b>	<b>Sports Field Lighting Upgrade</b>	<b>Container: ARC16/0330-2</b>
<b>Responsible Officer</b>	<b>Parks Coordinator</b>	
<b>Author:</b>	<b>Chaise Doran, Sport and Recreation Development Officer</b>	
<b>Attachments:</b>	<b>Nil</b>	

#### **OFFICERS' RECOMMENDATION:**

That the Committee note the report

#### **Context**

The majority of Armidale Regional Councils (ARC) sporting fields current run on metal halide light bulbs. These bulbs aren't energy efficient and cost significantly more to run & maintain then LED options.

#### **Purpose**

To upgrade the existing lighting options in Armidale to a more cost effective and environmentally friendly option.

#### **Summary**

Armidale Regional Council have begun to seek quotes on an energy audit for multiple sports fields in the area.

ARC are currently engaging companies to undergo these audits across its most used sports fields with the goal of determining which facilities would benefit most from the upgrade in hopes to secure an upcoming renewable energy grant.

The audit will cover current energy usage and costs as well as projected energy savings and cost savings if we were to undergo a lighting upgrade.

The Armidale Sports Ground will be included in these audits.

Armidale Regional Council  
Sports Council  
Monday, 23 October 2023

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<b>Item:</b>	<b>5.2</b>	<b>Ref: AINT/2023/27852</b>
<b>Title:</b>	<b>Harris Park - Storage Options</b>	<b>Container: ARC16/0330-2</b>
<b>Responsible Officer</b>	<b>Parks Coordinator</b>	
<b>Author:</b>	<b>Chaise Doran, Sport and Recreation Development Officer</b>	
<b>Attachments:</b>	<b>Nil</b>	

#### **OFFICERS' RECOMMENDATION:**

That the Committee note the report

#### **Context**

Harris Park is one of Armidale Regional Council most used sporting facilities. With Football, Athletics and Cricket utilising the space almost year-round there is a shortage of storage options available to clubs.

#### **Purpose**

The purpose of the report is to discuss the lack of storage options at Harris Park and inform the committee of the issues Council is currently facing.

#### **Summary**

Storage options at Harris Park have been an ongoing issue for clubs using the facility.

A working group was formed comprised of Council staff members and long-term users of the facility with the aim of redeveloping the Harris Park clubhouse. The general opinion was that the existing facility be knocked down and a new one built to service the needs of all user groups.

After investigating the option to rebuild it was determined that all sites proposed by the working group lay in flood zones.

Parts of the Harris Park sporting precinct have since been determined to be an Aboriginal Place, meaning the processes necessary to develop the area are extensive and often very costly.

Council is still investigating both alternate storage options for the street sweeper currently stored in the club house as well as more suitable options for the clubs utilising the facility.

Armidale Regional Council  
Sports Council  
Monday, 23 October 2023

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**Item:** 5.3 **Ref:** AINT/2023/27853  
**Title:** Sports Council Financial Report to 30 September 2023 **Container:** ARC16/0330-2  
**Responsible Officer:** Parks Coordinator  
**Author:** Miranda Williams, Graduate Accountant  
**Attachments:** Nil

### 1. Purpose

The purpose of this report is to provide the Sports Council with a Financial Report for the period 1 August to 30 September 2023.

### 2. OFFICERS' RECOMMENDATION:

That the committee note the financial report for the period 1 August to 30 September 2023.

### 3. Background

The Sports Council has an operational and capital project budget for revenues and expenditure. This budget is reported against at each meeting of Sports Council in this financial report.

Sports Player and Association levies invoiced and received by Council during the year are accumulated and transferred into an internal reserve at year end for quarantining and application to Sports Council priority capital projects.

### 4. Discussion

The tables below show the Sports Council Financial report for:

1. FY2023/24 Operational and Capital Budgets and Actual Results to 30 September 2023;
2. FY2022/23 Operational and Capital Budgets and Actual Results (for comparative purposes); and
3. Balance of the Sports Council Capital Priority Projects Reserve at 30 September 2023 and forecast to 30 September 2023.

<u>Operating Income</u>	<u>Budget</u> <u>FY22/23</u>	<u>Actual</u> <u>FY22/23</u>	<u>Budget</u> <u>FY23/24</u>	<u>Actual to 30</u> <u>Sept 2023</u>
<b>Project No. 240250</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Association & Player Levies	42,840	37,758	42,840	28,039
Total Operating Income	42,840	37,758	42,840	28,039
Note: Actual levies received are transferred into Council's Trust Account Reserve at EOFY for allocation to capital priority projects.				
<u>Operating Expenditure</u>				
Donations – Small Grants paid	42,840	8,377	42,840	1,250
Materials	-	731	-	

Armidale Regional Council  
Sports Council  
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Allocation of Levies into Trust bank account Reserve for capital priority projects.		28,650	-	-
Total Operating Expenditure	42,840	37,758	42,840	1,250

<b>Capital Income</b>	<b>Budget FY22/23</b>	<b>Actual FY22/23</b>	<b>Budget FY23/24</b>	<b>Actual to 30 Sept 2023</b>
<b>Project No. 240386</b>				
	\$	\$	\$	\$
Capital Income (Allocation from Reserve)	-	27,459	-	10,000
<b>Total Capital Income</b>	-	27,459	-	10,000

<b>Capital Expenditure</b>				
Priority Projects allocation (FY23 Soccer goal posts)	-	22,559	-	
Moran Oval Concrete Slab	-	4,900	-	-
Rologas Cricket Storage Shed	-	-	-	-
Cricket net extension at Armidale Sportsground	-	-	-	10,000
Armidale Sportsground - extension of Armidale District Cricket Association clubhouse	-	-	-	-
Total Capital Expenditure		27,459	-	10,000

Balance of Sports Council Capital Priority Projects Reserve at 30 September 2023:

Opening Balance of ARC Trust Account Reserve 30/06/2023	\$101,410.50
Add Newcastle Permanent Bank Account balance (to be transferred to ARC Trust Account)	\$885
Less Transfers for Capital Priority Projects FY2023	(\$10,000)
<b>Current balance at 30 September 2023</b>	<b>\$92,295.50</b>
Add Forecast FY2023 Levies to be transferred 30 June 2024	\$28,039
Forecast Balance at 30 June 2023	\$120,334.50

Commentary:

Operating Income and Expenditure

- Levies of \$28,039 have been invoiced for the year to date 30 September 2023, as compared to the budget of \$42,840.
- Operating expenditure of \$1,250 for small grants have been incurred up to 30 September 2023.
- At the end of the financial year (June 2024) the remaining balance of player levies less expenses will be transferred to the Sports Council Reserve for allocation towards the Sports Council priority capital projects, in accordance with Council's resolution at the 29 July 2021 Ordinary Council meeting.



Armidale Regional Council  
Sports Council  
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#### Capital Income and Expenditure

- The Sports Council has a list of priority capital projects. No amount was allocated in the original capital budget for Sports Council projects.
- Up to 30 June 2024, based upon current invoicing and receipt of levies, a forecast balance of \$120,334.50 is expected for the Reserve for allocation to future capital priority projects.
- Other Capital priority projects for FY2023/24 are subject to grant funding opportunities.

### 5. Implications

#### 5.1. Strategic and Policy Implications

There are no strategic or policy implications from this report.

#### 5.2. Risk

Overall financial management risk is considered to be low.

Capital projects are reviewed and approved as funding becomes available.

#### 5.3. Sustainability

While not directly related to this report, overall Sustainability Implications include:

- Promoting more efficient and improved service delivery through collaboration and innovation
- Demonstrating potential efficiencies to be gained through service delivery

#### 5.4. Financial

Budget Area:	Public & Town Spaces – Sports Council Administration						
Funding Source:	Player and Association Levies, Sports Council Reserve (Trust Account)						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
240250 (Op)	Operational Revenue - Levies	42,840	28,039	Nil	Nil	28,039	14,801
240250 (Op)	Operational Expenditure	42,840	1,250	Nil	26,789	28,039	14,801
240386 (Cap)	Capital Revenue & Expenditure	Nil	10,000	Nil	Nil	10,000	Nil

### 6. Consultation and Communication

Armidale Regional Council  
Sports Council  
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Consultation and Communication occurs between Council and the Sports Council during the year as required.

**7. Conclusion**

This report is the Sports Council financial report for the period to 30 September 2023.

Armidale Regional Council  
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<b>Item:</b>	<b>5.4</b>	<b>Ref: AINT/2023/27854</b>
<b>Title:</b>	<b>Project update - Armidale Sportsground Carpark</b>	<b>Container:</b>
	<b>ARC16/0330-2</b>	
<b>Responsible Officer</b>	<b>Parks Coordinator</b>	
<b>Author:</b>	<b>Chaise Doran, Sport and Recreation Development Officer</b>	
<b>Attachments:</b>	<b>Nil</b>	

#### **OFFICERS' RECOMMENDATION:**

The Committee note the report.

#### **Context**

The carpark at Armidale Sportsground has been of concern for quite some time. The existing carpark at the facility does not suffice the needs of the users and is inaccessible following periods of substantial rain. Funding for the project has been made available as a result of the s7.12 Developers Contribution fund to the tune of \$295,000.

#### **Summary**

In the last Sports Council meeting the committee was informed that following an assessment of the quotation received to complete the Sportsground Carpark project, it was identified that the estimated cost of the project would exceed the allowable threshold for Request for Quotations (RFQs). As such, to ensure the project is operating and delivered within the Local Government Act legislation, Council are required to list a public Request for Tender (RFT) for the project.

The funding for stages 1 and 2 the project will comprise of Section 7.12 Developers Contribution Fund along with Local Road and Community Infrastructure (LCRI), with this funding to be confirmed in the coming months. An update will be provided during the October 2023 Sports Council meeting.

It has since been identified that the project REF does not adequately address the potential impact to heritage trees and buildings at the site. Armidale Regional Council (ARC) staff members have met on site with ARC's heritage advisor from MP Heritage to assess the impact. During this meeting it was identified that the current plans had impacts to the base of the trees due to the depth of the designed table drains as well as the proximity of the culvert crossings. The heritage advisor has advised that an Aboricultural Impact Assessment (AIA) with recommendations from an AQF5 qualified arborist for methods to protect the trees.

