ARMIDALE Regional Council

ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 24 May 2023
4pm

at

Armidale Council Chambers

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ARMIDALE Regional Council

MINUTES

ORDINARY MEETING OF COUNCIL

Held on

Wednesday, 26 April 2023
4pm

at

Armidale Council Chambers

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

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

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1. CIVIC AFFIRMATION AND ACKNOWLEDGEMENT OF COUNTRY
Cr Gaddes delivered the Civic Affirmation and Cr Robinson 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
Crs McMichael and Cr O'Brien.

4. DISCLOSURES OF INTEREST

Name	Item	Nature of Interest	Reason/Intended Action
Clr Widders	11.1	☐ Pecuniary ☐ Non Pecuniary – Significant Conflict ■ Non Pecuniary – Non Significant Conflict	Reason: Perceived interest. Intended action: Leave Chamber

5. CONFIRMATION OF MINUTES

5.1 Minutes of Previous Meeting held 22 March 2023 *Ref: AINT/2023/06819 (ARC16/0001-8)*

27/23 **RESOLVED**

That the Minutes of the Ordinary Council meeting held on 22 March 2023 be taken as read and accepted as a true record of the meeting.

Moved Cr Galletly **Seconded Cr Gaddes**

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

6. MAYORAL MINUTE
Nil.

7. REPORTS - GENERAL MANAGER'S OFFICE

7.1 Council Actions Report January 2022 - March 2023 *Ref: AINT/2023/07449 (ARC16/0001-8)*

28/23 **RESOLVED**

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

Moved Cr Robinson **Seconded Cr O'Connor**

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

8. REPORTS - FINANCE

8.1 Debt Recovery Policy and Hardship Policy - Updated

Ref: AINT/2023/07036 (ARC17/1727-6)

29/23 **RESOLVED**

That Council:

a. Receive this report in relation to the updated Debt Recovery Policy and updated Hardship Policy; and

b. Display the Debt Recovery and Hardship Policy on public exhibition for a period of 28 days and receive a further report at the conclusion of the exhibition period.

Moved Cr Galletly **Seconded Cr Robinson**

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

9. REPORTS - PLANNING AND ACTIVATION

9.1 Establishment of Leash-Free Areas in Guyra *Ref: AINT/2022/49006 (ARC22/5018)*

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.

9.2 Public Exhibition of Conflict of Interest Policy for Council Related Development Applications *Ref: AINT/2023/06527 (ARC23/5819)*

31/23 **RESOLVED**

That Council:

a. Endorse the Draft Conflict of Interest Policy for Council Related Development Applications and place it on public exhibition for a period of 28 days;

b. Receive a further report following the public exhibition period in the event that submissions are received and/or the Draft Conflict of Interest Policy is proposed to be amended;

c. Authorise the adoption of the Draft Conflict of Interest Policy in the event that no submissions are received and no changes are made to the draft policy.

Moved Cr Robinson **Seconded Cr Widders**

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

10. REPORTS - CORPORATE AND COMMUNITY

10.1 Integrated Planning and Reporting - Delivery Program 2022-2026 and Operational Plan 2022-2023 Progress Report - March 2023

Ref: AINT/2023/06282 (ARC22/5145)

32/23 **RESOLVED**

That Council note the status of the Operational Plan 2022-2023 and Delivery Program 2022-2026 Progress Report as at 30 March 2023.

Moved Cr Packham **Seconded Cr O'Connor**

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

Cr Bradley Widders left the meeting, the time being 04:21 PM

11. REPORTS - ASSETS AND SERVICES

11.1 Request to Waive Fees for Supply of Gravel for Newara Aboriginal Corporation

Ref: AINT/2023/05546 (ARC16/0959)

33/23 **RESOLVED**

That Council waive the costs and charges for the Nēwara Aboriginal Corporation for the provision of gravel for construction of an access road to 328 Fleetwood Road up to a value of $5,000 Excl. GST.

Moved Cr O'Connor **Seconded Cr Robinson**

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

Cr Bradley Widders returned to the meeting, the time being 04:23 PM

11.2 Public Exhibition of Gates and Stock Grids on Public Roads Policy

Ref: AINT/2023/06741 (ARC16/0652)

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;

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.

