ARMIDALE Regional Council

ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 23 August 2023
4pm

at

Armidale Council Chambers

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ARMIDALE Regional Council

MINUTES

ORDINARY MEETING OF COUNCIL

Held on

Wednesday, 26 July 2023
4pm

at

Armidale Council Chambers

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

IN ATTENDANCE: Mr James Roncon (General Manager), Ms Aimee Hutton (Acting 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) and Ms Melissa Hoult (Executive Officer).

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or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).

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(General Manager's Note: The report considers the General Manager's Performance Review and is deemed confidential under Section 10A(2)(a) of the Local Government Act 1993, as it deals with personnel matters concerning a particular individual).

1. CIVIC AFFIRMATION AND ACKNOWLEDGEMENT OF COUNTRY

Cr McMichael delivered the Civic Affirmation and Cr Widders 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

Cr Galletly apology be accepted and leave of absence granted.

4. DISCLOSURES OF INTEREST

Nil.

5. CONFIRMATION OF MINUTES

5.1 Minutes of Previous Meeting held 28 June 2023 *Ref: AINT/2023/12639 (ARC16/0001-8)*

89/23 **RESOLVED**

That the Minutes of the Ordinary Council meeting held on 28 June 2023 be taken as read and accepted as a true record of the meeting, noting the proposed minor correction to agenda item 8.4, draft resolution 72/23, dot point two, to read s55(3)(i); the (3) having been inadvertently omitted.

Moved Cr O'Connor **Seconded Cr Redwood**

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

6. MAYORAL MINUTE

6.1 Mayoral Minute - Appointment of Acting General Manager

Ref: AINT/2023/14976 (ARC16/0001-8)

90/23 **RESOLVED**

That Council;

a. Appoint Chief Officer Planning and Activation, Mr Daniel Boyce, to the role of Acting General Manager from Monday 1 September 2023 to Friday 20 October 2023 whilst General Manager, Mr James Roncon, is on a period of annual leave.

b. Approves that the General Manager's Delegations of Authority and Authorisations pursuant to *Part 3 of the Local Government Action 1993 Sections 377 and 381* be issued to Council's Chief Officer Planning and Activation, Mr Daniel Boyce, to be able to carry out all functions of the General Manager whilst in the role of Acting General Manager from Monday 1 September 2023 to Friday 20 October 2023.

Moved Cr Coupland

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

7. REPORTS - GENERAL MANAGER'S OFFICE

7.1 Mayor and Councillors Remuneration 2023-24 *Ref: AINT/2023/15047 (ARC16/0001-8)*

91/23 **RESOLVED**

That Council:

a) Fix the following fees payable for the 2023-24 financial year:

Councillor Annual Fee	$26,070
Mayor Additional Annual Fee	$64,390

b) Note that the annual fee fixed and payable to the Mayor is in addition to the fee paid to the Mayor as a Councillor.

Moved Cr O'Brien **Seconded Cr O'Connor**

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

7.2 Council Actions Report January 2022 - June 2023 *Ref: AINT/2023/15253 (ARC16/0001-8)*

92/23 **RESOLVED**

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

Moved Cr Redwood **Seconded Cr Robinson**

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

8. REPORTS - FINANCE

8.1 Cash and Investment Report 30 April 2023 *Ref: AINT/2023/11956 (ARC16/0001-8)*

93/23 **RESOLVED**

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

Moved Cr Mepham **Seconded Cr Packham**

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

9. REPORTS - PLANNING AND ACTIVATION

Nil.

10. REPORTS - CORPORATE AND COMMUNITY

10.1 Business Ethics Policy *Ref: AINT/2023/14418 (ARC21/4473)*

94/23 **RESOLVED**

That Council:

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.

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.

c. Table the report at the next meeting of the Audit, Risk and Improvement Committee for information.

Moved Cr McMichael **Seconded Cr O'Connor**

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

10.2 Legislation Compliance Policy *Ref: AINT/2023/14423 (ARC21/4472)*

95/23 **RESOLVED**

That Council:

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.

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.

c. Subject to adoption, refer the Policy to the Audit, Risk and Improvement Committee for information.

Moved Cr McMichael **Seconded Cr O'Connor**

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

11. REPORTS - ASSETS AND SERVICES

11.1 Kempsey Road Status Report *Ref: AINT/2023/13619 (ARC23/6087)*

96/23 **RESOLVED**

That Council note information within the report regarding the Kempsey –Armidale Road Restoration Project following the Steering Committee held Thursday 13 July 2023.

Moved Cr Redwood **Seconded Cr O'Brien**

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

12. NOTICES OF MOTION
Nil.

13. COMMITTEE REPORTS

13.1 Audit, Risk and Improvement Committee - Minutes of the meeting held 15 June 2023 *Ref: AINT/2023/13964 (ARC23/5778)*

97/23 **RESOLVED**

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

Moved Cr Redwood **Seconded Cr O'Brien**

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

14. QUESTIONS FOR WHICH NOTICE HAS BEEN GIVEN
Nil.

PROCEDURAL MOTION

98/23 **RESOLVED**

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

15.1 Evaluation Report and Recommendation - ARC Building Trades Panel of Pre-Qualified Contractors. (AINT/2023/09554) - *(**General Manager's Note:** The report considers a tender and is deemed confidential under Section 10A(2)(d) of the Local Government Act 1993, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).*

15.2 Mayoral Minute: General Manager's Performance Review. (AINT/2023/15224) - *(**General Manager's Note:** The report considers the General Manager's Performance Review and is deemed confidential under Section 10A(2)(a) of the Local Government Act 1993, as it deals with personnel matters concerning a particular individual).*

b) That Council exclude the press and public from the proceedings of the Council in Confidential Session pursuant to Section 10A, subsections 2 & 3 and section 10B of the Local Government Act 1993, on the basis that the items to be considered are of a confidential nature.

c) That Council make the resolutions made in Confidential Session public as soon as practicable.

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

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

Council entered Closed Session at 4:11pm.

Council returned to Open Session at 4:33pm.

RESUMPTION OF MEETING

99/23 **RESOLVED**

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

Moved Cr O'Brien **Seconded Cr O'Connor**

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

15. CLOSED SESSION

15.1 Evaluation Report and Recommendation - ARC Building Trades Panel of Pre - Qualified Contractors *Ref: AINT/2023/09554 (ARC21/4871)*

100/23 **RESOLVED**

That Council:

a. Accept the following suppliers for inclusion into its Building Trades Prequalified Panel of contractors for a two-year period subject to the terms and conditions, quality, resources, rates and services as tendered:

- Davies and Sons Electrical Services Pty Ltd
- R&R Communications
- Vince Williams Electrical
- Armidale Electrical
- Tri Tech Security Armidale
- M J Straub PTY LTD – T/A First Flush Plumbing and Gas
- Flick Anticimex Pty Ltd
- Rentokil Initial Pty Ltd
- Bri Ant Pest Control
- Statewide Pest Solutions & Bird Netting Pty Ltd
- AS and IJ Sole T/a Sustainable Plant Design
- Dynamic Fire
- Lockman Doors and Glass
- Love Paint Pty Ltd
- EnviroScience Solutions
- Hazchek Pty Ltd

- Rice Construction Group Pty Ltd
- Sunwest Constructions Pty Ltd
- Chill-Rite Refrigeration & Air Conditioning
- Armidale Air Conditioning Pty Ltd
- Faircloth & Reynolds

b. Perform a Public Tender refreshment/on boarding process in 12 months and/or as specified to consider other entrants in the market for Council's Building Trades Panel of Pre-qualified Contractors based on terms and conditions, quality, resources, rates and services as tendered and;

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.

Moved Cr O'Brien **Seconded Cr Packham**

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

The General Manager and Executive Team left the Chamber at 4:14pm

15.2 Mayoral Minute: General Manager's Performance Review *Ref: AINT/2023/15224 (RON.J)*

101/23 **RESOLVED**

That Council:

a. Note and endorse the Review Panels assessment of the General Managers 2022-23 Annual Performance Review as 'Outstanding' with an overall average rating of 9.10 out of 10, noting that 16 of 20 KPI's were assessed as a 'Significant Strength' and 4 of 20 KPI's were assessed as 'Area of Strength'.

b. That the GM's remuneration be adjusted as follows:

   i. Reduce the annual car contribution from $16,000 to $12,000.

   ii. the increase in the Superannuation Guarantee Levy be borne by Armidale Regional Council.

   iii. provide the opportunity to work remotely in the week following an Ordinary Council Meeting.

Moved Cr Coupland

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

The General Manager and Executive Team returned to the Chamber at 4:32pm.

There being no further business the Mayor declared the meeting closed at 4:36pm.

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2023

ARMIDALE Regional Council

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

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			Moved Cr Robinson **Seconded Cr O'Brien** *FOR:* *Cr D O'Brien, M O'Connor and D Robinson* *AGAINST:* *Crs S Coupland, P Gaddes, J Galletly, S McMichael, S Mepham, P Packham, T Redwood, and B Widders* **The Motion on being put to the vote was LOST.** 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		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.
25/05/2022	Simpler Financial Information	102/22	**RESOLVED** 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. **Moved Cr Robinson** **Seconded Cr O'Brien** *DIVISION* *The result being:-* *FOR:* *Crs S Coupland, P Gaddes, S McMichael, S Mepham, D O'Brien, M O'Connor, P Packham, T Redwood, D Robinson and B Widders* *AGAINST:* *Cr J Galletly* **The Motion on being put to the vote was CARRIED.**	Hoult, Melissa	**20 Jun 2022 11:39am Bower, Jessica** Manager Financial Services to meet with Cr Robinson week of 20 June to discuss. **15 Aug 2022 4:16pm Hoult, Melissa** Due to staff resourcing and other imperatives, staff will seek to provide a response towards the end of October 2022. **15 Aug 2022 4:19pm Hoult, Melissa - Target Date Revision**

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2023

ARMIDALE Regional Council

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

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
					Target date changed by Hoult, Melissa from 23 November 2022 to 16 December 2022 - Meeting to be scheduled with CFO after December OCM. **14 Feb 2023 11:50am Hoult, Melissa - Target Date Revision** 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.
27/07/2022	Look Up! Make the State of our Planet BAU Pilot Program	145/22	**MOVED** That Council: a. Endorse the Leadership Principles and Climate Action Plan initiatives contained within the outcomes of the pilot program "*Look-Up! Make the State of our Planet BAU*." b. Reaffirm Council's resolution on 25 September 2019 to commit to achieving the goals of Project Zero30. c. Request that the General Manager prepare an organisational plan to minimise our contribution to the global temperature rise and achieve Climate Active certification which will be reported back to Council with costings.	Bower, Jessica	**11 Aug 2022 11:55am Bower, Jessica** 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. **14 Sep 2022 3:10pm Bower, Jessica**

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2023

ARMIDALE Regional Council

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

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			DIVISION *The result being:-* *FOR:* *Crs S Coupland, P Gaddes, J Galletly, S McMichael, D O'Brien, T Redwood, D Robinson; S Mepham and B Widders* *AGAINST:* *Crs P Packham and M O'Connor* **The Motion on being put to the vote was CARRIED** c. Request that the General Manager prepare an organisational plan to minimise our contribution to the global temperature rise and achieve Climate Active certification which will be reported back to Council with costings. **The Motion on being put to the vote was CARRIED unanimously.** **Moved Cr Robinson** **Seconded Cr Widders**		
24/08/2022	Question on Notice - Cr Robinson	173/22	**RESOLVED** That Council note the response to the Questions on Notice submitted by Cr Robinson. **Moved Cr Robinson** **Seconded Cr McMichael** **The Motion on being put to the vote was CARRIED unanimously.**	Hoult, Melissa	**13 Sep 2022 4:07pm Hoult, Melissa** Owing to annual financial statements being due and the SRV consultation, a meeting between Cr Robinson and the acting CFO, to facilitate simpler financial information, has not progressed further than the first meeting. A meeting with the new CFO will be scheduled towards the end of the year., Report on item c. to be submitted to September OCM.

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
					13 Sep 2022 4:14pm Hoult, Melissa - Target Date Revision 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. **14 Feb 2023 10:36am Hoult, Melissa - Target Date Revision** 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.
26/10/2022	Endorsement to Engage a Public Process for a Road Reserve Closure	206/22	**RESOLVED** That Council endorse the application: a. To undertake a public process for the purpose of a road reserve closure. b. Prepare the lands survey and application to the regional Crown Lands Office.	Walsh, Annabelle	**17 Nov 2022 8:27am Boyce, Daniel** Scoping of project and procurement commencing. **15 Mar 2023 11:15am Boyce, Daniel** Legal paperwork being drafted by Council lawyers.

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			c. Post closure prepare a subdivision development application for two residential lots. **Moved Cr Galletly** **Seconded Cr O'Connor** **The Motion on being put to the vote was CARRIED unanimously.**		**15 Mar 2023 1:16pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 09 November 2022 to 30 April 2023 - Waiting on legal paperwork. **19 Jun 2023 10:20am Boyce, Daniel - Reallocation** Action reassigned to Walsh, Annabelle by Boyce, Daniel **21 Jun 2023 11:07am Boyce, Daniel** New Senior Property Specialist commenced and reviewing.
26/10/2022	Review of Local Approval Policy Street Trading	209/22	**RESOLVED** That Council: a. Endorse the Local Approvals Policy Street Trading for public notice and exhibition in accordance with the *Local Government Act 1993*; b. Receive a further report to consider any submissions received; c. Endorse the Local Approvals Policy Street Trading for submission to the Departmental Chief Executive of the Office of Local Government. **Moved Cr Widders** **Seconded Cr Mepham** **The Motion on being put to the vote was CARRIED unanimously.**	Boyce, Daniel	**07 Dec 2022 9:04am Hoult, Melissa** Daniel Boyce advised this item will be action in January 2023. **15 Feb 2023 9:26am Boyce, Daniel** The Policy will be on public exhibition from 7 February 2023 until close of business on 28 March 2023. **15 Mar 2023 1:16pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 09 November 2022 to 30 April 2023 - Awaiting close of public exhibition. **21 Jun 2023 11:04am Boyce, Daniel**

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
					Discussion held with OLG. Policy to be forwarded to OLG for endorsement.
23/11/2022	Endorsement to Engage a Public Process for a Road Reserve Closure	232/22	**RESOLVED** That Council endorse the application; a. To undertake a public process for the purpose of a road reserve closure. b. Prepare the lands survey and application to the regional Crown Lands Office. c. Post closure prepare a subdivision development application for a residential lot **Moved Cr Redwood** **Seconded Cr Widders** **The Motion on being put to the vote was CARRIED unanimously.**	Walsh, Annabelle	**02 Dec 2022 11:21am Boyce, Daniel** Scoping of project and procurement commencing. **15 Mar 2023 11:14am Boyce, Daniel** Legal paperwork being drafted by Council lawyers. **15 Mar 2023 1:18pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 07 December 2022 to 30 April 2023 - Waiting on legal paperwork. **19 Jun 2023 10:20am Boyce, Daniel - Reallocation** Action reassigned to Walsh, Annabelle by Boyce, Daniel **21 Jun 2023 11:07am Boyce, Daniel** New Senior Property Specialist commenced and reviewing.

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
14/12/2022	Mayoral Minute: Water Security - Purchase of Oaky River Hydro Scheme as an Additional Water Source	246/22	**RESOLVED** That Council; a. Note the "Commercial-in-Confidence" valuation report provided by The Stable Pty Ltd; b. Approve the purchase of the Oaky River Hydro Scheme for $4,300,000.00 and classify the land as operational land; c. 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 *Local Government Act 1993* at its time of acquisition; d. Note that any submissions as they relate to the classification of the land as 'operational land', will not impact the purchase by Council; e. 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 f. Delegate authority to the General Manager to execute all documents in relation to the purchase **Moved Cr Coupland** **Seconded Cr Redwood** **DIVISION** The result being:- **FOR**: Crs S Coupland, P Gaddes, J Galletly, S McMichael, S Mepham, D O'Brien, P Packham, T Redwood and B Widders **AGAINST**: Crs M O'Connor and D Robinson **The Motion on being put to the vote was CARRIED**	Manners, Alex	**14 Feb 2023 11:44am Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 28 December 2022 to 30 June 2023 - Public Exhibition of the proposal to classify all land acquired through the purchase as "operational land" will be on display once settlement is finalised. **03 May 2023 11:09am Hoult, Melissa - Reallocation** Action reassigned to Manners, Alex by Hoult, Melissa **20 Jun 2023 11:49am Manners, Alex** 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. **20 Jun 2023 11:52am Manners, Alex - Target Date Revision**

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
					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. **30 Jun 2023 8:25am Manners, Alex** Public Exhibition of Land Classification has commenced 29 June 2023., The classification will cease after 28 days.
14/12/2022	Appointment of the NSW Electoral Commissioner to Administer Council's Elections	248/22	**RESOLVED** That Council: a) pursuant to s. 296(2) and (3) of *the Local Government Act 1993* (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council. 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. **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. **Moved Cr McMichael Seconded Cr Robinson** **The Motion on being put to the vote was CARRIED unanimously.**	Schaefer, Darren	**13 Feb 2023 10:11am Schaefer, Darren** Cost estimate has been sent in readiness for formal contract execution closer to the election. With elections being held September 2024, this status will remain until approximately 6-8months prior to the election where details are known and contracts can be formalised. **15 Mar 2023 12:30pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 28 December 2022 to 29 February 2024 - Contract to be formalised in Feb 2024

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
14/12/2022	Acquisition of 153 Rusden Street Armidale	251/22	**RESOLVED** That Council: a. Approve the acquisition of Lot 1, DP 137550 and Lot X, DP 163313 known as 153 Rusden Street, Armidale (**the Land**). b. Approve the expenditure of funds to the amount of $26,000 ex GST from Council's property reserve. c. Give public notice of the proposed acquisition of the Land and proposed resolution to classify the Land as operational under section 31 of the *Local Government Act 1993.* d. Delegate authority to the General Manager to negotiate the terms of the acquisition and to sign all documents and take any other action necessary to finalise the transaction. **Moved Cr Robinson** **Seconded Cr Redwood** **The Motion on being put to the vote was CARRIED unanimously.**	Walsh, Annabelle	**02 Feb 2023 4:45pm Boyce, Daniel** Appointed conveyancer. Awaiting sellers legal contract. **15 Mar 2023 11:13am Boyce, Daniel** Council legal now in possession of sales contract. **19 Apr 2023 11:24am Boyce, Daniel** Sales contract under review. **19 Jun 2023 10:21am Boyce, Daniel - Reallocation** Action reassigned to Walsh, Annabelle by Boyce, Daniel **21 Jun 2023 11:03am Boyce, Daniel** New Senior Property Specialist commenced and reviewing contract.
14/12/2022	Questions on Notice - Cr Robinson	259/22	**RESOLVED** That Council note the response to the Question on Notice submitted by Cr Robinson. **Moved Cr Robinson** **Seconded Cr McMichael** **The Motion on being put to the vote was CARRIED unanimously.**	Hoult, Melissa	**14 Feb 2023 10:27am Hoult, Melissa - Target Date Revision**

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
					Target date changed by Hoult, Melissa from 28 December 2022 to 23 June 2023 - Subject to the outcome of the special rate variation application to be determined by IPART, this matter may be able to be actioned in the 2023/24 financial year. If the SRV is approved and the operational plan includes this as an action, staff can be deployed to work on a fix.

Meeting Date	Report Title	Res #	Detail	Officer	Notes
22/03/2023	Planning Proposal for 57 Newton Street, Armidale	18/23	**RESOLVED** That Council: a. Endorse the Planning Proposal to amend the *Armidale Regional Local Environmental Plan* to regularise the permissibility of the light industry land uses that have historically and continually been carried out at 57 Newton Street, Armidale (Lot 4 DP 546075). b. 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. c. Seek authorisation from the Department of Planning and Environment to be the local plan-making authority. **Moved Cr Packham** **Seconded Cr Redwood**	Boyce, Daniel	**19 Apr 2023 10:34am Boyce, Daniel** Planning Proposal lodged with NSW Department of Planning and Environment for Gateway Determination. Gateway Determination received 19.4.23. **17 May 2023 11:57am Boyce, Daniel** PP on exhibition. Submissions close 25 May 2023. **21 Jun 2023 11:02am Boyce, Daniel**

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Ordinary and Extraordinary Council Meetings 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			The Motion on being put to the vote was CARRIED unanimously.		Public exhibition completed. No submission received. Report back to Council for adoption being drafted once mapping completed. **21 Jun 2023 2:36pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 05 April 2023 to 31 August 2023 **15 Aug 2023 8:09pm Boyce, Daniel** Report recommending finalisation of the PP on agenda for August 2023 OCM.
26/04/2023	Establishment of Leash-Free Areas in Guyra	30/23	**RESOLVED** That Council: a. Note the submissions received regarding the two (2) proposed leash-free areas for Guyra. b. Endorse Lot 701 DP 94244 (South Guyra Park, Sandon Street South Guyra) as a leash-free area. **c.** 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. **Moved Cr Mepham Seconded Cr O'Connor** **The Motion on being put to the vote was CARRIED unanimously.**	Mickerts, Rick	**17 May 2023 11:58am Boyce, Daniel - Reallocation** Action reassigned to Chetcuti, Ian by Boyce, Daniel **17 May 2023 4:23pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 10 May 2023 to 30 June 2023 - Media release publicised last week. Design stage is underway with some works to commence by the end of the 2023 financial year. **30 May 2023 10:43am Boyce, Daniel** Obtaining quotes for fencing.

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
					21 Jun 2023 11:01am Boyce, Daniel Fence quotes exceed budget. Project scope review under way. **21 Jun 2023 2:37pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 30 June 2023 to 31 July 2023 **21 Jun 2023 2:38pm Hoult, Melissa - Reallocation** Action reassigned to Mickerts, Rick by Hoult, Melissa **18 Jul 2023 6:57pm Boyce, Daniel** Revised quotes received. Scope to be further reviewed.
26/04/2023	Public Exhibition of Gates and Stock Grids on Public Roads Policy	34/23	**RESOLVED** That Council: a. Note the revised Policy POL087 – Gates and Stock Grids on Public Roads; b. Endorse the placement of revised Policy POL087 on public exhibition for 28 days; c. Run concurrent community engagement sessions in line with the public exhibition period, auspice by the Connected Region key pillar working group;	Manners, Alex	**17 May 2023 4:38pm Hoult, Melissa - Target Date Revision** 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. **20 Jun 2023 10:57am Manners, Alex**

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			d. Refer the outcomes of the public exhibition period and the community engagement sessions to the Connected Region key pillar working group and finalise the draft policy for determination by Council; e. Note, following that above, the implementation of the policy through the commencement of removal of obsolete grids and gates and the issue of new permits in accordance with the Roads Act (1993) following appropriate consultation with landholders. **Moved Cr Gaddes Seconded Cr Packham** **The Motion on being put to the vote was CARRIED unanimously.**		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. **30 Jun 2023 8:27am Manners, Alex** 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. **18 Jul 2023 1:52pm Manners, Alex - Target Date Revision**

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
					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 **16 Aug 2023, 10:04am, Manners, Alex** 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.
24/05/2023	Armidale Regional Council acknowledges that Armidale Regional Council sits on the lands of the Anaiwan, Banbai and Dunghutti People.		**MOTION** I hereby give notice of my intention to move the following motion at the Ordinary Council to be held on 24 May 2023. 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. **Moved Cr Widders** **Seconded Cr Packham**	Roncon, James	**21 Jun 2023 2:15pm Hoult, Melissa** 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. **21 Jun 2023 2:17pm Hoult, Melissa - Target Date Revision**

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			CR COUPLAND FORESHADOWED A MOTION **DIVISION** The result being:- **FOR:** Cr B Widders **AGAINST:** Crs S Coupland, P Gaddes, J Galletly, S McMichael, S Mepham, D O'Brien, M O'Connor, P Packham, T Redwood and D Robinson **The Chair declared the Motion LOST.** **FORESHADOWED MOTION** 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. **Moved Cr Coupland** **Seconded Cr O'Brien** **DIVISION** The result being:- **FOR:** Crs S Coupland, P Gaddes, J Galletly, S McMichael, S Mepham, D O'Brien, M O'Connor, P Packham, T Redwood and D Robinson **AGAINST:** Cr B Widders **The Foreshadowed Motion on being put to the vote was CARRIED**		Target date changed by Hoult, Melissa from 07 June 2023 to 31 August 2023

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			RESOLVED 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. **Moved Cr Coupland Seconded Cr O'Brien** **The Motion on being put to the vote was CARRIED**		
28/06/2023	Review of Property Addressing & Naming our Roads & Places Policy and Register of Pre-Endorsed Road and Places Names	73/23	**RESOLVED** That Council: a. Endorse the reviewed *Property Addressing and Naming our Roads and Places Policy* for public exhibition for a period of 28 days. b. Seek submissions for the reviewed Register of Pre-Endorsed Road and Place Names for a period of 28 days. c. Receive a further report once the submission period closes to consider any submissions received. **Moved Cr O'Connor Seconded Cr Redwood** **The Motion on being put to the vote was CARRIED unanimously.**	Boyce, Daniel	**18 Jul 2023 7:00pm Boyce, Daniel** Policy on public exhibition. Submissions must be received by Thursday 27 July 2023. **15 Aug 2023 8:34pm Boyce, Daniel** Public exhibition period closed 27 July 2023. Consultation was documentation e-mailed or posted to the attached list and inclusion on Council's 'Have your Say' and advertised on our social pages. One submission, which came from a community member, was received. Additional consultation proposed to be undertaken.

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
28/06/2023	Armidale Local Environmental Plan 2012 - Planning Proposal 22 - Schedule 5 Environmental Heritage Housekeeping Amendment	74/23	**RESOLVED** That Council: a. Endorse the Planning Proposal to undertake housekeeping amendments to Schedule 5 – Environmental Heritage and the associated Heritage Maps of the *Armidale Regional Local Environmental Plan 2012* to correct minor errors and mis-descriptions. b. Forward the endorsed Planning Proposal to the *NSW Department of Planning and Environment* with a request for Gateway Determination and exhibit the proposal in accordance with that determination. c. Seek authorisation from the *NSW Department of Planning and Environment* for Council to be the local plan-making authority. **Moved Cr Robinson** **Seconded Cr Redwood** **The Motion on being put to the vote was CARRIED unanimously.**	Boyce, Daniel	**13 Jul 2023 2:48pm Boyce, Daniel** Planning Proposal has been lodged with NSW DPE.
28/06/2023	Planning Agreement with Enerparc Australia Pty Ltd associated with the Tilbuster Solar Farm	75/23	**RESOLVED** That Council: 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: i. A lump sum payment of monetary contributions of $1,529,000 for public purposes determined by Council; and ii. Provision of funding for community engagement process to co-design the benefit sharing strategy for the Community Benefit Fund.	Boyce, Daniel	**17 Jul 2023 4:09pm Boyce, Daniel** VPA on public exhibition closing 26 July 2023. **15 Aug 2023 8:10pm Boyce, Daniel** No submissions received during exhibition. Requested original version of Planning Agreement document from the proponent so that the General Manager can execute.

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			b. The General Manager is authorised to do all things necessary to arrange the public notification of the PA. c. Following the public exhibition period, a report be presented to Council for further consideration, if any submissions are received. d. Council agrees to enter into the PA if no submissions are received during the public exhibition period, without any further report to Council being required, and the Council delegates to the General Manager the authority to execute all documents and do all other things necessary to enter into the PA on behalf of Council, and to effect the registration of the PA on the title to the land to which it applies. **Moved Cr Galletly** **Seconded Cr Robinson** **The Motion on being put to the vote was CARRIED unanimously.**		
28/06/2023	Question for Which Notice Has Been Given - Cr Robinson	84/23	**RESOLVED** That Council note the response to the Questions for which Notice has been Given provided by Cr Robinson. **Moved Cr Robinson** **Seconded Cr O'Connor** **The Motion on being put to the vote was CARRIED unanimously.**	Robinson, Dorothy	

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
26/07/2023	Business Ethics Policy	94/23	**RESOLVED** **That Council:** 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. 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. c. Table the report at the next meeting of the Audit, Risk and Improvement Committee for information. **Moved Cr McMichael** **Seconded Cr O'Connor** **The Motion on being put to the vote was CARRIED unanimously.**	Schaefer, Darren	
26/07/2023	Legislation Compliance Policy	95/23	**RESOLVED** **That Council:** 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. 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. c. Subject to adoption, refer the Policy to the Audit, Risk and Improvement Committee for information.	Schaefer, Darren	

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			Moved Cr McMichael Seconded Cr O'Connor **The Motion on being put to the vote was CARRIED unanimously.**		
26/07/2023	Evaluation Report and Recommendation - ARC Building Trades Panel of Pre Qualified Contractors	100/23	**RESOLVED** That Council: a. Accept the following suppliers for inclusion into its Building Trades Prequalified Panel of contractors for a two-year period subject to the terms and conditions, quality, resources, rates and services as tendered: • Davies and Sons Electrical Services Pty Ltd • R&R Communications • Vince Williams Electrical • Armidale Electrical • Tri Tech Security Armidale • M J Straub PTY LTD – T/A First Flush Plumbing and Gas • Flick Anticimex Pty Ltd • Rentokil Initial Pty Ltd • Bri Ant Pest Control • Statewide Pest Solutions & Bird Netting Pty Ltd • AS and IJ Sole T/a Sustainable Plant Design • Dynamic Fire	Bower, Tom	**15 Aug 2023 8:38pm Boyce, Daniel** Noted. Tender Evaluation Report circulated to Councillors. **15 Aug 2023 8:38pm Boyce, Daniel - Reallocation** Action reassigned to Bower, Tom by Boyce, Daniel

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Meeting Date	Report Title	Res #	Detail	Officer	Notes
			• Lockman Doors and Glass • Love Paint Pty Ltd • EnviroScience Solutions • Hazchek Pty Ltd • Rice Construction Group Pty Ltd • Sunwest Constructions Pty Ltd • Chill-Rite Refrigeration & Air Conditioning • Armidale Air Conditioning Pty Ltd • Faircloth & Reynolds b. Perform a Public Tender refreshment/on boarding process in 12 months and/or as specified to consider other entrants in the market for Council's Building Trades Panel of Pre-qualified Contractors based on terms and conditions, quality, resources, rates and services as tendered and; 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. **Moved Cr O'Brien Seconded Cr Packham** **The Motion on being put to the vote was CARRIED unanimously.**		

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
26/07/2023	Mayoral Minute - Appointment of Acting General Manager	90/23	**RESOLVED** That Council; a. Appoint Chief Officer Planning and Activation, Mr Daniel Boyce, to the role of Acting General Manager from Monday 1 September 2023 to Friday 20 October 2023 whilst General Manager, Mr James Roncon, is on a period of annual leave. b. Approves that the General Manager's Delegations of Authority and Authorisations pursuant to *Part 3 of the Local Government Action 1993 Sections 377 and 381* be issued to Council's Chief Officer Planning and Activation, Mr Daniel Boyce, to be able to carry out all functions of the General Manager whilst in the role of Acting General Manager from Monday 1 September 2023 to Friday 20 October 2023. **Moved Cr Coupland** **The Motion on being put to the vote was CARRIED unanimously.**	Hoult, Melissa	**15 Aug 2023 10:58am Hoult, Melissa - Completion** Action completed by Hoult, Melissa - Delegations have been updated for Daniel Boyce during this time.
26/07/2023	Mayor and Councillors Remuneration 2023-24	91/23	**RESOLVED** That Council: a) Fix the following fees payable for the 2023-24 financial year: Councillor Annual Fee $26,070 Mayor Additional Annual Fee $64,390 b) Note that the annual fee fixed and payable to the Mayor is in addition to the fee paid to the Mayor as a Councillor. **Moved Cr O'Brien** **Seconded Cr O'Connor**	Newsome, Ann	**15 Aug 2023 12:19pm Newsome, Ann - Completion** Action completed by Newsome, Ann - advise being given to Payroll. Impact of change discussed with General Manager.

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			The Motion on being put to the vote was CARRIED unanimously.		
26/07/2023	Council Actions Report January 2022 - June 2023	92/23	**RESOLVED** That Council notes the report summarising the actions taken on the resolutions of Council. **Moved Cr Redwood** **Seconded Cr Robinson** **The Motion on being put to the vote was CARRIED unanimously.**	Giandomenico, Michaella	**15 Aug 2023 11:20am Giandomenico, Michaella - Completion** Action completed by Hoult, Melissa - For noting, no action required.
26/07/2023	Cash and Investment Report 30 April 2023	93/23	**RESOLVED** That Council note the Cash and Investment Report for April 2023. **Moved Cr Mepham** **Seconded Cr Packham** **The Motion on being put to the vote was CARRIED unanimously.**	Newsome, Ann	**15 Aug 2023 12:18pm Newsome, Ann** noted and complete **15 Aug 2023 12:19pm Newsome, Ann - Completion** Action completed by Newsome, Ann - noted and complete
26/07/2023	Kempsey Road Status Report	96/23	**RESOLVED** That Council note information within the report regarding the Kempsey –Armidale Road Restoration Project following the Steering Committee held Thursday 13 July 2023. **Moved Cr Redwood** **Seconded Cr O'Brien** **The Motion on being put to the vote was CARRIED unanimously.**	Manners, Alex	**16 Aug 2023, 10:09am Manners, Alex – Completion** Monthly Report for Noting only.

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
26/07/2023	Mayoral Minute: General Manager's Performance Review	101/23	**RESOLVED** That Council: a. Note and endorse the Review Panels assessment of the General Managers 2022-23 Annual Performance Review as 'Outstanding' with an overall average rating of 9.10 out of 10, noting that 16 of 20 KPI's were assessed as a 'Significant Strength' and 4 of 20 KPI's were assessed as 'Area of Strength'. b. That the GM's remuneration be adjusted as follows: i. Reduce the annual car contribution from $16,000 to $12,000. ii. the increase in the Superannuation Guarantee Levy be borne by Armidale Regional Council. iii. provide the opportunity to work remotely in the week following an Ordinary Council Meeting. **Moved Cr Coupland** **The Motion on being put to the vote was CARRIED unanimously.**	Hoult, Melissa	**15 Aug 2023 11:18am Hoult, Melissa** Item A of the resolution is for noting. Part B, i & ii has been actioned by the CFO.