This process will delay ARC going to tender and may result in a flow on impact to the award of tender.

The design is currently being revised to meet the original requirements provided to the designers and quotes are being sought for the AIA.

Once there is an updated plan and a timeframe for the AIA an update will be provided.

Armidale Regional Council  
Sports Council  
Monday, 23 October 2023

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<b>Item:</b>	<b>5.5</b>	<b>Ref: AINT/2023/27855</b>
<b>Title:</b>	<b>New England Sports Awards - sponsorship of trophies</b>	<b>Container: ARC16/0330-2</b>
<b>Responsible Officer</b>	<b>Parks Coordinator</b>	
<b>Author:</b>	<b>Chaise Doran, Sport and Recreation Development Officer</b>	
<b>Attachments:</b>	<b>Nil</b>	

### 1. Purpose

The purpose of this report is to propose the sponsorship of trophies by the Sports Council for certain categories of awards.

### 2. OFFICERS' RECOMMENDATION:

That the Committee note the report and

- a. Discuss the request for sponsorship of trophies/medals and vote accordingly.

### 3. Background

New England Sports Awards is an annual event to recognise the outstanding achievements of the nominated sportspeople in their respective sport. Council would like to discuss ideas with the Sports Council for organising a successful event.

As has been the case in previous years, the Sports Council have also been asked to sponsor the trophies for the following categories:

- Junior and senior best local team, regional team, best state team, overall team of the year and medals for the winning teams in both seniors and juniors

The cost of the trophies/medals is not yet known as the winners of the categories have not yet been determined and the number of players in each team/sport varies. The current estimate provided by Steve McMillan is around \$400 - \$800 total as this has been the approximate cost in previous years.

Once the final cost is known, a formal recommendation will be put to Council and if approved, will be paid for from the Sports Council reserve fund.

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<b>Item:</b>	<b>5.6</b>	<b>Ref: AINT/2023/27856</b>
<b>Title:</b>	<b>Sports Council Small Grants</b>	<b>Container: ARC16/0330-2</b>
<b>Responsible Officer</b>	<b>Parks Coordinator</b>	
<b>Author:</b>	<b>Chaise Doran, Sport and 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:

The committee note the report.

#### 3. Background

Sports Council Small Grants totalling \$1,250.00 have so far been awarded in the 2023/24 financial year as follows:

Archie Clarke	National Hockey Championships
Jake McCann	FIH Hockey 5's World Cup Qualifiers
Ella-Rose Carson	Youth World Archery Championships

#### 4. Conclusion

The committee are to note the recently awarded Sports Council Small Grants totally \$1,250.00 and note the expectation that the full \$10,000 small grants budget will be expended by 30 June 2024.

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<b>Item:</b>	<b>7.1</b>	<b>Ref: AINT/2023/27857</b>
<b>Title:</b>	<b>Proposed Development - Newling Oval</b>	<b>Container: ARC16/0330-2</b>
<b>Responsible Officer</b>	<b>Parks Coordinator</b>	
<b>Author:</b>	<b>Chaise Doran, Sport and Recreation Development Officer</b>	
<b>Attachments:</b>	<b>Nil</b>	

#### **OFFICERS' RECOMMENDATION:**

The Committee note the report.

#### **Context**

Representatives of New South Wales Rugby League (NSWRL) have approached Council in hopes to gain support to develop Narwans home ground, Newling Oval.

#### **Purpose**

NSWRL are seeking Councils support as they assist Narwan Rugby League club in applying for grants to develop the Newling Oval precinct.

#### **Summary**

In late August a meeting was held between representatives of NSWRL and Council, Mayor Sam Coupland, Councillor Jon Galletly & Council Staff member Chaise Doran were in attendance.

In this meeting NSWRL informed Council that Rugby League has enjoyed a growth of 6.7% in player numbers across NSW this year.

This growth has specifically been across junior players, with local clubs such as Armidale Rams having to utilise Council grounds to support its numbers. NSWRL is of the belief that they can assist Narwan in developing a junior side without impacting the number of juniors across other local clubs.

Key points from the meeting are as follows:

- NSWRL were informed that while Council don't have any capital works planned for Newling Oval, the improvement of the field lighting currently sits at first priority on the Sports Councils priority list.
- It was asked that Council consider the removal of the cricket pitch at Newling Oval. The pitch sits within the Rugby League field and prevents NSWRL from hosting any high-level competitions at the ground.
- The current lack of amenities at Newling Oval. The change rooms at the precinct are significantly dated, but of more concern to the club is the lack of a canteen facility. NSWRL have asked for the support of Council as they assist Narwan to get grant ready in hopes to address this issue.



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- NSWRL will add Newling Oval to the 'Future Needs of Sports Infrastructure' for the Office of Sport. This means the facility is highlighted to the Office of Sports as a priority of the NSWRL.
- NSWRL also expressed their eagerness to work with Council moving forward, as well as potentially having a NSWRL representative sit on the Sport Council if permitted by the committee.

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<b>Item:</b>	<b>7.2</b>	<b>Ref: AINT/2023/27858</b>
<b>Title:</b>	<b>Sports Development Levy</b>	<b>Container: ARC16/0330-2</b>
<b>Responsible Officer</b>	<b>Parks Coordinator</b>	
<b>Author:</b>	<b>Chaise Doran, Sport and Recreation Development Officer</b>	
<b>Attachments:</b>	<b>Nil</b>	

**OFFICERS' RECOMMENDATION:**

That the Committee note the report

**Context**

The player levy is applied to all players from registered sports clubs and from the membership base for 'Affiliated Sports Council members' for both individuals and groups. Player levies are paid to Council by local sporting bodies when the numbers of registered players for each season are known. Invoices are sent out in July for winter sports and December for summer sports. Annual income for the 2023/24 financial year is \$28,039.00.

Levies for Summer 2023/24 will be sent out in December this year & is estimated at \$10,000.

These funds are administered by Council and transferred into a bank account where they can be accessed by Council via a recommendation from the Sports Council Committee with endorsement from a meeting of Council.

Attached is a graph of Sports Development Levy payer's player numbers over the years. This demonstrates participation trends for up to 10 years and clearly shows the impact prolonged drought and COVID have had on both Junior and Senior participants.

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<b>Item:</b>	<b>7.3</b>	<b>Ref: AINT/2023/27859</b>
<b>Title:</b>	<b>Sports Council Priority List</b>	<b>Container: ARC16/0330-2</b>
<b>Responsible Officer</b>	<b>Parks Coordinator</b>	
<b>Author:</b>	<b>Chaise Doran, Sport and Recreation Development Officer</b>	
<b>Attachments:</b>	1. Sports Council Priority List	

### 1. Purpose

The purpose of the report is to have the Sports Council committee review the Sports Council Priority List and make any required amendments as determined by the committee.

### 2. OFFICERS' RECOMMENDATION:

That the committee:

- a. Review the Sports Council Priority List
- b. Make amendments to the list as necessary
- c. Nominate projects that are recommended by the Committee to receive Sports Council funding

### 3. Background

The Sports Council Priority List has been developed and implemented by the Sports Council successfully for a long period of time. The list organises community sporting infrastructure projects in order of priority as deemed by the Sports Council and provides details of funding needed for the project and funding requested from the Sports Council Development Fund. The Development Fund has previously been the revenue collected from Sports Development Player Levies and intermittent funding provided by Council.

### 4. Discussion

The Sports Council are required to review the priority list during each meeting to ensure the status of projects are still current and that any Development Fund applications that are received between meetings can be assessed for inclusion on the Priority List and prioritised accordingly.

It 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 2022-2026 by supporting the key pillars as follows:

- Liveable Region – L1.4 'Enhance and maintain sporting facilities to meet the needs of our local community and neighbouring regions, and to entice regional, state and national events'

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The Priority list also 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 manner. This removes the need for Council to determine the sporting communities priorities based on council staffs assesment alone, and ensures that sporting infrastructure is prioritised and funded in line with community needs.

## 5.4. Financial

Budget Area:	Nil						
Funding Source:	Nil						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

The budgets for projects on the Sports Council Priority List are often made up of multiple funding sources including grant funding, sporting body contributions and requests for funding from the Sports Development Fund. The financial report included within the agenda will stipulate the funds available for the Sports Council to nominate projects to receive funding.

## 6. Consultation and Communication

The Sports Council Priority List is reviewed internally by Parks and Facilities staff to ensure there is cohesion between the projects listed on the Priority List and projects within the Parks and Facilities Forward Works Program and Asset Management Plans. This ensures that the priorities between the Sports Council and the Parks and Facilities portfolio are aligned and that both council and the sporting community are working towards the same goals.

## 7. Conclusion

The Sports Council Priority List requires regular review by the Sports Council to ensure that the projects within the list continue to reflect the needs of the sporting community and that funding opportunities are identified for projects where appropriate.