12. NOTICES OF MOTION

Nil.

13. COMMITTEE REPORTS

13.1 Sports Council Committee - Minutes of the meeting held 7 February 2023

Ref: AINT/2023/03353 (ARC16/0330-2)

35/23 **RESOLVED**

That the Minutes of the Sports Council Committee meeting held on 7 February 2023 be noted and that Council:

a. Note the committee's agreement to commit $4,900 incl. GST towards the rectification of drainage issues at the front of the Moran Oval grandstand, to be funded from the Sports Council Sports Development Fund;

Moved Cr Galletly **Seconded Cr Mepham**

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

13.2 Access Advisory Committee - Minutes of meeting held 23 February 2023

Ref: AINT/2023/05781 (ARC16/0524-3)

36/23 **RESOLVED**

That the Minutes of the Access Advisory Committee meeting held on 23 February 2023 be noted.

Moved Cr Widders **Seconded Cr O'Connor**

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

13.3 Traffic Advisory Committee - Minutes of the meeting held 4 April 2023

Ref: AINT/2023/06303 (ARC16/0168-8)

37/23 **RESOLVED**

That in relation to the report "Armidale Regional Council Traffic Advisory Committee Minutes – 4 April 2023", that Council:

a) Endorse the requested road closures of Taylor Street from Dumaresq Street to Donnelly Street and Kirkwood Street between Taylor Street and Douglas Street from 7.30am until 6pm on Sunday 4 June 2023 for the Jack Vallance Memorial Junior Football (Soccer) Carnival.

b) Endorse change of parking layout in Dangar Street between Barney Street and Rusden St, Armidale adjacent to the emergency vehicle access in for St Marys School, be changed form a Bus Zone to No Parking.

Moved Cr Widders **Seconded Cr Galletly**

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

13.4 Audit, Risk and Improvement Committee - Minutes of the meeting held 7 March 2023 *Ref: AINT/2023/06377 (ARC23/5778)*

38/23 **RESOLVED**

That Council note the Minutes of the ARIC meeting held on 7 March 2023.

Moved Cr O'Connor **Seconded Cr Gaddes**

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

13.5 Traffic Advisory Committee - Minutes of meeting held 7 March 2023

Ref: AINT/2023/06510 (ARC16/0168-8)

39/23 **RESOLVED**

That in relation to the report "Armidale Regional Council Traffic Advisory Committee Minutes – 7 March 2023", that Council:

a) Endorse the temporary road closures of Faulkner Street Armidale from Dumaresq Street to Beardy Street and the connecting intersections with Moore Street, East Mall and Rusden Street roundabout for the Armidale 2023 Anzac Day March and Commemoration Service to be held on Tuesday 25 April 2023.

b) Endorse the rolling road closure of Bradley Street Guyra from MacKenzie Street to the Southern side of the Hall will allow the crowd to gather outside the Soldier's Memorial Hall at 163 Bradley Street for the service for the annual Anzac Day Dawn Service will occur on Tuesday, 25 April 2023 between 5.30 am and 7.00 am, in accordance with the provided traffic control plan.

c) Endorse the rolling road closures of Bradley Street from MacKenzie Street to the Southern side of the Hall will allow the crowd to gather outside the Soldier's Memorial Hall at 163 Bradley Street for the annual Anzac Day March held on Tuesday, 25 April 2023 between 10.00am and 12.30pm, in accordance with the provided traffic control plan.

d) That Council note the endorsement of the temporary road closure of Canambe Street between Dumaresq and Kirkwood Street for the Armidale & New England Show that was held from 6:30pm Thursday 2 March until 10pm on Sunday 5 March 2023.

e) Note the requested road closures and route options for the 2023 Autumn Festival Parade Route of :

   i. Dangar and Faulkner Street Armidale including Tingcombe Lane, from Barney Street to Rusden Street be closed from 7am for the staging of the Autumn Festival Parade.

   ii. Faulkner Street between Dumaresq and Kirkwood Streets will be closed from 7am and remain closed for the duration of the Autumn Festival Parade.