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TRIM: AINT2023/XXXXX

Renewable Energy Community Benefit Framework

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

1. RENEWABLE ENERGY COMMUNITY BENEFIT FRAMEWORK

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

- secure off-site benefits for the community so that renewable energy development delivers a net community benefit;
- ensure that the wider community share in the benefits resulting from renewable energy development in the LGA;
- ensure that the costs and benefits of renewable energy development will be equitably distributed within the community and inter-generationally.

2. LEGISLATIVE AND REGULATORY FRAMEWORK

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

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

3. PLANNING AGREEMENTS

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

4. COMMUNITY BENEFIT

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

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

DRAFT

5. PUBLIC PURPOSE

The public purpose that funds will be applied to include works to embellish public spaces, the provision of spaces for public recreation and community facilities, the provision of affordable housing and works to rehabilitate or conserve biodiversity values, or some other public purpose if the Council reasonably considers that the public interest would be better served by applying the funds towards that other purpose.

6. GOVERNANCE AND INTER-GENERATIONAL EQUITY

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

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

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

1- Ernst and Young. (2015). Strategic Options for Delivering Ownership and Benefit Sharing Models for Wind Farms in NSW (p. 53). Sydney, Australia: NSW Office of Environment and Heritage

2 - Hicks, J., Lane, T., Wood, E. Hall, N., Webb, A. and Mey, F. (2018) Enhancing Social Outcomes from Wind Development in Australia: Evaluating Community Engagement and Benefit Sharing. Clean Energy Council, Melbourne.

3 - Clean Energy Council (2019). A guide to benefit sharing options for renewable energy projects.

Department of Planning and Environment

Gateway Determination

***Planning proposal (Department Ref: PP-2023-626)**: to schedule a light industry as an additional permitted use on Lot 4 DP 546075, 57 Newton Street, Armidale*.

I, the Director, Northern Region at the Department of Planning and Environment, as delegate of the Minister for Planning and Public Spaces, have determined under section 3.34(2) of the *Environmental Planning and Assessment Act 1979* (the Act) that an amendment to the Armidale Regional Local Environmental Plan 2012 to schedule a light industry as an additional permitted use on Lot 4 DP 546075, 57 Newton Street, Armidale should proceed subject to the following conditions:

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

(a) the planning proposal authority has satisfied all the conditions of the gateway determination;

(b) the planning proposal is consistent with applicable directions of the Minister under section 9.1 of the EP&A Act or the Secretary has agreed that any inconsistencies are justified; and

(c) there are no outstanding written objections from public authorities.

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

Gateway Conditions

1. Public exhibition is required under section 3.34(2)(c) and clause 4 of Schedule 1 to the Act as follows:

   (a) the planning proposal is categorised as standard as described in the *Local Environmental Plan Making Guidelines* (Department of Planning and Environment, 2022) and must be made publicly available for a minimum of 20 working days; and

   (b) the planning proposal authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in *Local Environmental Plan Making Guidelines* (Department of Planning and Environment, 2021).

2. No consultation is required with public authorities or government agencies under section 3.34(2)(d) of the EP&A Act.

3. A public hearing is not required to be held into the matter by any person or body under section 3.34(2)(e) of the EP&A Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or if reclassifying land).

Dated 18 day of April 2023.

Jeremy Gray
Director, Northern Region
Local and Regional Planning
Department of Planning and Environment

Delegate of the Minister for Planning and Public Spaces

PP-2023-626 (IRF 23/710)

ARMIDALE Regional Council

Planning Proposal No. 19

57 Newton Street, Armidale Additional Permitted Use
Lot 4 DP546075

March 2023

Armidale Regional Council
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Document Control

Revision	Date	Purpose
1.0	28/2/2023	Draft for internal review
1.1	11/3/2023	Updated draft for internal review

EXECUTIVE SUMMARY

Table 1 – Executive Summary Table

Item	Planning Proposal Response
Site Address	57 Newton Street, Armidale
Real Property Description	Lot 4 DP546075
Existing Planning Controls	R1 General Residential Zone
Proposed Amendments	Additional permitted use for light industry
Technical Studies Relied Upon	• Armidale Industrial Land Study (AEC Group, 2013) • New England Development Strategy (Worley Parsons, 2010)

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INTRODUCTION

The Planning Proposal Site

The site the subject of this Planning Proposal (PP) is Lot 4 DP 546075, which is known as 57 Newton Street, Armidale. The location of the site is shown in **Figure 1** and an aerial photograph provided in **Figure 2**.

The site has an area of 36 perches by title, which converts to 910.543m². The site contains an existing commercial building sited on the northern and eastern boundaries of the site. The majority of the remainder of the site is hard paved and used for parking and manoeuvring. **Plate 1** and **Plate 2** shows the site from Newton Street and Dawson Avenue.

Plate 1 - Subject site from Newton Street

Plate 2 – Subject Site from Dawson Avenue

Planning Proposal No. 19 – 57 Newton Street Armidale Additional Permitted Use

ARMIDALE Regional Council

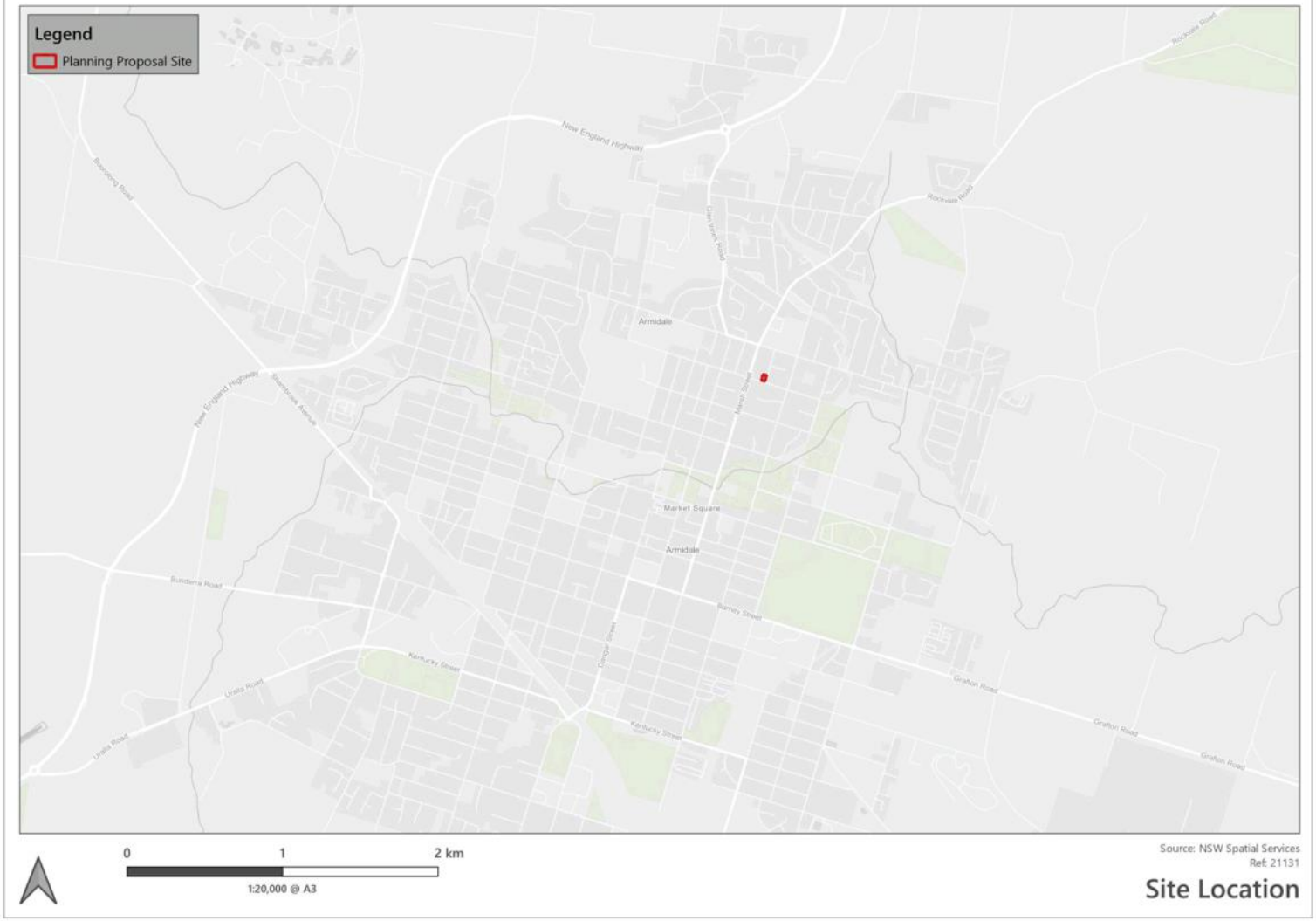

Figure 1 - Site Location

- 1 -

ARMIDALE Regional Council

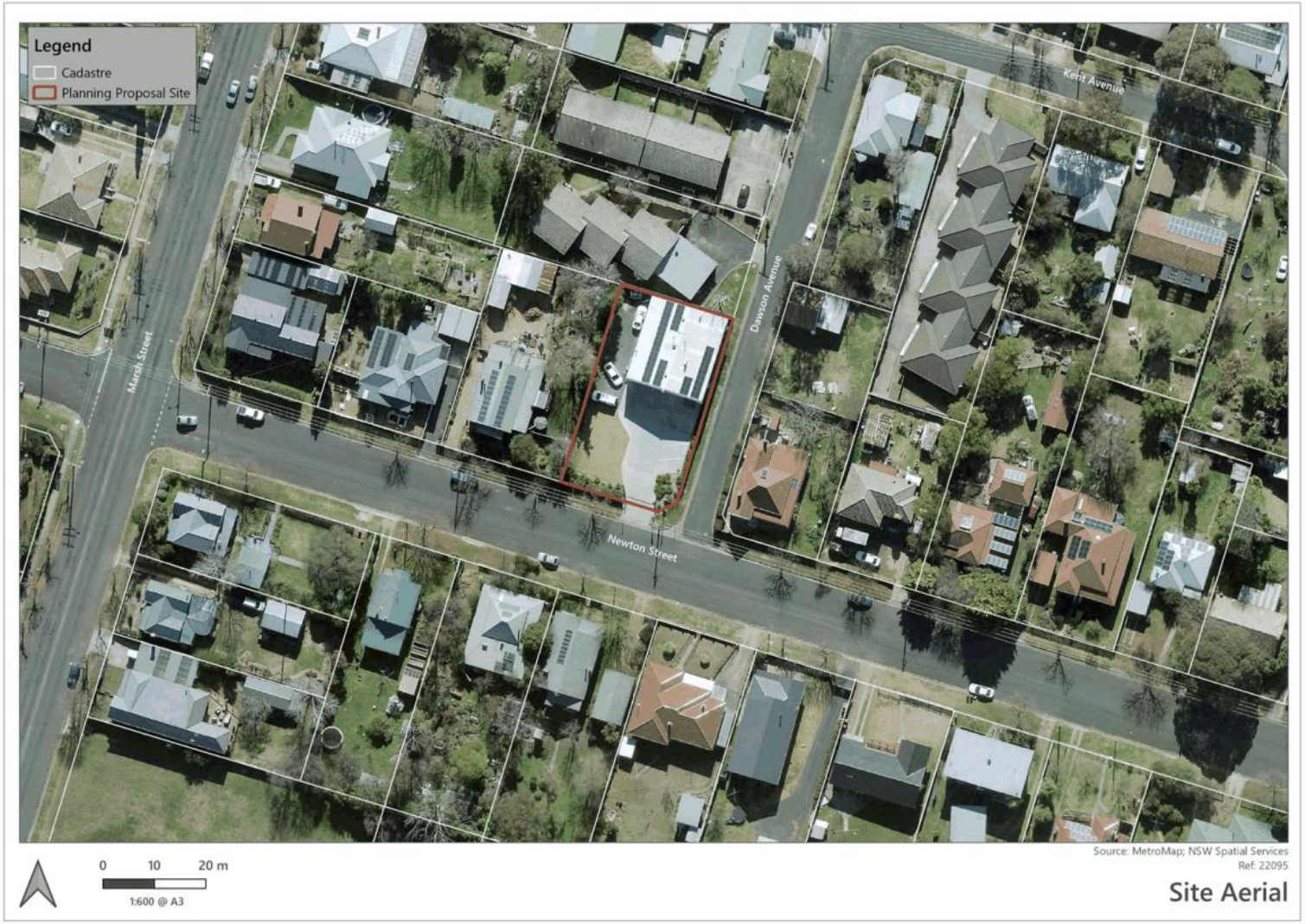

Figure 2 - Site Aerial

The site is zoned R1 General Residential under *Armidale Regional Local Environmental Plan 2012* (LEP).

History of the Site

In 1961 a bus depot was approved on the site, which is understood to have been a permissible land use at the time. In 1971 the building was extended to the west, which is understood to have been permitted through existing use provisions.

Figure 3 provides an historic aerial photograph of the site from 1962.

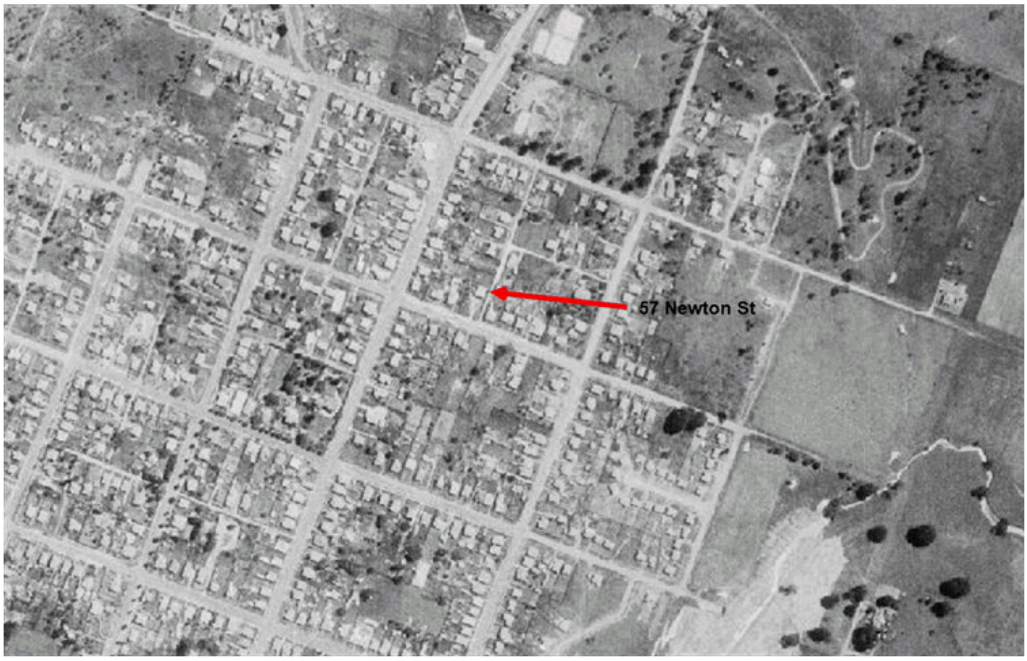

Figure 3 - Aerial Imagery 1962 (Source: Spatial Collaboration Portal)

In 2011 Council granted development consent on the site for Alterations and Additions and Change of Use to Office and Storage for Construction Material. The assessment report indicated that the DA was granted on the basis of existing use rights with both the existing and proposed uses being Light Industrial land use.

A subsequent DA was approved by Council in 2017 for a change of use from Office, Workshop & Storage to Showroom/Office & Workshop.

Site Context

The site is located to the north of the Armidale Central Business District (CBD), just to the east of the main arterial road (Marsh Street) that provides connection from the CBD to both the bypass road and Thalgarrah. As shown in **Figure 4** and **Figure 5**, the site is located in an area predominated by residential development, with commercial type land uses scattered along Marsh Street.

Figure 4 - Land Use

ARMIDALE Regional Council

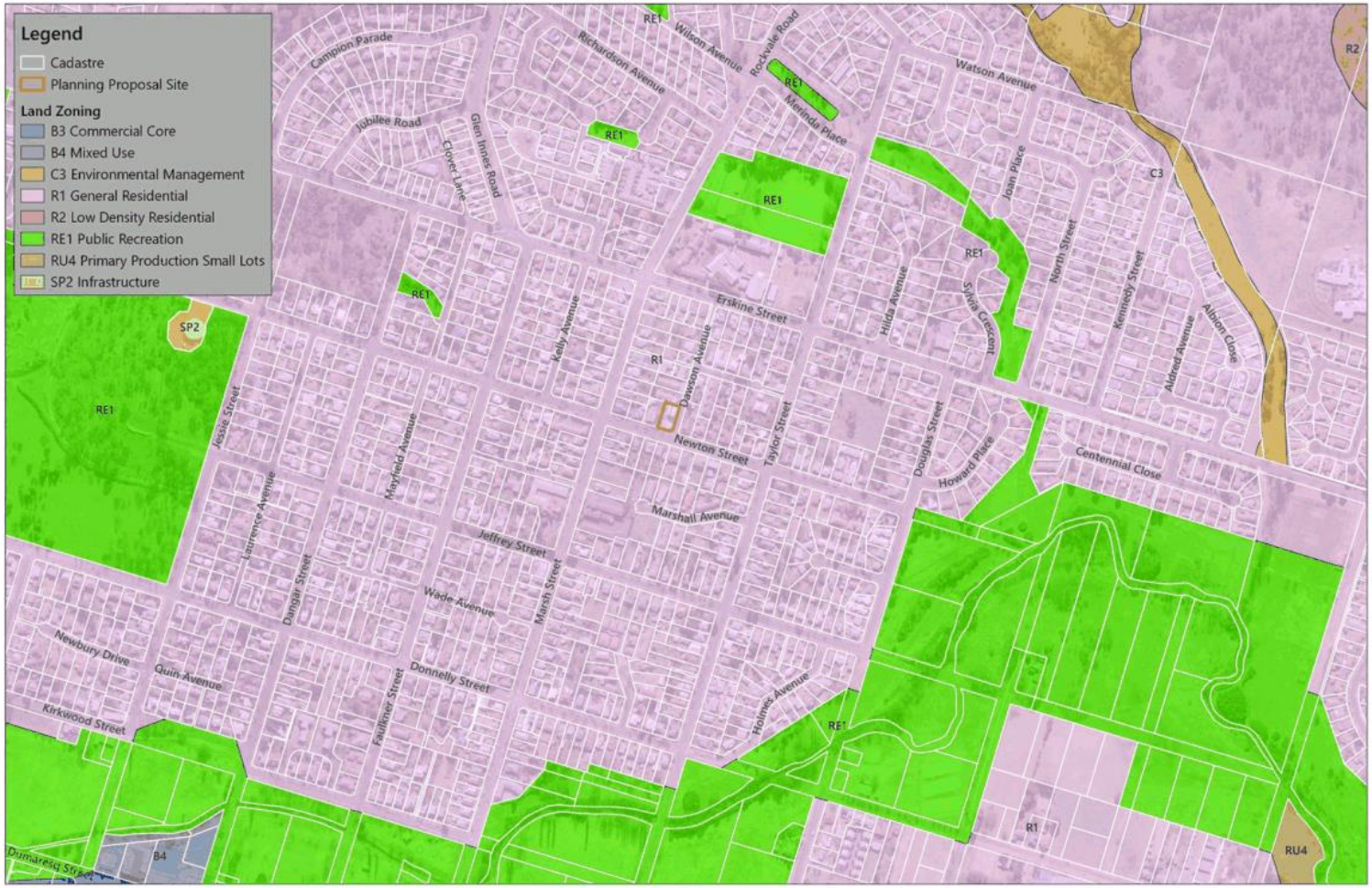

Figure 5 - LEP Zoning

PART 1 – OBJECTIVES OR INTENDED OUTCOMES

Objective

The objective of the Planning Proposal)PP) is to amend *Armidale Regional Local Environmental Plan 2012* (LEP) to regularise the permissibility of the light industrial land uses that have historically and continually been carried out at 57 Newton Street, Armidale.

PART 2 - EXPLANATION OF PROVISIONS

The PP includes the following intended provisions:

- Amend the Armidale Regional LEP 2012 Schedule 1 to include an Additional Permitted Use for the site as follows:

  "**10 Use of certain land at 57 Newton Street, Armidale**

  (1) This clause applies to land at 57 Newton Street, Armidale, being Lot 4 DP 546075.

  (2) Development for the purposes of Light Industry is permitted with development consent.
- Amend the Armidale Regional LEP 2012 Additional Permitted Uses Map to include the site.

PART 3 - JUSTIFICATION

Section A. Need for the planning proposal

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

Armidale Local Strategic Planning Statement: A Plan for 2040

The Armidale Regional LSPS:

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

The LSPS vision is:

> *The Armidale Regional Council local government area is an exemplary sustainable region of New England, defined by its rich agricultural lands and its attractive natural environment, complemented by a series of well serviced interconnected communities, with the city of Armidale as the regional hub.*
>
> *The Armidale area offers a positive, healthy and vibrant country lifestyle. Its identity is founded on its diverse economy, cultural heritage, civic and educational institutions and strong sense of community (Armidale Regional Council, 2020).*

The Armidale Regional Local Strategic Planning Statement aims to meet the community's future social, economic and environmental needs by addressing important strategic land use planning and development issues. The LSPS identifies priorities for the Armidale Regional Local Government Area that will support and develop the local identity, values and opportunities. It will shape the land use over time and the development standards we use. Immediate, short, medium and long term actions have been developed as part of the LSPS to help deliver on these priorities and the vision for the future.

Table 2 below summarises the directions of the LSPS, provides comment on the directions and actions of the Plan that are directly relevant to the Planning Proposal, and indicates whether the Proposal is considered to be consistent or inconsistent with the LSPS.

Table 2 – Armidale Local Strategic Planning Statement: A Plan for 2040

DIRECTIONS & APPLICABLE ACTIONS	TIMEFRAME OF IMPLEMENTATION	Planning Proposal response – is the Proposal consistent with the Strategy? COMMENTS
Theme 1. Community		
1a) Population Growth		
i) Endorse the NSW Population Projections as the basis for all Council strategic planning activities.	Immediate: 2020	Not relevant.
ii) Use the current version of the NSW Population Projections as the basis for all Council strategic planning activities.	Ongoing	Not relevant.
1b) Settlement Network		
i) Prepare a place-based strategy to guide future growth and development of each of the following villages and immediate surrounds consistent with the desired future character of the relevant village: a) Ben Lomond; b) Black Mountain; c) Ebor; d) Hillgrove; and e) Wollomombi.	Immediate: 2020/21	Not relevant.
ii) Prepare a place-based strategy to guide future growth and development of Guyra and immediate surrounds consistent with the desired future character of the centre.	Immediate: 2021/22	Not relevant.
iii) Prepare a place-based strategy to guide future growth and development of Armidale and immediate surrounds consistent with "regional city" status.	Immediate: 2022/23	Not relevant.
iv) Review and amend the merged LEP in response to the above-mentioned strategy findings.	Subject to related strategy timing.	Not relevant.

Table 2 – Armidale Local Strategic Planning Statement: A Plan for 2040

DIRECTIONS & APPLICABLE ACTIONS	TIMEFRAME OF IMPLEMENTATION	Planning Proposal response – is the Proposal consistent with the Strategy? COMMENTS
1c) Land for Housing		
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.	Short-term	Not relevant.
ii) Review and amend the merged LEP, in response to the above-mentioned study outcomes, to: a) allow development of land identified as being required and suitable for residential and related purposes.	Subject to related study timing.	Not relevant.
1d) 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	Not relevant.
ii) Review and amend the merged LEP, in response to the above-mentioned study outcomes, to: a) allow the development of housing options identified as being required to meet existing and projected future community needs.	Subject to related study timing.	Not relevant.
Theme 2. Economy		
2a) Armidale CBD		

Table 2 – Armidale Local Strategic Planning Statement: A Plan for 2040

DIRECTIONS & APPLICABLE ACTIONS	TIMEFRAME OF IMPLEMENTATION	Planning Proposal response – is the Proposal consistent with the Strategy? COMMENTS
i) Undertake such studies as are required to: a) identify opportunities to facilitate revitalisation of the Armidale central business district consistent with "regional city" status; and b) address the related land use planning implications.	Short-term	Not relevant.
ii) Review and amend the merged LEP, subject to the above-mentioned study outcomes to: (a) allow development designed to revitalise the Armidale central business district.	Subject to related study timing.	Not relevant.
2b) 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.	Short-term	Not relevant.
ii) Review and amend the merged LEP, as soon as practicable and/or in response to the above-mentioned study outcomes, to: a) protect areas identified as being important or potentially important agricultural land; and b) require development proponents to address important agricultural land values in areas containing or potentially containing such values.	2021+	Not relevant.

Table 2 – Armidale Local Strategic Planning Statement: A Plan for 2040

DIRECTIONS & APPLICABLE ACTIONS	TIMEFRAME OF IMPLEMENTATION	Planning Proposal response – is the Proposal consistent with the Strategy? COMMENTS
2c) Agribusiness		
i) Undertake such studies as are required to: a) identify opportunities to develop agribusiness and related facilities, and the appropriate circumstances for such development; and b) address the related land use planning implications.	Short-term	Not relevant.
ii) Review and amend the merged LEP, in response to the above-mentioned study outcomes, to: a) allow the development of agribusiness and related activities under the defined circumstances.	Subject to related study timing.	Not relevant.
2d) Employment Land		
i) Undertake such studies as are required to: a) identify land required and suitable for commercial or industrial and related purposes to support diversification of the local economy; and b) address the related land use planning implications.	Short-term	May form part of these future studies.
ii) Review and amend the merged LEP, in response to the above-mentioned study outcomes, to: (a) allow development of land identified as being required and suitable for commercial or industrial and related purposes.	Subject to related study timing.	May form part of these future studies.

Table 2 – Armidale Local Strategic Planning Statement: A Plan for 2040

DIRECTIONS & APPLICABLE ACTIONS	TIMEFRAME OF IMPLEMENTATION	Planning Proposal response – is the Proposal consistent with the Strategy? COMMENTS
2e) Tourism 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	Not relevant.
ii) Review and amend the merged LEP, subject to the above-mentioned study outcomes, to: a) allow the development of tourism and related facilities under the defined circumstances.	Subject to related study timing.	Not relevant.
Theme 3. Infrastructure		
3a) Infrastructure		
i) Undertake such studies as are required to: a) identify existing and likely future infrastructure requirements to achieve desired standards of service and to service projected growth and related development; and b) address the related land use planning implications.	Short-term	Not relevant.
ii) Review and amend the merged LEP, as soon as practicable and/or in response to the above-mentioned study outcomes, to: a) facilitate the delivery of infrastructure to achieve desired standards of service and to service projected	Subject to related study timing.	Not relevant.

Table 2 – Armidale Local Strategic Planning Statement: A Plan for 2040

DIRECTIONS & APPLICABLE ACTIONS	TIMEFRAME OF IMPLEMENTATION	Planning Proposal response – is the Proposal consistent with the Strategy? COMMENTS
growth and related development; and b) require development proponents to address infrastructure requirements.		
3b) Transport Corridors		
i) Undertake such studies as are required to: a) identify the existing and likely future operational requirements of major transport corridors and related infrastructure; and b) address the related land use planning implications.	Medium-term	Not relevant.
ii) Review and amended the merged LEP, as soon as practicable and/or in response to the above-mentioned study outcomes, to: a) protect the operation of major transport corridors, including related infrastructure; and b) require development proponents to address major transport corridor operational requirements in areas impacting or potentially impacting such requirements.	2021+	Not relevant.
3c) 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.	Short-term	Not relevant.
ii) Review and amend the merged LEP, as soon as practicable	2021+	Not relevant.

Table 2 – Armidale Local Strategic Planning Statement: A Plan for 2040

DIRECTIONS & APPLICABLE ACTIONS	TIMEFRAME OF IMPLEMENTATION	Planning Proposal response – is the Proposal consistent with the Strategy? COMMENTS
and/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.		
3d) Armidale Hospital		
i) Undertake such studies as are required to: a) identify whether opportunities exist to cluster development related to the Armidale Rural Referral Hospital near the Hospital site, and if so, under what circumstances; and b) address the related land use planning implications.	Medium-term	Not relevant.
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 circumstances.	Subject to related study timing.	Not relevant.
3e) Education Facilities		
i) Undertake such studies as are required to: a) identify opportunities to develop education and related facilities, and the appropriate circumstances for such	Medium-term	Not relevant.

Table 2 – Armidale Local Strategic Planning Statement: A Plan for 2040

DIRECTIONS & APPLICABLE ACTIONS	TIMEFRAME OF IMPLEMENTATION	Planning Proposal response – is the Proposal consistent with the Strategy? COMMENTS
development; and b) address the related land use planning implications.		
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.	Not relevant.
3f) Facilities for 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	Not relevant.
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.	Not relevant.
3g) 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	Not relevant.

Table 2 – Armidale Local Strategic Planning Statement: A Plan for 2040

DIRECTIONS & APPLICABLE ACTIONS	TIMEFRAME OF IMPLEMENTATION	Planning Proposal response – is the Proposal consistent with the Strategy? COMMENTS
ii) Review and amend the merged LEP, subject to the above-mentioned study outcomes, to: a) allow the development of open space and recreation facilities under the defined circumstances; and b) facilitate the development of the open space network.	Subject to related study timing.	Not relevant.
3h) Renewable Energy		
i) Undertake such studies as are required to: a) identify whether opportunities exist to develop renewable energy production facilities, and if so, under what circumstances; and b) address the related land use planning implications.	Medium-term	Not relevant.
ii) Review and amend the merged LEP, subject to the above-mentioned study outcomes, to: a) allow the development of renewable energy production facilities under the defined circumstances.	Subject to related study timing.	Not relevant.
Theme 4. Environment		
4a) Natural Environment		
i) Undertake such studies as are required to: a) identify areas of high or potential high natural environmental value; and b) address the related land use planning implications.	Short-term	Not relevant.

Table 2 – Armidale Local Strategic Planning Statement: A Plan for 2040

DIRECTIONS & APPLICABLE ACTIONS	TIMEFRAME OF IMPLEMENTATION	Planning Proposal response – is the Proposal consistent with the Strategy? COMMENTS
ii) Review and amend the merged LEP, as soon as practicable and/or in response to the above-mentioned study outcomes, to: a) protect areas identified as being of high or potentially high natural environmental value; and b) require development proponents to address natural environmental values in areas containing or potentially containing such values.	2021+	Not relevant.
4b) 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.	Short-term	Not relevant.
ii) Review and amend the merged LEP, as soon as practicable and/or in response to the above-mentioned study outcomes, to: a) protect sites identified as being of cultural heritage or potential cultural heritage value; and b) require development proponents to address cultural heritage values on sites containing or potentially containing such values.	2021+	Not relevant.
4c) Natural Hazards		
i) Undertake such studies as are required to:	Short-term	Not relevant.

Table 2 – Armidale Local Strategic Planning Statement: A Plan for 2040

DIRECTIONS & APPLICABLE ACTIONS	TIMEFRAME OF IMPLEMENTATION	Planning Proposal response – is the Proposal consistent with the Strategy? COMMENTS
a) identify areas impacted or potentially impacted by natural hazards, including flooding and bushfire; 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) restrict development in areas identified as being impacted or potentially impacted by natural hazards; and b) require development proponents to address natural hazards on sites / in areas impacted or potentially impacted by such hazards.	2021+	Not relevant.
4d) Contaminated Land		
i) Undertake such studies as are required to: a) identify sites impacted or potentially impacted by contamination; and b) address the related land use planning implications.	Short-term	Not relevant.
ii) Review and amend the merged LEP, as soon as practicable and/or in response to the above-mentioned study outcomes, to: a) manage development on sites identified as being impacted or potentially impacted by contamination; and b) require development proponents to address	2021+	Not relevant.

Table 2 – Armidale Local Strategic Planning Statement: A Plan for 2040

DIRECTIONS & APPLICABLE ACTIONS	TIMEFRAME OF IMPLEMENTATION	Planning Proposal response – is the Proposal consistent with the Strategy?
		COMMENTS
contamination on sites impacted or potentially impacted by contamination.		

New England Development Strategy (NEDS)

The NEDS was prepared for the New England Strategic Alliance Councils, which included the former Armidale Dumaresq, Guyra, Uralla and Walcha LGAs. Specifically,

> *The Strategy outlines key land use policies and principles for the four LGAs, and provides the planning context for the preparation of local environmental plan (LEP) provisions. The Strategy has a time frame of approximately 25 years, to 2032.*
>
> *The intent of the Strategy is to:*
>
> - *Recommend actions for achieving the vision prepared by each Council for its LGA*
> - *Make recommendations for achieving sustainable land use in the Sub-region*
> - *Facilitate preparation of a single LEP or consistent LEPs for the New England Sub-region to simplify the planning process and help ensure that the Councils take coordinated planning decisions (Worley Parsons, 2010)p. 7.*

The NEDS report notes in relation to industrial land:

> ***Objectives – Industrial land provision***
>
> *Provide adequate industrial land to meet demand for development and enable employment opportunities.*
>
> ***Policies – Industrial land provision***
>
> - *The LEP within the New England Sub-region will provide adequate industrial zoned land for each of the towns to meet demand for development and enable employment opportunities.*

The proposed PP is consistent with the retention of industrial land meeting the demand for development and will continue to provide employment opportunities.

Armidale Industrial Land Study: Armidale Dumaresq Council (AILS)

The AILS was prepared to:

> *assess the existing and future supply and demand for industrial land in Armidale to determine whether there is a need for additional industrial land release. The study provides recommendations on how Council can ensure the adequate supply of industrial land to meet demand for development and facilitate investment and employment opportunities (AEC Group, 2013)p.ii.*

The report identified that there was strong demand for industrial land and a lack of current supply. The report also identified areas for future industrial land release. Whilst the PP site is not within any of the identified areas, it is consistent with the report as it will formalise the continued use of the site for the historic and continuous use of the site in a light industrial manner.

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

The light industrial use of the site has been continuing to operate under existing use rights since the permissible uses of the site were changed in 2008.

There are considered to be three (3) options to achieve the outcomes of the PP. The first is to retain the status quo and rely upon existing use rights for continued retail operations on site. By virtue of the limitations surrounding existing use rights within the *Environmental Planning & Assessment Regulation 2021*, such a use can only extend to minor alterations and additions, and does not permit rebuilding of premises or significant intensification of the land use. The existing use rights are also limited by continuance of use provisions.

The second and preferred option is the PP option, which is to provide for an additional permitted use of "light industry" on the site. This option would permit the continued use of the site whilst allowing for modernisation and improving functionality/flexibility which cannot be reasonably achieved utilising option 1.