## Attachment 1

## Sports Council Priority List

Armidale Regional Sports Council - Priority List

Sep-23

R:\Engineering\Physical Assets\Committee\Sports Council\PRIORITY LIST

MAJOR	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		Newling Oval	Field lighting	Crown	\$1,000,000	?		?	Yes	2022/23	No SDP application received. ARC looking for grant opportunity	Council
#2		Armidale Sportsground	Fencing around the facility	Crown	\$250,000	?		?	Yes	2022/23	No SDP application received. ARC looking for grant opportunity	Cricket/Council
#3		Jack Vallance Oval	Field lighting and surface renovation	Council	\$400,000?	?		?	Yes	2022/23	No SDP application received. ARC submitted grant application in SCFC round 4 for \$475,000. Unsuccessful	Council
#4		Harris Park	Increase lighting to 200 lux	Council	\$150,000	?		?	Yes	2022/23	No SDP application received. Get new quotes for the project	Football/Athletics/ Cricket/Council
#5		Harris Park	Clubhouse renovation	Council	\$1,000,000	?		?	Yes	2021/22	No SDP application received. Decision to be made about the new location and look for grant opportunity to facilitate this project	Football/Athletics/ Cricket/Council
#6		Multiple fields	Commissioning existing bores	Council/Crown	\$1.5 million	?		?	Yes	2022/23	No SDP application received. Grant application submitted by ARC for \$3.4 million in the Bushfire Local Economic Recovery Fund in 2021. Outcome unknown	Council
#7		Moran Oval	Female change rooms/toilets & canteen/bar	Crown	\$264,000	\$20,000		In kind PM - 10% of project cost = \$26,855	Yes	2021/22	SDP application received 28/04/2021. No update on the native title extinguishment. Same Drake to inform the Sports Council if anything changes	Rugby (Blues)
#8		Guyra Recreation Ground	Amenities block and change rooms	Crown	?	?		?	Yes	2022/23	No SDP Application received.	Guyra Soccer United
#9		TBA	Premier Standard Field	Unknown	\$2 million				Yes		Further investigation required	Football
#10		TBA	Synthetic Athletics Track	Unknown	\$2 million				Yes		Further investigation required	Athletics
						TOTAL	\$0					
MEDIUM	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		Armidale Sportsground	Replace electronic scoreboard	Crown	\$42,000	?		?	Yes	2022/23	\$15,000 has been allocated to ADCA towards this project. ADCA to check with South Soccer for their contribution	Cricket/Soccer
#2		Lynches Road Netball Courts	Upgrade the grass netball courts	Council	\$25,000	?		?	Yes	2022/23	No SDP Application received.	Council
#3		Armidale Sportsground	Upgrade the cricket nets	Crown	\$50,000	10,000	10,000	30,592	Yes	2022/23	SC have committed \$10,000 to the project with cricket NSW committing \$20,000 & ADCA paying the remaining \$10,592	Cricket/Council
#4		Moran Oval	Renovate grass cricket pitch	Crown	\$25,000	\$16,490		\$5,000	Yes	2022/23	SDP application received 24/08/2018 - MP. Updated quotes required.	Cricket
						Total	\$10,000.0					
MINOR	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	Moran top dressing and reseeding	Crown	\$5,300	\$5,300		Nil	No	2022/23	Blues Rugby Club to manage this project	Rugby (Blues)
#2		Lambert Park	2 X Picnic tables on the west side of Lambert	Council	\$4,500	\$4,500		Nil	No	2022/23	Slab required to place tables on - quotes needed	Cricket/Council
#3		Armidale Sportsground	Install a water line from water storage tank to wicket irrigation system	Crown	\$20,000	\$20,000		?	Yes	2022/23	No SDP Application received.	Cricket/Council
						TOTAL	\$0					
To be funded from 2022_23 budget					Estimated Total Cost	SC Funds Allocated						
		Multiple fields	Purchasing of compliant soccer goals	Crown/Council	\$45,000		\$20,000			22/23	Completed April 2023	Council/ADCA
		Moran Oval	Concrete slab in front of grandstand	Crown	\$8000		\$4,900			22/23	Completed July 2023	Council/Armidale Blues
		Harris Park	Relocate long jump and triple jump pits	Council	\$4750		\$4,750			22/23	Completed December 2022	Council/Athletics
					TOTAL		\$24,900					
Funded from 2021_22 budget					Estimated Total Cost	SC Funds Allocated						
		Armidale Sportsground	Extend Cricket Clubhouse	Crown	\$25,000		\$25,000			2021/22	Yet to be completed.	Cricket
					TOTAL		\$25,000					
Funded from 2020_21 budget					Estimated Total Cost	SC Funds Allocated						
		Rologas	Cricket Storage shed	Council	\$12,000		\$8,000			20/21	Currently on public exhibition for payment of funds to ADCA online with \$356 reqs	Cricket
					TOTAL		\$8,000					
Funded from 2019_20 budget					Estimated Total Cost	SC Funds Allocated						
		Armidale Sportsground	Cricket indoor training facility	Crown	m		\$75,000			2019/20	Stages 1 & 2 completed	Cricket/Council
					TOTAL		\$75,000					
Funded from 2018_19 budget					Estimated Total Cost	SC Funds Allocated						
		Guyra Recreation Ground	Canteen Refurbishment Stage 1	Crown	\$32,000		\$32,000			2018/19	Project completed	Council/Football
		Wicklow Fields (Southern side)	Installation of an Irrigation System	Council	\$33,000		\$33,000			2018/19	Project completed	Council/Cricket
					TOTAL		\$65,000					
ARC CAPITAL - 2017/18					Estimated Total Cost	COMPLETED						
		Sportsground	Resurfacing playing field	Crown	\$135,000					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				Built over into 18/19 funds. \$190,000 grant received. Investigations continuing	Council
		Elizabeth Park 2	Toilet block		\$80,000						TOTAL PROJECT COST - \$465,000	Council

## Attachment 1

## Sports Council Priority List

Newling Oval	Irrigation	Crown	\$50,000	COMPLETED		2017/18	Complete	Council
Guyra Showground/Hall/Pool	Storage Shed (3 bays)	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	Crown	\$40,000	0			Grant Received from Adam Marshall, works completed	Bugby
Sportsground	New indoor cricket venue	Crown	\$260,000	\$75,000			Grant received for \$30,454, another grant submitted for \$310,000 TBA	Cricket
Harris Park	Lighting	Council	\$260,000	\$0		2019/20	\$190,000 received in grant funding	Council
Lynches road netball courts	Court resurfacing	Council	\$600,000	\$0		2020/21	ADNA received \$600k from SCEF R3	ADNA
Lynches road netball courts	Court lighting installation	Council	\$350,000	\$0		2021/22	\$350k received in MSFF R3 funding. To be delivered 2021/22 FY	Council
Guyra Tennis Club	Improve security - doors and windows	Council	?			2022/23	SCP application to be received.	Guyra Tennis/Council
				TOTAL	\$75,000			





## Attachment 1

## Sports Council Priority List

**Ethical Decision Making and Conflicts of Interest*****A guiding checklist for Councillors, officers and community committees*****Oath or Affirmation of Office**

Councillors are reminded of the Oath or Affirmation taken of office, made under section 233A of the *Local Government Act 1993* when elected.

**Ethical decision making**

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Do you stand to gain personally at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

**Conflict of interest**

A conflict of interest is a clash between private interest and public duty. There are two types of conflict:

- ***Pecuniary*** – regulated by the *Local Government Act 1993* and Office of Local Government
- ***Non-pecuniary*** – regulated by Codes of Conduct and policy. ICAC, Ombudsman, Office of Local Government (advice only). If declaring a Non-Pecuniary Conflict of Interest, Councillors can choose to either disclose and vote, disclose and not vote or leave the Chamber.

**The test for conflict of interest**

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of 'corruption' – using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest.

**Identifying problems**

**1st** Do I have private interests affected by a matter I am officially involved in?

**2nd** Is my official role one of influence or perceived influence over the matter?

**3rd** Do my private interests conflict with my official role?

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Attachment 1

## Sports Council Priority List

**Local Government Act 1993 and Model Code of Conduct**

For more detailed definitions refer to the *Local Government Act 1993*, Chapter 14 Honesty and Disclosure of Interest and Model Code of Conduct.

**Disclosure of pecuniary interests / non-pecuniary interests**

Under the provisions of Section 440AAA(3) of the *Local Government Act 1993* (pecuniary interests) and the Model Code of Conduct it is necessary for you to disclose the nature of the interest when making a disclosure of a pecuniary interest or a non-pecuniary conflict of interest at a meeting.

**A Declaration form should be completed and handed to the General Manager** as soon as practicable once the interest is identified. Declarations are made at Item 3 of the Agenda: Declarations - Pecuniary, Non-Pecuniary and Political Donation Disclosures, and prior to each Item being discussed: The Declaration Form can be downloaded at [Disclosures and Declarations of Interest at Meetings](#).



## SPORTS COUNCIL

Held on

Monday, 23 October 2023

5.30pm

at

Council Chambers

**PRESENT:**

Councillor J Galletly, Mr S McMillan (Chair), Mr M Porter, Mr M Fittler, Mr S Voigt,  
Mr T Smith, Mr P Pattison, Mr G Parsons and Miss C Doran (Armidale Regional  
Council)

Quorum: 7 Members to be Present

MINUTES

Armidale Regional Council  
Sports Council  
Monday, 23 October 2023

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1. APOLOGIES  
Miss S Sincock, Miss C Bryce
2. CONFIRMATION OF PREVIOUS MINUTES -

**CONFIRMATION OF THE MINUTES OF THE SPORTS COUNCIL MEETING HELD ON 6 AUGUST 2023**

**RECOMMENDATION:**

That the minutes be taken as read and be accepted as a true record of the Meeting.

**Moved:** M. Fittler      **Seconded:** S. Voigt

3. DECLARATIONS OF INTEREST  
**Nil.**
4. BUSINESS ARISING

**4.1 Request for reallocation of committed Sports Council funds for Sportsground projects** *Ref: AINT/2023/27847 (ARC16/0330-2)*

**2. OFFICERS' RECOMMENDATION:**

That the committee:

- a. Review the request from Mike Porter as attached
- b. Determine if the request is approved or denied by the Committee

**Moved:** J. Galletly      **Seconded:** P. Pattison

**4.2 Sports Development Program applications received** *Ref: AINT/2023/27849 (ARC16/0330-2)*

**2. OFFICERS' RECOMMENDATION:**

That the Committee:

- a. Review the Sports Development Program application received
- b. Determine if the application is accepted or rejected
- c. If accepted, add the project to the Sports Council Priority list and determine its priority.

Sports Council requested that Council commit the funds originally committed to the reseeding of the Armidale Sports Ground to the Moran Oval project.  
Council will meet with Armidale Blues Rugby Club to discuss the scope of works planned for the Sports Ground.

The committee moved to commit any funds remaining to the project after the amount to be paid by Council is committed.

M. Porter noted that

**Moved:** M. Porter      **Seconded:** J. Galletly

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- 4.3 Application received for Sports Council Committee Member - Joe Campbell - ADFA Representative** *Ref: AINT/2023/27860 (ARC16/0330-2)*

**2. OFFICERS' RECOMMENDATION:**

That the Committee:

- a. Review the application
- b. Determine if the application is successful

**Moved:** M. Porter     **Seconded:** M. Fittler

**5. ADMINISTRATION REPORTS**

- 5.1 Sports Field Lighting Upgrade** *Ref: AINT/2023/27850 (ARC16/0330-2)*

**OFFICERS' RECOMMENDATION:**

That the Committee note the report

**NOTED.**

- 5.2 Harris Park - Storage Options** *Ref: AINT/2023/27852 (ARC16/0330-2)*

**OFFICERS' RECOMMENDATION:**

That the Committee note the report

**NOTED.**

- 5.3 Sports Council Financial Report to 30 September 2023** *Ref: AINT/2023/27853 (ARC16/0330-2)*

**2. OFFICERS' RECOMMENDATION:**

That the committee note the financial report for the period 1 August to 30 September 2023.