   iii. Route Option A –

   The closure of Faulkner Street Armidale, from Barney Street to Kirkwood Street disassembling in Faulkner between Civic and Curtis Park.

   iv. Route Option B –

   The closure of Faulkner Street Armidale, from Barney to Rusden Street, turning left into Rusden Street, right into Dangar Street following into Moore Street, left into Faulkner disassembling in Faulkner between Civic and Curtis Park.

f) Endorse the Special Event Transport Management Plan for the Armidale Cycling Club's 2023 Weekly Race and the use of the Armidale Regional local roads, of Boorolong Road, Dangarsleigh Road/Enmore Road, Bundarra Road and Long Swamp Road.

Moved Cr Widders **Seconded Cr Galletly**

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

14. QUESTIONS FOR WHICH NOTICE HAS BEEN GIVEN

14.1 Water Charges, Water Security and Willingness to Pay

Ref: AINT/2023/07371 (ARC16/0025-7)

40/23 **RESOLVED**

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

Moved Cr Robinson **Seconded Cr Packham**

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

PROCEDURAL MOTION

41/23 **RESOLVED**

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

15.1 Engagement of Contractor - Construction of Bakers, Boorolong and Laura Bridges. (AINT/2023/04213) - *(**General Manager's Note:** The report considers tender submission and financial information 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 Heavy Patching 2023 Contract Award - Confidential. (AINT/2023/04600) - *(**General Manager's Note:** The report considers 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).*

15.3 Tender Recommendation - Waterfall Way Guard Rail Installation and Repair Contract. (AINT/2023/05077) - *(**General Manager's Note:** The report considers and is deemed confidential under Section 10A(2)(d) of the Local Government Act 1993, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).*

15.4 Shoulder Grading and Table Drain Cleaning Contract Recommendation. (AINT/2023/05840) - *(**General Manager's Note:** The report considers and is deemed confidential under Section 10A(2)(d) of the Local Government Act 1993, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).*

15.5 Tender Recommendation - Provision of Waste and Organics Collection Services. (AINT/2023/06374) - *(**General Manager's Note:** The report considers a tender and is deemed confidential under Section 10A(2)(c) of the Local Government Act 1993, as it deals with commercial information of a confidential nature which, if disclosed, confers a commercial advantage on a person with whom the Council is conducting (or proposes to*

conduct) business).

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 Gaddes **Seconded Cr Galletly**

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

Council entered Closed Session at 4:42pm.

Council returned to Open Session at 4:59pm.

RESUMPTION OF MEETING

42/23 **RESOLVED**

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

Moved Cr O'Connor **Seconded Cr Galletly**

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

15. CLOSED SESSION

15.1 Engagement of Contractor - Construction of Bakers, Boorolong and Laura Bridges *Ref: AINT/2023/04213 (ARC22/5432)*

43/23 **RESOLVED**

That Council;

(a) Accept the tender submitted by Bedrule Pty Ltd trading as TOBCO of $6,761,516.22 Excl. GST to construct Bakers, Boorolong and Laura Creek Bridges;

(b) Delegate authority to the General Manager to approve expenditure up to the upper funding limit of $8,611,899.23 Excl. GST available for the project from Council general funds and via the local government funding streams of: Fixing Country Bridges, Bridge Renewal Program and the Roads to Recovery program; and

(c) Delegate authority to the General Manager to execute all documents in relation to the Contract.

Moved Cr Widders **Seconded Cr Mepham**

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

15.2 Heavy Patching 2023 Contract Award - Confidential *Ref: AINT/2023/04600 (ARC23/5781)*

44/23 **RESOLVED**

That Council:

a. Endorse recommendations to engage Stabilcorp Pty Ltd for delivery of essential heavy patching works to the forecasted value of $683,998 excl. GST.

b. Delegate authority to the General Manager to approve expenditure for the project and contractor up to the upper limit of available budget; 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 requests for variation within Council accordingly.