The third option would be to rezone the site to a IN2 Light Industrial Zoning, like has occurred at 351 Beardy Street and 15-25 Grafton Road. This option is potentially appropriate to apply to the site, however, it would require more detailed consideration to ensure the blanket rezoning is appropriate. This option is considered to be a long-term strategy to consider, however, would not enable more immediate reuse of the site due to the time to appropriate the require studies.

Section B. Relationship to strategic planning framework

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

New England North West Regional Plan 2041

The *New England North West Regional Plan 2041* (NSW Department of Planning & Environment, 2022)('NENW Regional Plan') provides the strategic planning framework for the region for the next 20 years. The NENW Regional Plan provides an overarching framework to guide subsequent and more detailed land use plans, development proposals and infrastructure funding decisions.

The NENW Regional Plan 2041 is provided in five (5) parts, each of which have overarching objectives and subsequent strategies in order to achieve the objective and overall vision.

Table 2 below summarises the directions of the NENW Regional Plan, provides comment on the strategies of the Plan that are directly relevant to the Planning Proposal, and indicates whether the Proposal is considered to be consistent or inconsistent with the Plan.

The PP site is identified as "urban land" on Figure 11 of the NENW Regional Plan as replicated in **Figure 6**. The PP is consistent with this mapping.

Table 3 – New England North West Regional Plan 2041

OBJECTIVES & APPLICABLE STRATEGIES	Planning Proposal response – is the Proposal consistent with the Strategy? COMMENTS
Part 1 Growth, change and opportunity	
Objective 1: Coordinate land use planning for future growth, community need and regional economic development	
Strategy 1.1 Land use planning strategies should consider the four key settlement planning principles outlined in the Regional Plan and be referred to the Department of Planning, Industry and Environment for endorsement.	Not relevant this PP.
Strategy 1.2 Maximise the cost-effective and efficient use of infrastructure by focusing development around existing infrastructure and promote co-location of new infrastructure.	Consistent. Will utilise existing infrastructure installed in the area.
Strategy 1.3 Undertake infrastructure service planning to establish that land can be feasibly serviced prior to rezoning.	Not relevant.
Strategy 1.4 Foster resilience and lower emissions in infrastructure planning at a local, intra-regional and cross border scale.	Not relevant.
Strategy 1.5 When updating a LSPS or land use strategy, councils should concurrently prepare infrastructure strategies with a schedule of the major infrastructure items for any employment or residential release area.	Not relevant.
Part 2 Productive and innovative	
OBJECTIVE 2: Protect the viability and integrity of rural land	
Strategy 2.1 Use local strategic planning to: • protect the productive capacity of important agricultural land	Not relevant.

Table 3 – New England North West Regional Plan 2041

OBJECTIVES & APPLICABLE STRATEGIES	Planning Proposal response – is the Proposal consistent with the Strategy? COMMENTS
• supplement State and regional mapping and policy implementation • minimise land use conflict that may restrict the use of important agricultural land • identify initiatives to protect and enhance the future viability of important agricultural land • protect the integrity of existing and planned areas of intensive agriculture.	
Strategy 2.2 Ensure land use planning provisions are proportionate to the quality of the land for agriculture and the scarcity of productive agricultural land in the region.	Not relevant.
OBJECTIVE 3: Expand agribusiness and food processing sectors	
Strategy 3.1 Facilitate agribusiness employment and income-generating opportunities through the regular review of planning and development controls.	Not relevant.
Strategy 3.2 Protect established agriculture clusters and identify expansion opportunities in local plans, avoiding land use conflicts, particularly with residential and rural residential land uses.	Not relevant.
Strategy 3.3 Investigate options to access secure water resources through the Regional Water Strategies and Dungowan and Malpas Dam Business Cases.	Not relevant.
OBJECTIVE 4: Responsibly manage mineral resources	
Strategy 4.1 Use local strategic planning and planning proposals to consider the ongoing operation of mining and resource extraction and future development of known resources by: • identifying and protecting key areas of mineral, petroleum and energy resources potential	Not relevant.

Table 3 – New England North West Regional Plan 2041

OBJECTIVES & APPLICABLE STRATEGIES	Planning Proposal response – is the Proposal consistent with the Strategy? COMMENTS
• protecting related infrastructure, such as road and rail freight routes, from development that could affect current or future extraction.	
Strategy 4.2 Consult with the NSW Division of Mining Exploration and Geoscience when assessing applications for land use changes (strategic land use planning, rezoning and planning proposals) and new developments or expansions.	Not relevant.
Strategy 4.3 Support diversification of mining economies. Strategic planning and local plans should consider opportunities to: • identify future mine closure dates • understand potential changes in water availability, economic/skill profiles and demographics • consider land use changes and mine rehabilitation activities to maximise future economic opportunities.	Not relevant.
OBJECTIVE 5: Enhance the diversity and strength of Central Business Districts and town centres	
Strategy 5.1 Use strategic planning and land use plans to maintain and enhance the function of established commercial centres by: • simplifying planning controls • developing active city streets that retain local character • facilitating a broad range of uses within centres in response to the changing retail environment • maximising the transport and community facilities commensurate with the scale of the proposal.	Not relevant.
Strategy 5.2 Strengthen the function of CBDs by focussing future commercial and retail activity in existing commercial centres, unless: • there is a demonstrated need	Not relevant.

Table 3 – New England North West Regional Plan 2041

OBJECTIVES & APPLICABLE STRATEGIES	Planning Proposal response – is the Proposal consistent with the Strategy? COMMENTS
• there is a lack of suitable sites elsewhere within existing centres • there is positive social and economic benefit to locate activity elsewhere. Where out-of-centre commercial areas are proposed, they must be of an appropriate size for their service catchment.	
Strategy 5.3 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.	Not relevant.
Strategy 5.4 Undertake place-based precinct planning for commercial centres to guide development of the area over time. A place-based precinct plan will set out the intended future land uses, open space linkages, infrastructure and built form outcomes for the area. It is prepared in consultation with local communities and Government stakeholders to improve public realm and green infrastructure including open spaces to enhance the vitality and viability of those centres.	Not relevant.
OBJECTIVE 6: Coordinate the supply of well-located employment land	
Strategy 6.1 Use strategic planning and local plans to: • generate, retain, manage and safeguard significant employment lands • respond to characteristics of the resident workforce and those working in the LGA and neighbouring LGAs • identify local and subregional specialisations • identify future employment lands and align infrastructure to support these lands • provide flexibility in local planning controls • respond to future changes in industry to allow a transition to new opportunities • ensure the employment lands are supported by freight access, critical infrastructure and protected from encroachment by incompatible development	The PP will aid with the retention of the existing employment lands on the site.

Table 3 – New England North West Regional Plan 2041	
OBJECTIVES & APPLICABLE STRATEGIES	**Planning Proposal response – is the Proposal consistent with the Strategy?** **COMMENTS**
• identify measures to safeguard against impact to the environment, transport networks and sensitive uses, such as schools and housing.	
OBJECTIVE 7: Support a diverse visitor economy	
Strategy 7.1 Use local plans to: • enhance the amenity, vibrancy and safety of centres and township precincts • create green and open spaces and enhance existing green infrastructure, such as local and regional parks, for tourist and recreation facilities • support the development of places for artistic and cultural activities • protect heritage, biodiversity and agriculture to enhance cultural tourism, agritourism and eco-tourism • provide flexibility in planning controls to allow sustainable agritourism and ecotourism • improve public access and connection to heritage through innovative interpretation.	Not relevant.
Strategy 7.2 Support a diverse visitor economy in national parks and Crown lands through collaboration between National Parks and Wildlife Service (NPWS), Crown Lands, Destination NSW, destination networks, councils and local tourism organisations to encourage and welcome visitors.	Not relevant.
Part 3: Sustainable and resilient	
OBJECTIVE 8: Adapt to climate change and natural hazards and increase climate resilience	
Strategy 8.1 When preparing local strategic plans, be consistent with and adopt the principles outlined in the State-wide Natural Hazards package.	Not relevant.
Strategy 8.2	No significant known risk.

Table 3 – New England North West Regional Plan 2041

OBJECTIVES & APPLICABLE STRATEGIES	Planning Proposal response – is the Proposal consistent with the Strategy? COMMENTS
Where significant risk from natural hazard is known or presumed, complete or update hazard strategies to inform new land use strategies and consult with emergency service providers and local emergency management committees. Hazard strategies should investigate options to minimise risk such as voluntary housing buy back schemes.	
Strategy 8.3 Use local strategic planning and local plans to adapt to climate change and reduce exposure to natural hazards by: • taking a risk-based-approach to determining natural hazard risk in local strategic planning by using the best available science in consultation with the NSW Government, emergency service providers, local emergency management committees and bush fire risk management committees • locating development away from areas of known high bushfire risk and flood risk to reduce the community's exposure to natural hazards • identifying industries and locations that would be negatively impacted as a result of climate change and natural hazards and preparing strategies to mitigate negative impacts and identify new paths for growth • considering changes to flood hazards resulting from major infrastructure projects (such as Inland Rail and other significant road upgrades) on existing and future land use, flood mitigation options, feasibility studies and updates to floodplain risk management plans • preparing, reviewing and implementing flood risk management plans in existing and new growth areas to improve community resilience to the impacts of flooding and to enable flood constraints to be incorporated into planning processes early for future development • updating flood studies and flood risk management plans after a major flood event incorporating new data and lessons learnt • communicate natural hazard risk through updated flood studies and strategic plans.	Not relevant.
Strategy 8.4 Resilience and adaptation plans should consider opportunities to:	Not applicable to the PP.

Table 3 – New England North West Regional Plan 2041

OBJECTIVES & APPLICABLE STRATEGIES	Planning Proposal response – is the Proposal consistent with the Strategy? COMMENTS
• encourage sustainable and resilient building design and materials (such as forest products) including the use of renewable energy to displace carbon intensive or fossil fuel intensive options • promote sustainable land management including Ecologically Sustainable Forest Management (ESFM) • address urban heat through building design at precinct scale that considers climate change and future climatic conditions to ensure that buildings and public spaces are designed to protect occupants in the event of heatwaves and extreme heat events • integrate emergency management and recovery needs into new and existing urban areas including evacuation planning, safe access and egress for emergency services personnel, buffer areas, building back better, whole-of-life cycle maintenance and operation costs for critical infrastructure for emergency management • promote economic diversity, improved environmental, health and well-being outcomes and opportunities for cultural and social connections to build more resilient places and communities • protect vulnerable infrastructure assets and mitigate potential network failures.	
OBJECTIVE 9: Lead renewable energy technology and investment	
Strategy 9.1 When developing strategic plans: • support the development of renewable energy storage options and distributed energy systems that are located close to their point of use • support effective early community consultation.	Not relevant.
Strategy 9.2 When reviewing LEPs and local strategic planning statements: • ensure current land use zones encourage and promote new renewable energy infrastructure • identify and mitigate impacts on views, local character and heritage where appropriate • undertake detailed hazard studies	Not relevant.

Table 3 – New England North West Regional Plan 2041	
OBJECTIVES & APPLICABLE STRATEGIES	**Planning Proposal response – is the Proposal consistent with the Strategy?** **COMMENTS**
• encourage energy efficient buildings and use of buildings materials which have been manufactured by some degree of renewable energy.	
OBJECTIVE 10: Support a circular economy	
Strategy 10.1 Support the development of circular economy, hubs, infrastructure and activities and consider employment opportunities that may arise from circular economies and industries that harness or develop renewable energy technologies and will aspire towards an employment profile that displays a level of economic self-reliance, and resilience to external forces.	Not relevant.
Strategy 10.2 Use strategic planning and waste management strategies to support a circular economy, including dealing with waste from natural disasters and opportunities for new industry specialisations.	Not relevant.
Strategy 10.3 Consider freight access, capacity and interface issues. Facilities will need to be located to accommodate required freight movements.	Not relevant.
OBJECTIVE 11: Sustainably manage and conserve water resources	
Strategy 11.1 Strategic planning and local plans should consider: • impacts to water quality from land use change • water supply availability and issues, constraints and opportunities early in the planning process • partnering with local Aboriginal communities to care for Country and waterways • locating, designing, constructing and managing new developments to minimise impacts on water catchments, including downstream waterways and groundwater resources	Not relevant to this PP.

ARMIDALE Regional Council

Table 3 – New England North West Regional Plan 2041

OBJECTIVES & APPLICABLE STRATEGIES	Planning Proposal response – is the Proposal consistent with the Strategy? COMMENTS
• possible future diversification of town water sources, including groundwater, stormwater harvesting and recycling • promoting an integrated water cycle management approach to development • encouraging the reuse of water in new developments for urban greening and for irrigation purposes • improving provision for stormwater management and water sensitive urban design • ensuring sustainable development of higher-water use industries by considering water availability and constraints, supporting more efficient water use and reuse, and locating development where water can be accessed without significantly impacting on other water users or the environment • identifying and protecting drinking water catchments and storages in strategic planning and local plans.	
Strategy 11.2 Encourage a whole of catchment approach to land use and water management across the region that considers climate change, water security, sustainable demand and growth, the natural environment and investigate options for water management through innovation.	Not relevant to this PP.
OBJECTIVE 12: Protect regional biodiversity and areas of High Environmental Value	
Strategy 12.1 Protect, maintain and restore important environmental assets in strategic planning and local plans by: • focusing land-use intensification away from HEV land and implementing the 'avoid, minimise and offset' hierarchy in strategic plans, local environmental plans and planning proposals • updating existing biodiversity mapping with new mapping in local environmental plans where appropriate • identifying HEV land within the rezoning area at planning proposal stage through site investigations • applying appropriate mechanisms such as conservation zones and Biodiversity Stewardship Agreements to protect HEV land within a rezoning area • considering climate change risks to HEV land	Not relevant to this PP.

Table 3 – New England North West Regional Plan 2041

OBJECTIVES & APPLICABLE STRATEGIES	Planning Proposal response – is the Proposal consistent with the Strategy? COMMENTS
• considering riparian environments, water catchment areas and groundwater sources to avoid potential development impacts.	
Strategy 12.2 Support the Biodiversity Conservation Trust in delivering private land conservation programs by: • educating landholders on conservation outcomes and financial opportunities available through conservation agreements on private land • encouraging and supporting landholders to participate in private land conservation • encouraging landholders to prioritise investment in biodiversity corridors and linkages. • supporting Aboriginal communities to participate.	Not relevant to this PP.
Strategy 12.3 Protect, maintain and enhance HEV on public land by assessing council managed land for the presence of HEV to identify land suitable for conservation agreements.	Not relevant to this PP.
Strategy 12.4 Consider the needs of climate refugia for threatened species and other key species in strategic planning including biodiversity and conservation planning.	Not relevant to this PP.
Strategy 12.5 Councils should preserve, enhance and link existing and potential biodiversity corridors across the region and avoid further fragmentation of these linkages, by: • including biodiversity corridor mapping in LEPs as a map overlay with associated clause • identifying land with connectivity values and opportunities for landholders to voluntarily participate in corridor enhancement/ active rehabilitation/ restoration projects that strengthen and enhance regional connectivity • review land zonings on land where there are opportunities to protect high priority corridor areas.	Not relevant to this PP.

Table 3 – New England North West Regional Plan 2041	
OBJECTIVES & APPLICABLE STRATEGIES	**Planning Proposal response – is the Proposal consistent with the Strategy?** **COMMENTS**
Strategy 12.6 Strategic planning and local plans should consider opportunities to: • use available TSR mapping and categorisation methods to identify potential biodiversity corridors and linkages in the local landscape • establish relevant partnerships with LALCs and other councils to protect and manage TSRs • include TSRs in biodiversity corridor mapping in LEPs.	Not relevant to this PP.
Strategy 12.7 Protect biodiversity values in urban release areas. Strategic planning and local plans should consider opportunities to: • incorporate validated and up-to-date environmental data • encourage biodiversity certification by councils at the precinct scale for high growth areas and by individual landholders at the site scale, where appropriate • focus land use intensification away from areas of identified HEV and protect HEV with planning controls • use buffers to separate or manage incompatible land uses and thereby minimise impacts on biodiversity.	Not relevant to this PP.
Part 4 Housing and place	
OBJECTIVE 13: Provide well located housing options to meet demand	
Strategy 13.1 Local housing strategies are to be consistent with the Local Housing Strategy Guideline and the regional plan.	Not relevant to this PP.
Strategy 13.2 Ensure local plans encourage and facilitate a range of housing options in well located areas to accommodate the projected household change.	Not relevant to this PP.
Strategy 13.3 New rural residential housing is to be located on land which has been approved in an existing strategy endorsed	Not relevant to this PP.

Table 3 – New England North West Regional Plan 2041	
OBJECTIVES & APPLICABLE STRATEGIES	**Planning Proposal response – is the Proposal consistent with the Strategy?** **COMMENTS**
by the Department of Planning and Environment	
OBJECTIVE 14: Provide more affordable and low cost housing	
Strategy 14.1 Assess the potential to renew social housing to increase and diversify social housing stock.	Not relevant to this PP.
OBJECTIVE 15: Understand, respect and integrate Aboriginal culture and heritage	
Strategy 15.1 Consider applying dual names to important places, features or local infrastructure.	Not relevant to this PP.
OBJECTIVE 16: Support the aspirations of Aboriginal people and communities in local planning	
Strategy 16.1 Provide opportunities for the region's LALCs to interact with and utilise the NSW planning system and the planning pathways available to achieve development aspirations.	Not relevant to this PP.
Strategy 16.2 Councils consider engaging Aboriginal identified staff within their planning teams to facilitate strong relationship building between councils, Aboriginal communities and key stakeholders such as Local Aboriginal Land Councils and local Native Title holders.	Not relevant to this PP.
Strategy 16.3 Partner with Aboriginal communities to align strategic planning and community aspirations including enhanced Aboriginal economic participation, enterprise and land management.	Not relevant to this PP.
OBJECTIVE 17: Celebrate local character	
Strategy 17.1 Ensure strategic planning and local plans recognise and enhance local character through use of local character	Not relevant to this PP.

Table 3 – New England North West Regional Plan 2041	
OBJECTIVES & APPLICABLE STRATEGIES	**Planning Proposal response – is the Proposal consistent with the Strategy?** **COMMENTS**
statements in local plans and in accordance with the NSW Government's *Local Character and Place Guideline*.	
Strategy 17.2 Celebrate buildings of local heritage significance by • retaining the existing use where possible • establishing a common understanding of appropriate reuses • exploring history and significance • considering temporary uses • designing for future change of use options	Not relevant to this PP.
OBJECTIVE 18: Public spaces and green infrastructure support connected, inclusive and healthy communities	
Strategy 18.1 Councils should aim to undertake public space needs analysis and develop public space infrastructure strategies for improving access and quality of all public space to meet community need for public spaces. This could include: • planning for new and improved public space that supports the 10 principles for quality public space of the NSW Public Spaces Charter • drawing on community feedback to identify the quantity, quality and the type of public space required • prioritising the delivery of new and improved quality public space to areas of most need • considering the needs of future and changing populations • considering the location of existing educational facilities and their associated walking catchments • identifying walkable connectivity improvements and quality and access requirements that would improve use and enjoyment of existing infrastructure • consolidate, link and enhance high quality open spaces and recreational areas.	Not relevant to this PP.
Strategy 18.2	Not relevant to this PP.

Table 3 – New England North West Regional Plan 2041	
OBJECTIVES & APPLICABLE STRATEGIES	**Planning Proposal response – is the Proposal consistent with the Strategy?** **COMMENTS**
Public space improvements should consider the local conditions and users, including embracing opportunities for greening and applying water sensitive urban design principles.	
Strategy 18.3 Encourage the use of council owned land for temporary community events and creative practices where appropriate by reviewing development controls.	Not relevant to this PP.
Strategy 18.4 Strategic planning and local plans should consider opportunities to: • increase urban tree cover in towns and centres including main streets and pedestrian areas • ensure new residential and urban release areas incorporate street tree plantings. • use local plant species for tree planting as a first preference when appropriate. • use koala feed tree species where appropriate in public open spaces, excluding roadsides. • provide well-designed built shade in playgrounds, sports and recreation facilities and public spaces.	Not relevant to this PP.
Strategy 18.5 Local environmental plan amendments that propose to reclassify public open space must consider the following: • the role or potential role of the land within the open space network • how the reclassification is strategically supported by local strategies such as open space or asset rationalisation strategies • where land sales are proposed, details of how sale of land proceeds will be managed • the net benefit or net gain to open space.	Not relevant to this PP.
Part 5 Connected and accessible	
OBJECTIVE 19: Leverage new and upgraded infrastructure	

Table 3 – New England North West Regional Plan 2041

OBJECTIVES & APPLICABLE STRATEGIES	Planning Proposal response – is the Proposal consistent with the Strategy? COMMENTS
Strategy 19.1 Apply zoning and development controls to: • support the operation of Inland Rail and minimise land use conflicts which could limit network capacity. • capitalise on growth opportunities that arise outside the SAP boundaries.	Not relevant to this PP.
OBJECTIVE 20: Improve state and regional freight connectivity	
Strategy 20.1 Optimise the efficiency and effectiveness of the freight network by: • protecting, maintaining and improving the existing and emerging freight transport network • balancing land use conflict with the need to support efficient freight capacity.	The PP would not impact on these matters.
Strategy 20.2 Support the operation of regional airports and aerodromes in local planning to: • manage and protect airport and aerodrome land uses and airspace to support aviation operations (including regular public and private transport, air freight and medical services) and related business • limit the encroachment of incompatible development • identify and activate employment lands surrounding airports and aerodromes with flexible planning controls • provide for the future potential expansion of airports and aerodromes.	Not relevant to this PP.
OBJECTIVE 21: Improve active and public transport networks	
Strategy 21.1 Encourage active and public transport use by: • prioritising pedestrian amenity within centres • providing a legible, connected and accessible network of pedestrian and cycling facilities	Not relevant to this PP.

Table 3 – New England North West Regional Plan 2041	
OBJECTIVES & APPLICABLE STRATEGIES	**Planning Proposal response – is the Proposal consistent with the Strategy?** **COMMENTS**
• delivering accessible transit stops and increasing convenience at interchanges to serve an ageing custome incorporating emerging anchors and commuting catchments in bus contract renewal • integrating the active transport network with public transport facilities • creating opportunities for new active transport corridors and links that deliver safe pedestrian and cycle infrastructure to and from existing and future schools.	
OBJECTIVE 22: Utilise emerging transport technology	
Strategy 22.2 Consider smart technology in the development of local plans.	Not relevant to this PP.
Local Government Narratives	
Deliver a variety of housing options in Armidale and promote development that contributes to the unique character of Ben Lomond, Black Mountain, Guyra, Ebor, Hillgrove, Llangothlin and Wollomombi	Not relevant to this PP.
Foster the growth of knowledge-based services, high-order education services and health-related industries in Armidale CBD and around the Armidale Rural Referral Hospital and University of New England	Not relevant to this PP.
Armidale Regional Airport as an opportunity for year-round tourism and a hub for state emergency services	Not relevant to this PP.
Upgrade the airport to ensure full functionality for the RFS fleet	Not relevant to this PP.
Support the development of employment lands such as the Airport Business Park and Acacia Park	Not relevant to this PP.
Using NBN fibre to the premises to grow businesses	Not relevant to this PP.
Support the sustainable and effective management of water resources to enable drought-proofing	Not relevant to this PP.
Encourage diversification in agriculture, horticulture and agribusiness to grow these sectors and harness domestic and international opportunities	Not relevant to this PP.

Table 3 – New England North West Regional Plan 2041	
OBJECTIVES & APPLICABLE STRATEGIES	**Planning Proposal response – is the Proposal consistent with the Strategy?**
	COMMENTS
Support the New England Regional Arts Museum and other arts organisations to position the LGA as a recognised arts and cultural centre in regional Australia	Not relevant to this PP.
Implement place-based planning principles to build more liveable communities for residents	Not relevant to this PP.
Leverage the proposed REZ and to identify and promote wind, solar and other renewable energy production opportunities.	Not relevant to this PP.
Acknowledge and support new and emerging opportunities presented in the nationally significant greenhouse industry which will continue to grow and evolve at Guyra.	Not relevant to this PP.

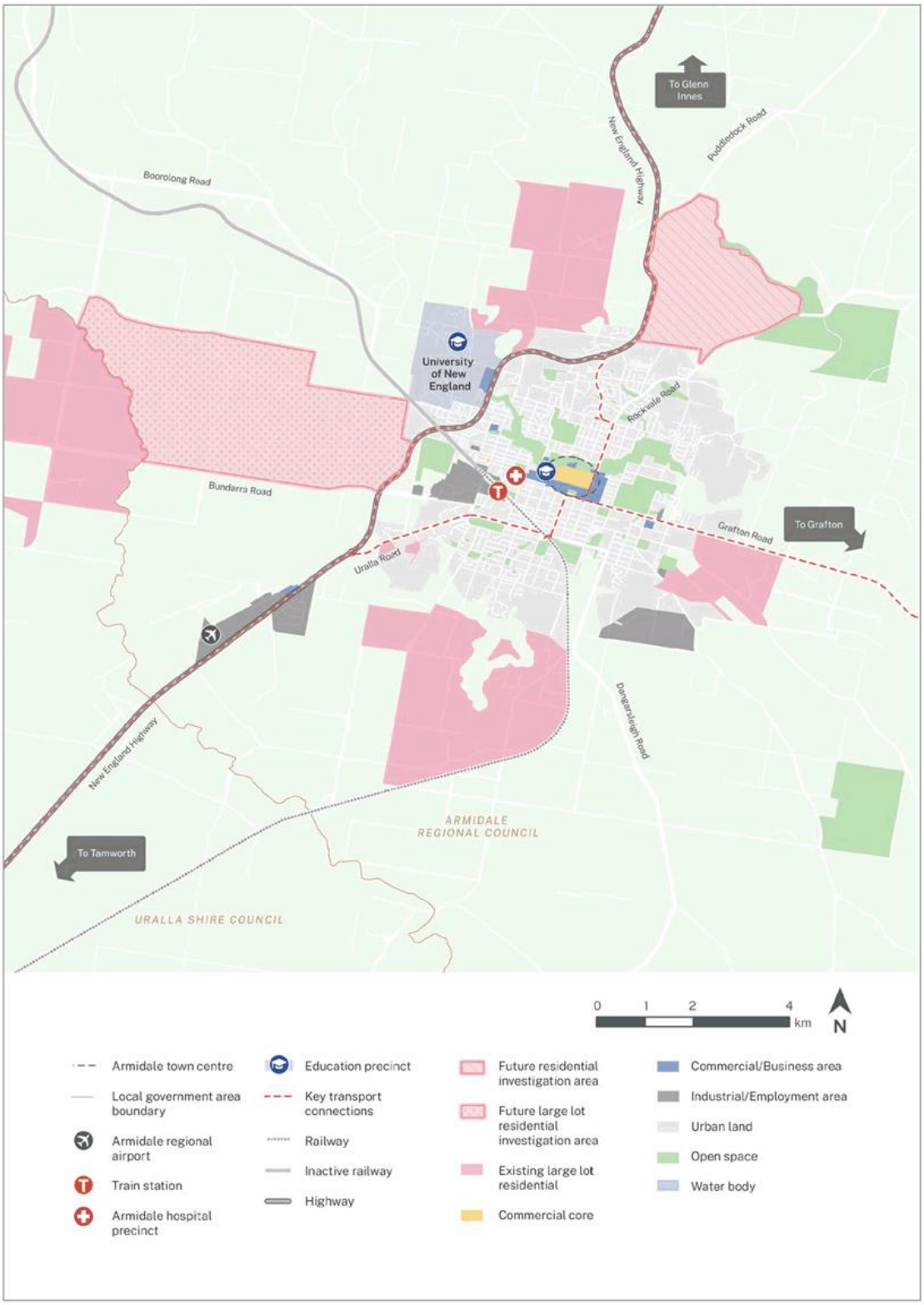

Figure 6 - Armidale Strategic Centre Plan (Figure 11 of NENW Regional Plan 2041)

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

As outlined in the response provided in Q1.

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

No plans in addition to those already addressed.

Q6. Is the planning proposal consistent with applicable SEPPs?

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

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

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

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

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

Section C. Environmental, social, and economic impacts

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

The site and its surrounds are mapped as "not classified" on the State Vegetation Type Map (refer **Figure 7**).

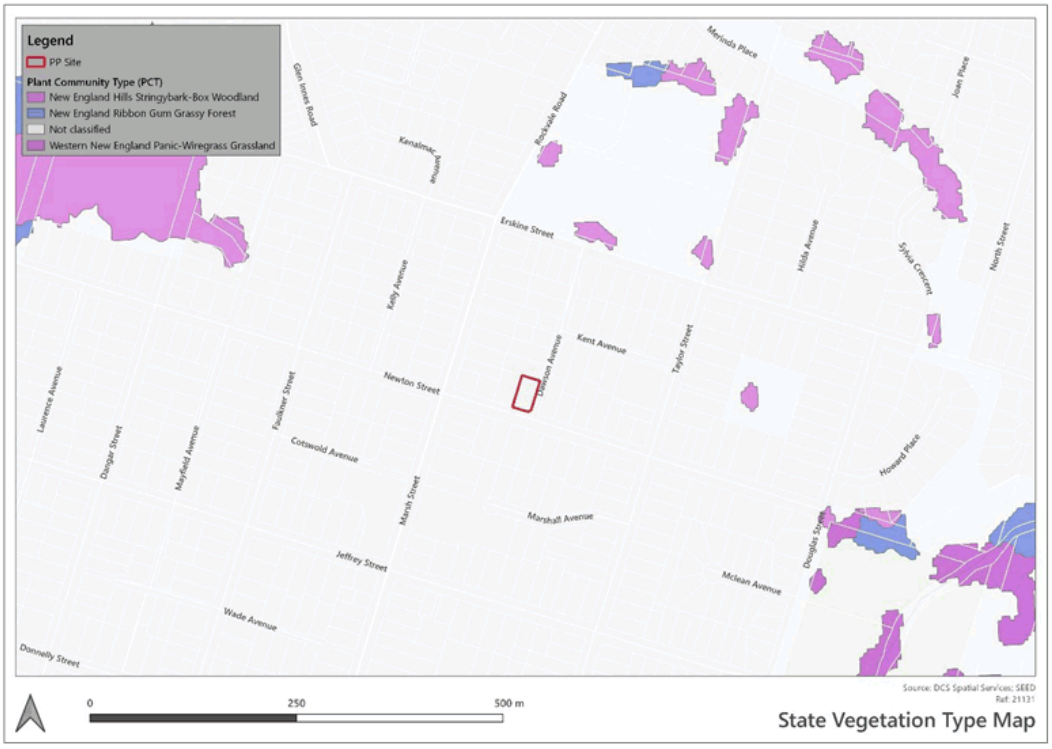

Figure 7 – State Vegetation Type Map

The Site does not contain any land mapped as being of Biodiversity Value by the Office of Environment and Heritage (OEH) Biodiversity Values Map (refer **Figure 8**).

There are no threatened species mapped as recorded, by BioNet, as occurring on or near the site (refer **Figure 9**).

The site is highly modified through previous use of the site, as shown in **Plate 1** and **Plate 2**. It does not contain any significant or remnant vegetation. Based on this, it is not expected that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected as a result of the PP.

Figure 8 – Biodiversity Values Map

Figure 9 – BioNet Search

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

There are no other likely environmental effects as a result of the PP.

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

Heritage

A search of the State Heritage Inventory has revealed the site is not mapped as containing any items of non-Aboriginal heritage significance. An Aboriginal Heritage Information Management System (AHIMS) Search has identified that no items of Aboriginal heritage significance have been identified on the site (refer **Attachment C**).

Based on the absence of items of heritage significance, it is not expected that the PP would be likely to impact on any items/areas of heritage significance.

Estimate the number of jobs

The PP will regularise the lawfulness of the existing retail use of the site. This will provide certainty for existing and future employment on the site.

Identify the impact on existing social infrastructure

Given the existing use of the site, the PP is not expected result in a measurable impact on existing social infrastructure.

Identify the need for public open space or impacts on green infrastructure

The PP is not expected to result in an increased need for public open space or green infrastructure.

Identify the impact on existing industrial centres

The PP will regularise the lawfulness of the existing industrial use of the site. It is expected to have an immeasurable impact on the existing industrial zones within the Armidale area.

Measures to mitigate any adverse social or economic impacts, where necessary, and whether additional studies are required

Nil required.

Public Benefits

On balance of issues, the PP is expected to result in a net public benefit through the certainty it will provide in continued use of the site and services provided to the local community.

Section D. Infrastructure (Local, State and Commonwealth)

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

The site has existing connections to reticulated potable water supply and sewerage infrastructure. The use is in existence on the site. Given this it is understood that site has access to adequate existing public infrastructure.

The site has direct access to Newton Street, which is a two lane two way local street. The continued industrial use of the site is not expected to result in exceedances of the capacity of the local network.

Section E - State and Commonwealth Interests

Q.12 What are the views of state and federal public authorities and government agencies consulted in order to inform the Gateway determination?

There are no State or Commonwealth Public Authorities deemed to be required to be consulted as part of this PP unless DPE determines otherwise.

PART 4 – MAPPING

The LEP "Additional Permitted Uses Map – Sheet APU_002AA" is to be amended to include the site as Item 10 as generally shown below. Council's GIS Officer will finalise these in the standard technical format required by the Department prior to finalisation of the PP.