**NOTED.**

- 5.4 Project update - Armidale Sportsground Carpark** *Ref: AINT/2023/27854 (ARC16/0330-2)*

**OFFICERS' RECOMMENDATION:**

The Committee note the report.

**NOTED.**

- 5.5 New England Sports Awards - sponsorship of trophies** *Ref: AINT/2023/27855 (ARC16/0330-2)*

**2. OFFICERS' RECOMMENDATION:**

That the Committee note the report and

- a. Discuss the request for sponsorship of trophies/medals and vote accordingly.



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The committee discussed the importance of this event and agreed to commit the funds necessary.

**Moved:** M. Porter      **Seconded:** S. Voigt

**5.6 Sports Council Small Grants**

*Ref: AINT/2023/27856 (ARC16/0330-2)*

**2. OFFICERS' RECOMMENDATION:**

The committee note the report.

**NOTED.**

**6. CORRESPONDENCE**

**7. GENERAL BUSINESS**

**7.1 Proposed Development - Newling Oval**

*Ref: AINT/2023/27857 (ARC16/0330-2)*

**OFFICERS' RECOMMENDATION:**

The Committee note the report.

**NOTED.**

**7.2 Sports Development Levy**

*Ref: AINT/2023/27858 (ARC16/0330-2)*

**OFFICERS' RECOMMENDATION:**

That the Committee note the report

**NOTED.**

**7.3 Sports Council Priority List**

*Ref: AINT/2023/27859 (ARC16/0330-2)*

**2. OFFICERS' RECOMMENDATION:**

That the committee:

- a. Review the Sports Council Priority List
- b. Make amendments to the list as necessary
- c. Nominate projects that are recommended by the Committee to receive Sports Council funding

J. Galletly moved to add the development of the Newling Oval canteen/changerooms to the major project section of the priority list.  
The committee recommended that the new project be added to the lighting upgrade already listed on the major priority list.

**Moved:** J. Galletly      **Seconded:** T. Smith

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There being no further business the Chairman declared the meeting closed at 6.30pm.



## BUSINESS PAPER

### TRAFFIC ADVISORY COMMITTEE

Scheduled for

Tuesday, 14 November 2023

Via Email

**Committee Members:**

Cr Susan McMichael (Chair)  
Mr Hans Hietbrink (Rep. Member for Northern Tablelands)  
Snr Sgt Paul Caldwell (NSW Police)  
Ms Mel Jones (TfNSW)

**Council Staff:**

Mr Sam Jacobson (Coordinator Technical Services)  
Mr Graham Earl (ARC Technical Officer)  
Mr Ian Chetcuti (Ranger)  
Ms Belinda Ackling (Minute Taker)

AGENDA

The Armidale Traffic Advisory Committee, has no decision-making powers and is primarily a technical review committee. It only advises the Council on matters for which the Council has delegated authority.

The Committee operates under Roads and Maritime Services 'A guide to the delegation to councils for the regulation of traffic'.

In summary:

Roads and Maritime Services (RMS) has delegated certain aspects of the control of traffic on regional and local roads to Council. A condition of this delegation is that Council must refer all traffic related matters to the Traffic Advisory Committee prior to exercising its delegated functions.

The four voting members on the Traffic Advisory Committee are:

- Council's representative (chair)
- RMS representative
- NSW Police representative for the Local Area Command containing the item.
- State Member of Parliament representative for the electorate containing the item.

The meeting does not need a specific quorum, however any advice can only be returned to the Council if the views of NSW Police and RMS have been obtained.

The Traffic Advisory Committee meeting operates as a closed meeting and attendance to the meeting is via invitation only. At times interested stakeholders may address items referred to the Traffic Committee where their information adds value and does not greatly increase the time spent by the Committee on progressing the item. Interested stakeholders always have the opportunity to attend the Council meeting when the minutes of the Traffic Advisory Committee are discussed / determined.

All formal items referred to the Traffic Advisory Committee typically have been fully investigated, consulted (if needed) and proposed actions identified.

Where the Council decides on an item contrary to the Traffic Advisory Committee recommendation, then Council must immediately advise RMS and NSW Police in writing of its decision. The RMS or NSW Police may then lodge an appeal within 14 days to the Regional Traffic Committee.

The Council must not action any item under appeal until the matter has been determined by the Regional Traffic Committee.

Armidale Regional Council  
Traffic Advisory Committee  
Tuesday, 14 November 2023

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# INDEX

1	Apologies / Leave of Absence	
	Meeting held via email with comments provided by all voting members	
2	Confirmation of Previous Minutes	<i>Traffic Advisory Committee - 3 October 2023</i>
3	Declarations of Interest	
4	Business Arising	
4.1	Action from previous meeting held 3 October 2023. ....	4
5	Special Event Reports	
5.1	Transport Event Management Plan Horse and Pony Club Jamboree 2024.....	5
6	Correspondence	
6.1	Provide No Stopping Zone at 217 Taylor Street, Armidale. ....	15
6.2	Provision of No Parking zone at 125 Tayor Street, Armidale.....	19
7	General Business	

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<b>Item:</b>	<b>4.1</b>	<b>Ref: AINT/2023/27723</b>
<b>Title:</b>	<b>Action from previous meeting held 3 October 2023.</b>	<b>Container:</b>
	<b>ARC16/0168-8</b>	
<b>Author:</b>	<b>Graham Earl, Technical Officer Engineering</b>	
<b>Attachments:</b>	Nil	

### 1. Purpose

To note the actions of the previous meeting.

#### Noted:

That the Committee note the below actions from the previous meeting;

- a) Endorse the temporary road closures of Dangar Street and Faulkner Street Armidale between Rusden and Moore Street, along with the East and West Beardy Street Mall from Marsh to Jessie Street, for the 'Christmas in the Mall 2023' celebrations, Thursday 30 November 2023. That organisers reach out to Police for an inspection of the unit once together;

*Noted - Event to be held.*

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

*Noted – Closure adjusted to Moredun Street.*

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

*Noted - Event to be held.*

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

*Plans for the Trevenna Road crossing forwarded to TfNSW for assessment and comment.*

*Plans adjusted as required. Work expected to commence early November.*

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

*Noted – Risk assessment and Insurance for the Advertising Run received 10 October.*



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<b>Item:</b>	<b>5.1</b>	<b>Ref: AINT/2023/27386</b>
<b>Title:</b>	<b>Transport Event Management Plan Horse and Pony Club Jamboree 2024</b>	<b>Container: ARC16/0168-8</b>
<b>Author:</b>	<b>Claire Butcher, Transport Administration Officer</b>	
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Armidale Horse and Pony Club Jamboree Transport Management Plan</li> <li>2. Schedule 1 - Notice of Intention to Hold a Public Assembly Horse and Pony Club Jamboree 2024</li> <li>3. Plan TGS - Canambe Street Road Closure Horse and Pony Club Jamboree 2024.</li> <li>4. Certificate of Currency_Armidale Horse and Pony 2024</li> </ol>	

### 1. Purpose

To advise of the road closure request for the Armidale Horse and Pony Club Jamboree 2024.

### 2. OFFICERS' RECOMMENDATION:

- a) That Council endorse the temporary road closure of Canambe Street between Dumaresq and Kirkwood Street for the Armidale Horse and Pony Club Jamboree 2024 from 7am, 12 January until 6pm on Sunday 14 January 2024.
- b) That the Certificate of Currency renewal for the Horse and Pony Club be provided prior to the event.

### 3. Background

The Jamboree is a yearly event hosted by a different club each year within the Zone Area, the Armidale Horse & Pony Club will host the 2024 Zone 13 Jamboree from Friday 12<sup>th</sup> January 2024 to the 14<sup>th</sup> January 2024 with participants expected to arrive on Thursday 11<sup>th</sup> January 2024.

### 4. Discussion

The club expects 150 riders and their families to participate in the event and camp at the Armidale showgrounds over the 3 days.

The club has requested the closure of Canambe street between Dumaresq and Kirkwood Street to enable children and their horses a safe crossing between the Showground and the Exhibition Centre where many horses will be housed, and camping will take place.

The Traffic Advisory Committee has identified that this is the best measure to ensure the safety of children and horses crossing Canambe street.

### 5. Implications

#### 5.1. Strategic and Policy Implications

- CPS: G3.1 Tourism strategy to attract visitors to stay and enhance the economic and cultural offerings and attractions of the region.

Armidale Regional Council  
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- The application is in accordance as per POL086 – Road – Events on public roads and as per the TfNSW guidelines for Event Management.

## 5.2. Risk

The event will be conducted on closed roads to minimise interaction between traffic and pedestrians, there will be no impact on any homes or businesses in Canambe Street.

## 5.3. Sustainability

There are no sustainability concerns with the event.

## 5.4. Financial

Budget Area:	N/A						
Funding Source:	N/A						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
N/A	N/A	Nil	Nil	Nil	\$526.71	Nil	Nil

The road closure will be installed by Council at the cost to the organisers. There is no financial cost to Council associated with the closure.

## 6. Consultation and Communication

The organisers are responsible for all the communication and consultation associated with the event.

## 7. Conclusion

The Armidale Horse and Pony Club Jamboree 2024 is a major attraction that brings families to the region to participate.