Moved Cr Mepham **Seconded Cr Widders**

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

15.3 Tender Recommendation - Waterfall Way Guard Rail Installation and Repair Contract *Ref: AINT/2023/05077 (ARC22/5479)*

45/23 **RESOLVED**

That Council:

a. Accept the submission provided by Western Safety Barriers Pty Ltd as tendered for guard rail installation, repair and removal for the period from 27 April 2023 to 30 April 2026 with an option for a one-year extension;

b. Delegate authority to the General Manager to approve expenditure for the project and contractor up to the upper limit of available budget for the current and next four Financial Years 2023-2024, 2024-2025, 2025-2026 and 2026-2027; and

c. Delegate authority to the General Manager to execute all documents in relation to the Contract.

Moved Cr Robinson **Seconded Cr Widders**

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

15.4 Shoulder Grading and Table Drain Cleaning Contract Recommendation

Ref: AINT/2023/05840 (ARC23/5775)

46/23 **RESOLVED**

That Council;

a. Endorse recommendations to engage Brycon Civil Pty Ltd for delivery of roadside shoulder grading and table drain maintenance works to the forecast value of $1,990,000 Excl. GST. Brycon Civil Pty Ltd represent the best technical, financial and value for money recommendation of the council Evaluation Panel;

b. Delegate authority to the General Manager to approve expenditure for the project and contractor up to the upper limit of available budget; and

c. Delegate authority to the General Manager to execute all documents in relation to the Contract.

Moved Cr Mepham **Seconded Cr O'Connor**

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

15.5 Tender Recommendation - Provision of Waste and Organics Collection Services

Ref: AINT/2023/06374 (ARC22/5484)

47/23 **RESOLVED**

That Council:

a. Accept the submission provided by JR Richards as tendered for provision of Waste and Organics Collection Services for Armidale Regional Council (ARC), for the period of 1 February, 2024 to 31 January, 2032 with up to two 1-year extension options until 31 January 2034;

b. Delegate authority to the General Manager to approve expenditure for the project for Financial Years 2023-2024 to 2031-2032 up to the limit of approved budget; and

c. Delegate authority to the General Manager to execute all documents in relation to the Contract and to delegate contract and financial management.

Moved Cr Gaddes **Seconded Cr Galletly**

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

There being no further business the Mayor declared the meeting closed at 5:03pm.

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 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 2022 - 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 2022 - 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 2022 - 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	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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Meeting Date	Report Title	Res #	Detail	Officer	Notes
			Climate Active certification which will be reported back to Council with costings. **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**		GM advised: Item C to be addressed once the Renewable Energy Action Plan (REAP) has been formally adopted.

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			b. Reaffirm Council's resolution on 25 September 2019 to commit to achieving the goals of Project Zero30. *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**

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Meeting Date	Report Title	Res #	Detail	Officer	Notes
					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. **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**

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
					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. 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.**	Boyce, Daniel	**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. **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.
26/10/2022	Review of Local Approval Policy Street Trading	209/22	**RESOLVED** That Council:	Boyce, Daniel	**07 Dec 2022 9:04am Hoult, Melissa** Daniel Boyce advised this item will be action in January 2023.

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Meeting Date	Report Title	Res #	Detail	Officer	Notes
			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.**		**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.
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.**	Boyce, Daniel	**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.
23/11/2022	Homes North management of Community Housing Assets	236/22	**RESOLVED** That Council: a) Endorse the transfer of management of Council's community housing assets to Homes North from the current commercial real estate agreement.	Schaefer, Darren	**05 Dec 2022 10:01pm Schaefer, Darren**

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Meeting Date	Report Title	Res #	Detail	Officer	Notes
			b) Endorse the increase in income rent percentage for the first time since 1986 from 20% to 25% in line with other community housing under management by NSW Land and Housing. **Moved Cr O'Brien** **Seconded Cr Galletly** **The Motion on being put to the vote was CARRIED unanimously.**		Preparations for the transition of management to Homes North are underway. Contract received and signed with notification to tenants will occur March/April 2023. **15 Mar 2023 12:27pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 07 December 2022 to 30 April 2023 - Contract received and signed with notification to tenants to occur March/April 2023.
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	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

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Meeting Date	Report Title	Res #	Detail	Officer	Notes
			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**		
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.	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**