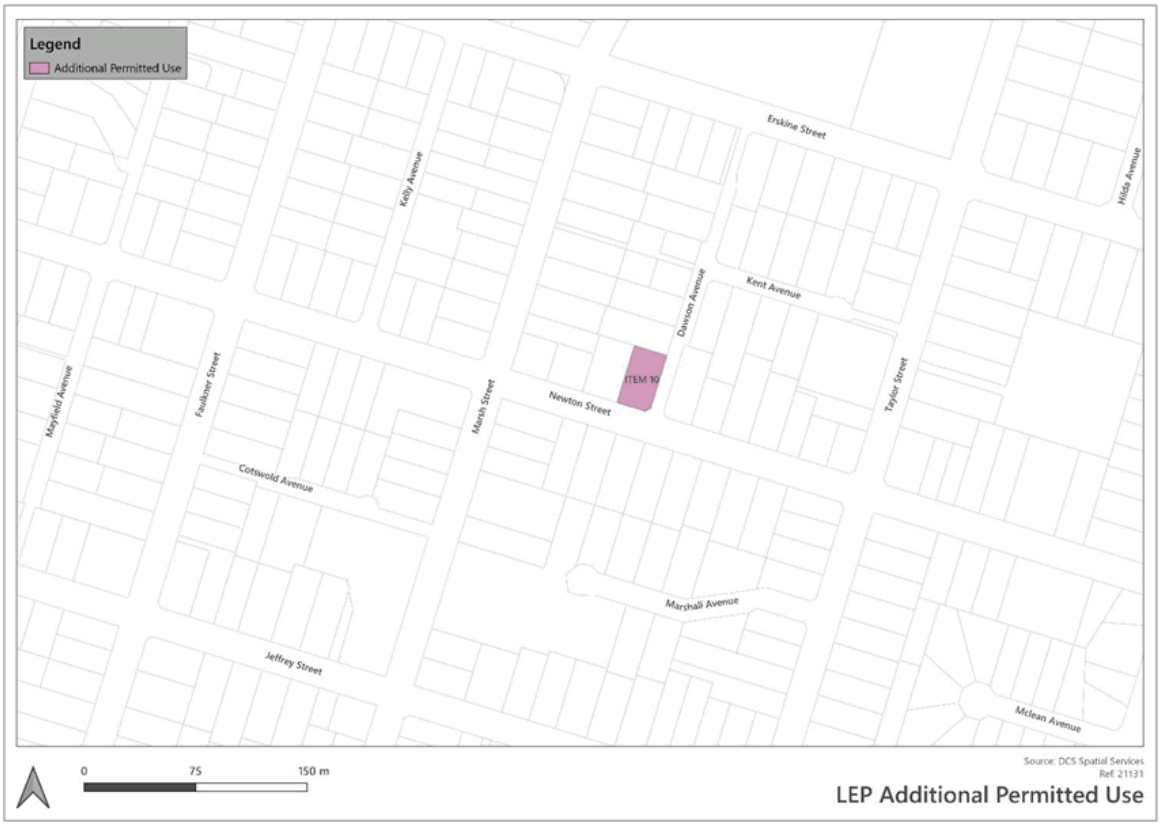

Figure 10 – Additional Permitted Use LEP Map

PART 5 –COMMUNITY CONSULTATION

Preliminary consultation with DPE indicated the PP could be undertaken as a Basic Category which requires a maximum of 10 working days public exhibition.

Notification of the PP would be undertaken in the following manner:

- In a newspaper that circulates in the area affected by the PP
- On the Planning Portal
- On council's website
- In writing to affected and adjoining landowners.

PART 6 – PROJECT TIMELINE

The anticipated project timeline for completion of the Planning Proposal is outlined in **Table 4**.

Table 4 - Project timeline

Task	Anticipated Timeframe
Date of Gateway Determination	TBA
Completion of technical information, studies if required	Not required
Timeframe for government agency consultation (pre and post exhibition as required by Gateway determination)	Not required
Commencement and completion dates for public exhibition.	10 business days exhibition
Dates for public hearing if required.	Not required
Timeframe for the consideration of submissions	30 days
Timeframe for the consideration of the PP post exhibition	30 days
Date of submission to the Department to finalise the LEP.	TBA following council endorsement meeting
Anticipated date council will make the plan (if delegated).	TBA following council endorsement meeting
Anticipated date council will forward to the Department for notification.	TBA following council endorsement meeting

REFERENCES

AEC Group. (2013). *Armidale Industrial Land Study: Armidale Dumaresq Council.* Armidale Regional Council.

Armidale Regional Council. (2020). *Local Strategic Planning Statement: A Plan for 2040.* Armidale: Armidale Regional Council.

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ATTACHMENTS

ATTACHMENT A: APPLICABLE STATE ENVIRONMENTAL PLANNING POLICIES

SEPP	Consistent	Comment
Biodiversity & Conservation SEPP (B&C SEPP)	YES	**Koala Habitat Protection 2021** Chapter 4 of the B&C applies to development within the ARC LGA, outside of the RU1, RU2 & RU3 zones. There are no specific provisions relating to LEP amendments. Chapter 4 aims to: *… encourage the conservation and management of areas of natural vegetation that provide habitat for koalas to ensure a permanent free living population over their present range and reverse the current trend of koala population decline.* As there are no KPoMs within the LGA and the site has an area of less than 1 ha, Section 4.10 of the SEPP would be applicable to any future development of the site. This section requires Council to consider whether the land is core koala habitat. The Koala Habitat Suitability Model shows the site has a nil to low probability of providing suitable koala habitat. No koalas have been recorded on BioNet as being identified in the vicinity of the site. The Planning Proposal is not inconsistent with this SEPP.
Building Sustainability Index: BASIX 2004	YES	This SEPP operates in conjunction with the *Environmental Planning and Assessment Amendment (Building Sustainability Index: BASIX) Regulation 2004* to ensure the effective introduction and consistent implementation of BASIX in NSW by overriding competing provisions in other environmental planning instruments and development control plans. There are no specific provisions relating to LEP amendments. The Planning Proposal is not inconsistent with this SEPP.
Exempt and Complying Development Codes 2008	YES	This policy aims to provide streamlined assessment processes for development that complies with specified development standards by providing exempt and complying development codes that have state-wide application. There are no specific provisions relating to LEP amendments. The Planning Proposal is not inconsistent with this SEPP.
Housing SEPP 2021 **(Housing SEPP)**	YES	The Housing SEPP provides for: • the development of diverse housing types, including purpose-built rental housing,

SEPP	Consistent	Comment
		• the development of housing that will meet the needs of more vulnerable members of the community, including very low to moderate income households, seniors and people with a disability, • short-term rental accommodation as a home-sharing activity and contributor to local economies, while managing the social and environmental impacts from this use There are no specific provisions relating to LEP amendments. The Planning Proposal is not inconsistent with this SEPP.
Industry & Employment SEPP 2021	Yes	The I&E SEPP provides planning controls for *inter alia* Advertising & Signage (former SEPP 64). It aims to ensure that signage (including advertising) is compatible with the desired amenity and visual character of an area, provides effective communication in suitable locations, and is of high-quality design and finish. There are no specific provisions relating to LEP amendments. The Planning Proposal is not inconsistent with this SEPP.
SEPP No. 65 Design Quality of Residential Apartment Development	Yes	This SEPP aims to improve the design quality of residential apartment development in New South Wales. There are no specific provisions relating to LEP amendments. The Planning Proposal is not inconsistent with this SEPP.
Planning Systems SEPP 2021	Yes	The Planning Systems SEPP provides for identification of certain projects that are deemed to be state or regionally significant. There are no specific provisions relating to LEP amendments. The Planning Proposal is not inconsistent with this SEPP.
Primary Production SEPP 2021	Yes	The aim of the SEPP is to facilitate the orderly and economic use and development of primary production lands. There are no specific provisions relating to LEP amendments. The Planning Proposal is not inconsistent with this SEPP.
Resilience & Hazards SEPP (R&H SEPP)	Yes	**Hazardous & Offensive Development** The PP will not facilitate any hazardous or offensive development. The Planning Proposal is not inconsistent with this SEPP. **Remediation of Land**

SEPP	Consistent	Comment

		R&H SEPP provides State-wide planning controls for the remediation of contaminated land. There are no specific provisions relating to LEP amendments.
		Where a development will result in a change of use of the land, the following land is not to be included unless council has considered whether the land is contaminated and, if so, whether it requires remediation to be made suitable for any purpose permitted in the proposed zone:
		• Land that is within an investigation area. The Site is not within an investigation area.
		• land on which development for a purpose referred to in Table 1 to the contaminated land planning guidelines is being, or is known to have been, carried out.
		• The extent to which it is proposed to carry out development on the land for residential, educational, recreational or child care purposes or for the purposes of a hospital - land—
		  • in relation to which there is no knowledge (or incomplete knowledge) as to whether development for a purpose referred to in Table 1 to the contaminated land planning guidelines has been carried out, and
		  • on which it would have been lawful to carry out such development during any period in respect of which there is no knowledge (or incomplete knowledge).
		The PP will not facilitate any change in use. The property is not listed as a potentially contaminated site by council.
		The Planning Proposal is not inconsistent with this SEPP.

Resources & Energy SEPP 2021	Yes	This SEPP aims to properly manage and develop mineral, petroleum and extractive material resources in NSW and includes provisions for the permissibility of mining and extractive industries. There are no specific provisions relating to LEP amendments. The Planning Proposal is not inconsistent with this SEPP.
Transport & Infrastructure SEPP 2021	Yes	**Infrastructure** Chapter 2 of the SEPP permits certain infrastructure and services that are exempt development or development that may be carried out with or without consent where specific development standards and criteria are met. There are no specific provisions relating to LEP amendments. The Planning Proposal is not inconsistent with this SEPP.

SEPP	Consistent	Comment
		Educational Establishments and Child Care Facilities Chapter 3 of the SEPP includes provisions for the permissibility of educational establishments and child care facilities. There are no specific provisions relating to LEP amendments. The Planning Proposal is not inconsistent with this SEPP.

ATTACHMENT B: APPLICABLE MINISTERIAL DIRECTIONS (SECTION 9.1 DIRECTIONS)

Focus Area 1: Planning Systems

Direction		Consistent	Comments
1.1	Implementation of Regional Plans	Yes	The PP is not inconsistent with the Regional Plan as outlined in Q3.
1.2	Development of Aboriginal Land Council land	N/A	The land is not shown on the Land Application Map of chapter 3 of the *State Environmental Planning Policy (Planning Systems) 2021*.
1.3	Approval and Referral Requirements	Yes	The PP does not: • include any requirements for concurrence, consultation or referral of development applications to a Minister or public authority. • not identify development as designated development.
1.4	Site Specific Provisions	Yes	The development will regularise the lawfulness of existing uses on the site without reliance on existing use right provisions. It will achieve this by provision of an additional permitted use on the site within the existing zoning and without imposing developments standards/requirements in addition to those already contained in the LEP. The PP does not contain any or refer to any drawings showing the details of the proposed development.
1.5	Parramatta Road Corridor Urban Transformation Strategy	N/A	Not applicable to the site.
1.6	Implementation of North West Priority Growth Area Land Use and Infrastructure Implementation Plan	N/A	Not applicable to the site.
1.7	Implementation of Greater Parramatta Priority Growth Area Interim Land Use and	N/A	Not applicable to the site.

Direction	Consistent	Comments
Infrastructure Implementation Plan		
1.8 Implementation of Wilton Priority Growth Area Interim Land Use and Infrastructure Implementation Plan	N/A	Not applicable to the site.
1.9 Implementation of Glenfield to Macarthur Urban Renewal Corridor	N/A	Not applicable to the site.
1.10 Implementation of the Western Sydney Aerotropolis Plan	N/A	Not applicable to the site.
1.11 Implementation of Bayside West Precincts 2036 Plan	N/A	Not applicable to the site.
1.12 Implementation of Planning Principles for the Cooks Cove Precinct	N/A	Not applicable to the site.
1.13 Implementation of St Leonards and Crows Nest 2036 Plan	N/A	Not applicable to the site.
1.14 Implementation of Greater Macarthur 2040	N/A	Not applicable to the site.
1.15 Implementation of the Pyrmont Peninsula Place Strategy	N/A	Not applicable to the site.
1.16 North West Rail Link Corridor Strategy	N/A	Not applicable to the site.
1.17 Implementation of the Bays West Place Strategy	N/A	Not applicable to the site.

Direction	Consistent	Comments
1.18 Implementation of the Macquarie Park Innovation Precinct	N/A	Not applicable to the site.
1.19 Implementation of the Westmead Place Strategy	N/A	Not applicable to the site.
1.20 Implementation of the Camellia-Rosehill Place Strategy	N/A	Not applicable to the site.
1.21 Implementation of South West Growth Area Structure Plan	N/A	Not applicable to the site.
1.22 Implementation of the Cherrybrook Station Place Strategy	N/A	Not applicable to the site.

Focus Area 2: Design & Place

Direction	Consistent	Comments
Nil		

Focus Area 3: Biodiversity & Conservation

Direction	Consistent	Comments
3.1 Conservation Zones	N/A	No change to conservation zones.
3.2 Heritage Conservation	Yes	There are no items, places, buildings, works, relics, moveable objects or precincts of environmental heritage significance, Aboriginal objects or Aboriginal places, or Aboriginal areas, Aboriginal objects, Aboriginal places or landscapes known to be affected by the PP.
3.3 Sydney Drinking Water Catchments	N/A	Not applicable to the site.

Direction	Consistent	Comments
3.4 Application of C2 and C3 Zones and Environmental Overlays in Far North Coast LEPs	N/A	Not applicable to the site.
3.5 Recreation Vehicle Areas	Yes	The PP does not enable land to be developed for the purpose of a recreation vehicle area.
3.6 Strategic Conservation Planning	N/A	The PP: • Does not apply to avoided land identified under the State Environmental Planning Policy (Biodiversity and Conservation) 2021 • Does not apply to strategic conservation area identified under the State Environmental Planning Policy (Biodiversity and Conservation) 2021
3.7 Public Bushland	N/A	Not applicable to the site.
3.8 Willandra Lakes Region	N/A	Not applicable to the site.
3.9 Sydney Harbour Foreshores and Waterways Area	N/A	Not applicable to the site.
3.10 Water Catchment Protection	N/A	Not applicable to the site.

Focus Area 4: Resilience & Hazards

Direction	Consistent	Comments
4.1 Flooding	N/A	The PP does not affect land that is identified as flood prone land.
4.2 Coastal Management	N/A	The PP does not affect land that is within the coastal zone.
4.3 Planning for Bushfire Protection	N/A	The PP does not affect land that is mapped as being within a bush fire prone area.

4.4 Remediation of Contaminated Land	N/A	The PP does not affect:
		• land that is within an investigation area within the meaning of the Contaminated Land Management Act 1997,
		• land on which development for a purpose referred to in Table 1 to the contaminated land planning guidelines is being, or is known to have been, carried out,
		• the extent to which it is proposed to carry out development on it for residential, educational, recreational or childcare purposes, or for the purposes of a hospital – land:
		  • in relation to which there is no knowledge (or incomplete knowledge) as to whether development for a purpose referred to in Table 1 to the contaminated land planning guidelines has been carried out, and
		  • on which it would have been lawful to carry out such development during any period in respect of which there is no knowledge (or incomplete knowledge).

4.5 Acid Sulfate Soils	N/A	The PP does not affect land having a probability of containing acid sulfate soils
4.6 Mine Subsidence and Unstable Land	N/A	The PP does not affect: • land that is within a declared mine subsidence district in the Coal Mine Subsidence Compensation Regulation 2017 • land that has been identified as unstable in a study, strategy or other assessment undertaken by or on behalf of the relevant planning authority or by or on behalf of a public authority and provided to the relevant planning authority.

Focus Area 5: Transport & Infrastructure

Direction	Consistent	Comments
5.1 Integrating Land Use and Transport	N/A	This PP does not create, alter or remove a zone or a provision relating to urban land, including land zoned for residential, business, industrial, village or tourist purposes.
5.2 Reserving Land for Public Purposes	Yes	• This PP does not create, alter or reduce existing zonings or reservations of land for public purposes • The Minister or public authority has not requested a relevant planning authority to reserve land for a public purpose. • The Minister or public authority has not requested a relevant planning authority to include provisions in a planning proposal to rezone and/or remove a reservation of any land that is reserved for public purposes because the land is no longer designated by that public authority for acquisition.
5.3 Development Near Regulated Airports and Defence Airfields	N/A	The site is not near a regulated airport.
5.4 Shooting Ranges	N/A	The PP will not affect, create, alter or remove a zone or a provision relating to land adjacent to and/ or adjoining an existing shooting range.

Focus Area 6: Housing

Direction	Consistent	Comments
6.1 Residential Zones	Yes	The PP will not impact on the provisions relating to housing.
6.2 Caravan Parks and Manufactured Home Estates	Yes	• The PP will not impact provisions that permit development for the purposes of a caravan park to be carried out on land. • The PP does not change any provisions relating to suitable zones, locations and provisions for manufactured home estates (MHEs).

Focus Area 7: Industry & Emplyment

Direction	Consistent	Comments
7.1 Business and Industrial Zones	N/A	The PP will not affect land within an existing or proposed business or industrial zone.
7.2 Reduction in non-hosted short-term rental accommodation period	N/A	Not applicable to the site.
7.3 Commercial and Retail Development along the Pacific Highway, North Coast	N/A	Not applicable to the site.

Focus Area 8: Resources & Energy

Direction	Consistent	Comments
8.1 Mining, Petroleum Production and Extractive Industries	N/A	The PP does not have the effect of: • prohibiting the mining of coal or other minerals, production of petroleum, or winning or obtaining of extractive materials, or • restricting the potential development of resources of coal, other minerals, petroleum or extractive materials which are of State or regional significance by permitting a land use that is likely to be incompatible with such development.

Focus Area 9: Primary Production

Direction	Consistent	Comments
9.1 Rural Zones	N/A	The PP does not impact on any rural zonings.
9.2 Rural Lands	N/A	The PP does not impact any rural or conservation zoned land.
9.3 Oyster Aquaculture	N/A	The PP is not located within a 'Priority Oyster Aquaculture Areas' or oyster aquaculture.
9.4 Farmland of State and Regional Significance on the NSW Far North Coast	N/A	Not applicable to the site.

ATTACHMENT C: AHIMS SEARCH

NSW GOVERNMENT

AHIMS Web Services (AWS)
Search Result

Your Ref/PO Number : 21131
Client Service ID : 756579

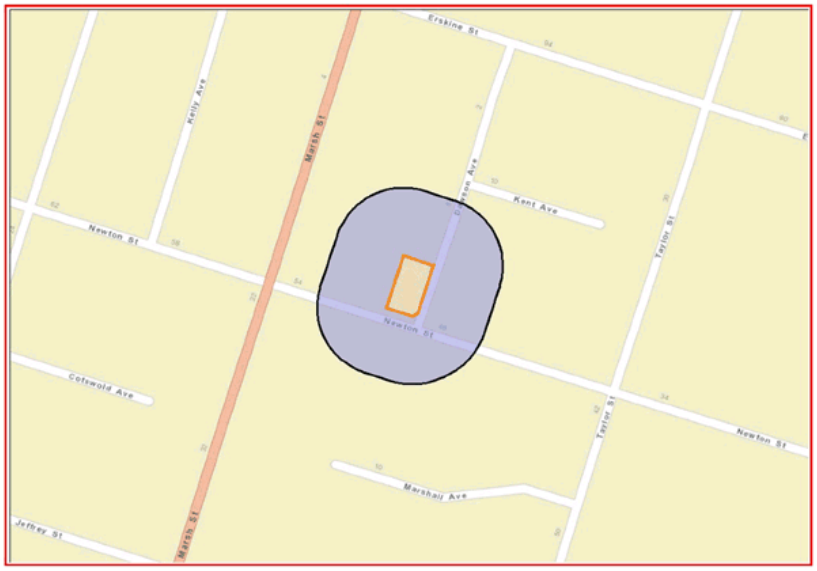
Date: 24 February 2023

Integrated Consulting
PO Box 9026
Bathurst West New South Wales 2795
Attention: Erika Dawson
Email: erika@integratedconsulting.com.au

Dear Sir or Madam:

AHIMS Web Service search for the following area at Lot : 4, DP:DP546075, Section : - with a Buffer of 50 meters, conducted by Erika Dawson on 24 February 2023.

The context area of your search is shown in the map below. Please note that the map does not accurately display the exact boundaries of the search as defined in the paragraph above. The map is to be used for general reference purposes only.



A search of Heritage NSW AHIMS Web Services (Aboriginal Heritage Information Management System) has shown that:

0	Aboriginal sites are recorded in or near the above location.
0	Aboriginal places have been declared in or near the above location. *

If your search shows Aboriginal sites or places what should you do?

- You must do an extensive search if AHIMS has shown that there are Aboriginal sites or places recorded in the search area.
- If you are checking AHIMS as a part of your due diligence, refer to the next steps of the Due Diligence Code of practice.
- You can get further information about Aboriginal places by looking at the gazettal notice that declared it. Aboriginal places gazetted after 2001 are available on the NSW Government Gazette (https://www.legislation.nsw.gov.au/gazette) website. Gazettal notices published prior to 2001 can be obtained from Heritage NSW upon request

Important information about your AHIMS search

- The information derived from the AHIMS search is only to be used for the purpose for which it was requested. It is not be made available to the public.
- AHIMS records information about Aboriginal sites that have been provided to Heritage NSW and Aboriginal places that have been declared by the Minister;
- Information recorded on AHIMS may vary in its accuracy and may not be up to date. Location details are recorded as grid references and it is important to note that there may be errors or omissions in these recordings,
- Some parts of New South Wales have not been investigated in detail and there may be fewer records of Aboriginal sites in those areas. These areas may contain Aboriginal sites which are not recorded on AHIMS.
- Aboriginal objects are protected under the National Parks and Wildlife Act 1974 even if they are not recorded as a site on AHIMS.
- This search can form part of your due diligence and remains valid for 12 months.

Level 6, 10 Valentine Ave, Parramatta 2150
Locked Bag 5020 Parramatta NSW 2124
Tel: (02) 9585 6345

ABN 34 945 244 274
Email: ahims@environment.nsw.gov.au
Web: www.heritage.nsw.gov.au

Integrated Planning and Reporting
Quarterly Report, Q4 2022/2023
ARMIDALE
Regional Council

Integrated Planning and Reporting

All NSW Councils are required to develop and report on a set of plans and strategies which assist in identifying and responding to community aspirations and needs.

This framework is known as the Integrated Planning and Reporting Framework and aims to:

- Integrate and streamline statutory planning and reporting
- Strengthen strategic focus
- Align with national sustainability frameworks
- Ensure accountability and responsiveness to local communities

The key plans and reports under the Integrated Planning and Reporting Framework are outlined below, and all documents are guided by, and developed in consultation with, our community:

	Duration / timing	Outputs	Description
Community Plan	10 Years	Community Goals and Strategies	Outlines the goals and aspirations of the community, captured through extensive community engagement
Delivery Program	4 Years	Council Initiatives	A program of Council-led initiatives that achieve the goals of the Community Plan that are in Council's remit
Resourcing Strategy:	4 Years	Council Resources: Finances, assets, people	*Asset Management Strategy, Workforce Management Strategy, Long-Term Financial Plan* A set of plans and strategies that ensure Council has the necessary resources and assets, and that Council plans accordingly.
Operational Plan	1 Year	Council Actions	An annual plan of actions that support the Delivery Program initiatives.
Annual Report	1 Year	Reporting: Delivery Program, Operational Plan	An annual report to the community on the progress of the Delivery Program and Operational Plan
State of the Region Report	End of Council Term	Reporting: Community Plan	A report, published in the year of a Council Election, that assesses progress with respect to the implementation and effectiveness of the Community Strategic Plan

Measuring our success

Armidale Regional Council reports the progress of the Delivery Program and Operational Plan back to the community through a detailed Council Report.

Progress is demonstrated using four indicators:

1. Progression status
    - Outlines if the action progressing, not progressing, deferred, on hold, or completed
2. Progression %
    - Demonstrates the percentage of completion
3. Risk Indicator
    - Using a risk matrix, staff provide a score for each Action based on financial, schedule, technical, issues, resources and WHS factors. The individual factor scores are combined into an overall risk indicator score.
    - The scores are:

On track	Needs attention	Off track	Complete

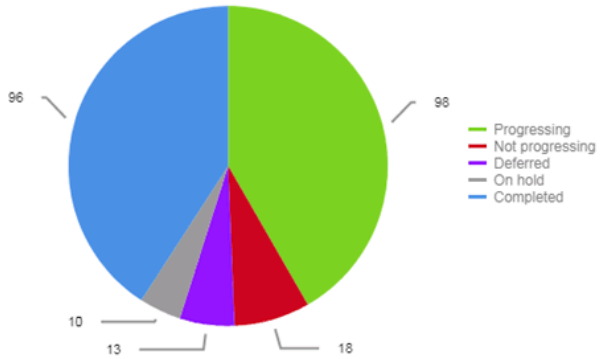
4. Comment
    - Officers provide context and detail about the action and its progress by providing a comment.

The Operational Plan is presented in the departments of Council.

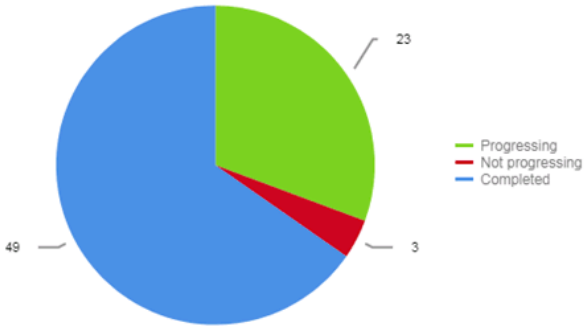
There is also a dashboard summary provided to demonstrate how Council is progressing across all the Actions.

Progress Dashboard

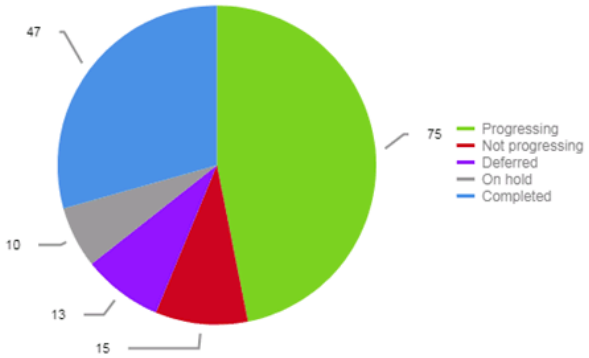
Overall status



Operations



Projects and Programs



Operational Plan 2022-2023 – Data

Assets & Services

Assets Management

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
S2.2.3	Apply for grants that align with Council's strategic plans, to fund projects to support the facilities, infrastructure and lifestyle of the Local Government Area	Operations	Richard Armstrong	Completed	100%	Council continually apply for Grants covering its functions and services. The appointment of a new dedicated Grants Officer has meant improved ownership and coordination of grants within Council.	✓
S2.2.5	Deliver the Asset Management Framework in line with Council's polices and plans and community expectations	Operations	Richard Armstrong	Completed	100%	Council now has an up to date Asset Management Framework following the endorsement of Asset Management Plans, Asset Management Strategy, Strategic Asset Management Plan, an Existing Policy and having completed an Asset Management Maturity Audit. Council is now well supported to continue the implementation of the framework into systems and operations.	✓
S2.3.5	Conduct and implement asset condition assessments and data improvement for more efficient financial management and improved understanding of asset performance	Projects and programs	Richard Armstrong	Progressing	50%	Council continually conducts asset condition assessments and is actively working on Asset Register improvements. Council conducted condition inspections of all of its sealed and unsealed road assets in 2022/2023 financial year.	●
S2.3.5	Conduct a valuation of water and sewerage infrastructure assets in accordance with Australian Accounting Standards and external audit timeframes (every 5 years)	Projects and programs	Richard Armstrong	Completed	100%	Council have engaged a consultant to complete the revaluation of the water and sewer assets which has been completed. The revaluation works are currently being audited and Council is awaiting the auditor's report.	✓
S2.3.5	Conduct a valuation of land and buildings in accordance with Australian Accounting Standards and external audit timeframes (every 5 years)	Projects and programs	Richard Armstrong	On hold	35%	Council have engaged contractors to complete the valuation. The contractors have been delayed and the works are now scheduled for July/August. Deferral of the valuation has been endorsed by Council's Auditors following availability of auditors and Council resources.	●

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
S2.3.5	Complete an Asset Management system investigation and potential implementation (pending integration options with other Council areas) including software, training, consultants and tools	Projects and programs	Richard Armstrong	Progressing	50%	Council currently use a variety of software packages to manage its assets. A consultant has been engaged to configure the preferred software (Technology One Enterprise Asset Management) to become a single source of truth from which all activities are conducted from or relate to. To support this process, staff have engaged with neighbouring council's and setting up visits to understand their processes using Tech One.	

Investigation and Design

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
C1.1.2	Design program to achieve 12 months ahead project ready across a three year period FY21/22 - 23/24	Projects and programs	Mark Wilson	Not progressing	35%	Due to the inability to recruit staff and industry wide challenges in servicing civil design work, this activity is expected to continue into 2023/2024 financial year.	
F1.2.1	Gasworks Remediation of offsite areas designated by EPA - plan all three areas, complete one area per year over three year period	Projects and programs	Mark Wilson	Deferred	25%	An unforeseen gazettal of the North Hill Armidale Aboriginal Place has included the Creeklands site. The project has had to complete further heritage assessment before commencing any construction or remediation activities. Additional Costs are expected to be incurred. The EPA are informed of the issue and Stage 1 works to be rolled into planned Stage 2 works in 2023/2024 and or beyond. Armidale Regional Council has sent an enquiry through to both the Heritage Minister and will be sending through a letter to Heritage NSW questioning the consultation process and support for a Plan of Management to this area.	

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
S2.2.2	Provide internal investigations and design services to support capital works and maintenance activity	Operations	Mark Wilson	Completed	100%	Works to support delivery by asset section completed. Additional resource engaged externally to assist shortfall in internal resource.	✓
S2.2.3	Complete a design program for General, Water and Sewerage Funds in preparation for works commencement or funding opportunities	Projects and programs	Mark Wilson	Progressing	90%	The required design works for 2022/2023 financial year has been finalised. Shelf ready future projects have been delayed due to resourcing issues - loss of internal resource and limited available of external consultants due to overall industry work loads.	●

Major Projects Management

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
C1.1.2	Secure additional funding and complete the replacement of timber bridges - Bakers, Boorolong, and Lambs bridges through the Bridge Renewal Program	Projects and programs	Samuel Jacobson	Completed	100%	Funding has been secured for Bakers, Boorolong, and Lambs bridges. Construction contract was awarded to Tobco and construction is now underway. Delivery of the three bridge program is on track to meet requirements of the funding body.	✓
C1.1.2	Rehabilitate 860m from Translator Road South on Kelly's Plain Road (LRCI phase 3)	Projects and programs	Mark Wilson	Deferred	35%	Current road condition data indicates that this project needs to be reprioritised against other areas of need following condition assessments of Council's sealed and unsealed road network completed in early 2023.	●
C1.1.4	Undertake widening and geotechnical improvements to '4 corners' through the Kempsey Road Bill Hill Project (total project cost: $4,671,083)	Projects and programs	Alex Manners	Completed	100%	Works are completed onsite and defects liability period has commenced. The final claim from the contractor is expected in July/ August.	✓

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
C1.1.4	Upgrade of 1.85km section of road including pavement improvements and seal on Kempsey Rd - Location 3 Flying Fox Cutting	Projects and programs	Glenn Spires	Progressing	15%	These works are progressing as part of the Early Contractor Involvement (ECI) contract. At the completion of the ECI, a projected cost, 30% design and Construction Methodology will be produced to allow Council to plan for works delivery on site. It is expected that the ECI phase will be completed in September 2023. Works are not expected to be commence until 2024 and will take as long as up to four years to complete.	
C1.1.4	Upgrade of 2km section of road including pavement improvements and seal	Projects and programs	Glenn Spires	Progressing	15%	These works are progressing as part of the Early Contractor Involvement (ECI) contract. At the completion of the ECI, a projected cost, 30% design and Construction Methodology will be produced to allow Council to plan for works delivery on site. It is expected that the ECI phase will be completed in September 2023. Works are not expected to be commence until 2024 and will take as long as up to four years to complete.	
C1.1.4	Rehabilitate 47km of road on Kempsey Road through the Kempsey Road Main Recovery Project on Kempsey Rd - Location 1 Blackbird Flat	Projects and programs	Glenn Spires	Progressing	15%	Emergency Works have now been completed and critical works are in various states of completion. Preparation for main recovery works is progressing as part of the Early Contractor Involvement (ECI) contract. At the completion of the ECI, a projected cost, 30% design and Construction Methodology will be produced to allow Council to plan for works delivery on site. It is expected that the ECI phase will be completed in September 2023. Works are not expected to be commence until 2024 and will take as long as up to four years to complete.	
S2.2.2	Deliver a program of community progress updates and completion updates for major Council projects	Projects and programs	Simon Porter	Progressing	80%	Updates are provided for a range of projects on a regular basis through Council's webpage, social media profiles as well as regular project summary updates provide to Council.	

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
S2.2.2	Implement effective Project Management across the organisation	Operations	Simon Porter	Progressing	50%	The development of a project management framework has been delayed due to the loss of critical resource associated with the action and when a change to the preferred software was made in early 2023. Configuration of the preferred software is now underway and expected to be operational in late 2023. Changes to procurement tools has made procurement and contract management more consistent and the engagement of appropriately qualified and experienced Project Managers has helped ensure significant projects remain on track to be delivered within budget and within scope.	
S2.2.4	Seek additional grant funding to complete Guyra Main Street Upgrades for remaining unfunded works: underground services upgrades and footpath renewal	Projects and programs	Simon Porter	Not progressing	0%	No fully funded Grant opportunities have been identified that would be suitable for the proposed upgrade to the Guyra Main Street. When project management resources have been recruited, a revised project plan will be required to identify and propose next steps. It is understood that some works at property owner expense will be required including the reinforcement of shop awnings and removal of strut supports will be required prior to commencement of any other works.	
S2.2.4	Apply for grants that align with Council's strategic plans, to fund projects to support the facilities, infrastructure and lifestyle of the Local Government Area	Operations	Richard Armstrong	Completed	100%	Council has had a significant amount of successful grant applications during the 2022/2023 financial year from both State and Federal funding bodies. To improved grant tracking, software integrated into Council's Enterprise software suite asset and finance has been proposed to be completed in the 2023/2024 financial year.	