## Special Event Transport Management Plan

### 1 EVENT DETAILS

#### 1.1 Event summary

Event Name: Zone 13 Jamboree

Event Location: Armidale Showgrounds and Exhibition Centre

Event Date: 12, 13 & 14 January 2024      Event Start Time 8am      Event Finish Time: 6pm

Event Setup Start Time: 7am      Event Packdown Finish Time 6pm

Event is ☐ off street

#### 1.2 Contact names

Event Organiser\* Hannah Coddington

Phone:< >      Mobile: 0427758350      E-mail: ahpc2350@gmail.com

Event Management Company (if applicable)

Phone: ..... Fax: ..... Mobile: ..... E-mail:

**Police** ARMIDALE POLICE

Phone: 02 6771 0699 ..... Fax: 02 67710611

**Council** ARMIDALE REGIONAL COUNCIL

Phone:02 67703800 Fax: 02 67729275 [council@armidale.nsw.gov.au](mailto:council@armidale.nsw.gov.au)

**Roads & Traffic Authority** (if Class 1).....

Phone: ..... Fax: ..... Mobile:..... E-mail: .....

*\*Note: The Event Organiser is the person or organisation who is the employer and in whose name the Public Liability Insurance is taken out.*

### 1.3 Detailed description of event (please attach any maps to back of application)

## 2 Risk Management - Traffic

<div>CLASS 1</div> <div>CLASS 2</div> <div>CLASS 3</div>	2.1 Occupational Health & Safety - Traffic Control
	<input type="checkbox"/> Risk assessment plan (or plans) attached
	2.2 Public Liability Insurance
	<input type="checkbox"/> Public liability insurance arranged. <u>Copy of Policy attached.</u>
	2.3 Police
	<input type="checkbox"/> Police written approval attached <u>Letter sent to the Armidale Police – referred to Belinda Ackling: Armidale Regional Council.</u>
	2.4 Fire Brigades and Ambulance
	<input type="checkbox"/> Fire brigades notified 02 67715076
	<input type="checkbox"/> Ambulance notified 02 6771 1710

## 3 TRAFFIC AND TRANSPORT MANAGEMENT

<div>CLASS 1</div> <div>CLASS 2</div> <div>CLASS 3</div>	3.1 The route or location
	<input type="checkbox"/> Map attached

## Attachment 1

## Armidale Horse and Pony Club Jamboree Transport Management Plan

Class 1	3.2	Parking	<input type="checkbox"/> Parking organised – at Showgrounds & Exhibition centre.
			<input type="checkbox"/>
	3.3	Construction, traffic calming and traffic generating developments	<input type="checkbox"/>
			<input type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	3.4	Trusts and Authorities	<input type="checkbox"/>
			<input type="checkbox"/> This event does not use a facility managed by a trust or Authority
	3.5	Public transport	<input type="checkbox"/> <input type="checkbox"/>
			Public transport not required
	3.6	Reopening roads after moving events	<input type="checkbox"/> <input type="checkbox"/>
			This is a non-moving event.
Class 1	3.7	Traffic management requirements unique to this event	<input type="checkbox"/>
			<input type="checkbox"/> There are no unique traffic requirements for this event
	3.8	Contingency plans	<input type="checkbox"/> Contingency plans attached
	3.9	Heavy vehicle alternate routes	<input type="checkbox"/>
			<input type="checkbox"/> Alternative routes for heavy vehicles not required
	3.10	Special event clearways	<input type="checkbox"/> <input type="checkbox"/>
			Special event clearways not required

#### 4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

Class 1	Class 2	Class 3	4.1	Access for local residents, businesses, hospitals and emergency vehicles	<input type="checkbox"/>
					<input type="checkbox"/> 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	<input type="checkbox"/>
					<input type="checkbox"/> Road closures -advertising medium and copy of proposed advertisements attached
					<input type="checkbox"/> No road closures but special event clearways in place - advertising medium and copy of proposed advertisements attached
					<input type="checkbox"/> No road closures or special event clearways - advertising not required

PAGE 3 TRAFFIC MANAGEMENT FOR A SPECIAL EVENT - TRAFFIC MANAGEMENT PLAN TEMPLATE  
 C:\USERS\BUTCHER\AppData\Local\Microsoft\Content Manager\TEMP\HPTRIM.67652\AJNT 2023 26397 ARMIDALE HORSE AND PONY CLUB JAMBOREE TRANSPORT MANAGEMENT PLAN(2).DOCX

## 4.3 Special event warning signs

☐ ☐

This event does not require special event warning signs

## 4.4 Permanent Variable Message Signs

☐

☐ This event does not use permanent Variable Message Signs

## 4.5 Portable Variable Message Signs

☐

☐ 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 PPIPA Act 1998)

Your information will be stored and used by Armidale Dumaresq Council, 135 Rusden St, Armidale 2350

Purpose of Collection: Traffic Management for a Special Event

Intended Recipients of your information: 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

Consequences if you do not supply your information:



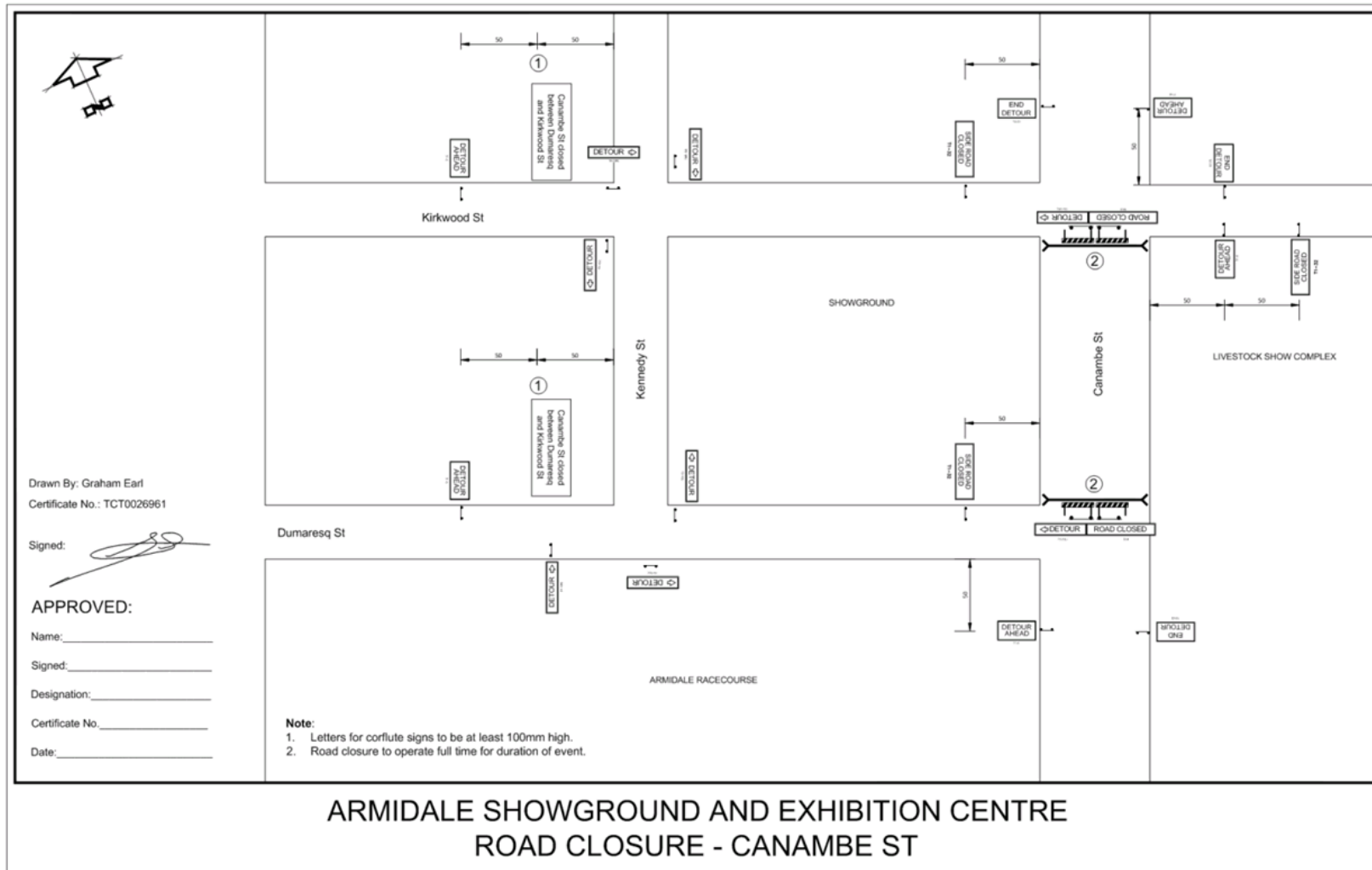
## Schedule 1 - Notice of Intention to Hold a Public Assembly

## SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1	<p>I Hannah Coddington ..... (name)  of 208 Old Armidale Road..... (address)  on behalf of Armidale Horse &amp; Pony Club..... (organisation)  notify the Commissioner of Police that  on the ..12, 13 &amp; 14..... (day) of January..... (month), ..2024. (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  ...100..... (number) persons,  which will assemble at The Armidale Exhibition Centre (Place)  at approximately 7..am  and disperse at approximately ..6...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</p> <p><small>(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</small></p>
2	<p>The purpose of the proposed assembly is .....</p> <p>The Armidale Horse &amp; Pony club is hosting Zone 13 Jamboree. We anticipate hosting 180 riders at the event. As a result, we will have children from the age of 7 years to 25 years needing to cross Canambe street from the Exhibition Centre to the Showgrounds over the course of the 3-day event. The riding will begin each day at 8am and conclude by 7pm each day. To ensure the safety of the children and their horses we are requesting that the small section (the width of the gates) be closed on Canambe Street.</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>(II) There will be (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>There will be approximately 50 riders and horses needing to cross during the day to compete in events. ....</p> <p>(IV) Other special characteristics of the proposed assembly are as follows:.....</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>208 Old Armidale Road .....</p> <p>Armidale NSW 2350 .....</p> <p>..... Postcode.</p> <p>Telephone No. 0427758350.....</p>
6	<p>Signed <u>Paul Wolf</u> .....</p> <p>Capacity/Title <u>Co-ordinator</u> .....</p> <p>Date <u>29/8/23</u> .....</p>





## Certificate of Placement

### TO WHOM IT MAY CONCERN,

In our capacity as Insurance Brokers to the **Pony Club Australia Ltd** we hereby certify that the undermentioned Insurance Contract is current to the **31<sup>st</sup> December 2023** unless the policy is cancelled, lapsed, varied, or otherwise altered in accordance with the relevant policy conditions or the provisions of the Insurance Contracts Act.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the policy below:

<b>CLASS OF INSURANCE:</b>	Public & Products Liability	
<b>INSURED:</b>	Pony Club Australia Ltd and affiliated State Branches of the insured who elect to participate in the insurance program.  Including <b>Armidale Horse and Pony</b> as an affiliated association/club of the above.	
<b>INSURER:</b>	Liberty International Underwriters	
<b>POLICY NUMBER:</b>	SY-CAS-21-431441	
<b>PERIOD OF INSURANCE:</b>	From	31 <sup>st</sup> December 2022 at 4:00pm AEST
	To	31 <sup>st</sup> December 2023 at 4:00pm AEST
<b>COVERING: (SUMMARY ONLY)</b>	The Insureds legal liability for personal injury or property damage as per policy	
<b>SITUATION:</b>	Anywhere in the World excluding the USA or any of its territories or protectorates	
<b>LIMIT OF LIABILITY:</b>	Public Liability	\$20,000,000 any one occurrence.
	Products Liability	\$20,000,000 any one occurrence and in all.
<b>EXCESS:</b>	\$1,000	

For full terms, conditions and exclusions please refer to Your Policy Wording

Yours sincerely,

Michaela McDonald  
Team Manager - Equine

GOW-GATES INSURANCE BROKERS (AUSTRALASIA) (PTY LTD)  
(A.B.N. 29 069 562 787)

Level 8 491 Kent Street SYDNEY N.S.W. 2000 | Please address all mail to: GPO Box 4731 SYDNEY N.S.W. 2001  
Phone: +61 02 8267 9999 Fax: 02 8267 9998 | Website: [www.gowgates.com.au](http://www.gowgates.com.au)

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<b>Item:</b>	<b>6.1</b>	<b>Ref: AINT/2023/27339</b>
<b>Title:</b>	<b>Provide No Stopping Zone at 217 Taylor Street, Armidale. Container: ARC16/0168-8</b>	
<b>Author:</b>	<b>Graham Earl, Technical Officer Engineering</b>	
<b>Attachments:</b>	1. Plan - Proposed No Stopping Oak Tree Gardens, 217 Taylor Street, Armidale. 2. Photographs of Entrance to 217 Taylor Street, Armidale.	

### 1. Purpose

This report is proposing the provision of a No Stopping zone across the entrance to Oak Tree Retirement Village at 217 Taylor Street, Armidale.

### 2. OFFICERS' RECOMMENDATION:

That Council endorse the provision of a No Stopping zone across the entrance to Oak Tree Retirement Village at 217 Taylor Street, Armidale.

### 3. Background

Council received a request from the Business Manager of the Oak Tree Retirement Village for the provision of a No Stopping zone across the entrance to 217 Taylor Street, Armidale.

*Council members,*

*I am the Business Manager for Oak Tree Villages in the local area, I would like to request to x NO Parking signs to be placed either side of our village entrance at 217 Taylor Street, this has become a safety hazard for our residents in the village, when exiting the village, as cars are parking on either side of the entrance, leaving no vision at all for residents to exit the village safely. Can you please contact myself or the Village Manager, regarding this matter, we would like this matter actioned ASAP, to eliminate risk.*

### 4. Discussion

The Oak Tree Retirement Village is located opposite Moran Oval and just to the north of the TAFE Rural Skills campus.

The problems of visibility arise when there are events at Moran Oval and people park on both sides of Taylor Street and very close to the entrance of the village. As the residents are elderly, they have concerns about safety when exiting the premises.

It is proposed to install a No Stopping zone to extend 10m either side of the entrance for a total of 31.2m.

### 5. Implications

#### 5.1. Strategic and Policy Implications

The recommendation aligns with the CSP relation to the effective management of traffic facilities on the road network.

Environment and Infrastructure:

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E4 Transport - The Community has access to transport which enables connectivity both locally and outside of the region.

E4.1: Maintain safe and effective traffic facilities on the road network, through appropriate resourcing, including applying for a Special Rate Variation to maintain and renew roads and bridges to expected service levels.

#### 5.2. Risk

- Provision of the No Stopping zone will improve visibility for vehicles entering and exiting the business.
- Reduce conflict with road users who maybe unseen by motorists exiting the premises.

#### 5.3. Sustainability

- There are no sustainability issues related to the provision of the No Stopping zone.

#### 5.4. Financial

Budget Area:	Traffic Facilities						
Funding Source:	Traffic Facilities Block Grant						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
270219	Install Parking signs	\$122,000	\$17,950.10	Nil	\$150.00	\$150.00	\$103,899.90

The expenditure includes the cost of the purchase and installation of the signs.

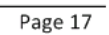
#### 6. Consultation and Communication

Consultation with the Oak Tree Village Business Manager has been undertaken to determine the reasons for the changes. No further consultation is required as the changes will not affect the residents or users of the area.

#### 7. Conclusion

The provision of a No Stopping zone in front of Oak Tree Retirement Village will improve amenity and safety for the residents and visitors using the business as they enter and exit the property.





Photographs of Entrance to 217 Taylor Street, Armidale.  
Oak Tree Retirement Village



Armidale Regional Council  
Traffic Advisory Committee  
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<b>Item:</b>	<b>6.2</b>	<b>Ref: AINT/2023/29158</b>
<b>Title:</b>	<b>Provision of No Parking zone at 125 Taylor Street, Armidale.</b>	
	<b>Container: ARC16/0168-8</b>	
<b>Author:</b>	<b>Belinda Ackling, Divisional Assistant Operations</b>	
<b>Attachments:</b>	1. Plan - Proposed No Parking, 125 Taylor Street, Armidale. 2. Photographs Driveway 125 Taylor Street, Armidale.	

### 1. Purpose

This report is to advise of a request by the resident of 125 Taylor Street, Armidale to address a safety issue when entering the road from her property.

### 2. OFFICERS' RECOMMENDATION:

That Council endorse the provision of a 13m long No Parking zone in front of 125 Taylor Street, Armidale.

### 3. Background

Council has received a number of complaints from the resident at 125 Taylor Street in relation to poor sight distance when entering the traffic stream from her property.

*Hi,*

*My name is Elaine from 125 Taylor St, Armidale.*

*I had a 15 mins sign out the front of my house, & now it has been moved. I cannot park out the front of my house anytime of the day & they park across my driveway,*

*Want I would like is the 15 min sign put back or a residential sign only.*

*I have complained about this many times.*

### 4. Discussion

At the October meeting of the Traffic Advisory Committee, it was agreed to remove a 1/4 Hour Parking zone in front of 125 Taylor Street as part of general review of the sight distance issues at the intersection of Taylor Street and Rusden Street, that were created by the blind awnings of The Patisserie shop.

The recommendation of the committee was:

- a. Change the existing Give Way signs in Rusden Street to Stop.*
- b. Remove the ¼ hour parking on the eastern side of Taylor Street south of Rusden Street.*
- c. Extend the length of the "No Stopping" zone by 10m on the eastern side of Taylor Street south of Rusden Street.*

Since this this recommendation was implemented the resident at 125 Taylor Street has had large vehicles parking in front of her property for extended periods and blocking her driveway preventing her from getting to appointments and preventing a clear view of the traffic as she leaves her property, making it unsafe to proceed.

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Traffic Advisory Committee  
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## 5. Implications

### 5.1. Strategic and Policy Implications

The recommendation aligns with the CSP relation to the effective management of traffic facilities on the road network.

Environment and Infrastructure:

E4 Transport - The Community has access to transport which enables connectivity both locally and outside of the region.

E4.1: Maintain safe and effective traffic facilities on the road network, through appropriate resourcing, including applying for a Special Rate Variation to maintain and renew roads and bridges to expected service levels.

### 5.2. Risk

- Provision of the No Parking zone will improve visibility for vehicles entering and exiting the property.
- Will provide a stop pick up and drop area for patrons of The Patisserie.

### 5.3. Sustainability

- There are no sustainability issues related to the provision of the No Stopping zone.

### 5.4. Financial

Budget Area:	Traffic Facilities						
Funding Source:	Traffic Facilities Block Grant						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
270219	Install Parking signs	\$122,000	\$17,950.10	Nil	\$150.00	\$150.00	\$103,899.90