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Meeting Date	Report Title	Res #	Detail	Officer	Notes
			Moved Cr McMichael **Seconded Cr Robinson** **The Motion on being put to the vote was CARRIED unanimously.**		Target date changed by Hoult, Melissa from 28 December 2022 to 29 February 2024 - Contract to be formalised in Feb 2024
22/03/2023	Mayoral Minute - Australian Transport Museum	16/23	**RESOLVED** That Council resolve to: a) Cease membership in the Australian Transport Museum. b) Cease all directorships in the Australian Transport Museum. c) The General Manager write to the Australian Transport Museum to provide notice of Councils decision. **Moved Cr Coupland** **Seconded Cr McMichael** **The Motion on being put to the vote was CARRIED unanimously.**	Schaefer, Darren	**19 Apr 2023 11:01am Hoult, Melissa - Target Date Revision** **Target date changed by Hoult, Melissa from 05 April 2023 to 26 May 2023 - Formal letter to** be issued to the Australian Transport Museum regarding withdrawal of membership.
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.	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.**

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Meeting Date	Report Title	Res #	Detail	Officer	Notes
			Moved Cr Packham Seconded Cr Redwood **The Motion on being put to the vote was CARRIED unanimously.**		
22/03/2023	Professional Services Contract - Kempsey Armidale Road Restoration Project	26/23	**RESOLVED** That Council: a. Accept the tenders submitted by for client-side Professional Services relating to the Kempsey-Armidale Road Recovery Project and engage the following contractors noting the proposed weekly rates and the current nominated individuals; i. Bellwether Consulting Services Pty Ltd, for the roles of- Project Director, Senior Project manager, two Project engineers, two Surveillance Officers and an Administration Officer; ii. Projence Pty Ltd, for the role of WH&S Manager; and iii. Rob Ausling and Associates Pty Ltd, for the roles of- Commercial Manager and Communications Officer. b. Delegate authority to the General Manager to approve expenditure up to the upper funding limit of funding available for the project from grant funds. c. Delegate authority to the General Manager to execute all documents in relation to the Contracts. **Moved Cr Redwood Seconded Cr McMichael** **The Motion on being put to the vote was CARRIED unanimously.**	Manners, Alex	**19 Apr 2023 9:14am Manners, Alex** **Notification of successful contractors is complete and negotiations with regards to contract details is likely to be finalised 26 April 2023.** **19 Apr 2023 9:18am Manners, Alex - Target Date Revision** **Target date changed by Manners, Alex from 05 April 2023 to 26 April 2023 - Contract negotiations and confirmation of available resources for the contracts has taken longer than expected due to nature of engagement - commencement dates for individual resources is not yet been confirmed. Additionally, leave has impacted the pace of negotiations.**

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Meeting Date	Report Title	Res #	Detail	Officer	Notes
26/04/2023	Debt Recovery Policy and Hardship Policy - Updated	29/23	**RESOLVED** That Council: a. Receive this report in relation to the updated Debt Recovery Policy and updated Hardship Policy; and b. Display the Debt Recovery and Hardship Policy on public exhibition for a period of 28 days and receive a further report at the conclusion of the exhibition period. **Moved Cr Galletly Seconded Cr Robinson** **The Motion on being put to the vote was CARRIED unanimously.**	Newsome, Ann	**17 May 2023 4:33pm Hoult, Melissa - Target Date Revision** **Target date changed by Hoult, Melissa from 10 May 2023 to 30 June 2023 - Draft policy out on public exhibition. Report will be presented at the June 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.**	Chetcuti, Ian	**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.**

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Meeting Date	Report Title	Res #	Detail	Officer	Notes
26/04/2023	Public Exhibition of Conflict of Interest Policy for Council Related Development Applications	31/23	**RESOLVED** That Council: a. Endorse the Draft Conflict of Interest Policy for Council Related Development Applications and place it on public exhibition for a period of 28 days; b. Receive a further report following the public exhibition period in the event that submissions are received and/or the Draft Conflict of Interest Policy is proposed to be amended; c. Authorise the adoption of the Draft Conflict of Interest Policy in the event that no submissions are received and no changes are made to the draft policy. **Moved Cr Robinson Seconded Cr Widders** **The Motion on being put to the vote was CARRIED unanimously.**	Boyce, Daniel	**17 May 2023 11:56am Boyce, Daniel** **Policy on exhibition. Submissions close 25 May 2023.**
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; 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;	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.**