Parks and Facilities

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
L1.1.1	Capital building replacement as per the Buildings Renewal Program identified in the SPM Assessment (funded through SRV)	Projects and programs	Thomas Bower	Progressing	80%	Building Renewal Program items have been completed with the exception of two project focuses. These two projects will be rolled over into the 23/24 financial year objectives. They include: * Driveway at Grafton Rd Depot * Footpath entrance to Guyra CAB - Completed before spring in the 2023/2024 financial year	
L1.1.1	Engineering investigation of structural roof design for the Guyra Library	Projects and programs	Thomas Bower	Deferred	30%	Deferred to next financial year to complete the construction phase of this project.	
L1.1.1	Provide facility management, function management, certification, security, lease management and maintenance for council building assets	Operations	Thomas Bower	Completed	100%	Ongoing commitment to provide and maintain suitable council building assets that service the community expectations.	✓
L1.1.1	Construction of concrete plaque beams within the lawn cemetery section	Projects and programs	William Hyde	Progressing	90%	Contractor was not able to fit the request in before the end of financial year. Works have been confirmed for the first six weeks of the 23/24 financial year.	
L1.1.1	Erection of Naming signs to ensure Council compliance with legislation	Projects and programs	William Hyde	Progressing	90%	Remote signs have been delivered and erected at all publicly accessible rural cemeteries. Rural cemeteries that are located within primary producer land still require further consultation and approval on the install of signs before this project is 100% complete.	

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
L1.2.1	Deliver Stage 1 of the Creeklands Masterplan through Public Spaces Legacy Program funding including removal of woody weeds, revegetation, new park facilities toilet, BBQ, picnic tables, cycleway extension and shade for skate park	Projects and programs	Thomas Bower	On hold	70%	Further works are being completed with the North Hill Armidale Aboriginal Place gazettal, which includes the Creeklands site. A heritage impact assessment is to be conducted prior to commencement of works at this site and this will determine construction processes. Due to the unforeseen gazettal of the North Hill Armidale Aboriginal Place, the project has had to complete further heritage assessment before commencing the construction phase. Armidale Regional Council has sent an enquiry through to both the Heritage Minister and will be sending through a letter to Heritage NSW questioning the consultation process and support for a Plan of Management to this area. The grant provider is aware of this change of status to the land, with Armidale Regional Council submitting a variation to extend the time of the project.	●
L1.2.3	New Xmas tree in the mall funded through LRCI funding	Projects and programs	Thomas Bower	Completed	100%	New Xmas tree has been sourced and purchased through External Relations Department at ARC	✓
L1.2.3	Provide city maintenance and services in accordance with service levels including: · Mall and CBD maintenance of furniture, trees, mall paving, mall lighting and waste · Road closures for mall markets and Farmers Markets · Maintenance of all urban public toilets · Urban street sweeping · Roundabout and car park vegetation maintenance	Operations	William Hyde	Completed	100%	Ongoing service to the community is being provided in accordance with service levels. Development opportunities including the install of the smart bins is on track for completion later on this year.	✓
L1.2.4	Provide grounds and building maintenance, along with interments, at all village and urban cemeteries	Operations	William Hyde	Completed	100%	On going maintenance support and development opportunities are provided in line with our adopted service levels.	✓

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
L1.2.4	Conduct the Urban Forest Tree Management Program including tree inspection and maintenance, and urban planting program	Operations	Thomas Bower	Progressing	80%	Removal and replacement of high priority trees is ongoing. A total of 27 high priority trees were removed and 248 trees were planted by internal staff (this does not include groups like Southern New England Land Care completing operations on behalf of Council managed land).	●
L1.2.4	Maintain parks and reserves, in accordance with the current adopted service level plan including: · Mowing urban and village parks, walkways and walking tracks · Mowing urban roads · Maintaining all park buildings, toilets and park furniture, fences, public memorials · Removing waste	Operations	William Hyde	Completed	100%	This has be completed in line with service levels and community request. With an adopted special variation rate for the Armidale Region, the team will review the service levels currently adopted and develop strategies to improve this service for the future in line with community expectations.	✓
L1.2.4	Provide parks and recreation administration and support including: · Urban/village park and playground operations · Cemeteries operations · Sports fields operations and leases · Grazing licences · Community group activities such as Urban Rivercare and Bushcare · Parks and sportsfields security	Operations	William Hyde	Completed	100%	In 2022/2023, the Parks team met the objectives of this action through the following examples: * Developed a turf seeding program for the regions premier sporting facilities in Guyra and Armidale to improve the caliber and capability to with stand an increased foot traffic amount, without increasing the water demands. * Developed with Customer Service Team a Cemetery Software to improved record keeping and also provide interactive usage for the community. * Supported with Urban River Land Care with their project Weedy Wasteland to Wildlife Wetland on the Creeklands * Submitted a grant for the upgrade of the Sports Ground perimeter fencing to meet the demands of the increasing foot traffic. The facility is set to have now being the home to the Big Chill. Result pending	✓

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
L1.4.1	Assist sporting groups to develop Sporting Group Strategic Plans	Projects and programs	Amy Biggs	Deferred	45%	The Sport and Recreation Development Officer and Coordinator of Parks presented the Australian Sports Commissions 'Game Plan' program which assists community clubs complete strategic plans and organise other areas of administration. However, some Sports Council committee members did not believe this was relevant to our local club community. As a result this will be an ongoing project that requires additional time to achieve the objective.	
L1.4.1	Undertake the Sports Council Administration program including: · Administering the Sports Council Committee and Sports Development Program · Administrating the Small Grants Program ($10,000) · Managing Sports Council capital projects and liaison with local clubs	Operations	Amy Biggs	Progressing	85%	The Sports Council continue to meet every 2 months to discuss local sporting issues and projects, Sports Council Small Grant applications and recipients, and to make recommendations on expenditure of capital funding on local sports infrastructure projects inline with the Sports Council Priority List. The next committee meeting is scheduled for 1 August 2023. This quarter has seen Chaise Doran commence in the role of Sport and Recreation Development Officer on a term contract (through to December 2023). The new recruit will continue to be supported by the substantive Sport and Recreation Development Officer for the delivery of all Sports Council matters.	
L1.4.1	Maintain public sportsfields including mowing and infrastructure maintenance (clubhouses, fences, field lighting, irrigation) as defined by service levels	Operations	William Hyde	Completed	100%	ARC met this objective with numerous comments from the community on the quality of the sports fields for this financial year. This an area the Parks team have put time and effort in improving the education and learning experience into their staff. Peer reviews from staff at SportUNE and The Armidale School has given a platform to share ideas and develop. From this, a seeding program will be established for the first time, with a focus on attracting regional events and improving the standard of field our community groups play on.	✓

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
L1.5.1	Replacement of deteriorated playground equipment, paved or softfall surfaces and ancillary facilities	Projects and programs	William Hyde	Completed	100%	Management and general hands were registered and completed appropriate training in playground assessment through governing body Kidsafe to assist with the completion of this safety requirement. This assists with our review of all playgrounds and our duty of care responsibilities and maintenance schedules. The Parks team has focused on accrediting the whole team with qualifications to appropriately assess the safety of our playgrounds. This improvement strategy to reduce risk and improve efficiency with assessments, means that safety can be appropriately assessed by an accredited staff member when completing routine business as usual operations at all of our Parks.	✓
L1.5.2	Receive and present the YMCA report on aquatic facilities to Council and commit to an operational model for continuing years of the Delivery Program	Projects and programs	Thomas Bower	On hold	55%	Armidale Regional Council has received correspondence that YMCA NSW no longer have the capacity to complete an operational and management review of Armidale Regions (Guyra and Monkton) Aquatic Centres. Due to the limited timeframe before the 23/24 swimming season commences, Armidale Regional Council will look at short term management options for this season only, with a focus on the broader strategy to be prepared for the 2024/25 season.	
L1.5.2	Complete Guyra Aquatic Centre upgrades including amenities block internal upgrade and replacement of fibreglass slide and play equipment	Projects and programs	Thomas Bower	On hold	20%	Re-scope on priorities following compliancy repairs being completed. Fiberglass slide has been repaired. Amenities improvements have been put on hold until further planning has been conducted with the Aquatic Centre operations.	
L1.5.3	Installation of recreational fishing jetty in compliment to the Dumaresq Dam Recreational Area Upgrade project	Projects and programs	Thomas Bower	Progressing	70%	Due to the Dumaresq Dam Reserve Redevelopment project coming under budget as forecast in a previous quarterly report, the shortfall of funding originally stated is no longer a risk. A variation to include the jetty in the BLER Dumaresq Dam Reserve Redevelopment project has been submitted to the grant provider and once approved the works will take 10-12 weeks.	

Plant, Fleet and Depots

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
S2.3.5	Replace or dispose of Council plant, fleet and equipment cost-effectively and in line with Council resourcing requirements	Projects and programs	Lachlan Hogg	Progressing	75%	Following the departure of three senior staff in Plant, Fleet and Depots, the replacement program had a significant interruption. New staff have been appointed and the plant replacement program is now being brought back on track.	
S2.3.5	Operate a Plant and Fleet Program that ensures the most efficient and cost effective use, maintenance and replacement	Operations	Lachlan Hogg	Progressing	75%	Following the recruitment of new resources in plant and fleet, works are underway to re-assess the efficiency of the current plant and fleet management. This will be a continual improvement activity of the remainder of the Delivery Program, and a key component of the efficiency drive identified as part of SRV consultation in late 2023. It is expected that some significant changes to Council's plant operational strategies will occur in the 2023/2024 financial year including assessment of hire vs purchase options.	

Sewerage Operations

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
F2.3.4	Assess Public Works Advisory recommendations to upgrade the Armidale Sewerage Treatment Plant, including concept and detailed design, and environmental impact	Projects and programs	Mark Byrne	Completed	100%	This action is complete with Public Works Advisory (PWA) engaged and undertaking the works outlined in their proposal with 50% funding secured from Safe and Secure Water Program (SSWP).	✓
F2.3.4	Renew one of several centre pivots for the Sewerage Farm to upgrade, automate and streamline operations	Projects and programs	Shaun Brennan	Completed	100%	This was complete at the Q3 review. Project completed in time and under budget.	✓

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
F2.5.4	Investigate options and funding for the replacement of the Armidale Sewerage Treatment Plant	Projects and programs	Mark Byrne	Completed	100%	Pre-construction works underway by Public Works Advisory (PWA) with 50% funding secured from Department of Planning and Environment (DPE) Safe and Secure Water Program (SSWP)	✓
F2.5.5	Complete an Inflow and Infiltration Study in Armidale Catchments to identify stormwater ingress into the Sewerage Network	Projects and programs	Glen Wallace	On hold	15%	Program is required to reduce the ground water infiltration into the sewer system. The reduction of infiltration will reduce the processing volumes and will reduce EPA costs on discharging to waterways. The limited number of contractors that offer this and lack of resources in Council to manage the project has meant this action has been deferred until the 2023/2024 financial year.	●
F2.5.5	Complete a Sewerage Asset Revaluation of all infrastructure related to the collection, transport and pumping of sewage	Projects and programs	Shaun Brennan	Completed	100%	The Sewer asset data has been provided to the consultant and revaluation has been completed. The revaluation is currently undergoing audit prior to finalization early in the 2023/2024 financial year.	✓
F2.5.5	Upgrade the sewerage network mains relining in Armidale and Guyra sections selected from CCTV condition assessment	Projects and programs	Glen Wallace	Completed	100%	Contract has been awarded to Interflow Pty Ltd for commencement in October 2023 to provide the service for the next three years The 2022/2023 program will now be completed along with the 2023/2024 program.	✓
F2.5.5	Complete improvements to Sewerage Treatment Plant Access Road including safety upgrades and bitumen seal	Projects and programs	Shaun Brennan	Progressing	25%	A design brief has been sent to Council's Design and Investigation division. This project will carry forward for completion in 2023/2024 financial year.	●
F2.5.5	Complete a CCTV condition assessment of selected sewerage lines to determine the focus of maintenance and replacement programs	Projects and programs	Glen Wallace	Deferred	5%	The CCTV program is required to identify works for the 2024/2025 sewer relining program. Program was not undertaken due time constraints with other works. An RFQ process for the 2023/24 financial year is proposed to commence the week starting 17th July 2023, to secure a contractor.	●

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
F2.5.5	• Grease trap scanning and mapping system to service traps • Service septics • Monitor trap trade waste	Operations	Fredrick Mickerts	Completed	100%	The system is working as previous however the update of data into councils software still relies on accurate provision of volumes from transporters and manual uploads to council record keeping software - integration between the two systems would be beneficial	✓
F2.5.5	Manage sewerage operations including reporting, licences, strategic planning and administration	Operations	Mark Byrne	Completed	100%	Reporting and licenses are up-to-date.	✓
F2.5.5	Manage and maintain the sewerage network and pumping stations to industry standards and established service levels	Operations	Glen Wallace	Completed	100%	Required works were completed in relation to Council's sewer maintenance service levels, no outstanding tasks.	✓
F2.5.5	Provide new sewerage connections services	Operations	Fredrick Mickerts	Completed	100%	Services installed as required. There have been approx. 34 new connections to Councils sewer network between the 1/01/23 and the 30/06/23.	✓
F2.5.5	Manage and maintain the Sewage Treatment Plant to enable high quality processing standards	Operations	Shaun Brennan	Completed	100%	All EPA guidelines are been met and treatment process is operating as it should. All licence requirements were met.	✓

Transport

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
C1.1.2	Periodic preventative maintenance works on Council's timber and concrete bridge structures including Tanners Road bridge	Projects and programs	Mark Wilson	Completed	100%	Identified works completed to maintain safe operation. Routine inspection programs re-established to limit risk to the public and council.	✓
C1.1.2	Construction of new kerb and gutter to augment the stormwater drainage system to protect property and Council's road assets	Projects and programs	Mark Wilson	Deferred	70%	Not all planned works completed. Some funds were redirected to address other road issues critical to safe operation of the network including patching and pothole works. Identified defects remain on the asset defect list for action.	●

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
C1.1.2	Replacement or renewal of deteriorated pipe and box culverts in both the urban and rural settings	Projects and programs	Mark Wilson	Completed	100%	Program of works varied during 2022/2023 based on highest need. Full program of works completed to extent of the budget.	✓
C1.1.2	Repair or replacement of deteriorated sections of the urban cycleway network to maintain and promote active transport usage in the community	Projects and programs	Mark Wilson	Completed	100%	Works completed to extent of available funding including works behind the Armidale Ex Services Club and on Kellys Plains Road.	✓
C1.1.2	Pavement rehabilitation of failed or severely deteriorated sections of the urban and rural sealed road network	Projects and programs	Mark Wilson	On hold	60%	Funding redirected to reactive repair works. Rehab work deferred into 2023/2024. Reprioritisation of site required due to the impact of the wet weather across 2022/2023. Identified rehabilitation candidates remain on the asset defect list for action.	●
C1.1.2	Deliver the pathways and footpath renewal and construction program including replacement of deteriorated section of footpath or where tree roots have led to excessive section lift and subsequent tripping hazard	Projects and programs	Mark Wilson	Deferred	10%	The footpath renewal program was halted and deferred to the 2023/2024 financial year. Project Management resource could not be contracted and internal resources insufficient to deliver this program.	●
C1.1.2	Conduct a stormwater pipe relining renewal program to repair cracked or broken pipes from the inside	Projects and programs	Mark Wilson	Deferred	100%	Q3 status. New program to be implemented in 2023/2024.	✓
C1.1.2	Installation of GPTs at stormwater network discharge points to capture pollutants before they enter our waterways, for example plastic bags, plastic bottles and takeaway food containers	Projects and programs	Mark Wilson	On hold	60%	Materials procurement completed. Installation delayed due to land dealings. Council are awaiting for third party contractor to formalise easements for access to complete the works.	●
C1.1.2	Deliver a program of works that address road safety issues on road network which do not qualify for State or Commonwealth funding assistance such as rural intersection lighting, guardrail installation, delineation and signage	Projects and programs	Mark Wilson	Completed	100%	Activities completed. Maintenance requirements identified for 2023/2024 under various programs.	✓

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
C1.1.2	Deliver a program of works to upgrade unsealed roads to a sealed formation	Projects and programs	Mark Wilson	Deferred	10%	Deferred works to be reassessed under the 2023/2024 program. Grant funding applications have been made.	
C1.1.2	Deliver works under the REPAIR Program including larger rehabilitation and development works on Regional Roads to minimise the long-term maintenance costs of these roads in line with their function and usage	Projects and programs	Mark Wilson	Completed	100%	External resource engaged to ensure obligation were met under the funding agreements. Identified works completed as per nominations.	✓
C1.1.2	Deliver the urban reseals renewal program including bitumen resealing of urban streets as well as asphalt resurfacing of fatigued asphalt road surfacings	Projects and programs	Mark Wilson	Completed	100%	Program delivered. Warranty issues have been identified with stone stripping from large portions of the reseals completed. Issues identified to be addressed in 2023/2024. No budget impact to the 2023/2024 program.	✓
C1.1.2	Deliver the rural reseals renewal program including bitumen resealing of rural roads and additional heavy patching of pavement defects on previous works	Projects and programs	Mark Wilson	Completed	100%	Program delivered. Warranty issues have been identified with stone stripping from large portions of the reseals completed. Issues identified to be addressed in 2023/2024. No budget impact to the 2023/2024 program.	✓
C1.1.2	Replacement of existing kerb and gutter to restore functionality of the stormwater drainage system to protect property and councils road assets	Projects and programs	Mark Wilson	Deferred	75%	Replacement of existing kerb and gutter program was halted part delivered and remaining works deferred to the 2023/2024 financial year. Project Management resource could not be contracted and internal resources insufficient to deliver this program.	
C1.1.2	Application of fresh layer of gravel to unsealed roads to renew the useful life of the asset and to enhance ride quality, structural capacity and future maintainability	Projects and programs	Mark Wilson	Completed	100%	Resheeting program completed.	✓
C1.1.2	Conduct stormwater drainage renewal program/ improvements to enhance the performance of the urban stormwater drainage network by increasing capacity	Projects and programs	Mark Wilson	Completed	100%	Identified issues and rated priority addressed within scope of available budget.	✓

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
C1.1.2	Deliver the Causeway Renewal Program including renewal or upgrade of concrete causeways to restore and improve functionality and to reduce maintenance burden	Projects and programs	Mark Wilson	Deferred	20%	Only some works were completed during the 2022/2023 financial year. The remainder of the Causeway program deferred to redirect budget to road failure resulting form the prolonged wet period during the year. Design activity completed to facilitate the 2023/2024 program.	
C1.1.2	Apply for grants for $700,000 for lighting of Council's bike paths and connected and enhanced public spaces	Projects and programs	Mark Wilson	Progressing	70%	Grant application was successful, delivery of works are proposed for 2023/2024 within the allowable period of grant deed.	
C1.1.2	Deliver a program of works for rural sealed roads repairs and unplanned maintenance in accordance with the Transport Infrastructure Service Plan	Operations	Mark Wilson	Completed	100%	Works completed, contractor programs delivery in support of internal programs delivered.	✓
C1.1.2	Deliver a program of works for rural unsealed roads maintenance in accordance with the Transport Infrastructure Service Plan	Operations	Mark Wilson	Completed	100%	Program of grading works completed.	✓
C1.1.2	Deliver a program of works for rural and urban bridge repairs and maintenance	Operations	Mark Wilson	Completed	100%	Identified defects critical to safe operation addressed.	✓
C1.1.3	Deliver a Roadside Vegetation Management Program including the removal of noxious weeds and vegetation which poses risk of damage to private property and motorists. Program will enhance conservation value of all rural roadsides and enrich biodiversity	Projects and programs	Mark Wilson	Completed	100%	Annual maintenance program completed. Grant funding utilised to expand this program of work through engagement of contract resource.	✓
F2.6.3	Provide infrastructure, maintenance and/or administrative support to the Rural Fire Service, Guyra State Emergency Service and the Armidale Fire Brigade	Operations	Mark Wilson	Completed	100%	Identified works completed.	✓

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
S1.1.1	Re-establish Road User Groups to better understand the needs of rural communities and primary producers and to establish a greater understanding within these groups of ARC asset management practices where applicable to the rural road network	Projects and programs	Mark Wilson	Completed	100%	Critical communication with user groups on Bridge load limit requirements due to asset deterioration undertaken to mitigate impact on community.	✓
S2.3.1	Conduct Private Works including grading, driveway repairs and construction, and rural address signs	Operations	Mark Wilson	Completed	100%	All works requested completed.	✓
S2.3.1	Coordinate Street Lighting payments including LED Lighting Upgrades and Essential Energy rates	Operations	Mark Wilson	Completed	100%	All payment met to external authorities for operational requirements of the system.	✓

Waste Management

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
F2.3.1	Complete Waste Landfill Remediation Works at the Guyra Waste Transfer Station following the results from monitoring bores and EPA advice	Projects and programs	Michael Brooks	Progressing	40%	An updated remediation plan has been drawn up and costed. Approval will be sought from the EPA for the proposed phytocapping of the landfill. Ground waters samples have been taken with no serious contamination problems detected. Virgin Excavated Natural Material (VENM) for phytocapping being received and stored on site in preparation for works.	●
F2.3.1	Complete installations at the Armidale Waste ManagementFacility (Long Swamp Road) including waste sorting plant and baler	Projects and programs	Michael Brooks	Progressing/ On Hold	40%	Awaiting Contractor to complete the civil drawings necessary for a contract for the work of installing the second weighbridge. The installation of the weighbridge is to be tendered out. The proposed baler has been placed on hold whilst business case and options provided by the consultant looking at best value for money and lowest operational risk to Council.	●

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
F2.3.1	Complete Regional Landfill capital works including finalisation of SCADA Telemetry, pump automation, drainage works, and leachate management	Projects and programs	Michael Brooks	Progressing	75%	Solar power installation at the Regional Landfill has been completed. Onsite leachate treatment plant installed and commissioned and the initial samples of the treated leachate promising. Quotations for the SCADA system have been received and details are currently being clarified. Landfill lids used for daily cover have been delivered and are now operational. Preparation for the new landfill cell (Cell 1B) are underway expected to become live in the 2023/2024 financial year.	●
F2.3.1	Provide landfill services including waste (rubbish, organic matter and recycling) collection, sorting, transfer, management and disposal, as well as maintain waste facilities, in compliance with the NSW Protection of the Environment Operational (Waste) Regulation 2014	Operations	Michael Brooks	Completed	100%	Continues to operate at its normal high level of service. The supply of landfill services and the maintenance of Council's waste facilities has met all of the NSW's regulatory requirements over the year.	✓
F2.3.2	Finalise the automation of Ebor Waste Transfer Station, and survey Wollomombi and Hillgrove residents for feedback on future kerbside collection or alternative options	Projects and programs	Michael Brooks	Completed	95%	Ebor Waste Transfer Station operating successfully unmanned. Following the successful completion of Ebor, further consultation with Hillgrove and Wollomombi residents required in order to clarify the future preferred operation of transfer station automation.	✓

Water Management

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
F2.5.1	Review and consolidate Developer Service Plans for Guyra and Armidale to reflect current best practice and allow for better cost recovery for planned water utility upgrades	Projects and programs	Mark Byrne	Deferred	15%	Council are currently awaiting completion of the Integrated Water Cycle Management (IWCM) Strategy by Public Works Advisory. It is expected that the IWCM Strategy will be completed in late 2023. Council's Long Term Consultant – BECA Hunter H2O will complete the Developer Service Plans for Guyra and Armidale	
F2.5.1	Deliver the Water Main Replacement Program including selected sections identified through criteria of breakage history, pipe age, pipe material, break consequence and location	Projects and programs	David Bell	Completed	100%	Council's construction crews are working on the Milson Place Sewer main upgrade project as Council's current highest priority. Once completed, Council will commence water main construction in Herbert Lane in mid to late August. Project Preparation for the Herbert Lane project are complete including materials have been ordered and are in stores in readiness to commence works	✓
F2.5.1	Link the DN250mm main from Allingham St to Jessie St across the skate park and Dumaresq Creek to reconnect the mains and reticulate the water network	Projects and programs	David Bell	On hold	10%	These works are to be completed in conjunction with Essential Energy work. Awaiting for Essential Energy to advice when their work are ready to commence. This budget will carry forward to do the works when required, but expected when Creeklands Stage 1 is being completed.	
F2.5.1	Complete the 2022-23 Water Meter Replacement Program to meet interval replacement recommendations	Projects and programs	Glen Wallace	Completed	100%	All meter replacements due to breakages and consumption volumes have been replaced for the 2022/2023 financial year.	✓
F2.5.1	Replace all service lines identified by failure history and system inefficiencies to reduce breakages leading to water loss and outages	Projects and programs	Glen Wallace	Completed	100%	Replacements were identified by the number of failures and pipework condition. All required service lines identified through the year have been replaced.	✓

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
F2.5.1	Implement actions from the Water Treatment Plant Regional Master Plan to address issues including water tank upgrades, sludge management optimisation, and sludge management options to meet EPA regulations	Projects and programs	Mark Byrne	Progressing	75%	Final draft of Master Plan received and options assessment will be undertaken following the outcome of willingness to pay consultation to be held as part of the IWCM strategy works being conducted by Public Works Advisory.	
F2.5.1	Install a new DN450mm Puddledock raw water treatment main and install a new pump station to serve as a dedicated backup raw water supply to the Armidale Water Treatment Plant	Projects and programs	David Bell	Progressing	95%	Final connection at Water Treatment Plant and dam now by ARC Practical Completion Certificate issued for the main construction works. There are two land dealings currently yet to be finalised. A small delay due to staffing issues in to completing the Water Treatment Plant and Dam connections.	
F2.5.1	Inspect, maintain and test raw water storage dams and mains to ensure adequate, safe water supply	Operations	Mark Byrne	Completed	100%	Water has been collected, stored and transported for treatment meeting all regulatory requirements.	✓
F2.5.1	Provide domestic and commercial treated water through effective planning, administration, monitoring, testing and distribution	Operations	Mark Byrne	Completed	100%	All regulatory requirements have been met.	✓
F2.5.1	Manage the water network including providing technical support, meter reading, maintenance and repair, and provide new water connections services	Operations	Glen Wallace	Completed	100%	The supply of potable water was maintained over the period with successful quarterly meter reading program. Leaks and breakages were responded to in a timely manner.	✓
F2.5.1	Manage and maintain the Water Treatment Plant to enable high quality processing standards and maintain service reservoirs with necessary inspections, quality monitoring and technical equipment	Operations	Joshua Fern	Completed	100%	All maintenance tasks undertaken. All service reservoirs are maintained and inspected and WTP is operating to high standards.	✓
F2.5.2	Implement the Catchment Water Quality Strategic Plan to improve water quality in the catchment and reduce the risks to drinking water quality	Projects and programs	Mark Byrne	Completed	100%	Catchment Water Quality Strategic Plan (CWQSP) adopted and some actions initiated. Water Quality monitors being purchased and installed and education workshops planned.	✓

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
F2.5.3	Work with Southern New-England Landcare, under a Memorandum of Understanding and the 10 Year Catchment Water Quality Strategic Plan to improve the environment and water quality around ARC water catchments	Operations	Mark Byrne	Completed	100%	Southern New England Landcare MOU is complete with works continuing into 2023/2024 financial year in relation to the Catchment Water Quality Strategic Plan.	✓

Corporate and Strategy

Airport

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
C2.1.4	Asphalt overlay or reseal for main runway - last completed in 2000	Projects and programs	Angela Garvey	Progressing	25%	Regional Airports Program round three grant has been signed and executed. Planning for airport runway reseal is underway and on track for commencement in January 2024.	●
C2.1.4	Replacement of windsock post in response to CASA compliance requirements	Projects and programs	Angela Garvey	Progressing	90%	Two brand new Part 139 MOS approved wind indicator poles to be installed by August 2023.	●
C2.1.4	Modify airport runway lighting in response to CASA compliance requirements	Projects and programs	Angela Garvey	Completed	100%	Surveying of apron lighting confirms that lighting is now Part 139 MOS compliant.	✓
C2.1.4	Operate the Armidale Regional Airport including: • Maintain regulatory compliance • Facilitate ongoing regular transport services • Manage airport security • Manage leases and tenancies and future developments Support General Aviation productivity, growth and development	Operations	Angela Garvey	Progressing	70%	Aerodrome Transport Security Program (TSP) recently fully revised, amended and submitted to Home Affairs for review and acceptance. Boarding Gate 3 for (REX and LINK Airways) non-screened passengers opened on July 1 2023. White Star Aviation Flight Training opened July 5 2023. Stakeholder Conditions of Use (COU) agreement in final draft. Stakeholder leases under review.	●

Community Services

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
E1.1.1	Consider health and community service advocacy and access initiatives through the Enriched Region Key Pillar Working Group and utilise opportunities to lobby local and state representatives to raise health services access	Projects and programs	Aimee Hutton	Progressing	80%	The Enriched Region Key Pillar Working Group has initiated a number of key actions to highlight the challenges in this space. Most recently it has been agreed that we will develop a short video to be used by the major stakeholders locally in their recruitment efforts. This video will highlight the benefits of living in our region and will include testimonials from other health professionals who have made the move. NOVA is also facilitating a meeting of practice managers and other key stakeholders to work together to address challenges, share knowledge, etc. Stakeholders within the Key Pillar Working Group have also discussed the creation of a working group outside of Council to continue the joint focus and action on this matter.	
E1.2.1	Implement the revised and adopted Disability Inclusion Action Plan 'Year 1 Actions' including staff training, mobility map and Disability Day	Projects and programs	Kylie Giles	Progressing	70%	Planning for the International Day of People with Disability is underway- with an awards ceremony planed for the week of the 3rd of December 2023. The renaming of the award to the 'Steve Austin' award has been endorsed by Councillors and unanimously agreed to by the Access Advisory Committee. The Disability Action plan is comprehensive and is continually reviewed to ensure it is able to evolve and meet the needs of the disabled community- creating a more inclusive community, with engaged feedback and decision making opportunities. A minimal level of staff training has taken place- this will continue during the next 6 months.	

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
E1.2.2	Fund and deliver Youth Development Activities	Operations	Kylie Giles	Completed	100%	Youth Week events were undertaken successfully. Over 200 young people participated in planned events throughout the LGA. Various activities such as cooking, craft, sewing, driver education. Morning teas, award presentations and cinema events were provided - all at no cost to the young people. The associated Youth Survey provided information which will support initiatives for development during the coming 12 months. An important finding of the youth survey was the apparent desire and request for the establishment of a Youth Advisory Committee - to provide advice and insight to the Council in a regular and planed way. Youth week will remain an important event on the Council event program.	✓
E1.2.2	Provide a program of Youth Week activities - Youth Survey, incentives and prizes, and holiday programming (grant funded)	Operations	Kylie Giles	Completed	100%	Youth Week 2023 was celebrated through out the region- with events undertaken in both Armidale and Guyra. Events attracted over 200 participants form various youth demographics. Results collated from the 2023 youth survey indicate local young people support the formation of a youth council/youth advisory committee. Youth week is recognised as a significant event in Council's calendar- funding opportunities will continue to be sought and applied to ensure the ongoing engagement in this activity.	✓

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
E1.2.4	Promote events, training, and job opportunities for young people through Council's information channels	Projects and programs	Kylie Giles	Completed	100%	Attendance at Inter-agency meetings and gatherings has continued, as has collaboration with youth based service providers. Council participated in the local Youth Jobs fair- held at the Armidale Secondary Collage in July 2023- providing information and advice to Youth around job opportunities and carer paths with in Council. Council's involvement and presence within the youth space has vastly increased during the past 6 months. The inclusion of the new position - 'Community Services Officer' - will further increase the scope and capacity of the Community service portfolio to support and represent youth and ensure their opinions and voices are heard and considered In future planning and directions of Council. The Establishment of a Youth Advisory committee will be a positive step forward in this process	✓
E1.2.5	Administer the Community Health Related Transport program that includes driver payments for patient care (over 65yrs) and transport to medical appointments across the region: Tingha, Guyra and Armidale	Operations	Kylie Giles	Completed	100%	This program was delivered by Guyra Home Support Services for the duration of the financial year. Driver recruitment and training is highlighted as an ongoing focus for the longevity of this program. With the current aging volunteer portfolio, recruitment and upskilling of new volunteers will be an ongoing requirement.	✓

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
E1.2.5	Operate Home Support Services (HSS) in Guyra through the Commonwealth Home Support Program, providing services for Over 65, including group social support (craft activities, exercise, etc.) transport, Meals on Wheels and individual social support	Operations	Kylie Giles	Completed	100%	Program participants have been provided with the opportunity to engage with a wide variety of social inclusion activities. This has included day trips to museums, parks, community facilities and events as well as industry partner functions - including events facilitated by Carers NSW and Seniors Rights Services NSW. The Home Support Service has continually provided its allocated activities successfully throughout the entire year of its operation. The Meals on Wheels program has been well utilised with many individuals in the over 65 years age group taking advantage of the regular provision of nutritious, affordable meals. Funding and staffing for this program remains stable into the new financial year. It is noted however that the recruitment and training of the volunteers- necessary for the ongoing provision of these services - remains as an area of need.	✓
E1.2.5	Administer and support the NSW Government-funded Tablelands Community Transport program for people over 65 years who need to travel out of the local government area for appointments	Operations	Kylie Giles	Completed	100%	This program successfully addressed all criteria and projected outcomes for the reporting period - while maintaining services within allocated funding agreements.	✓
E1.2.6	Support Settlement Services International and Northern Settlement Services in Refugee Resettlement Program	Projects and programs	Kylie Giles	Completed	100%	Community Services is working with Sanctuary in the provision of a letter of support to the Department of Home Affairs to address the need for localised citizenship testing. Currently those wishing to undertake citizenship tests are required to travel to either Coffs Harbour or Tamworth. This is often difficult due to transport, child care, employment and financial restrictions. Support to services engaged with new arrivals/refugees has been successfully undertaken. Attendance at multicultural interagency meetings and discussion groups remain ongoing - as does Councils commitment to supporting and attending local events and celebrations in the multicultural calendar.	✓

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
E1.3.2	Consider housing and homelessness initiatives through the Enriched Region Key Pillar Working Group	Projects and programs	Kylie Giles	Not progressing	35%	Currently the Enriched Region Key Pillar Working Group is looking at the local health crisis which was deemed a priority in the first instance. Homelessness is scheduled to be actioned by this committee later in 2023.	
E2.3.1	Support Aboriginal community development through: • NAIDOC Week activities (grant funded) • Organisation of 'A Day in the Dale' and cultural inclusion days • Land Title liaison • Aboriginal Advisory Committee Coordination • Aboriginal Advisory Committee and interagency meetings facilitation • Annual Mayor's Reconciliation Cricket Match	Operations	Kylie Giles	Progressing	85%	Aboriginal Advisory Committee Terms of Reference have been endorsed. Applications to organisations and individuals wishing to be considered for committee memberships (voting rights) are currently being circulated and members - including a Chair - will be in place by September 2023. As well as successful NAIDOC Week events, 2023 has seen Reconciliation week activities added to Councils calendar of community events. Ongoing support for Aboriginal community development has involved consistently monitoring and assessing key indicators related to health, education, employment, housing and cultural preservation and social inclusion. Continuous engagement with Aboriginal Elders and community members has proven to be key to understanding unique needs and perspectives throughout this process. Continuing the Reconciliation Action Plan process is also an important element of Councils work within the Aboriginal community, and is on track for public exhibition by December 2023.	
E2.5.1	Provide support for community initiatives including the Seniors Extravaganza, Multicultural Inclusion Days, Disability Action and Inclusion Planning (DIAP), and NARWAN Project contributions	Operations	Kylie Giles	Progressing	95%	Youth Week, Volunteer week, NAIDOC Week have all successfully concluded and have been added to the events calendar for 2024. As the Covid 19 pandemic has wound down- the opportunity to host and participate in a variety of community events has been presented and been successfully undertaken. NAIDOC Week was acknowledged this year with ceremonies and flag raising events in both Armidale and Guyra - and will be further celebrated in September with an Elders Ball which is expected to attract around 150/200 local elders to participate.	