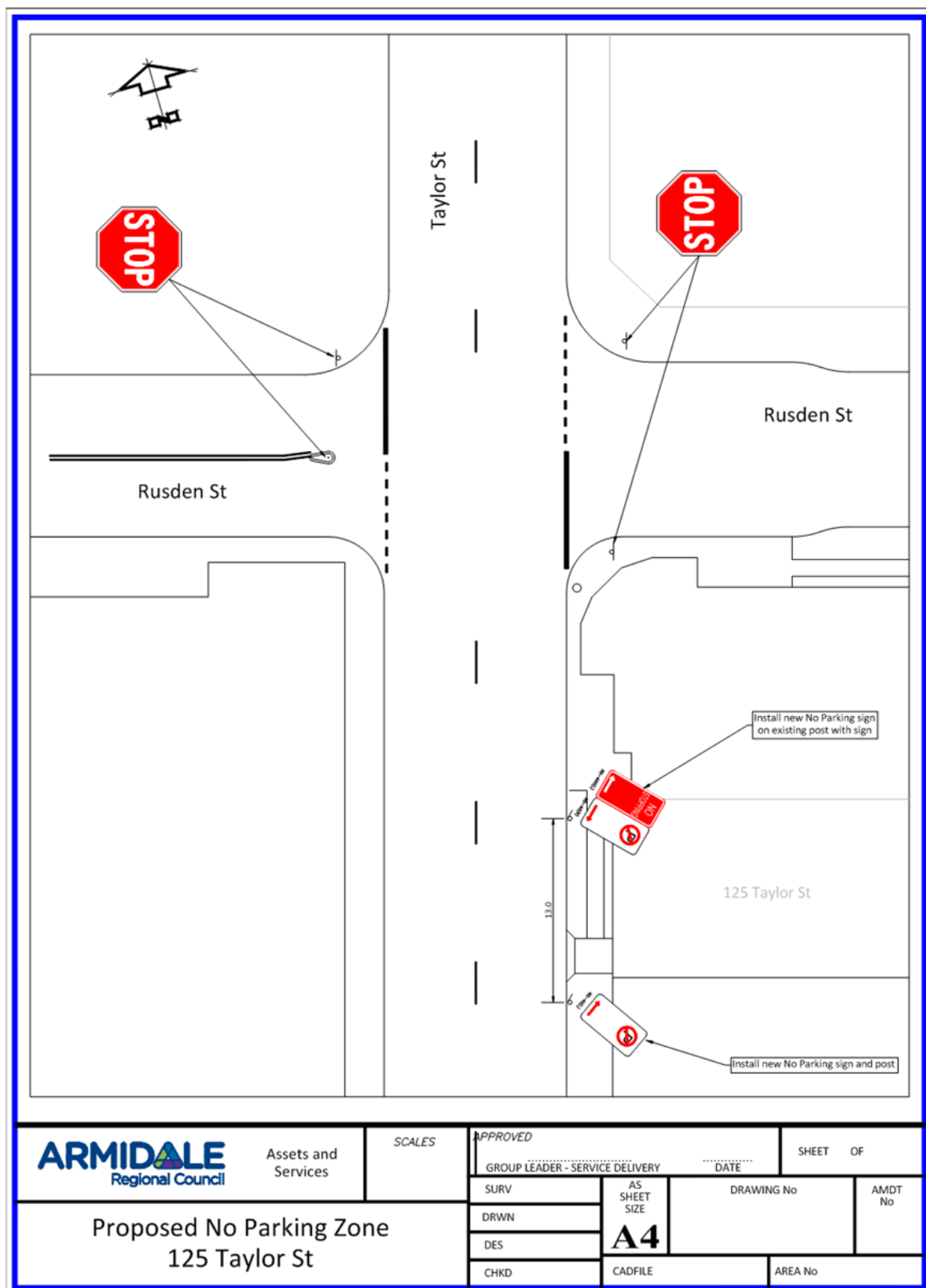
The expenditure includes the cost of the purchase and installation of the signs.

## 6. Consultation and Communication

All affected people in the area have been consulted in relation to the change in parking restrictions.

## 7. Conclusion

The provision of a No Parking zone in front of 125 Taylor Street will improve amenity and safety for the resident and visitors using the adjacent businesses.





Photographs Driveway 125 Taylor Street, Armidale







## Attachment 2

Photographs Driveway 125 Taylor Street, Armidale.

**Ethical Decision Making and Conflicts of Interest*****A guiding checklist for Councillors, officers and community committees*****Oath or Affirmation of Office**

Councillors are reminded of the Oath or Affirmation taken of office, made under section 233A of the *Local Government Act 1993* when elected.

**Ethical decision making**

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Do you stand to gain personally at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

**Conflict of interest**

A conflict of interest is a clash between private interest and public duty. There are two types of conflict:

- ***Pecuniary*** – regulated by the *Local Government Act 1993* and Office of Local Government
- ***Non-pecuniary*** – regulated by Codes of Conduct and policy. ICAC, Ombudsman, Office of Local Government (advice only). If declaring a Non-Pecuniary Conflict of Interest, Councillors can choose to either disclose and vote, disclose and not vote or leave the Chamber.

**The test for conflict of interest**

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of 'corruption' – using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest.

**Identifying problems**

**1st** Do I have private interests affected by a matter I am officially involved in?

**2nd** Is my official role one of influence or perceived influence over the matter?

**3rd** Do my private interests conflict with my official role?

*Attachment 2**Photographs Driveway 125 Taylor Street, Armidale.*

---

**Local Government Act 1993 and Model Code of Conduct**

For more detailed definitions refer to the *Local Government Act 1993*, Chapter 14 Honesty and Disclosure of Interest and Model Code of Conduct.

**Disclosure of pecuniary interests / non-pecuniary interests**

Under the provisions of Section 440AAA(3) of the *Local Government Act 1993* (pecuniary interests) and the Model Code of Conduct it is necessary for you to disclose the nature of the interest when making a disclosure of a pecuniary interest or a non-pecuniary conflict of interest at a meeting.

**A Declaration form should be completed and handed to the General Manager** as soon as practicable once the interest is identified. Declarations are made at Item 3 of the Agenda: Declarations - Pecuniary, Non-Pecuniary and Political Donation Disclosures, and prior to each Item being discussed: The Declaration Form can be downloaded at [Disclosures and Declarations of Interest at Meetings](#).



## TRAFFIC ADVISORY COMMITTEE

Held on

Tuesday, 14 November 2023

Was held

Via Email

**Committee Members:**

Cr Susan McMichael (Chair)  
Mr Hans Hietbrink (Rep. Member for Northern Tablelands)  
Snr Sgt Paul Caldwell (NSW Police)  
Ms Mel Jones (TfNSW)

**Council Staff:**

Mr Sam Jacobson (Coordinator Technical Services)  
Mr Graham Earl (ARC Technical Officer)  
Mr Ian Chetcuti (Ranger)  
Ms Belinda Ackling (Minute Taker)

MINUTES

Armidale Regional Council  
Traffic Advisory Committee  
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1. Apologies / Leave Of Absence
2. Confirmation of Previous Minutes -

**CONFIRMATION OF THE MINUTES OF THE TRAFFIC ADVISORY COMMITTEE MEETING HELD ON 3 OCTOBER 2023**

**RECOMMENDATION:**

That the minutes be taken as read and be accepted as a true record of the Meeting.

3. Declarations of Interest
4. Business Arising

**4.1 Action from previous meeting held 3 October 2023. Ref: AINT/2023/27723 (ARC16/0168-8)**

**OFFICERS' RECOMMENDATION:**

That the Committee note the below actions from the previous meeting;

- a) Endorse the temporary road closures of Dangar Street and Faulkner Street Armidale between Rusden and Moore Street, along with the East and West Beardsley Street Mall from Marsh to Jessie Street, for the 'Christmas in the Mall 2023' celebrations, Thursday 30 November 2023. That organisers reach out to Police for an inspection of the unit once together;  
*Noted - Event to be held.*
- b) Endorse the road closure of Bradley Street between McKenzie Street and the Police station, Guyra for the purpose of conducting the Remembrance Day service and opening of Mandala Garden and Remembrance Park 11 November 23;  
*Noted – Closure adjusted to Moredun Street.*
- c) Endorse the Special Event Transport Management Plan for the Guyra Christmas Carnival 2023 and associated road closures of Bradley Street between Mackenzie Street and Ollera Street, Guyra between 3pm and 10pm on Friday 1 December 2023;  
*Noted - Event to be held.*
- d) Endorse the changes to the pedestrian crossings in Rusden Street Armidale outside the Civic Administration Building and on Trevenna Road Armidale (UNE), to become raised flat top hump crossings; and  
*Plans for the Trevenna Road crossing forwarded to TfNSW for assessment and comment. Plans adjusted as required. Work expected to commence early November.*
- a) Endorse the Special Event Transport Management Plan New England Antique Machinery Rally Advertising Run 10 November 2023 involves seven tractors travelling a return route from the Armidale showgrounds south along Canambe Street, into Mann Street,

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into Castledoye Road, Fosters Road, Long Swamp Road, Edwards Lane, Dangarsleigh Road, Knobs Road, Simmonds Road Armidale, and return via the same route.  
*Noted – Risk assessment and Insurance for the Advertising Run received 10 October.*

5. Special Events

**0.0 Transport Event Management Plan Horse and Pony Club Jamboree 2024***Ref: AINT/2023/2;*

**RESOLVED**

- a) That Council endorse the temporary road closure of Canambe Street between Dumaresq and Kirkwood Street for the Armidale Horse and Pony Club Jamboree 2024 from 7am, 12 January until 6pm on Sunday 14 January 2024.
- b) That the Liability Certificate of Currency renewal for the Horse and Pony Club be provided prior to the event.

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

6. Correspondence

**6.1 Provide No Stopping Zone at 217 Taylor Street, Armidale.***Ref: AINT/2023/27339 (ARC16/0;*

**RESOLVED**

That Council endorse the provision of a No Stopping zone across the entrance to Oak Tree Retirement Village at 217 Taylor Street, Armidale.

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

**0.0 Provision of No Parking zone at 125 Tayor Street, Armidale.***Ref: AINT/2023/29158 (ARC16/*

**RESOLVED**

That Council endorse the provision of a 13m long No Parking zone in front of 125 Taylor Street, Armidale.

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

7. General Business

Nil

There being no further business the Chairman declared the meeting closed on the 14 November 2023.





## AUDIT, RISK AND IMPROVEMENT COMMITTEE

Held on

Tuesday, 14 November 2023  
11 am- 1:30pm

at

Council Function Room

**PRESENT:** Mr Phil Thomas (Chairperson), Mr Jason Masters (at 11.40am) and Mr Michael O'Connor

**IN ATTENDANCE:** Mr Darren Schaefer (ARC – Chief Officer Corporate & Community), Mr Alex Manners (ARC – Chief Officer Assets and Services), Ms Annie Harris (ARC - Executive Manager People and Culture), Ms Ann Newsome (ARC – Chief Financial Officer), Ms Simone Mooketsi (ARC - Manager Governance & Strategy), Mr Richard Cadet (Manager Information Services) and Trevor Stuart (ARC – Business Improvement Officer)

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1. APOLOGIES

James Roncon (ARC – General Manager), Mr Daniel Boyce (Chief Officer Planning & Activation)

2. CONFIRMATION OF PREVIOUS MINUTES -

**CONFIRMATION OF THE MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD ON 15 AUGUST 2023**

**RECOMMENDATION:**

That the minutes be taken as read and be accepted as a true record of the Meeting.

Confirmed

3. DECLARATIONS OF INTEREST

Michael O'Connor – ARIC Member – Bathurst Regional Council & Liverpool Plains Shire Council.  
No additional declarations made.

4. APPROVAL FOR MANAGEMENT TO BE PRESENT

Approved.

5. ADMINISTRATION REPORTS

**5.1 Agenda - Matching Charter Requirements - 14 November 2023***Ref: AINT/2023/28163 (ARC*

**2. OFFICERS' RECOMMENDATION:**

That the Committee note the detailed Agenda, matching to the Charter Requirements.