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			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.**		
26/04/2023	Access Advisory Committee - Minutes of meeting held 23 February 2023	36/23	**RESOLVED** That the Minutes of the Access Advisory Committee meeting held on 23 February 2023 be noted. **Moved Cr Widders Seconded Cr O'Connor** **The Motion on being put to the vote was CARRIED unanimously.**	Schaefer, Darren	**17 May 2023 5:09pm Hoult, Melissa – Completion** Minutes for noting, no action required.
26/04/2023	Tender Recommendation - Provision of Waste and Organics Collection Services	47/23	**RESOLVED** That Council: a. Accept the submission provided by JR Richards as tendered for provision of Waste and Organics Collection Services for Armidale Regional Council (ARC), for the period of 1 February, 2024 to 31 January, 2032 with up to two 1-year extension options until 31 January 2034; b. Delegate authority to the General Manager to approve expenditure for the project for Financial Years 2023-2024 to 2031-2032 up to the limit of approved budget; and c. Delegate authority to the General Manager to execute all documents in relation to the Contract and to delegate contract and financial management.	Lado, Guada	**17 May 2023 5:09pm Hoult, Melissa – Completion** Contract award has been executed.

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			Moved Cr Gaddes Seconded Cr Galletly **The Motion on being put to the vote was CARRIED unanimously.**		
26/04/2023	Council Actions Report January 2022 - March 2023	28/23	**RESOLVED** That Council notes the report summarising the actions taken on the resolutions of Council. **Moved Cr Robinson Seconded Cr O'Connor** **The Motion on being put to the vote was CARRIED unanimously.**	Hoult, Melissa	**03 May 2023 10:53am Hoult, Melissa - Completion** **Action completed by Hoult, Melissa - Report for noting, no action required.**
26/04/2023	Integrated Planning and Reporting - Delivery Program 2022-2026 and Operational Plan 2022-2023 Progress Report - March 2023	32/23	**RESOLVED** That Council note the status of the Operational Plan 2022-2023 and Delivery Program 2022-2026 Progress Report as at 30 March 2023. **Moved Cr Packham Seconded Cr O'Connor** **The Motion on being put to the vote was CARRIED unanimously.**	Newsome, Ann	**17 May 2023 4:16pm Newsome, Ann - Completion** **Action completed by Hoult, Melissa - For noting, no action required.**
26/04/2023	Request to Waive Fees for Supply of Gravel for Newara Aboriginal Corporation	33/23	**RESOLVED** That Council waive the costs and charges for the Nēwara Aboriginal Corporation for the provision of gravel for construction of an access road to 328 Fleetwood Road up to a value of $5,000 Excl. GST. **Moved Cr O'Connor Seconded Cr Robinson** **The Motion on being put to the vote was CARRIED unanimously.**	Ackling, Belinda	**17 May 2023 10:24am Ackling, Belinda - Completion**

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Meeting Date	Report Title	Res #	Detail	Officer	Notes
					Action completed by Ackling, Belinda - That Council waive the costs and charges for the Nēwara Aboriginal Corporation for the provision of gravel for construction of an access road to 328 Fleetwood Road up to a value of $5,000 Excl. GST. Will provide advice and reissue invoice completed.
26/04/2023	Sports Council Committee - Minutes of the meeting held 7 February 2023	35/23	**RESOLVED** That the Minutes of the Sports Council Committee meeting held on 7 February 2023 be noted and that Council: a. Note the committee's agreement to commit $4,900 incl. GST towards the rectification of drainage issues at the front of the Moran Oval grandstand, to be funded from the Sports Council Sports Development Fund; **Moved Cr Galletly Seconded Cr Mepham** **The Motion on being put to the vote was CARRIED unanimously.**	Bower, Tom	**17 May 2023 11:58am Boyce, Daniel - Reallocation** **Action reassigned to Bower, Tom by Boyce, Daniel** **17 May 2023 4:31pm Bower, Tom - Completion** **Action completed by Hoult, Melissa - Minutes endorsed, no action required.**
26/04/2023	Traffic Advisory Committee - Minutes of the meeting held 4 April 2023	37/23	**RESOLVED** That in relation to the report "Armidale Regional Council Traffic Advisory Committee Minutes – 4 April 2023", that Council: a) Endorse the requested road closures of Taylor Street from Dumaresq Street to Donnelly Street and Kirkwood Street between Taylor Street and Douglas Street from 7.30am until 6pm on Sunday 4 June 2023 for the Jack Vallance Memorial Junior Football (Soccer) Carnival.	Earl, Graham	**17 May 2023 10:22am Earl, Graham - Completion**