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
E2.5.2	Develop a program of initiatives in line with the Social Cohesion Framework for Local Governments	Projects and programs	Kylie Giles	Progressing	20%	Progression is planned for the approaching quarter - limited resources have continued to have this action held over in the 2022/2023 reporting period.	
E2.5.2	Administer the Community Assistance Grants s356 program that is traditionally offered in two separate rounds per year to support local not-for-profit organisations from across the local government area	Operations	Kylie Giles	Completed	100%	The 2022/2023 round of the Community Small Grants was successfully completed in June 2023. The round saw 21 applicants, with 9 being approved for funding. Funding amounts ranged from $775.00 - $3,000 The 2022/2023 round of funding was well oversubscribed. $20,000 was available to distribute to community groups. Council received applications of approximately $60,000. Of the applications received, only 2 or 3 failed to meet the selection criteria, the remaining applications were all great community projects and were all worthy of funding. The 2023/2024 financial year will see the creation of a new online platform for submission of applications for both financial and in kind support from Council.	
E2.5.2	Provide contributions to the Armidale Neighbourhood Centre operations in line with Council policy	Operations	Kylie Giles	Completed	100%	MOU is in place and recognised by all participants. Funding has been allocated and will continue for the duration of the funded allocation.	

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
E2.6.1	Continue Volunteer Centre Operations through the Armidale Volunteer Referral Service, which helps members of the community find a volunteer position that suits their skills and interests Host International Volunteer Day, NSW Volunteer of the Year Awards, funded by the Department of Family and Community Services	Operations	Kylie Giles	Completed	100%	New England Community Volunteer Awards' were successfully completed during National Volunteer Week. Award recipients were presented with certificates acknowledging their contributions to the communities they serve. Funding allocation from the Department of Communities and Justice remained secure for the entire period-2022/2023, and will carry on into the 2023/2024 financial year. The Volunteer Referral Service continues to experience a reduced usage rate since the onset of the Covid 19 pandemic. The program recognises the importance of adapting and innovation, while maintaining the core mission of connecting volunteers with meaningful opportunities within their community. With these things in mind the program will be exploring opportunities such as increasing its online presence, virtual recruitment, volunteer training, remote volunteer opportunities, collaboration with other organisations, as well as increased publicity and exposure.	✓
L1.3.2	Provide Local Area Committee Grants as per Council policy	Projects and programs	Kylie Giles	Progressing	50%	Grant framework remains under construction - funds continue to be distributed while new processes are considered and developed. A holistic approach to Council current grant and funding allocation framework is under review. This process includes the assessment of current practice, as well as new opportunities and process consideration. This all of Council stream lined process is expected to be in a final, presentable format by the conclusion of 2023.	●
S2.1.2	Implement Child Safety Framework and Initiatives across Council in collaboration with People and Culture and Governance	Projects and programs	Kylie Giles	Progressing	40%	In line with the strategies in Councils child safe statement - position descriptions and advertisements to child related position vacancies have now began to include child safe requirements. All of staff have been provided with online training links in the area of the Working with Children Check and reportable conduct scheme. Due to availability of child safe officers at the Office of the Children's Guardian (OCG) formal training is planned for the 2023/2024 year.	●

Customer Services

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
S1.1.3	Adopt updated Customer Experience Strategy including actions to improve service to both external and internal customers	Projects and programs	Aimee Hutton	Progressing	45%	This action was delayed while recruitment was taking place. This action will carry over to the 2023/2024 financial year for completion. This is also being completed in conjunction with a new Customer Service Charter. Community Consultation needs to be undertaken to complete this action.	
S1.1.3	Review and promote Customer Service Charter to Council officers to ensure consistent customer service to all customers	Projects and programs	Aimee Hutton	Progressing	60%	Internal staff feedback has been collated. We are currently in the process of arranging community consultation which will inform the preparation of the final document. Once a final document has been drafted, it will go back to the staff and community for review and comment before being finally adopted.	
S1.1.4	Review and improve cemetery booking and management system in collaboration with Parks and Gardens and IT	Projects and programs	Aimee Hutton	Progressing	80%	A cemetery audit and the implementation of a new cemetery booking system is well underway, expected for launch by September 2023. The final paper records are currently in the process of being converted into digital records.	
S2.1.1	Implement streamlined Government Information (Public Access) Act (GIPA) process in collaboration with Governance	Projects and programs	Aimee Hutton	Completed	100%	New GIPA procedures have been rolled out to all staff involved and all key staff have been appropriately trained.	
S2.3.1	Provide the resources, training and systems to provide outstanding customer services to the community	Operations	Aimee Hutton	Completed	100%	The customer service team has undertaken a lot of training this year to improve their knowledge and improve the overall customer experience. This effort for continual improvement will carry over into the 2023/2024 financial year.	
S2.4.2	Improve receipting processes across external businesses in collaboration with Finance	Projects and programs	Aimee Hutton	Progressing	20%	This action will be rolled over to the 2023/2024 financial year for completion. This is a complex area and to gain maximum staff efficiency, needs to be considered more broadly in conjunction with the Finance team.	

Finance and Procurement

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
C1.1.2	Complete a program of expenditure of SRV Funding including: · Kerb and Gutter program · Footpath program · Urban reseal program · Rural reseal program · Gravel re-sheeting · Building renewal program	Projects and programs	Ann Newsome	Completed	100%	All required expenditure from the previous SRV has been completed.	✓
S2.3.1	Review of Waste, Water and Sewerage charging and reserve provisions in line with infrastructure requirements and population growth targets	Projects and programs	Ann Newsome	Progressing	70%	This is a continuing process.	●
S2.3.2	Undertake financial services to support organisational function and health, and future planning	Operations	Ann Newsome	Progressing	25%	The redevelopment of the project ledger will progress this item.	●
S2.3.3	Complete revenue efficiency and software projects, to combine multiple rates and water bills into one electronic file, saving on postage costs: 1. Bill Print module 2. Major Agent module	Projects and programs	Ann Newsome	On hold	40%	This possibility has been reviewed and is on hold. There are pros and cons of completing a merge of the general rates notice and the water billing. At the moment the negative impact on ratepayers of 4 large bills is seen as out weighing the benefit of a reduction in postage. There is also a timing difference in the delivery of the two types of notices.	●
S2.3.4	Prepare project plan and apply for a Special Rate Variation to the Independent Pricing and Regulatory Tribunal in accordance with Council's adopted position	Projects and programs	Ann Newsome	Completed	100%	The SRV application was lodged, IPART notified council that the application was successful and Council endorsed the approved SRV in June 2023.	✓
S2.4.2	Deliver the TechOne CiAnywhere module	Projects and programs	Ann Newsome	Progressing	40%	Currently IT are completing the migration of TechOne to SAAS. This is due to be completed in August 2023. On completion of this action additional CIA modules will be able to be scheduled to move from CI.	●

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
S2.4.2	Transition the Asset Register to TechOne	Projects and programs	Ann Newsome	Progressing	10%	This is a major body of work. The consultant engaged for this project is expected to commence in the first quarter of 2023/2024.	
S2.4.2	Develop a TechOne Cloud Readiness Transition Plan and costings	Projects and programs	Ann Newsome	Progressing	70%	The TechOne Cloud transition (SAAS) should be completed by August 2023.	
S2.4.2	Review of costing systems for financial management	Projects and programs	Ann Newsome	Progressing	40%	Some progress has been made in this area. The first cut of changes to the project ledgers occurred with the preparation the 2023/2024 budget with the split of short term operational projects from baseline for operating items and a revision of capital projects and work orders. Work will continue in this space as reporting is rolled out and as ARC moves towards rolling out project management software in 2024-2025.	
T1.2.3	Effectively manage procurement services such as contract management and administration, tender services and goods and materials storage	Operations	Ann Newsome	Progressing	45%	Training continues in the procurement space. The movement of procurement and accounts payable to CiA will have a significant impact on ARC's performance in this space. This transition is now scheduled to occur after the SAAS migration has been completed.	

Governance, Strategy and Risk

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
S2.1.2	Complete a Legal Services Resources Review to ensure efficient and economic use of legal services by Council	Projects and programs	Simone Mooketsi	Completed	100%	Review complete and policies and procedures updated.	✓

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
S2.1.2	Implement the recommendations from the September 2020 Governance review, delegations register, Pecuniary Interest Disclosures, complaints management, Government Information Public Access Act, Public Interest Disclosure Report, Code of Conduct Reporting, and Risk Management Roadmap	Operations	Simone Mooketsi	Progressing	80%	Governance related items moving towards completion. Note many of these items are complex and require multi-year implementation.	
S2.1.3	Support the Audit, Risk and Improvement Committee to review the following aspects of Council's operations: compliance, risk management, fraud control financial management, governance, implementation of IP&R strategies, and collection of performance measurement data	Operations	Simone Mooketsi	Completed	100%	Four meetings of the Audit Risk and Improvement committee held. Internal Audit Schedule progress on track. Internal Audit and Risk Management Guidelines for Local Councils in NSW implemented. Full details of activities completed are contained in the Audit Risk and Improvement Committee Annual Report.	✓
S2.1.4	Implementation of the Risk Management Module (software system)	Projects and programs	Simone Mooketsi	Progressing	80%	Risk Management Policy updated and adopted, Risk appetite statements adopted and enterprise risk register created.	
S2.1.4	Manage risk and safety through a Risk Management Framework and a program of continuous improvement	Operations	Simone Mooketsi	Progressing	80%	Risk Management Policy updated, risk appetite statements and matrices adopted. Council wide risk register in place.	
S2.2.1	Implement the pulse software for corporate planning to streamline internal systems and ensure timely reporting to the community	Projects and programs	Renata Davis	Completed	100%	Pulse software for Corporate Reporting was implemented October 2022. Staff use the system to record progress in relation to the Operational Plan and Delivery Program and to report to the community every 6 months. The system has automated the process, bring efficiencies in time for staff for both the data reporting and data collating processes.	✓

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
S2.2.1	Implement the Integrated Planning and Reporting Framework (IP&R) including to: - Report regularly to Councillors and the community on the progress towards the goals, strategies and activities of the IP&R documents · Prepare an Annual Report	Operations	Renata Davis	Completed	100%	Council successfully completed its 1st year under the framework of its revised Community Plan, Delivery Program and Resourcing Strategy - all revised and adopted in 2022. The Annual Report was completed and published in November 2022 in compliance with legislative requirements. Council also revised its Delivery Program in November 2022 to align with its application for a Special Rate Variation. This involved adding an addendum to the original Delivery Program to explain the case for the application and the impacts of an SRV on the community. In May and June 2023, Council prepared, publicly exhibited and adopted the final Operational Plan and Budget 2023/2024 in accordance with legislation. This included a 50% SRV (58.8% cumulative including rate peg), following the announcement by IPART that Council's application for a SRV was successful.	✓
S2.2.4	Deliver a program of service planning across the organisation to understand customer experience, services challenges, future trends and service levels	Projects and programs	Renata Davis	Progressing	90%	Q4 saw the completion of 90% of the Service Plans. The remainder of the plans will be completed in July/August 2023. Delays in completion were due to competing organisational priorities and waiting for new Managers to be in place. Service Plans will be reviewed by the Executive Team and will guide the chosen services that will complete Service Reviews in 2023/2024. The Service Plans outline the current services, their resources and outputs, along with the future trends and strategies that will impact on the service into the future. This project has been as excellent process for creating standardised and documented information about services across the organisation. The Service Plans will be updated annually during the Operational Plan and Budget preparation process.	●

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
S2.2.4	Prepare a plan for the development and delivery of service reviews, including order of review for each department and mode of delivery	Projects and programs	Renata Davis	Progressing	75%	This process was delayed due to the Service Planning program running over. The Service Planning program feeds into and determines the planning for what ARC services are reviewed by a Service Review first, and in which order the reviews are rolled-out. There will be at least two services reviewed for efficiency and effectiveness in 2023/2024. Service Reviews are now a legislative requirement for Councils to undertake as part of the Integrated Planning and Report Framework. Council will undertake a minimum of two independent service reviews in 2023/2024, as determined by a prioritisation process developed through Service Planning (to be completed August 2023). Reviews will likely be undertaken from September/October 2023 onwards following the awarding of a contractor.	
S2.4.2	Implementation of Tech One Integration to Pulse to align the financial system to the Pulse reporting system	Projects and programs	Simone Mooketsi	Completed	100%	Integration complete.	✓

Information Technology

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
S1.1.4	Implement IT customer service management software SYSAID to better manage IT helpdesk requests	Projects and programs	Richard Cadet	Progressing	65%	The configuration of enhancements have been started in order to deliver this action. This will be completed in the 2023/2024 financial year.	
S1.1.4	Develop and implement online bookings capabilities to generate operational efficiencies	Projects and programs	Richard Cadet	Not progressing	5%	Actual requirements have not been completely determined. Once these are established, we can complete this action. There could be opportunities within the Microsoft 365 rollout that may cover this requirement. To be carried over to 2023/2024 financial year for action.	

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
S2.1.1	Maintain records in line with the State Records Act 1998 no. 17 to ensure the preservation and management of official and non-official records, and: · Conduct disposal program · Complete backlog of merger cataloguing and destruction	Operations	Simone Mooketsi	Completed	100%	Business as usual record keeping activities completed for the year.	✓
S2.4.1	Maintain and upgrade information technology systems	Operations	Richard Cadet	Progressing	55%	Upgrades within our Tech One system will be delivered early in the 2023/2024 financial year. Further enhancement will also be obtained upon the delivery of OneCouncil which is also due to occur next financial year.	●
S2.4.2	Implement selected recommendations from the David Thompson Review - IT and Digital Services Strategy including licence reviews, telephony optimisations, Citrix upgrade, and operating systems upgrades	Projects and programs	Richard Cadet	Progressing	70%	M365 migration will cover most recommendations within the David Thompson review, including the Citrix Upgrade.	●
S2.4.2	Deliver a technology upgrade - MS 365 - that will provide enhanced functionality to staff and allow staff to work from anywhere	Projects and programs	Richard Cadet	Progressing	60%	Rollout of M365 has begun, and users are now being transferred over.	●
S2.4.2	Develop a Cyber Security Strategy in response audit concerns and to manage risk	Projects and programs	Richard Cadet	Progressing	30%	KAON Security has been engaged to assist with the development of a comprehensive Cyber Security Strategy in line with Essential 8.	●
S2.4.2	IT upgrades and renewals	Projects and programs	Richard Cadet	Progressing	50%	Ongoing refresh and upgrades continuing through the year.	●

Libraries and Museums

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
E2.1.1	Develop an updated Arts and Cultural Strategic Plan for the next 4 years that focuses on enhancing and celebrating the unique character of our region while building a connected, creative and dynamic place to live and visit	Projects and programs	Sarah Reddington	Progressing	15%	Planning for the Arts & Culture Strategic Plan was delayed awaiting recruitment of the new Arts, Culture and Heritage Officer. Since this position was filled in February, a review of our museums has commenced and connections have been made with local Arts, Culture and Heritage organisations. Gaining an understanding of current internal operations as well as future goals and direction of other organisations across the region will create a foundational knowledge crucial for the creation of the Plan. Next year we will undertake more formal community consultation which will inform a draft document for public exhibition.	
E2.1.3	Provide the following contributions and sponsorships: • Annual financial contribution to Arts North West to build community cultural capacity and generate creative opportunities in the Armidale Regional Council LGA • Annual financial support for New England Regional Arts Museum (NERAM) in accordance with the Memorandum of Understanding	Operations	Sarah Reddington	Completed	100%	Council continues to recognise and support the funding agreement with NERAM. The MOU with Arts North West for 22/23 has been finalised and contributions have been made.	✓
E2.2.2	Seek funding opportunities to introduce 'smart furniture' throughout the Guyra and Armidale Libraries	Projects and programs	Elizabeth Thomas	Completed	100%	We continue to seek appropriate funding opportunities but have not sourced a suitable one yet.	✓
E2.2.2	Continue the digitisation of collections including the Duncan Miller photograph collection	Projects and programs	Elizabeth Thomas	Completed	100%	The photographs in the Duncan Miller collection have all been digitised and an accession register created. The records have not been catalogued yet as other library projects have taken priority this year.	✓

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
E2.2.2	Operate thriving and relevant library services in Armidale and Guyra that include: • Programing and events such as books clubs, story time, school holiday activities and entertainment • Community Outreach Programs - liaising with schools and community groups, sharing resources, and delivering programs • Promotion and preservation of the collection • Providing access to technology such as computers, iPads, daisy players, and support the community in the use of this technology • Providing support to community groups	Operations	Elizabeth Thomas	Completed	100%	The library service is running smoothly with a number of programs and activities being conducted this quarter - these include Storytime, Tech Savvy Seniors, book club, school holiday activities, Simultaneous Storytime, Streaming the Sydney Writers Festival, the very popular children's singing group 'The Vegetable Plot' and regular VR sessions. Armidale library has just opened up its digital makerspace for bookings which will allow people to record music, podcasts etc. The library has also recently purchased new updated Oculus headsets to allow us to showcase new technology to the community.	✓
E2.4.1	Investigate funding opportunities for the Armidale Folk Museum building upgrade works including: accessible entry, accessible toilet, kitchenette, and upgrades to storage and office area	Projects and programs	Sarah Reddington	Completed	100%	Grant funding has been successful for this project. We have moved on to drawing up plans and have engaged an accessibility expert to advise on these plans.	✓
E2.4.1	Operate the Armidale, Hillgrove and Railway Museums to enable: • Promotion and preservation of our historical collections • Programming and events such as exhibitions • Collaboration with local arts, culture and heritage organisations to promote arts, culture and heritage across the region	Operations	Sarah Reddington	Completed	100%	There is still a hold on volunteer recruitment council wide, however staffing of Hillgrove Museum has improved with volunteers returning from leave and we have been able to maintain more consistent opening hours. Recruitment is underway for a new Museum Attendant, to fill a vacant position. This will assist with providing consistent opening hours at the Armidale Folk Museum. The Bicentennial Railway Museum remains closed while the agreement with Transport NSW is under review, however progress has been made on the assessing of collection objects.	✓
E2.6.2	Develop a volunteer program in our libraries that allows community members to be involved in enhancing our library service	Projects and programs	Elizabeth Thomas	Progressing	80%	Volunteering policy is sitting with Governance while all volunteering processes and procedures are being audited and a new framework for the recruitment and management of volunteers will be rolled out once the audit is complete. The library volunteering program will be part of a wider council initiative.	●

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
T1.5.1	Support the Northern Tablelands Cooperative Library Service (NTCLS) through the purchase and distribution of materials throughout the region	Operations	Elizabeth Thomas	Completed	100%	Resources have been purchased and distributed across the co-operative libraries this quarter and the budget has now been fully expended for 2022/2023. Regular swaps has occurred between the libraries to ensure that the material is shared across the different library services. We have met our obligations under the Northern Tablelands Co-operative Library Services Agreement. We have purchased and distributed new materials including large print and talking books as well as making digital resources such as Borrowbox, CloudLibrary NewStand and Transparent Language available across the different library services.	✓
T2.1.3	Operate an Armidale Visitors Information Centre that promotes the Armidale Region to visitors with the aim to extend visitation and overnight stays by enticing them to explore the many varied attractions in the area	Operations	Aimee Hutton	Progressing	95%	The Visitor Information Centre and Heritage Tour has been operating for the entire year. The merchandise and marketing material is currently being reviewed and refreshed to ensure the Customer Experience remains at a high level, and our region is being showcased well.	●

Pre sc h o o l Se rvic e s

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
E1.1.2	• Provide day care, pre-school, after school and holiday care services • Balance community childcare needs with the enrolment capacity • Implement service policies • Provide professional development for staff as per annual program • Deliver School Holidays program to children aged 6-12 • Complete annual facility maintenance program	Operations	Amanda Campbell	Completed	100%	The Centre has operated for the full year and delivered care to the Guyra community. Professional development for staff is continuing and some facility management issues will carry over to the 2023/2024 financial year, including the upgrade of the front door security system, new security camera installation and improvements to the front playground sandpit.	✓

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
E1.1.3	Finalise the business case and seek funding for a new Early Childcare and Learning Centre (ECLC)	Projects and programs	Amanda Campbell	Progressing	30%	The business case has not yet been finalised. Multiple options are currently being explored to determine the best outcome for the community, including funding opportunities. This will be carried over to the 2023/2024 financial year and presented to various Key Pillar Working Groups for consideration and input.	

Property Management

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
E2.5.3	Review current community shared spaces and provide a report back to Council	Projects and programs	Sam Drake	Progressing	40%	Spaces identified and analysis tool formed, reporting format to be determined (community, council, working group, executive, discussion paper). A number of community shared spaces options exist however require funding to uplift the assets in terms of compliance and suitability, including disabled access, fire compliance and environmental sustainability. A report is drafted to include possible areas of improvement along with the Council's asset strategy and environmental sustainability objectives	
F1.1.3	Review and revise the Crown Land Plans of Management	Projects and programs	Sam Drake	Progressing	50%	Plans of Management now need asset owners to input operational data such as maintenance and capital upgrade items into the draft documents ready for public consultation. It is expected consultation will start in the next quarter and include assets such as Cemeteries and Crematoria, Emergency Services Support Assets and then into more traditional areas of sportsgrounds and public spaces, parklands and community assets.	

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
S2.3.6	Implement Stage 2 of the Property Divestment Program	Projects and programs	Sam Drake	Progressing	50%	A number of smaller transactions have been completed in line with the Stage 2 recommendations. The profitability of certain properties such as access denial strips remains a concern unless the purchaser pays legal and administration costs, these have been delayed until suitable purchasers are found (neighbouring properties). This item remains at 50% completed due to some public and community lands being identified in the Stage 2 recommendations which will need further community consultation and input.	
S2.3.6	Manage property services including land registers, leasing and licensing of Council or Crown Land, residential tenancies management, and property disposal and purchase	Operations	Sam Drake	Progressing	50%	The 2022/2023 financial year saw an unprecedented level of property transactions with nearly $4 million in transaction contracts plus significant acquisition of assets including Armidale Courthouse. All leasing contracts were updated into a specialised monitoring software with an increased effort to place commercial, residential and community leasing into the NSW Law Society's templates to keep them compliant with the relevant act.	

Office of the General Manager

Communication and Engagement

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
S1.1.1	Review the engagement platform yoursay.armidale.nsw.gov.au for usability, cost efficiency and integration	Projects and programs	Joanna Harrison	Completed	100%	Have reviewed alternative provider to our current online engagement platform EHQ. This product is comparable and does have some advantages however have negotiated a competitive one year contract with Granicus as a bundle with the new website development contract.	✓
S1.1.1	Deliver communications and engagement initiatives to ensure the community is well informed and heard, including through newsletters, editorials, advertorials, merchandise, signage, website maintenance and licences, engagement events, advertising, subscriptions, brand and reputation management	Operations	Joanna Harrison	Completed	100%	Completed. Staff resourcing has impacted our ability to complete all communications for all areas of the business.	✓
S1.1.2	Update Council's Communications Strategy to enhance the delivery of information to key stakeholders and the community with a focus on digital communications channels. The Communications Strategy will align with the objectives of the Community Engagement Strategy	Projects and programs	Joanna Harrison	Deferred	60%	Deferred to Q1 of 2023/2024 actions due to impact of limited resources available in the engagement team.	●

Executive Office

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
L1.3.3	Develop a Guyra Precinct Group	Projects and programs	Mel Hoult	Completed	100%	The Guyra and Community Progress Association is meeting regularly and in contact with the General Manager and Council Officers to progress various initiatives. The progress association is working well with Council and has again been funded for the 2023/2024 financial year.	✓
S1.1.2	Prepare an Armidale Regional Council Style Guide	Projects and programs	Mel Hoult	Progressing	80%	The Style Guide is being rolled out through the Corporate Induction program.	●
S1.2.1	Council Key Pillar Working Groups	Projects and programs	Mel Hoult	Completed	100%	Four of the six Key Pillar Working Groups are continuing to meet in 2023. Minutes of the various groups are reported to Council on a quarterly basis. Mixed success is being experienced as part of the KPWG with some more organised than others. The groups that are working well, e.g. Growth KPWG are making some major progress on their nominated initiatives.	✓
S1.2.2	Contribute a subscription fee to the New England Joint Organisation, along with other New England Councils, to facilitate its executive operations. Key projects for Joint Organisation identified in areas of: Sustainable Economic Growth; Educated, Healthy Connected and Communities; Investment in Critical Infrastructure	Projects and programs	Mel Hoult	Completed	100%	NEJO has been disbanded for the remainder of this council term.	✓
S1.2.3	Prepare an Advocacy Strategy to foster constructive relationships with State and Commonwealth representatives and agencies	Projects and programs	Mel Hoult	On hold	10%	Workshops are continuing with Councillors.	●

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
S1.2.4	Liaise with the UNE regarding regional enhancement partnership opportunities and consider an agreed initiative through the Strong Region Key Pillar Working Group	Projects and programs	Mel Hoult	Completed	100%	A non-binding MOU has been entered into between UNE and ARC that promotes a relationship to continue to collaborate. The Mayor & Deputy Mayor attend various college dinners, a Culture Festival as well as a Universities Accord Panel meeting/dinner. The respective executive groups of both organisation's meet quarterly to advance opportunities.	✓
S1.3.1	Review Bigtincan functionality, price etc. against comparable products in conjunction with Councillors and the General Manager	Projects and programs	Mel Hoult	Deferred	90%	Testing has been completed with the alternate product. At this stage, the alternate product doesn't have the complete capabilities that BigTinCan has. A review in 2024 is recommended.	●
S1.3.1	Conduct a program of Councillor Professional Development	Projects and programs	Mel Hoult	Progressing	90%	When Councillors were first elected, the received a survey to identify their professional development needs, areas of interest and priorities. Individual professional development plans being developed in conjunction with the GM and Mayor, and will comprise a mix of group training, in house training, conferences and individual mentoring or training as required and as can be facilitated within the budget constraints, optimising use of resources. Some Councillors have requested to attend upcoming conferences over the 2023/2024 year term. GM hopeful Councilors will re-engage with the DG culture journey the organisation is pursuing.	●
S1.3.1	Implement service standards in line with Councillor request procedure. Provide the facilities, equipment and support to Executive and Councillors required to carry-out their roles including: • Access to council information readily available through Councillor Portal • Provide and manage electronic hardware and access cards • Effective coordination of meetings and agendas	Operations	Mel Hoult	Completed	100%	This is ongoing as part of business as usual. Councillors were sent a survey in June 2022 which closed in July 2022, to gain a benchmark in satisfaction. 2022/23 closed out.	✓

People and Culture

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
S2.1.5	Complete a Salary System Review	Projects and programs	Annie Harris	Progressing	95%	The Salary System has been developed and will be complemented following the finalisation of the organisation structure review scheduled to commence consultation in September 2023.	
S2.1.5	Develop and implement a Developing Future Leaders program	Projects and programs	Annie Harris	Progressing	70%	Prior to the end of the reporting period, Council was able to secure development opportunities for approximately 50 staff, from team leaders to supervisors. Training provided included an introduction to Finance, governance, procurement and HR. We are continuing to support the program with leadership skills in the 2023/2024 year.	
S2.1.5	• Implement a transformational change management program that motivates, sustains and rewards growth within an inspiring organisational culture • Develop and implement a learning and organisational development program • Develop an employee incentive and wellbeing program	Operations	Annie Harris	Progressing	95%	Council developed and invested significantly in the change management program in 2023/2024. We are seeing real outcomes of the investment, with an increase of candidates in our roles and retention. These results are reflected in the recently completed Pulse Survey. We are developing an incentive program which will form part of the salary system finalisation project, with commencement of the wellbeing program and initiatives underway.	
S2.1.6	Review contractor management across the organisation and develop a Contractor Safety Compliance Strategy	Projects and programs	Annie Harris	Progressing	90%	The WHS team have worked closely with the Procurement and Project Management teams to coordinate and implement safety as a core factor in contractor management and procurement. We have also commenced the development of a contractor management process, which includes contractor induction and are supporting a more structured approach to contractor management.	

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
S2.1.7	Continue to develop and support the 'Restore and Thrive' culture journey	Projects and programs	Annie Harris	Completed	100%	Council's Restore and Thrive journey progressed well during the 2022/2023 year. We have seen tangible improvements in organisational culture (reflected in the recent Pulse Survey). Staff are proud to work at Council and the community is proud to support the staff. Council's ongoing commitment to Phase 4 of the Culture journey will see ongoing improvements and solidification of the work completed to date.	✓
T1.4.2	Implement Human Resources Management System - Technology 1 - to provide an all-in-one online platform to support HR and Payroll functions for employee and workforce management	Projects and programs	Annie Harris	Progressing	85%	The completion of the work has been delayed by other priorities for Council, however we have made progress. The implementation of the recruitment module will be completed by October 2023 and the training competencies is being finalised.	●
T1.4.2	Develop and implement a whole-of-council Employment-based Training Strategy to bring apprentices, trainees and graduates into our organisation, particularly in skills shortage areas	Projects and programs	Annie Harris	Completed	100%	In addition to the increase of trainee/apprentice programs at Council, we have commenced a pilot Girls in Civil program aimed at providing school-based female students with an understanding of what Council does, and exploring civil construction careers. This program is due to commence at the end of July 2023	✓
T1.4.2	Participate in the Elsa Dixon Aboriginal Employment Program - a NSW Government funded initiative for Aboriginal School-based traineeships from the NSW Department of Industry and Training Services	Operations	Annie Harris	Completed	100%	Council provided two Elsa Dixon traineeships in 2023/2024 within the Customer Experience area. We continue to be committed to the program and providing more opportunities across all operational areas of Council.	✓

Planning and Activation

Certification

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
E1.3.3	Provide building and development certification and inspections services to the community in line with legislative obligations	Operations	Emily Tischner	Progressing	75%	Q4 saw a slight decline in construction certificates to Q3. Building certification and inspections carried out as required.	

Regional Activation

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
C2.1.1	Partner with community groups and other tiers of government to advocate for additional transport options to other regions and cities	Projects and programs	John Goodall	Progressing	75%	Continuing participation in Armidale and the 16 Cities TfNSW bus network assessment and problem identification to improve services.	
C2.1.2	Partner with the UNE and transport providers to investigate and improve campus-to-CBD transport links	Projects and programs	John Goodall	Progressing	75%	Armidale 16 Cities TfNSW Bus Network identified connectivity between UNE campus and CBD a priority. Council strategic planning work identified greater UNE campus or student accommodation in the CBD as a priority.	
C2.1.6	Source additional funding opportunities for the New England Rail Trail	Projects and programs	Daniel Boyce	Progressing	20%	Council officers continue to seek appropriate funding opportunities for the New England Rail Trail.	
L1.4.2	Coordinate the inaugural Armidale Spring Games in October including hockey, cricket and football bringing thousands of players to the region	Projects and programs	Denise Palmer	Completed	100%	Spring Games grant reporting was signed by GM in January 2023. GMO queried the GST amount- this is under review by Finance to resubmit the final report. Spring Games 2023 will not be branded as such, as the sporting codes have many commitments on the October long weekend, and will instead use their funding to host regional events between September - November.	✓

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
T1.1.1	Coordinate economic development initiatives to: • Provide regional business support, engagement and optimisation • Provide strategic planning input into economic and commercial decision-making for deployment of ARC resources, such as developing a Renewable Energy Action Plan and Policy • Facilitation of government and private investment into the region and business precincts, such as Renewable Energy Initiatives, New England Rail Trail (NERT) as well as commercial enterprises into the CBDs of Guyra and Armidale • Lead CBD activation via encouraging new businesses into the precinct • Redraft and refresh the ARC Economic Development Strategy to include updated metrics and targets	Operations	Denise Palmer	Progressing	35%	CBD Activation: Continued support provided to mall tenants to discuss patronage attraction, with input into the "Armidale Mall" action group. CBD activation implemented through Council support for live music at Sunday Markets in the Mall as well as Book Week in the Mall, plus upcoming Halloween and Christmas in the mall. Economic development: Facilitate application of grant application to fund a section New England Rail Trail. Regional business support: Provide advice for commercial conference and event planning for Q2 2023/2024.	
T1.2.1	Partner with UNE SRI to develop a local business support program	Projects and programs	Denise Palmer	Progressing	20%	Project scoped and resources identified to develop partnership with SRI.	
T1.2.2	Partner with UNE SRI to develop a local business skills and online presence program	Projects and programs	Denise Palmer	Progressing	40%	UNE SRI has been booked in October for NSW Small Business Month and a grant application underway to provide 2 x My Small Business Online workshops, to help small businesses grow their digital presence through social media, online sales and promotion.	