Noted.

**5.2 Audit Risk and Improvement Committee - Minutes of 15 August 2023 Meeting***Ref: AINT/20*

**RECOMMENDATION:**

The Minutes of the Audit Risk and Improvement Committee meeting held on 15 August 2023 that have been accepted by the ARIC members by email, be formally noted and recorded as accepted.

Noted and accepted.

**5.3 ARIC Action Items Report November 2023**

*Ref: AINT/2023/22758 (ARC23/5778)*

**2. OFFICERS' RECOMMENDATION:**

That ARIC note the report summarising the actions taken on action items arising from previous ARIC meetings.

Noted.

**Action** – amend item 33 to record as incomplete (Trevor Stuart).

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#### 5.4 Volunteer Management Audit - Final Report *Ref: AINT/2023/29435 (ARC23/5778)*

##### 2. OFFICERS' RECOMMENDATION:

That ARIC note the Internal Audit Report on Council's volunteer management processes.

Noted.

Agreed management actions have been added to the Outstanding Audit Recommendations register.

#### 5.5 Internal Audit Schedule *Ref: AINT/2023/28235 (ARC23/5778)*

##### 2. OFFICERS' RECOMMENDATION:

That ARIC note:

- a. The status of the Annual Internal Audit Plan 2023
- b. A suggested list of items subject to future prioritisation into 2024.

Noted.

A verbal update was provided on progress of the following internal audits:

- Procurement: audit process complete, draft report prepared but not yet finalised.
- Swimming Pools: audit process complete, draft report prepared but not yet finalised.

#### 5.6 Terms of Reference - Internal Audit - Chain of Responsibility (Maintenance Management) *Ref: AINT/2023/28158 (ARC23/5778)*

##### RECOMMENDATION:

That the Committee note the proposed Terms of Reference for the planned Internal Audit Review being conducted on Chain of Responsibility (Maintenance Management)

Noted.

The audit scope is adopted from the National Heavy Vehicle Accreditation Scheme (NHVAS). Council is not seeking accreditation against the NHVAS but is using the audit framework as a best practice guide.

This audit will focus in heavy vehicle maintenance management which is one of the three modules identified in the NHVAS.

**Action:** Amend Terms of reference to note the audit scope covers Council's direct use fleet only.

#### 5.7 Status of Open Audit Recommendations - November 2023 *Ref: AINT/2023/28214 (ARC23/5778)*

##### 2. OFFICERS' RECOMMENDATION:

That the Committee note the status of the Outstanding Audit Recommendations as at November 2023.

Noted.

Some momentum is being gathered with 21 items being marked complete since previous ARIC meeting.

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Path to completion documents have been prepared for People & Culture items, Waste Services items and ICT items (agenda item 5.8).

**5.8 Roadmap for ICT Audit Recommendation Close Out - Essential Eight** *Ref: AINT/2023/29363*

**2. OFFICERS' RECOMMENDATION:**

That ARIC:

- a. Note the content of the attached Roadmap.
- b. Provide feedback on the Roadmap.

Noted.

**5.9 ICT Steering Committee Minutes (summary)** *Ref: AINT/2023/28223 (ARC23/5778)*

**RECOMMENDATION:**

That the Committee note the summary of the ICT Steering Committee minutes for the meeting held 27 September 2023.

Noted.

**5.10 Risk Management update**

*Ref: AINT/2023/29221 (ARC23/5778)*

**2. OFFICERS' RECOMMENDATION:**

That the Committee note the status of implementation of the risk management framework as at November 2023.

Noted.

**5.11 Status report: Service Planning**

*Ref: AINT/2023/29054 (ARC23/6264)*

**2. OFFICERS' RECOMMENDATION:**

That ARIC note the status update for the Service Planning Program and Service Review Program.

Noted.

The good approach was noted by committee members.

**5.12 Financial Statements Update**

*Ref: AINT/2023/29260 (ARC23/5778)*

**RECOMMENDATION:**

That the Committee note the request for extension to lodge Financial Statements for the Year Ended 30 June 2023.

Noted.

An additional extension may be required.

The Kempsey Road project requires a change in accounting practice regarding asset valuation.

The asset register is being moved into TechOne's OnceCouncil platform to ensure a single source of asset valuation.

**Action:** Provide the position paper to ARIC (Ann Newsome).

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ARIC noted that communication with community will be important.

**5.13 Audit 2023 - Interim Management Letter** *Ref: AINT/2023/29259 (ARC23/5778)*

**2. OFFICERS' RECOMMENDATION:**

**That the Committee note the NSW Audit Office's Interim Management Letter relating to their audit for the year ended 30 June 2023.**

Noted.

Council will move to be directly audited by the NSW Audit Office next year.

**5.14 Cash and Investment Report 30 September 2023** *Ref: AINT/2023/29380 (ARC23/5778)*

**2. OFFICERS' RECOMMENDATION:**

That ARIC note the Cash and Investment Report for September 2023 which was presented to Council at the 25 October 2023 ordinary Council meeting.

Noted.

**5.15 Public Interest Disclosure Policy** *Ref: AINT/2023/29424 (ARC23/5778)*

**2. OFFICERS' RECOMMENDATION:**

That ARIC:

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

Noted.

New Act effective October 2023.

The PID Act 2022 imposes a mandatory obligation on managers who receive a public interest disclosure, to communicate the disclosure to a disclosure officer for an appropriate agency.

**Action:** ARIC members to be invited to PID training.

**5.16 Kempsey Road Status Report** *Ref: AINT/2023/29066 (ARC23/5778)*

**1. OFFICERS' RECOMMENDATION:**

That Council note information within the report regarding the Kempsey –Armidale Road Restoration Project following the Steering Committee held Friday 20 October 2023.

Alex Manners presented a summary of the status report.

November Council report was not finalised due to a lack of quorum for the Steering Committee.

A probity adviser is engaged and retained, resulting in a change in procurement strategy. A probity audit has not been considered but will be taken under consideration by Council.

**Action:** discuss options for KARRP probity review with Jason Masters (Alex Manners).

Alex Manners provided a summary of committees operating within the project governance framework.

A dedicated communications manager is assigned to the project.

A workshop briefing is to be provided to Councillors prior to signing of the deed with Transport for NSW or award of a construction contract.

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A new manager for the Kempsey Road Project commences on 27 November.  
 Council is investigating insurance options for the project in consultation with Council insurer. It is likely that Council will hold works insurance for the project.  
 The defects liability period is currently under negotiation with TfNSW and the contractor.

## 6. GENERAL BUSINESS

### 6.1 Internal Audit Charter *Ref: AINT/2023/29389 (ARC23/5778)*

#### 2. OFFICERS' RECOMMENDATION:

That ARIC:

- a. Note the content of the draft Internal Audit Charter
- b. Provide any feedback on the draft Internal Audit Charter at this meeting
- c. Endorse the draft Internal Audit Charter for adoption by Council at the 13 December ordinary council meeting.

Noted.

The internal audit charter is prepared based on the OLG model charter.  
 ARIC noted that there is no representation of the relationship between the Internal Audit function, Council's General Manager and the ARIC.

**Action:** Amend the Internal Audit Charter to provide a representation (graphic) of the relationship between IA function/ GM / ARIC/ Chief Audit Executive (Simone Mooketsi).

ARIC endorses the draft Internal Audit Charter with the proposed inclusion.

### 6.2 Review of ARIC Charter *Ref: AINT/2023/29528 (ARC23/5778)*

#### 2. OFFICERS' RECOMMENDATION:

That ARIC

- a. Note the status of the Charter;
- b. Note the changes made to the Charter as per the resolution of Council's governing body;
- c. Note the appointment of the ARIC members for the term commencing January 2024 will be subject to Council approval at a future Council meeting.

Noted.

Will be presented to Councillors at November meeting.

ARIC endorses the proposed ARIC Charter.

### 6.3 Council's Success in the Statewide Risk Management Awards *Ref: AINT/2023/29425 (ARC23/5778)*

#### 2. OFFICERS' RECOMMENDATION:

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

Noted.

ARIC members congratulated Council on the award and noted the commitment to improved risk management.



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#### **6.5 General Business**

Council extended its thanks and appreciation to ARIC members over the term of the committee. Members Mr Phil Thomas (Chairperson) and Mr Jason Masters expressed their interest in continuing to serve Council through the new ARIC to be formed in the new year. Mr Michael O'Connor is ineligible due to having already served two terms on the ARIC.

**Action:** Provide Michael O'Connor with a letter to act as a certificate of service (Simone Mooketsi)

#### **6.4 Closed Session**

There being no further business the Chairperson declared the meeting closed at 2.03pm.



## KPWG - LIVEABLE REGION

Held on

Wednesday, 13 September 2023  
11am

at

Committee Room Armidale

**PRESENT:** Cr Jon Galletly, Cr Debra O'Brien, Executive Manager People & Culture  
Annie Harris and Executive Officer Ms Melissa Hoult

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**1. APOLOGIES**

Nil.

**2. CONFIRMATION OF PREVIOUS MINUTES**

**CONFIRMATION OF THE MINUTES OF THE KPWG - LIVEABLE REGION MEETING HELD ON 10 JULY 2023**

**RECOMMENDATION:**

That the minutes be taken as read and be accepted as a true record of the Meeting.

**3. DECLARATIONS OF INTEREST**

Nil.

**4. BUSINESS ARISING**

Nil.

**5. ADMINISTRATION REPORTS**

Nil.

**6. GENERAL BUSINESS**

Council Officer Jesse Dick, Philip Thomas and James Thomas from the Armidale Cycling Club, and David Thomson were guests to the meeting.

Armidale Cycling Club gave a presentation on the unused greyhound cycle track potentially being used as cycling track in the future.

Annie advised that the group will need to rely on other Council staff as well as the Cycling group getting approval from Council.

Jesse Dick gave a presentation on the East Mall.

There being no further business the Chairman declared the meeting closed at 12:04pm.

**Next Meeting: TBA**

<b>Actions:</b>	<b>Who</b>	<b>Status</b>	<b>Target Date for Completion</b>	<b>Date Complete</b>
<b>13/09/2023</b>				
➤ Annie to discuss with KPWG and Council Staff	Annie	In progress	31/12/2023	