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			b) Endorse change of parking layout in Dangar Street between Barney Street and Rusden St, Armidale adjacent to the emergency vehicle access in for St Marys School, be changed form a Bus Zone to No Parking. **Moved Cr Widders Seconded Cr Galletly** **The Motion on being put to the vote was CARRIED unanimously.**		**Action completed by Ackling, Belinda - a) Endorse the requested road closures of Taylor Street from Dumaresq Street to Donnelly Street and Kirkwood Street between Taylor Street and Douglas Street from 7.30am until 6pm on Sunday 4 June 2023 for the Jack Vallance Memorial Junior Football (Soccer) Carnival. Advice has been provided to organisers , b) Endorse change of parking layout in Dangar Street between Barney Street and Rusden St, Armidale adjacent to the emergency vehicle access in for St Marys School, be changed form a Bus Zone to No Parking. Completed**
26/04/2023	Traffic Advisory Committee - Minutes of meeting held 7 March 2023	39/23	**RESOLVED** That in relation to the report "Armidale Regional Council Traffic Advisory Committee Minutes – 7 March 2023", that Council: a) Endorse the temporary road closures of Faulkner Street Armidale from Dumaresq Street to Beardy Street and the connecting intersections with Moore Street, East Mall and Rusden Street roundabout for the Armidale 2023 Anzac Day March and Commemoration Service to be held on Tuesday 25 April 2023.	Ackling, Belinda	**17 May 2023 10:00am Ackling, Belinda - Completion** **Action completed by Ackling, Belinda - a) Anzac Day completed**

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			b) Endorse the rolling road closure of Bradley Street Guyra from MacKenzie Street to the Southern side of the Hall will allow the crowd to gather outside the Soldier's Memorial Hall at 163 Bradley Street for the service for the annual Anzac Day Dawn Service will occur on Tuesday, 25 April 2023 between 5.30 am and 7.00 am, in accordance with the provided traffic control plan. c) Endorse the rolling road closures of Bradley Street from MacKenzie Street to the Southern side of the Hall will allow the crowd to gather outside the Soldier's Memorial Hall at 163 Bradley Street for the annual Anzac Day March held on Tuesday, 25 April 2023 between 10.00am and 12.30pm, in accordance with the provided traffic control plan. d) That Council note the endorsement of the temporary road closure of Canambe Street between Dumaresq and Kirkwood Street for the Armidale & New England Show that was held from 6:30pm Thursday 2 March until 10pm on Sunday 5 March 2023. e) Note the requested road closures and route options for the 2023 Autumn Festival Parade Route of : i. Dangar and Faulkner Street Armidale including Tingcombe Lane, from Barney Street to Rusden Street be closed from 7am for the staging of the Autumn Festival Parade. ii. Faulkner Street between Dumaresq and Kirkwood Streets will be closed from 7am and remain closed for the duration of the Autumn Festival Parade. iii. Route Option A – The closure of Faulkner Street Armidale, from Barney Street to Kirkwood Street disassembling in Faulkner between Civic and Curtis Park. iv. Route Option B –		