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
T2.2.1	Market the Armidale region to NSW and Southern Queensland to promote visitation with a strong emphasis on nature, culture and history and sporting events including: • Journalist Famils • Attract events through third party promoters • Collaborate New England High Country campaigns • Create a digital marketing strategy for Armidale • Attract, support and promote sporting events • Attract and support conferencing to the region	Operations	Denise Palmer	Progressing	45%	Marketing the region continues via face-to-face promotion (Visitor Information Centre) and online (Visit Armidale social pages) to local, interstate and international audiences. Ongoing engagement with third parties hosting events. Continued collaboration with New England High County (4 issue campaign with FOUND Regional and feature in Australian Cyclist). Sporting events continue to be booked for 2023/24.	
T2.2.3	Organise and deliver the Big Chill Festival	Projects and programs	Denise Palmer	Progressing	90%	The Big Chill Festival was completed successfully in 2023 with much community support and feedback on the new Sportground venue and format. Ticket sales mean planning for 2024 has already begun to improve the offering and impact of this festival on the local economy with an estimated turn over of over $1.5M for the weekend event. Final Grant reporting due in 2024.	
T2.3.1	Provide the following contributions: • World Endurance Mountain Bike Organisation Championship November 2023 ($6,500) • Guyra Christmas (Rotary, $6,000) • Dam Buster Sports Event ($2,000) • UNE 12hr in Piney ($2,000) • Guyra Lamb and Potato Festival ($8,000 facility hire) • Veterans Golf ($2,000) • Other contributions for new events in Villages • HMAS 80th Anniversary contribution	Projects and programs	Denise Palmer	Progressing	50%	The support of these events was delivered successfully and in line with the agreed targets set in previous years. Some of these events are long standing in nature with items such as WEMBO deferred during COVID periods now becoming a live event. Armidale Regional Council in 2023 after a number of postponements.	

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
T2.3.1	Provide an events and promotions program that: • Stimulates the local economy through events and activation. This includes creating, attracting and marketing events that promote visitation and overnight stays, as well as activating precincts such as the Armidale Mall and CBD • Celebrate significant dates and occasions in the community calendar (Christmas, New Year, and Autumn) as well as hosting citizenship ceremonies and other commemorative events	Operations	Denise Palmer	Progressing	50%	The events calendar for the Armidale Mall and wider Armidale Region continues to grow and be supported by Armidale Regional Council. A new standout was the Halloween Festival in 2022 which is returning in 2023 with the support of many retailers and community participation.	
T2.4.3	Purchase of a custom built portable stage to be able to utilise at Council run events and to hire to the Armidale Community	Projects and programs	Denise Palmer	Not progressing	0%	Variation to Grant submitted by Tom Bower on 30/6/23 to request to redirect funds for infrastructure in smaller communities.	

Regulatory Services

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
E1.3.3	Deliver free microchipping and Companion Animal education days in partnership with Animal Welfare Organisations and local vets	Projects and programs	Ian Chetcuti	Completed	100%	Successful microchipping and education day held on-site at Bunnings Hardware.	✓
E1.3.3	Deliver a feral cat trapping program	Projects and programs	Ian Chetcuti	On hold	0%	Due to staff shortage and additional workloads associated with the restructure process the feral cat trapping programs have been put on hold until vacant positions are filled. At the conclusion of this period vacancies have not been filled and workloads on current staff has not allowed the program to proceed.	

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
E1.3.3	Implement a Swimming Pool Compliance Program	Projects and programs	Fredrick Mickerts	Progressing	80%	Council adopted the Swimming pool barrier inspection policy at the May 2023 Council meeting. The requirements of the policy have been implemented, most notably the addition of all shared accommodation properties to the inspection calendar in Councils Pathway system and active inspections by qualified Officers is occurring.	●
E1.3.3	Receive and action development, building, health and regulatory applications and approvals in line with relevant legislation	Operations	Emily Tischner	Progressing	75%	Development Applications in Q4 received and actioned in line with relevant legislation. Q4 performance: Of the 36 DAs approved in Q4, 22 were completed in 32 days or less, 7 between 32-40 days and 7 over 40 days. (32 days being the benchmark in the OP and 40 days the legislated timeframe)	●
E1.3.3	Provide management and enforcement services for: parking and carparks, litter control, illegal dumping, livestock control, unsafe properties, abandoned vehicles and trollies, and water restrictions/misuse	Operations	Ian Chetcuti	Completed	100%	Successfully completed	✓
E1.3.3	Provide Companion Animals management and enforcement services including: • Companion Animal Shelter • Barking, nuisance, menacing, stray, roaming or dangerous dogs • Microchipping and registration	Operations	Ian Chetcuti	Completed	100%	Successfully completed	✓
E1.3.3	Provide Environmental Health advice, approvals and inspections	Operations	Fredrick Mickerts	Progressing	75%	Council's current Regulatory services team actively carries out the requirements of policy in regard to Companion Animals Regulation, parking management. Matters of building compliance, and Development Applications compliance are dealt with as they arise and prioritised by qualified officers.	●

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
E1.3.3	Provide environmental health services including: • Section 68 applications • Assessments/inspections of food safety, health premises, caravan parks, boarding houses, swimming pools, awnings, and on-site waste water management • Trade waste	Operations	Fredrick Mickerts	Progressing	85%	Council Regulatory Services team actively responds to all enquiry regarding Environmental Health issues. Qualified Officers determine Section 68 applications in a timely manner and invoice as required. Council Officers have completed 98% of all food licence inspections within the system for 2022/2023 and provided the food surveillance activity to report to the food authority as required, Council Officers actively carry out inspections on health premises, caravan parks, boarding houses, swimming pools, awnings, and on-site waste water management and Trade waste systems as required and when necessary.	

Strategic Land Use Planning

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
E1.3.2	Work with local housing and homelessness providers and State and Commonwealth governments to develop initiatives to incentivise affordable housing	Projects and programs	John Goodall	Progressing	75%	Ongoing action as part of Local Housing Strategy to not only unlock suitable land for future residential development but also explore opportunities for more social and affordable housing stock. Consultation also taking place with DPE to review current planning framework to see if there are any impediments to delivering required social and affordable housing stock.	
F2.2.1	Meet with NSW Government and other Councils in the Renewable Energy Zone (REZ) to advocate of local renewable energy deal	Projects and programs	John Goodall	Progressing	75%	Renewable Energy Zone (REZ) Mayors continue to meet and advocate to EnergyCo.	

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
F2.2.2	Develop community energy projects and negotiate funding with proponents of State Significant and Regionally Significant Energy Developments	Projects and programs	John Goodall	Progressing	90%	This is an ongoing action to continue to negotiate appropriate funding through the registration of a Virtual Payment Address (VPA) against all Renewable Energy Zone applications lodged as either State Significant Development or Regional Significant Development within the LGA to ensure that satisfactory community benefits are obtained as a result of such development.	
L1.3.1	Prepare master plan for villages. Prepare plans of management for community lands and buildings	Projects and programs	John Goodall	Not progressing	10%	Not progressing at this stage due to lack of resources. Will review following recruitment of Land Use Planning team.	
L2.1.1	Prepare technical and advocacy collateral for presentation to relevant government departments, State and Commonwealth Members and Ministers	Projects and programs	Denise Palmer	Progressing	75%	Assisted Invest NSW with provision of material to assist with production of marketing collateral including video and online images to promote the Armidale region, with a focus on intensive horticulture, to an international market.	
L2.1.2	Review airside precinct zoning and master plan to enable fast-track approval process. Prepare advocacy collateral for relevant government departments, State and Commonwealth Members and Ministers as well as targeted engine industries	Projects and programs	Denise Palmer	Progressing	75%	Advocacy material prepared on regional water security and a resilient regional runway for provision to relevant government departments. Future material to be prepared as needs arise.	
L2.2.1	Prepare a Housing Strategy to identify housing land based on a number of population scenarios, identify where new housing will be accommodated and what type of housing Council needs to encourage as part of its changing demographics and household makeup	Projects and programs	John Goodall	Progressing	75%	Local Housing Strategy (LHS) on track, with document drafted and further Councillor workshop recently undertaken in July. Goal is to have LHS to the September Council meeting for adoption. Department of Planning and Environment milestones for delivery of Project are on target to be finalised 31 October 2023.	

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
L2.4.1	Develop a Future Rural Land Use Strategy to identify future opportunities and land use issues associated with the changing way that rural land is used in response to growing renewable energy projects	Projects and programs	John Goodall	Not progressing	0%	Not yet commenced due to lack of internal resources. Deferred to 2023/2024.	
T1.1.1	Prepare an Advocacy Package for engine industries including intensive horticulture, manufacturing, education and agriculture	Projects and programs	Denise Palmer	Progressing	25%	Advocacy material currently in preparation to attract medical professionals to the region. Also in preparation are reports on intensive horticulture and agriculture. Packages on manufacturing, education and agriculture currently in scoping stage.	
T1.3.1	Monitor and respond (as appropriate) to NSW Government planning initiatives	Operations	John Goodall	Not progressing	45%	Review of Planning initiatives from Department of Planning and Environment ongoing and business-as-usual.	
T1.3.1	Implement relevant Local Strategic Planning Statement (LSPS) planning and administrative actions	Operations	John Goodall	Progressing	75%	LSPS on track, with document drafted and Councillor consultation undertaken. Goal is to have LSPS to the September Council Meeting for adoption.	
T1.3.2	Review the Local Environmental Plan in response to proposed changes the zoning of land, additional permitted uses on certain land or amended development standards	Projects and programs	John Goodall	Progressing	75%	Ongoing business-as-usual including Planning Proposals for APU at 57 Newton Street and proposed change to MLS for 90 Kurrawatha Avenue and housekeeping amendments to the Local Environmental Plan to ensure that it is fit for purpose.	
T1.3.2	Prepare and/or assess proposed amendments to the Armidale Dumaresq, Guyra, and merged Armidale Regional Council LEPs	Operations	John Goodall	Progressing	75%	Planning Proposals (PP) to amend the Armidale Regional Local Environmental Plan 2012 ongoing and business-as-usual. Gateway determination for PP for 57 Newton Street received from DPE and was publicly notified with no submissions being received. Council report being prepared for August 23 Council meeting to recommend that General Manager be given delegations to sign all documentation on behalf of the Local Plan making authority.	
F1.1.1	Implement actions from the Koala Management Plan Implementation Strategy including making appropriate changes to the Local Environment Plan and the Development Control Plan	Projects and programs	John Goodall	Progressing	25%	Will need to review and subject to adequate resourcing will look to develop appropriate actions for adoption in either the Armidale Regional LEP or DCP during 2024-25.	

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
F1.3.1	Promote local environmental, biodiversity and agricultural events and programs through Council's 'What's On' page	Projects and programs	John Goodall	Progressing	25%	Events promoted include: Bush For Biodiversity - 'Glenburnie', Land Management and Biodiversity Solutions for Bushfire Resilience and Recovery	
F1.3.1	Provide sustainability initiatives including: • Review and deliver actions from Council's EcoARC strategy • Maintain Council's commitment to the Climate Emergency Declaration and promote further community-led action • Partner with community groups to educate and promote urban sustainability initiatives	Operations	John Goodall	Progressing	75%	Council continues to support Project Zero30 and is working on a carbon neutral building incentive policy and funding model for carbon offsets.	
F1.3.2	Work with local environmental groups develop biodiversity enhancement program	Projects and programs	John Goodall	Progressing	75%	Council is currently working on funding model for biodiversity and carbon offsets as part of Project Zero30.	
F2.1.1	Implement the four agreed priorities of EcoARC	Projects and programs	John Goodall	Progressing	25%	Healthy Winter Air: Business case needs attention. Community Renewables Energy Project scoped.	
F2.1.1	Complete Project Zero30 actions including: • Develop a baseline carbon account that will estimate emissions from all sectors of the LGA • Review Council's planning policy settings to encourage more new and renovated buildings to achieve carbon neutral certification	Projects and programs	John Goodall	Progressing	35%	Environmentally Sustainable Design Policy currently being developed for Council's consideration to encourage improved new and existing building stock to achieve carbon neutral certification.	
F2.1.3	Seek partnership opportunities with local groups to promote sustainability	Projects and programs	John Goodall	Progressing	25%	Participating with UNE SRI on Renewable Energy Zone (REZ) sustainability and employment opportunities.	
F2.4.1	Advocate to the NSW and Federal Governments for real time and publically accessible monitoring of the Armidale air quality during the winter months	Projects and programs	Fredrick Mickerts	Not progressing	0%	Not yet commenced. Will become a priority for the Regulatory team in the near future when resourcing becomes available.	
F2.4.1	Investigate options to link to NSW Government monitoring	Projects and programs	Fredrick Mickerts	Not progressing	0%	As yet not commenced due to current resourcing of Regulatory Services.	

Council Initiative Code	Action	Classification	Responsible Officer	Status	Progress	Comments	Indicator
F2.4.1	Reinstall Council's Purple Air Monitors and make their real-time air quality data accessible	Projects and programs	Fredrick Mickerts	Not progressing	0%	Not yet commenced. Regulatory services should be in a more positive position to commence the activity in the 2nd Quarter in the new financial year.	
F2.4.2	Develop a Healthy Winter Air business case, and apply for funding to: • Educate on the harms to human health from air pollution • Provide subsidies for home energy efficiency measures and installation of cleaner forms of heating	Projects and programs	Fredrick Mickerts	Not progressing	25%	Still in draft and as yet not reviewed - Regulatory Services to carry out review as soon as full staff compliment achieved.	

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ARMIDALE Regional Council

BUSINESS PAPER

SPORTS COUNCIL

To be held on

Tuesday, 7 February 2023
5:30pm

at

Armidale 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)

Quorom: 6 Members to be Present

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T. Smith and S Voigt are apologies for the meeting.

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Item:	**5.1**	**Ref: AINT/2023/02162**
Title:	**Sports Council Financial Report to 31 January 2023**	**Container: ARC16/0330-2**
Author:	**Brad Munns, Financial Accountant**	
Attachments:	Nil	

1. Purpose

The purpose of this report is to provide the Sports Council Financial Report for the period to 31 January 2023.

2. OFFICERS' RECOMMENDATION:

That the committee note the financial report for the period to 31 January 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 are accumulated into Council's Trust Account for application to priority capital projects.

4. Discussion

The tables below show the Sports Council Financial report for:

1. FY2022/23 Operational and Capital Budgets and Actual Results to 31 January 2023
2. FY2021/22 Operational and Capital Budgets and Actual Results (for comparative purposes); and
3. Balance of the Sports Council Capital Priority Projects Reserve at 31 January 2023.

Operating Income **Project No. 240250**	**Budget FY21/22**	**Actual FY21/22**	**Budget FY22/23**	**Actual to 31Jan2023**
	$	**$**	**$**	**$**
Association & Player Levies	42,000	39,142	42,840	37,537
Total Operating Income	42,000	39,142	42,840	37,537
Note: Actual levies received are transferred into Council's Trust Account Reserve at EOFY for allocation to capital priority projects.				
,Operating Expenditure				
Donations – Small Grants paid	42,000	1,500	42,840	6,650
Materials	-	-	-	253
Allocation of Levies into Trust bank account Reserve for capital priority projects.		-	-	30,634
Total Operating Expenditure	42,000	37,642	42,840	37,537

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Capital Income **Project No. 240386**	**Budget FY21/22**	**Actual FY21/22**	**Budget FY22/23**	**Actual to 31Jan2023**
	$	**$**	**$**	**$**
Capital Income (Allocation from Reserve)	33,000	33,000	-	-
Total Capital Income	33,000	33,000	-	-
Capital Expenditure				
Priority Projects allocation	33,000	-	-	-
Rologas Cricket Storage Shed	-	8,000	-	-
Armidale Sportsground - replacement of electronic scoreboard	-	15,000	-	-
Armidale Sportsground - extension of Armidale District Cricket Association clubhouse	-	10,000	-	-
Total Capital Expenditure	33,000	33,000	-	-

Balance of Sports Council Capital Priority Projects Reserve at 31 January 2023:

Opening Balance of ARC Trust Account Reserve 30/06/2022	$73,095
Add Newcastle Permanent Bank Account balance (to be transferred to ARC Trust Account)	$885
Current balance at 31 January 2023	**$73,980**
Add Forecast FY2023 Levies to be transferred 30 June 2023	$30,634
Forecast Balance at 30 June 2023	$104,614

Commentary:

Operating Income and Expenditure

- Levies of $37,537 have been invoiced for the year to date 31 January 2023, as compared to the budget of $42,840.
- Operating expenditure of $6,650 for small grants and $253 for materials has been incurred up to 31 January 2023 and the remaining balance of player levies of $30,634 is allocated for transfer into the Reserve account for future priority projects.
- The total expenditure of $37,537 matches the actual revenue received from Levies less allocations to small grant amounts and materials, and compares with the budgeted expenditure of $42,840. This demonstrates the quarantining of player levies into a Trust Account Reserve for allocation towards the Sports Council priority capital projects, in accordance with Council's resolution at the 29 July 2021 Ordinary Council meeting.

Capital Income and Expenditure

- The Sports Council has a list of priority capital projects. Up to 31 January 2022, no amount was allocated in the capital budget for Sports Council projects.
- The balance of the Reserve at 31 January 2023 is $73,980.

- Up to 31 January 2023, based upon current invoicing and receipt of levies, a forecast balance of $104,614 is expected for the Reserve for allocation to future capital priority projects.
- Other Capital priority projects for FY2022/23 are subject to grant funding opportunities.

5. Implications

5.1. Strategic and Policy Implications

There are no strategic or policy implications from this report.

5.2. Risk

Overall financial management risk is considered to be low.

Capital projects are reviewed and approved as funding becomes available.

5.3. Sustainability

While not directly related to this report, overall Sustainability Implications include:

- Promoting more efficent 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	37,537	Nil	Nil	37,537	5,303
240250 (Op)	Operational Expenditure	42,840	6,903	Nil	30,634	37,537	5,303
240386 (Cap)	Capital Revenue & Expenditure	Nil	Nil	Nil	Nil	Nil	Nil

6. Consultation and Communication

Consultation and Communication occurs between Council and the Sports Council during the year as required.

7. Conclusion

This report is the Sports Council financial report for the period to 31 January 2023.

Item:	**5.2**	**Ref: AINT/2023/02139**
Title:	**Project update - Lynches road netball courts lighting project**	**Container: ARC16/0330-2**
Responsible Officer	**Manager Parks & Facilities**	
Author:	**Amy Biggs, Sport & Recreation Development Officer**	
Attachments:	Nil	

OFFICERS' RECOMMENDATION:

The Committee note the report.

Context

Armidale Regional Council received a grant of $350,000 from the Regional Sport Facility Fund 2020/21 for the installation of lighting at the Lynches Road Netball Courts.

Purpose

Lighting at the Lynches Road Netball Courts will allow user groups to have evening training sessions and host twilight competitions year round. This report will provide a status update on the project along with estimated timeframes for completion.

Summary

Following on from previous reports on this matter, given that the tender accepted for the project came in significantly under budget, an additional request for quotation was created to ascertain the cost of solar panel installation, CCTV surveillance and purchase and installation of a new PA system including speakers.

Quotes were received for the aforementioned additions to the project, however an issue was encountered with the conduit requirements for the lighting cabling. Upon excavation on site, the conduit that the contractor was expecting to locate was not present, and as such a significant variation to the project was required in order to lay the conduit needed.

There have been significant time delays with the variation negotiations however these are expected to be finalised in the coming weeks. The current cost estimates for the additional work required see the remaining budget reduced to approximately $40,000. This will be the funding remaining for the installation of solar panels, CCTV surveillance or the PA system and speakers. Given this reduced budget, consultations with Armidale District Netball Association will be held shortly (once costings have been finalised) to determine which component of the aforementioned additions will be delivered as the funding will not cover all three.

The lighting installation is currently 90% complete, and it is expected that the project will be completed in its entirety by the end of March 2023.

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Item:	**5.3**	**Ref: AINT/2023/02140**
Title:	**Project update - Indoor Cricket Training Centre - Armidale Sportsground**	**Container: ARC16/0330-2**
Responsible Officer	**Manager Parks & Facilities**	
Author:	**Amy Biggs, Sport & Recreation Development Officer**	
Attachments:	Nil	

OFFICERS' RECOMMENDATION:

The Committee note the report.

Context

Armidale & District Cricket Association received a grant of $89,000 from the Stronger Country and Communities Fund as a contribution towards the extension of the Indoor Cricket Centre at Armidale Sportsground. This extension is the final stage of the project.

Purpose

The Indoor Cricket Centre at Armidale Sportsground will be further extended to include accessible amenities, change room facilities, office space and a kitchenette.

Summary

Mike Porter, President of Armidale District Cricket Association has provided the following project status update, current as of 1 February 2023:

- Drainage to the shed extension has been set up, inspected and approved by Council. It has now been back filled and water directed to the drain to the south of the building.
- Internal design of the toilet area, particularly the design of the accessible toilet has been inspected by Council along with the builder and has been given approval.
- Water and sewer has been connected to the mains ready for the internal fit out.
- The internal wall fit out has commenced.
- The extension has been closed off from the main building due to the construction work being carried out on site.
- Completion is expected sometime in March 2023

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Item:	**5.4**	**Ref: AINT/2023/02141**
Title:	**Project update - Armidale Sportsgound Carpark ARC16/0330-2**	**Container:**
Responsible Officer	**Manager Parks & Facilities**	
Author:	**Amy Biggs, Sport & Recreation Development Officer**	
Attachments:	Nil	

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 2022, a Request for Tender (RFT) was released however there were no submissions from contractors. Part of the possible reasoning for this lack of submissions may have been the radius limit of 200km that was set during the initial RFT, along with many contractors being very busy with a lot of works scheduled.

A new Request for Quotation (RFQ) has been released with no limit on radius, and local contractors have been contacted to gauge their interest in submitting an RFQ. Current feedback from contractors continues to be that local contractors are busy however there is interest in submitting an RFQ for the project.

The RFQ closes on 16 February 2023 and submissions will be evaluated after that date.

It is hoped that the project will be able to be completed in its entirety rather than 2 stages (as originally planned) thanks to additional funding that may available via the Local Roads and Community Infrastructure (LRCI) Phase 4 funding. This funding will be made available as of 1 July 2023 and will need to be expended by 30 June 2024 with projects also fully completed by that date.

Further information regarding the progress of the project will be provided to the Sports Council as it comes to light.

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Item:	**5.5**	**Ref: AINT/2023/02142**
Title:	**Naming Rights Sponsorship - Armidale Sportsground**	**Container: ARC16/0330-2**
Responsible Officer	**Manager Parks & Facilities**	
Author:	**Amy Biggs, Sport & Recreation Development Officer**	
Attachments:	Nil	

OFFICERS' RECOMMENDATION:

The Committee note the report

Context

Council is looking for a Naming Rights Sponsor for Armidale's premiere sporting ground, Armidale Sportsground.

Purpose

Following the termination of the Naming Rights Sponsorship with RAB, Council is on a search for a new Naming Rights Sponsor. The agreement will provide Council with additional funds dedicated to the the development of the Sportsground.

Summary

The acting Sports & Recreation Development Officer, Ankur Jain, had approached a number of businesses with the proposal of being a Naming Rights Sponsor of the Sportsground. Unfortunately it was reported that there was relatively low interest amongst the businesses local businesses regarding this opportunity.

Current Sport and Recreation Development Officer, Amy Biggs, has had conversations surrounding this opportunity with Council Manager Precincts and Activation (formerly Council Senior Property Specialist) Sam Drake. Sam has advised that in-line with the upcoming Big Chill Festival being held at the Sportsground in May 2023, we have a great opportunity to showcase the facility to local businesses and spruik their interest at the opportunity to be a naming rights sponsor.

More information surrounding progress with this matter will be passed onto the Sports Council committee as it progresses.

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Item:	**5.6**	**Ref: AINT/2023/02295**
Title:	**Sports Council Small Grants**	**Container: ARC16/0330-2**
Responsible Officer	**Coordinator Public and Town Spaces**	
Author:	**Amy Biggs, Sport & Recreation Development Officer**	
Attachments:	Nil	

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 $6,650 have so far been awarded in the 2022/23 financial year as follows:

Lennox Neilson	Under 16 All Schools National Hockey Championship
Lily Neilson	Under 21 National Hockey Championship
Cody McCann	Australian Open Men's Country Hockey Championship
Caitlyn Low	Australian Open Women's Country Hockey Championship
Amelia Mazzei	Virtus Oceania Asia Games
Ashlee Morgan	U13 Field Hockey National Championship
Angus Schmude	U13 Field Hockey National Championship
Luke Whitty	U13 Field Hockey National Championship
Lucy Deiderick	U13 Field Hockey National Championship
Sophie Carson	Touch Football National Youth Championship
Tahli Smith	Touch Football National Youth Championship
Ella-Rose Carson	Open National Archery Championship 2022
Jeff Carson	Open National Archery Championship 2022
Myles Harris	Australian Futsal Team Tour of New Zealand
Caleb Bettison	Australian all schools athletics championships - U18s
Brooke Moran	PSSA National Cricket carnival - NSW team
Sophia-Rose Markham	BJP Physie senior national championship
Charlise Diedrick	BJP Physie junior national championship
Archie Clarke	Hockey Australia U15's Indoor National Championship
Ruby Bennett	2022 National School Futsal Championships - Brazil - Australian team
Tyler Riggall	U13 Natiuonal Indoor Hockey Championships
Laura Towie	National Futsal Titles - USA - Australian Youth Womens team
Olivia Clarke	U18's indoor hockey team - national championships

4. Conclusion

The committee are to note the recently awarded Sports Council Small Grants totally $6,650 and note the expectation that the full $10,000 small grants budget will be expended by 30 June 2023.

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Item:	**7.1**	**Ref: AINT/2023/02258**
Title:	**Review of Sports Council Small Grants Funding Guidelines Container: ARC16/0330-2**	
Responsible Officer	**Sport & Recreation Development Officer**	
Author:	**Amy Biggs, Sport & Recreation Development Officer**	
Attachments:	1. Sports Council Individual Small Grant Application Form 2022-23	

1. Purpose

The purpose of the report is to request the committee review the current funding guidelines of the Sports Council Small Grants and make any amendments as agreed upon.

2. OFFICERS' RECOMMENDATION:

That the committee:

a. Review the current Sports Council Small Grants funding guidelines

b. Discuss any amendments required

3. Background

The Sports Council Small Grants program provides financial support to local talented athletes who are selected to represent their state or nation. Small Grants of $250 are available for athletes selected to represent NSW and $500 is available for athletes who are selected to represent Australia. The annual budget for Sports Council small grants in recent years has been $10,000 per financial year however in years of tighter budgetary restrictions it has been $5000. In order to be eligible for grant funding, there is additional criteria that the applicants are required to meet, as outlined in the attached application form which includes the funding guidelines.

4. Discussion

Over the years, the Sports Council has received applications from local talented athletes who have been selected to represent their state or nation, however they have not met the funding guidelines in one way or another, resulting in their application being unsuccessful. A recent application was received for a local athlete who had been selected to represent NSW, however her residential address was slightly outside of the Armidale Local Government Area (LGA). The athlete claimed to have played many years of local sport in Armidale and attended schooling in Armidale and requested additional consideration be given to her application. Whilst the committee agreed again that her application was unsuccessful, they agreed to review the guidelines during the next committee meeting and make any amendments as agreed upon.

5. Implications

5.1. Strategic and Policy Implications

Reviewing the current Sports Council Small Grants guidelines may result in changes being made to the funding guidelines. There are no additional strategic or policy implications foreseeable.

5.2. Risk

Nil

5.3. Sustainability

Nil

5.4. Financial

Budget Area:	Nil						
Funding Source:	Nil						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

6. Consultation and Communication

The Sports Council committee will review and discuss the current Sports Council Small Grant funding guidelines and make any amendments as agreed upon. Should any changes be made to the guidelines, the Sports Council members and broader sporting community will have these changes communicated to them.

7. Conclusion

Reviewing the Sports Council Small Grants funding guidelines will ensure that they are fair and equitable for members of the sporting community and are agreed upon by the current committee members.

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ARMIDALE Regional Council

www.armidaleregional.nsw.gov.au
www.armidalesportscouncil.com.au

APPLICATION FOR INDIVIDUAL SMALL SPORTS GRANT

1. Purpose of Funding

The individual small sports grant funding is an allocated budget by Armidale Regional Council. Armidale Regional Sports Council supplements the funds available through community fundraising.

Council's objective in providing individual small sports grants is:

- To promote sport in the Armidale Regional Council area through assisting athletes and team members to achieve state and national representation.

The Armidale Regional Sports Council will be responsible for recommending to Council the allocation of small grants to the Sporting Community in accordance with the Council's objectives and funding principles.

Small grants are to be approved by the executive throughout the year and endorsed at each Sports Council meeting

Funding Guidelines:

1. Applications must be relevant to Council's grant objectives (see above).

   (a) Individual sportspersons who are members of associations affiliated with the Sports Council (limited to a maximum of $250 per individual per financial year selected at State level, or to a maximum of $500 per individual per financial year selected at an Australian level)

   (b) For individuals to be eligible, they must have been selected by a state or federal body in an open selection process.

2. Funding will only be available to those individuals who are members and are performing in a sport that is recognised and approved by Armidale Regional Sports Council Executive Committee

3. Applicants must be a permanent resident of the Armidale Regional Council area or be a recognised member of an Armidale Regional sporting club.

4. Applications will not be accepted from individuals under 10 years of age (as of the date of application)

5. Applications will not be accepted from Master athletes. Ie that are selected or compete in over 35 years competitions

6. Applications will not be accepted once the event has taken place (e.g after the event date)

7. Only one Council grant application will be approved per applicant per financial year.

8. The grants provided by Council are to be expended only on the activity outlined in this application.

9. Successful applicants must acknowledge Armidale Regional Council and Sports Council's contribution in any promotional material.

10. Successful applicants must submit an acquittal form on how the grant was spent and what was achieved within three months of receipt of the Council grant. If this acquittal form is not submitted the applicant will not receive small grant funding in the future.

11. The 'Supplier by Statement' form MUST be filled out and submitted with the application

2. Applicant's Information

Name **Club/Organisation**

Residential Address

Town **State** **Postcode**

Email Address **D.O.B** **Contact Number**

Are you registered for GST?
YES ❒ NO ❒
Do you have an Australia Business Number?
YES ❒ NO ❒ **NUMBER:**

Bank Details (this allows for faster payment of grant money)
Bank Name:

Account Name:

Account Number BSB:

3. Purpose for Grant

Activity Name:

Brief description of event:

How did you qualify for selection:

Event Date:

Amount requested from Council:

Have you applied for or received any other funding from Council this financial year?
YES ❒ NO ❒

You must attach supporting material from your State or National organisation.
This might include a letter of offer, notification of selection or a letter from your sporting club if your physical address is not within the Armidale Regional Council LGA etc.

Version 1 2 Form Revised 2022

4. Declaration

In the case of individual applicants this part should be signed by the applicant and a witness who may be a parent or caregiver (if the applicant is aged under 18 years).

I have read and accept the guidelines for funding and undertake to provide any information required by Armidale Regional Sports Council about the expenditure of the grant. I declare that the information provided by myself/the organisation is complete and correct.

Applicant

Name

Signature

Date

Witness

Name

Signature

Date

Please complete, sign and submit the Statement by a Supplier form attached

5. Privacy Statement

The personal information requested on this form will only be used to fulfil the purpose for which it is being collected as described on this form. The supply of information by you is voluntary, but if you cannot, or do not wish to, provide the information sought, we may not be able to process your application. Council is to be regarded as the agency that holds the information and will endeavour to ensure that this information remains accurate and up-to-date. You may make an application for access or amendment to this information held by Council. This application form is accessible to the public upon written application, subject to Council's Privacy Management Plan, Section 12 of the Local Government Act 1993 and the Freedom of Information Act 1989.

6. COUNCIL USE ONLY

Records Stamp

Date received	
/ / 20	**TRIM FOLDER – A02/0438-6**
Name of processing officer	**Applicant advised of outcome**
	YES ☐ NO ☐
Date Approved	**Method of payment**
	EFT ☐ Cheque ☐
Record Scanned into TRIM	**Record number**
Yes ☐	

Version 1 3 Form Revised 2022

Fact sheet and **form** Business

Statement by a supplier

(reason for not quoting an ABN to an enterprise)

PURPOSE

This fact sheet provides guidance on:

- pay as you go (PAYG) withholding from payments for supplies, and
- the requirements for quoting an Australian business number (ABN).

When you pay suppliers who provide goods or services to your business, those suppliers generally need to quote an ABN. They can quote their ABN on an invoice or some other document that relates to the goods and/or services they provide. If any supplier does not provide their ABN, you may need to withhold an amount from the payment for that supply. This is sometimes referred to as 'No ABN withholding'.

WITHHOLDING FROM PAYMENTS

Generally, you must withhold 46.5% of the total payment for a supply unless:

- you have an invoice or some other document relating to the supply on which the supplier's ABN is quoted
- the ABN of the supplier's agent is quoted (if the supply is made through the agent), or
- one of the exceptions to withholding applies or the supplier is not entitled to an ABN.

You may also be required to withhold 46.5% from the payment if you have reasonable grounds to believe that the ABN quoted is invalid (for example, it belongs to another entity).

QUOTING AN ABN

A supplier must quote their ABN by the time the payment is made to prevent 46.5% of that payment being withheld. A supplier may quote their ABN on an invoice or other document relating to the supply.

Documents on which an ABN may be quoted include:

- invoices
- quotes
- renewal notices (such as for insurance or subscriptions)
- order forms
- receipts
- contracts or lease documents
- letterheads, emails or internet records (web pages)
- records of over-the-phone quotation of an ABN and/or
- catalogues (and other promotional documents) the supplier produces.

You must keep this information with other records relating to the supply.

> **You do not have to check whether the ABN is valid.** However, if you suspect that the ABN quoted does not belong to the supplier or the supplier's agent, you can check it by either visiting **www.abr.business.gov.au** or phoning the Tax Office on **13 72 26**, 24 hours a day, seven days a week.

WHEN WITHHOLDING IS NOT REQUIRED

You do not have to withhold an amount from a payment if:

- the payer is not making the payment in the course of carrying on an enterprise in Australia
- the payment is $75 or less, excluding any goods and services tax (GST)
- the supply that the payment relates to is wholly input-taxed, or
- the supplier is an individual and has given you a written statement which says:
  - the supply relates to a private recreational pursuit or hobby, or
  - the supply is wholly of a private or domestic nature for that supplier.

  However, you should withhold if you have reasonable grounds to believe that this statement is false or misleading.
- The supplier is an individual aged under 18 years and the payment does not exceed $120 a week.

NAT 3346-04.2006

Australian Government
Australian Taxation Office

STATEMENT BY A SUPPLIER (REASON FOR NOT QUOTING AN ABN TO AN ENTERPRISE)

You also should not withhold an amount from a payment if you are satisfied that:

- the supply is made by an individual or partnership without a reasonable expectation of profit or gain
- the supplier is not entitled to an ABN as they are not carrying on a business or enterprise in Australia, or
- the whole of the payment is exempt income for the supplier.

If a supplier has applied for an ABN, they may ask you to hold back payment until the ABN has been obtained and quoted. This is a matter for you and the supplier to work out. However, unless one of the above exceptions applies, you must withhold 46.5% of the payment if it is made before an ABN is quoted. If you do not withhold from the payment, you may have to pay a penalty equal to the amount you should have withheld.

INFORMING THE PAYER IF NO WITHHOLDING APPLIES

As the payer, you may request a written statement from the supplier to justify not withholding if the supply:

- relates to a private recreational pursuit or hobby
  - For example, a hobby artist receives a prize of $100 in a shopping centre art show.

or

- is wholly of a private or domestic nature for the supplier.
  - For example, a home owner sells some personal furniture to a second hand store.

As a minimum, the statement should contain:

- the supplier's name and address
- why it was not necessary to withhold, **and**
- the supplier's signature.

The Tax Office has developed a form, *Statement by a supplier*, which is attached to this fact sheet and can be used for this purpose.

If you do not withhold because an exception applies, you should keep sufficient records to:

- identify the supply and the supplier, and
- justify the reason for not withholding.

You may choose to obtain a signed statement from the supplier containing the required information or use our form. If we conduct a review and find that the statement was incorrect, you won't be penalised if we believe it was reasonable for you to rely on the supplier's signed statement.

IF YOU ARE REQUIRED TO WITHHOLD

If you are required to withhold an amount, you must:

- be registered for PAYG withholding. This can be done by phoning **13 28 66** between 8.00am and 6.00pm Monday to Friday. You may already be registered if you are withholding from other payments, such as wages to employees.
- withhold 46.5% of the payment unless an exception applies.
- report and pay the withheld amounts to the Tax Office using your activity statement.
- complete a *PAYG payment summary – withholding where ABN not quoted* (NAT 3283), providing a copy to the supplier at the time of payment or as soon as possible afterwards. Suppliers can use the payment summary to claim a credit in their income tax return for the amount withheld.
- keep a copy of the payment summary with your records.
- complete a *PAYG withholding where ABN not quoted – annual report* (NAT 3448).

IF YOU DO NOT WITHHOLD WHEN REQUIRED

You may be subject to penalties if you do not withhold an amount when required. The penalty will be equal to the amount that should have been withheld. It is an offence not to withhold and the payer may be prosecuted in appropriate cases.

MORE INFORMATION

If you need more information about ABNs, you can:

- visit **www.ato.gov.au**
- phone the Tax Office on **13 28 66** between 8.00am and 6.00pm Monday to Friday, or
- speak to your tax adviser.

If you do not speak English well and want to talk to a tax officer, phone the Translating and Interpreting Service on **13 14 50** for help with your call.

If you have a hearing or speech impairment and have access to appropriate TTY or modem equipment, phone **13 36 77**. If you do not have access to TTY or modem equipment, phone the Speech to Speech Relay Service on **1300 555 727**.

OUR COMMITMENT TO YOU

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Australian Taxation Office
Canberra
April 2008

JS 10640

Australian Government
Australian Taxation Office

Statement by a supplier

Complete this statement if you:
- are an individual or a business
- have supplied goods or services to an other enterprise (the payer), and
- are not required to quote an Australia business number (ABN).

Payers must withhold 46.5% of the total payment it makes to you for a supply that you make as part of your enterprise you carry on in Australia, unless an ABN has been quoted or there is no need to quote an ABN.

HOW TO COMPLETE THE STATEMENT
- Print clearly in BLOCK LETTERS using a black pen only.
- Use BLOCK LETTERS and print one character in each box.

S M I T H S T

- Place X in ALL applicable boxes.

Section A: **Supplier details**

1 Your name?

2 Your address?

Suburb/town State/territory Postcode

3 Your reason/s for not quoting an ABN? Place X in the appropriate box/es.

- ☐ The payer is not making the payment in the course of carrying on an enterprise in Australia.
- ☐ The supplier is an individual aged under 18 years and the payment does not exceed $120 a week.
- ☐ The payment does not exceed $75, excluding any goods and services tax (GST).
- ☐ The supply that the payment relates to is wholly input taxed.
  The supplier is an individual and has given the payer a written statement to the effect that the supply:
  - ☐ is made in the course or furtherance of an activity done as a private recreational pursuit or hobby, or
  - ☐ is wholly of a private or domestic nature (from the supplier's perspective).
- ☐ The supply is made by an individual or partnership without a reasonable expectation of profit or gain.
- ☐ The supplier is not entitled to an ABN as they are not carrying on an enterprise in Australia.
- ☐ The whole of the payment is exempt income for the supplier.

Section B: **Declaration**

Under pay as you go (PAYG) legislation and guidelines administered by the Tax Office, the named supplier is not quoting an ABN for the current and future supply of goods or services for the reason or reasons indicated.

Name of supplier (or authorised person)

Signature of supplier (or authorised person)

Daytime phone number

Date
Day / Month / Year

Penalties apply for deliberately making a false or misleading statement.

Do not send this statement to the Tax Office.
Give the completed statement to any payer that you are supplying goods or services to. The payer must keep this document with other records relating to the supply for 5 years.

Payers can check ABN records of suppliers by visiting **www.abr.business.gov.au** or phoning **13 72 26** 24 hours a day, 7 days a week.

Version 1 6 Form Revised 2022

Armidale Regional Council
Sports Council
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Item:	**7.2**	**Ref: AINT/2023/02138**
Title:	**Sports Council Priority List**	**Container: ARC16/0330-2**
Responsible Officer	**Manager Parks & Facilities**	
Author:	**Amy Biggs, Sport & Recreation Development Officer**	
Attachments:	Nil	

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'

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 efficent 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.

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Sports Council
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Item:	**7.3**	**Ref: AINT/2023/02293**
Title:	**Sporting groups strategic plans**	**Container: ARC16/0330-2**
Responsible Officer	**Manager Parks & Facilities**	
Author:	**Amy Biggs, Sport & Recreation Development Officer**	
Attachments:	1. Office of Sport - Strategic Plan Template	

1. Purpose

To prompt the Sports Council committee to discuss ways in which local sporting clubs and groups can be encouraged and assisted to create strategic plans for their sporting organisation.

2. OFFICERS' RECOMMENDATION:

That the committee:

a) note the report

b) discuss way to encourage the development of strategic plans amongst sporting organisations

c) formulate a plan to engage with sporting clubs and assist with their development of strategic plans

3. Background

For many years, the Sports Council committee and associated Council staff have requested that local sporting clubs create a strategic plan for their organisation and once completed, share that plan with Council. Unfortunately, there has been little by-in from local clubs in the creation of strategic plans. Those clubs/organisations who do have strategic plans have shared them with Council, however to date only a few have been received.

Council are required to update their Sport and Recreation plan as the current document has expired (2011 – 2021). In creating this document, it is vital that Council have input from the local sporting community in order to ensure that the final plan that created meets the needs of the sporting community now and into the future.

4. Discussion

The creation of strategic plans helps sporting organisations to ensure their club has a clear set of goals or strategies for future and ongoing development. Strategic plans assist with the organisations longevity, financial stability, innovation and general success. Whilst they may be time consuming to draft initially, they are incredibly valuable documents that will guide the club and ensure its future success.

Strategic Planning for sporting clubs or organisations is:

- a way to gain consensus – sharing and working towards a vision for the future which can develop cohesion amongst members
- a tool which enables club members to focus on specific outcomes
- a tool that allows and encourages an opportunity for ownership by the club
- an opportunity for development of the club's purpose and autonomy

- a dynamic and ongoing process where goals are 'time framed' to ensure a sense of achievement
- an avenue for the club to define its challenges and prepare to address them
- a management tool to be used for effective interaction with external bodies.

A sample strategic plan template provided by the Office of Sport has been attached to this report for perusal by the committee and consideration of it being rolled out to Sporting Clubs to complete.

5. Implications

5.1. Strategic and Policy Implications

The collection of strategic plans from local sporting organisations to assist with formulating a new ARC Sport and Recreation plan correlates with the ARC Delivery Program 2022-2026 and Operational Plan 2022-23 as follows:

- L1.1 Provide appropriate planned and maintained community facilities that allow people to meet, congregate and learn
    - L1.1.1 – Develop and maintain council-owned facilities and service infrastructure in line with asset management plans and community needs
    - L1.1.2 – Regularly review councils property portfolio for functionality and seek opportunities for development or divestment
    - L1.1.3 - Support local groups and advocate on behalf of the community to seek grants and project manage upgrades of local facilities and infrastructure.
- L1.2 Enhance the public spaces and natural landscapes that are a part of our regions identity and provide beauty, vibrancy, community, connection and healthy ecosystem.
    - L1.2.2 – Continue community partnerships and investigate further opportunities to support future public space upgrades and developments
    - L1.2.4 – Maintain Council-managed parks, gardens, verges, and other shares spaces to provide attractiveness and usability in line with an Open Spaces Strategy
- 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
    - L1.4.1 - Enhance and maintain our sporting facilities to expected levels of service
    - L1.4.2Attract regional, state, and large scale sporting events, and increase sports tourism visitors by enhancing, maintaining and prompting our high quality sports facilities
- L.1.5 Enhance and maintain recreation spaces to offer quality of life, entertainment and family friendly activities to residents and visitors
    - L1.5.1 – Upgrade and maintain Council owned and managed recreation spaces
    - L1.5.4 – seek opportunities to enhance recreational areas that are within resource capacity and community interest

5.2. Risk

There would be significant social and reputational risk if Council were to create a document that guides public space and public infrastructure development in the sporting sector without appropriate consultation and engagement with the community. Part of mitigating this risk is encouraging local sporting clubs to develop and share their strategic plans with Sports Council and Council.

5.3. Sustainability

The development of a Sport and Recreation/Open Space management plan will be improved by streamlined community consultation and collaboration, with the Sports Council acting as the sporting communities mouth piece to Council.

5.4. Financial

Budget Area:	Nil						
Funding Source:	Nil						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

6. Consultation and Communication

This issue has been discussed with Sports Council over the years with correspondence via email also going out more broadly to Sports Council members and community sporting club contacts. Further correspondence will be sent out within the coming weeks to again attempt to get buy-in from the local sporting clubs and communities. Communications will also go out on Social Media to attempt to reach clubs and organisations to get them thinking about strategic planning, particularly in the lead up to the winter season sporting commencing.

7. Conclusion

The Sports Council committee are to discuss ways in which the local sporting clubs can be encouraged and assisted to complete strategic plans and provide them to Council. The provision of these plans will assist Council in formulating a new Sport and Recreation/Open Space planning document.

A sample strategic plan

DATE:

Name of your organisation

Strategic plan

Period of the plan

Business contact details:

Telephone:

Facsimile:

Website:

	Name	Telephone
President		
CEO or Executive Director		
Date of plan:		

Signature page

It is always important to ensure key personnel are committed to the plan. Empower them by encouraging their input into the planning process and signing this signature page once the contents are agreed upon.
Modify this to reflect your organisational structure.

The Strategic plan has been developed, agreed to and signed off by the following stakeholders of (name of the organisation):

Directors of the Board or Committee of Management	Directors responsible for	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		

If no paid staff amend to committee

Management	Position	Signature
1.		
2.		
3.		
4.		
5.		

Committee	Position	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Date: _____

Executive summary

The Strategic plan will play an integral role in managing the SSO and achieving its goals over the next three (three, four, or five) years.

It will be used extensively by the Board.

When necessary, it will be modified to reflect the ongoing development and needs of the SSO.

The executive summary is to give a brief overview of the organisations line of business.

Include topics such as:

- an outline of past achievements
- future goals/objectives (strategic direction)
- planned major events
- recommendations.

Table of contents

List the content of the strategic planning documents and relevant page numbers.

	Page number
Cover sheet	
Signature page	
Executive summary	
Table of contents	
List of major assumptions	
List of critical success factors and issues facing your organisation	
Organisation history	
Vision of the organisation	
List of goals and objectives over the long term	
Tables identifying key performance areas, goals, objectives, strategies, action plans	
Management structure	
SWOT analysis	
Financial data	
Appendices	

Major assumptions

Short and long term objectives and key performance areas

Clearly detail all the assumptions made to determine the goals, objectives, strategies and action plans.

Critical success factors and issues facing the organisation

Discuss the factors that significantly impact upon the organisation's ability to be successful.

Organisations are faced with a number of issues that are likely to have a direct impact on the implementation of the plan. These issues have been addressed in this Strategic plan.

Listed are some sample issues.

- Decrease levels of funding from sources such as sponsorship, fundraising, government
- Issues corporate governance – role of the board, regions, committees, directors, relationship between Executive and management/staff, reporting lines between Executive/management/committees.
- Servicing of member organisations
- Implementation of education and training programs
- The decline in volunteers
- Lack of a unified approach to strategic planning and coordination
- Regional development
- Allocation and management of human resources
- Marketing and promotion of Sports Council to corporates, government, and the general community

SAMPLE below

OUTCOMES
The following outcomes reflect what the sport wants to achieve over the next three (3) years:

- financial stability and growth
- the sport to have strong market position
- be recognised as leader in best governance and management
- increase support to member organisations
- member organisations to implement the strategies of the SSO
- increase levels of sponsorship and fundraising
- effective Governance and management practices in place
- effective volunteer management plan
- athlete membership growth and participation
- effective sport education programs
- greater level of support from sporting organisations

Organisation history

A short overview of historical milestones and past achievements of the organisation.

Vision of the organisation

Following the pre planning exercise you undertook to determine the mission and vision of your organisation, develop a clear statement to encapsulate what your organisation does and its philosophies.

Mission statement
A clear statement of what the organisation does

Corporate vision
Is a vivid picture of where the members want the organisation to be?

List of goals and objectives over the long term

State the organisation's long-term goals and objectives. It is helpful to arrange these in key performance areas.

Key performance areas (KPAs)

Key performance areas are those general areas of operation within an organisation, e.g. marketing, where a desired outcome is required over the period of the strategic plan and beyond.

Focus areas are those specific operational areas within a key performance area. For example, a focus area within the KPA of marketing would be sponsorships.

Examples shown below:

KPA	Focus area	Goal or objective
Administration	Office administration	Produce agendas for and minutes of meetings
	Corporate governance	Develop a governance manual
	Organisational Health Survey	Undertake annual survey
Marketing	Sponsorship	Obtain two shirt sponsors
	Fundraising	Increase fundraising monies by 20%
	Merchandise	Sales of branded sport specific equipment
	Promotions	Produce registration flyer to be distributed
	Communications	Produce monthly newsletter
Participation and athlete development	Events	Organise gala day
	Participation development	Increase player numbers by 10%
	Juniors/schools	Increase team numbers
	Coaching	To have five level 1 and two Level 2 coaches qualified
	High performance programs	Increase number of players in rep teams by 5%
Finance	Operational budgets	Produce yearly operating budget
	Cash flow forecasts	Provide a 12-month cash flow budget
	Financial reporting	Produce balance sheet and profit and loss statements
	Banking	Set up EFT facilities at club house.

Name of the organisation Inc.
STRATEGIC PLAN (Period i.e. _____)

Sample only

NOTE: if you are a large organisation you could have a worksheet for each focus area. Most small organisations may have one worksheet only for each KPA and combine their focus areas - the choice is yours.

KEY PERFORMANCE AREA:	Administration
Focus area:	Corporate governance structure and management practices

Goal: To introduce best governance and management practices
Objectives: To optimise the performance of the organisation

Strategies	Actions	Responsibility	Time Line					Forecast	Performance Outcome	Priority
			01	02	03	04	05			
Review report on governance	Executive and management to meet with Board	Executive EO						Nil	To improve organisational effectiveness	High
Develop a governance manual	Executive to discuss Attend workshop	Executive EO						TBD	To have written policy	Priority

KEY PERFORMANCE AREA: Marketing
Focus area: Sponsorship

Goal: Financial stability and viability
Objectives:

Strategies	Actions	Responsibility	Time line					Forecast	Performance outcome	Priority
			01	02	03	04	05			

KEY PERFORMANCE AREA: Operations
Focus area:

Goal:
Objectives:

Strategies	Actions	Responsibility	Time line					Forecast	Performance outcome	Priority
			01	02	03	04	05			

KEY PERFORMANCE AREA:	Finance
Focus area:	Accounting and management practices

Goal:
Objectives:

Strategies	Actions	Responsibility	Time line					Forecast	Performance outcome	Priority
			01	02	03	04	05			

Implementation plans

Implementation plans should be completed soon after the strategic planning process has finished. Implementation plans state:

- key performance areas (KPA)
- each goal
- each objective
- strategy developed
- people responsible for taking action
- dates by which actions must be completed
- progress reports.

Implementation plans should be working documents to be reviewed at regular intervals.

Sample implementation plan

KPA	GOAL	OBJECTIVE	STRATEGY	DATE	RESPONSIBILITY	PROGRESS REPORT
E.g. Administration	To establish communication pathways which embrace all members	To upgrade reporting systems and communication channels	Create a club contact list for each affiliate	31 July, 2019	Office staff	
E.g. Athlete development	To improve the skills of all elite players	To maintain and improve the current success and implement procedures to assist with the streamlining of the softball programs	Implement Mentor Coach Program with regional coaches	31 July, 2019	Coaching Director	Trainee coaches appointed; head coaches acting as mentors
E.g. Marketing, promotion and sponsorship	To obtain sponsorship for the NSWSA, its events, programs and publications	To develop appropriate sponsorship packages	Staff and board to develop corporate contacts	Ongoing	Staff and board	Several proposals drafted and under consideration

Implementation plan template

KPA	GOAL	OBJECTIVE	STRATEGY	DATE	RESPONSIBILITY	PROGRESS REPORT

.

Management structure
(sample shown)

Role of [Name of Organisation Incorporated]

The Board

The board of NSW Sporting Organisation Inc.	
Primary role	
Composition	
Meet	
President	

Role of standing and ad hoc committees

Standing committees

The rules by which the standing committees operate are outlined in the Constitution of name of the organisation.

Finance committee	
Primary role	Provide sound financial management advice to The Board of NSW SPORTING ORGANISATION Inc and preparation of budgets
Composition	
Meet	
Convenor	

Marketing and promotion committee	
Primary role	Develop and implement marketing strategies in accordance with the Strategic plan.
Composition	
Meet	
Convenor	

Coach and referee management committee	
Primary role	
Composition	
Meet	
Convenor	

Competitions committee	
Primary role	Liaise with clubs in accordance with the strategies of the Strategic plan.
Composition	
Meet	
Convenor	

Representative selection committee	
Primary role	Develop selection policy for the selection and appointment of Representative teams in accordance with the strategies of the Strategic plan.
Composition	
Meet	
Convenor	

Schools committee	
Primary role	Develop a school's feeder system policy in accordanc with the strategies of the strategic plan.
Composition	
Meet	
Convenor	

Ad hoc committees

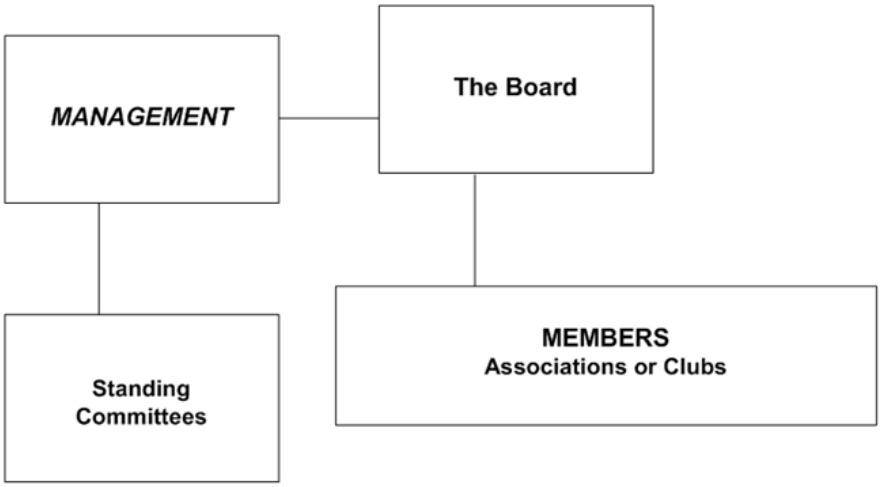
Ad hoc committees should be established on short term basis for specific purposes as follows:

Sponsorship	
Primary role	Develop and implement sponsorship strategies in consultation with the Marketing and Promotions Committee and under the direction of the Board of NSW SPORTING ORGANISATION Incorporated.
Composition	
Meet	
Convenor	

Organisational flowchart

Create an organisational flow chart based on your structure

Example:



Environmental and marketing analysis

The SWOT analysis has two purposes:

- to help identify where the sport is now
- to prepare the sport to develop a strategy that will use the organisation's strengths, manage its weaknesses, take advantage of opportunities and minimise the impact of those threats that become real.

The goals, objectives and strategies in this strategic plan aim to bridge the gap between where the (name of the organisation) is now, and the vision of where the organisation wants to be in the future.

Environmental analysis

Example:

	Strengths	Weaknesses
Internal Environment	Our STRENGTHS in the internal environment: • People – Executive Officer and staff • Venue • Skills and expertise • Events • Athletes • Training and development	Our WEAKNESSES in the internal environment: • Lack of funds to reach all areas to broaden participation • Not enough human resources • Not enough volunteers • Ineffective structure • Ineffective governance and management practices • Ineffective Regions • Poor strategic direction, planning and review • Communication • Internal conflicts
	Opportunities	**Threats**
External Environment	Our OPPORTUNITIES in the external environment: • Increase in athlete membership • Marketing and promotion • Strategic alliances with other Organisations including entrepreneurs, government; • Current venue to raise revenue • Products and services that can promote revenue • Olympic legacy • Increase support from government • Internet, promoting the sport	THREATS in the external environment: • Lack of revenue • Declining membership • Decline in corporate support • Rising costs • Market presence

Financial assessment

1. Financial management systems

There is no one model of a financial management system that suits all organisations, but there are some basics that must be in place to achieve good practice in financial management.

It is helpful to identify certain principles when developing a financial management system and including financial information in your plan. These will act as a guide to your board or COM as the trustees of the organisation and managers when making decisions.

2. Guiding principles for financial management systems

- **Consistency:** your financial policies and systems must remain consistent over time.
- **Accountability:** you must be able to explain and demonstrate to all stakeholders how you have used your resources and what you have achieved.
- **Transparency:** your organisation must be open about its work and its finances, making information available to all stakeholders.
- **Integrity:** individuals in your organisation must operate with honesty and propriety.
- **Financial stewardship:** your organisation must take good care of the financial resources it has been given and ensure that they are used for the purpose intended.
- **Accounting standards:** your organisation's system for keeping financial records and documentation must observe accepted Australian Accounting Standards: click here

3. The annual program budget summary

Both the annual and the three, four, or five yearly program budgets provide an instant recognition of the forecast costs associated with the conduct of the sporting organisation. The financial assessment is an important reflection of the funds needed in order to achieve a given level of results. They are also important as an input into the organisations budgetary process and should be regularly updated.

Example:

The annual program budget summary for the period (provides a snapshot of the forecast budget requirements for the given period).

Estimated expenditure $ Estimated income $

Key performance area

- Administration
- Marketing
- Operations
- Finance

Total expenditure **Total income**
Surplus/(Deficit)

Explanatory notes
Two examples of financial models are given. A cash flow forecast budget and operating budget forecast.

Note: Most for-profit corporates (companies) use forecast models for profit and loss, balance sheet and cash flow.

Your organisation may use computerised accounting systems, i.e. MYOB – products such as this produce format forecast budgets, therefore, you may wish to include these.

For more information regarding director's responsibilities in regards to your organisations finances refer to the Financial Management Tool Kit located on the Running Your SSO portal at https://sport.nsw.gov.au/clubs/rysso

The cash flow forecast
For any business, the cash flow forecast is a must do document that needs to be prepared on a regular basis. Directors of the Board and managers need to know the amount of cash coming into the organisation and whether the organisation can meet its obligations when due.

The operating budget forecast
Provides the forecast of assumptions of income and expenses and includes the previous year's figures as a means of comparison.

EXAMPLE ONLY
NSW Sporting Organisation Inc. (Change months according to financial cycle)

Cash flow forecast budget for the year ended 30 June

Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
INCOME												
Registration fees												
Event income												
Merchandising												
Sponsorship												
Interest received												
Grants												
Other income												
TOTAL INCOME												
EXPENSES												
Affiliation fees												
Accountancy and auditing fees												
Bad debts												
Bank charges												
Computer expenses												
Capital expenditure												
Electricity												
General expenses												
Insurance												
Interest												
Leasing												
Legal fees												

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Motor vehicle expenses												
Newsletter												
Office expenses												
Printing and stationery												
Promotions												
Purchases (merchandising)												
Registration fees												
Rent												
Repairs and maintenance												
Salaries and wages												
Staff training												
State team expenses												
Subscriptions												
Superannuation												
Telephone and fax												
Travel and accommodation												
TOTAL EXPENSES												
NET INCOME												
CASHFLOW $												

EXAMPLE ONLY
NSW Sporting Organisation Inc.
Operating budget for year ending: _____

ACTUALS			
LAST YEAR $	INCOME	This year being	ASSUMPTIONS
	Registration fees		
	Event income		
	Merchandising		
	Sponsorship		
	Interest received		
	Grants		
	Other income		
	TOTAL INCOME		
	EXPENSES		
	Affiliation Fees		
	Accountancy and auditing fees		
	Bad debts		
	Bank charges		
	Computer expenses		
	Capital expenditure		
	Electricity		
	General expenses		
	Insurance		
	Interest		
	Leasing		

ACTUAL			
LAST YEAR	EXPENSES	This year being	ASSUMTPIONS
	Legal fees		
	Motor vehicle expenses		
	Newsletter		
	Office expenses		
	Printing and stationery		
	Promotions		
	Purchases (merchandising)		
	Registration fees		
	Rent		
	Repairs and maintenance		
	Salaries and wages		
	Staff training		
	State team expenses		
	Subscriptions		
	Superannuation		
	Telephone and fax		
	Travel and accommodation		
	TOTAL EXPENSES		
	NET INCOME		

Monitor and review of the plan

The strategic plan should be monitored and reviewed on a monthly, quarterly, and yearly basis by the Board.

Directors of the Board will be responsible for their designated portfolio and must prepare a short-written report on the activities of their standing committees or ad hoc committees at meetings of the Board.

The Chair in accordance with the Constitution should have overall responsibility to members for the implementation and review of the Strategic plan and other functions of the SSO.

The yearly review will take place prior to the end of each financial year 30 June or calendar year as determined by the Board in accordance with the Constitution and the Act.

The table below sets out an example of a review timetable for State sporting and recreation organisations:

Strategic planning	Update	Total Review	Responsibility
Values, vision, mission	Six-monthly, but only if required	Annually	Board/Management
Environmental analysis	Six-monthly	Annually	Board/Management Committees
Strategy formulation	Six-monthly, but only if required	Annually	Board/Management Committees
Targets	Monthly	Quarterly and Annually	Board/Management Committees
By laws, rules & Constitution	Annually	Annually	Board/Management Committees
Financial plans	Monthly	Annually	Board/Management Committees
Resource requirements and action planning	Weekly, daily	Monthly	Board/Management Committees
Entire business plan	Annually	Annually	Board/Management Committees
Evaluation	Quarterly	Annually	Board/Management Committees

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Sports Council
Tuesday, 7 February 2023 Page 48

Item:	**7.4**	**Ref: AINT/2023/02292**
Title:	**Confirmation of meeting dates for 2023**	**Container: ARC16/0330-2**
Responsible Officer	**Manager Parks & Facilities**	
Author:	**Amy Biggs, Sport & Recreation Development Officer**	
Attachments:	**Nil**	

OFFICERS' RECOMMENDATION:

The Committee note the report.

Context

The Armidale Regional Sports Council committee are scheduled to meet on the first Tuesday of every second month, with the dates for 2023 set as follows:

- 7 February 2023
- 4 April 2023
- 6 June 2023
- 1 August 2023
- 3 October 2023
- 5 December 2023

Summary

The committee are to note the above dates and attend the meetings in line with the Terms of Reference (to be reviewed during the next meeting on 4 April 2032).

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?

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 practible 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.

ARMIDALE Regional Council

MINUTES

SPORTS COUNCIL

Held on

Tuesday, 7 February 2023
5:30pm

at

Armidale Council Chambers

PRESENT:
Councillor J Galletly, Mr S McMillan (Chair), Mr M Porter, Mr M Fittler, Ms S Sincock, Mr P Pattison, Mr G Parsons and Ms A Biggs (Armidale Regional Council)

Quorum: 7 Members to be Present

1. APOLOGIES

S Voigt. and T. Smith were apologies for the meeting.

2. CONFIRMATION OF PREVIOUS MINUTES

CONFIRMATION OF THE MINUTES OF THE SPORTS COUNCIL MEETING HELD ON 3 NOVEMBER 2022

RECOMMENDATION:

That the minutes be taken as read and be accepted as a true record of the meeting.

Moved: G. Parsons **Seconded:** J. Galletly

3. DECLARATIONS OF INTEREST

Nil.

4. BUSINESS ARISING

Nil.

5. ADMINISTRATION REPORTS

5.1 Sports Council Financial Report to 31 January 2023 *Ref: AINT/2023/02162 (ARC16/0330-2)*

2. OFFICERS' RECOMMENDATION:

That the committee note the financial report for the period to 31 January 2023.

The financial report was read and accepted.

Moved: S. Sincock **Seconded:** M. Porter

5.2 Project update - Lynches road netball courts lighting project

Ref: AINT/2023/02139 (ARC16/0330-2)

OFFICERS' RECOMMENDATION:

The Committee note the report.

The committee was provided with an overview of the current works and informed that the project is currently 90% completed with the expectation that it will be completed in its entirety by the end of March 2023.

NOTED

5.3 Project update - Indoor Cricket Training Centre - Armidale Sportsground

Ref: AINT/2023/02140 (ARC16/0330-2)

OFFICERS' RECOMMENDATION:

The Committee note the report.

The committee were provided with an overview of the extension to the indoor cricket centre including the accessible amenities, change room facilities, office space and kitchenette. It was stated that the project is expected to be completed by the end of March 2023.

NOTED

5.4 Project update - Armidale Sportsground Carpark *Ref: AINT/2023/02141 (ARC16/0330-2)*

OFFICERS' RECOMMENDATION:

The Committee note the report.

The committee were provided with an update regarding the previous tender process and the current quotation process being undertaken. It was also advised that there may be additional funding available through the Local Roads and Community Infrastructure Phase 4 grant funding opportunity that will enable both stage 1 and stage 2 of the project to be complete. The estimated completion date of the project is not yet known.

NOTED

5.5 Naming Rights Sponsorship - Armidale Sportsground

Ref: AINT/2023/02142 (ARC16/0330-2)

OFFICERS' RECOMMENDATION:

The Committee note the report.

Chair S. McMillan spoke to the report and noted that Uniplan and Hungry Jacks were approached in 2022 to gauge their interest in the sponsorship opportunity however neither were interested.

A. Biggs spoke to the report and advised that the Big Chill festival being held at the Sportsground in May 2023 will provide good exposure to the site as a sponsorship opportunity and is likely to generate some interest. A good time to explore the sponsorship opportunity would be shortly after the Big Chill event has been held.

NOTED.

5.6 Sports Council Small Grants *Ref: AINT/2023/02295 (ARC16/0330-2)*

2. OFFICERS' RECOMMENDATION:

The committee note the report.

NOTED

6. CORRESPONDENCE
Nil.

7. GENERAL BUSINESS

7.1 Review of Sports Council Small Grants Funding Guidelines

Ref: AINT/2023/02258 (ARC16/0330-2)

2. OFFICERS' RECOMMENDATION:

That the committee:

a. Review the current Sports Council Small Grants funding guidelines

b. Discuss any amendments required

The committee reviewed the current Sports Council Small Grants funding guidelines and resolved to make the following amendments:

1.b) To be worded as follows: '*For individuals to be eligible, they must have been selected by a state or federal body in an open selection process, or can demonstrate that they have been through the necessary pathways and met the qualifying criteria for their state or national equivalent competition.*'

3. To be worded as follows: '*Applicants must be a permanent resident of the Armidale Regional Council Local Government Area and be a recognised member of an Armidale sporting club.*'

5. To be worded as follows: *'Applicants will not be accepted from Master athletes. i.e. that are selected or compete in over 30 (years of age) competitions.'*

Moved: S. Sincock **Seconded:** S. McMillan

7.2 Sports Council Priority List *Ref: AINT/2023/02138 (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

The committee resolved to make the following changes to the Priority List:

- Add Armidale Blues Rugby Union project submission for a concrete pad with soft-pour at the front of the Grandstand at Moran Oval – Total project cost $4900
- Place the above project in the number 1 position in the minor projects category
- Move the number 1 medium priority project (Purchasing of new soccer goal posts for Harris Park and Rologas) to the 'completed' section of the list and move the remaining projects up in position respectively.
- Move the number 1 minor priority project (relocate long jump and triple jump pits at Harris Park) to the 'completed' section of the list.

The committee agreed to contribute $4900 from the Sports Development Fund for the

completion of the Armidale Blues Rugby Union project for a concrete pad with soft-pour at the front of the Grandstand at Moran Oval.

Moved: M. Porter **Seconded:** J. Galletly

7.3 Sporting Groups Strategic Plans *Ref: AINT/2023/02293 (ARC16/0330-2)*

2. OFFICERS' RECOMMENDATION:

That the committee:

a) note the report

b) discuss way to encourage the development of strategic plans amongst sporting organisations

c) formulate a plan to engage with sporting clubs and assist with their development of strategic plans

The committee discussed their thoughts on ways to encourage local sporting clubs and organisations to create strategic plans. The following ideas were provided by the committee:

- Hold a public meet and greet/information session with the Sports Council and the sporting community – possibly at the Town Hall of a weeknight evening for 1 hour or so.
- Provide a simplified version of the strategic plan template (compared to the current Strategic Plan template on the Office of Sport website which is too detailed and lengthy which may deter local clubs from completing it)
- Ensure the simplified version of the template captures the information that Council require

Further action surrounding this is to be undertaken by A. Biggs before the next committee meeting on 4 April 2023 and updated to be communicated with committee members via email.

Moved: M. Fittler **Seconded:** P. Pattison

7.4 Confirmation of meeting dates for 2023 *Ref: AINT/2023/02292 (ARC16/0330-2)*

OFFICERS' RECOMMENDATION:

The Committee note the report.

NOTED

There being no further business the Chairman declared the meeting closed at 7:03pm.