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			The closure of Faulkner Street Armidale, from Barney to Rusden Street, turning left into Rusden Street, right into Dangar Street following into Moore Street, left into Faulkner disassembling in Faulkner between Civic and Curtis Park. f) Endorse the Special Event Transport Management Plan for the Armidale Cycling Club's 2023 Weekly Race and the use of the Armidale Regional local roads, of Boorolong Road, Dangarsleigh Road/Enmore Road, Bundarra Road and Long Swamp Road. **Moved Cr Widders Seconded Cr Galletly** **The Motion on being put to the vote was CARRIED unanimously.**		
26/04/2023	Water Charges, Water Security and Willingness to Pay	40/23	**RESOLVED** That Council note the response to the Questions on Notice submitted by Cr Robinson. **Moved Cr Robinson Seconded Cr Packham** **The Motion on being put to the vote was CARRIED unanimously.**	Hoult, Melissa	**03 May 2023 10:54am Hoult, Melissa - Completion** **Action completed by Hoult, Melissa - Council to note the reponses, no action required.**
26/04/2023	Engagement of Contractor - Construction of Bakers, Boorolong and Laura Bridges	43/23	**RESOLVED** That Council; (a) Accept the tender submitted by Bedrule Pty Ltd trading as TOBCO of $6,761,516.22 Excl. GST to construct Bakers, Boorolong and Laura Creek Bridges; (b) Delegate authority to the General Manager to approve expenditure up to the upper funding limit of $8,611,899.23 Excl. GST available for the project from Council general funds and via the local government funding streams of: Fixing	Wilson, Mark	**17 May 2023 4:39pm Wilson, Mark - Completion** **Action completed by Hoult, Melissa - Formalisation of contract engagement complete.**

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Current as at 17/05/2023 - Page 21

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			Country Bridges, Bridge Renewal Program and the Roads to Recovery program; and (c) Delegate authority to the General Manager to execute all documents in relation to the Contract. **Moved Cr Widders Seconded Cr Mepham** **The Motion on being put to the vote was CARRIED unanimously.**		
26/04/2023	Heavy Patching 2023 Contract Award - Confidential	44/23	**RESOLVED** That Council: a. Endorse recommendations to engage Stabilcorp Pty Ltd for delivery of essential heavy patching works to the forecasted value of $683,998 excl. GST. b. Delegate authority to the General Manager to approve expenditure for the project and contractor up to the upper limit of available budget; 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 requests for variation within Council accordingly. **Moved Cr Mepham Seconded Cr Widders** **The Motion on being put to the vote was CARRIED unanimously.**	Wilson, Mark	**17 May 2023 4:31pm Wilson, Mark - Completion** **Action completed by Wilson, Mark - Formalisation of contract complete**

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
26/04/2023	Tender Recommendation - Waterfall Way Guard Rail Installation and Repair Contract	45/23	**RESOLVED** That Council: a. Accept the submission provided by Western Safety Barriers Pty Ltd as tendered for guard rail installation, repair and removal for the period from 27 April 2023 to 30 April 2026 with an option for a one-year extension; b. Delegate authority to the General Manager to approve expenditure for the project and contractor up to the upper limit of available budget for the current and next four Financial Years 2023-2024, 2024-2025, 2025-2026 and 2026-2027; and c. Delegate authority to the General Manager to execute all documents in relation to the Contract. **Moved Cr Robinson Seconded Cr Widders** **The Motion on being put to the vote was CARRIED unanimously.**	Wilson, Mark	**17 May 2023 4:30pm Wilson, Mark - Completion** **Action completed by Wilson, Mark - Formalisation of contract complete**
26/04/2023	Shoulder Grading and Table Drain Cleaning Contract Recommendation	46/23	**RESOLVED** That Council; a. Endorse recommendations to engage Brycon Civil Pty Ltd for delivery of roadside shoulder grading and table drain maintenance works to the forecast value of $1,990,000 Excl. GST. Brycon Civil Pty Ltd represent the best technical, financial and value for money recommendation of the council Evaluation Panel; b. Delegate authority to the General Manager to approve expenditure for the project and contractor up to the upper limit of available budget; and	Wilson, Mark	**17 May 2023 4:25pm Wilson, Mark - Completion** **Action completed by Wilson, Mark - Contract engagement complete**

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Current as at 17/05/2023 - Page 23

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			c. Delegate authority to the General Manager to execute all documents in relation to the Contract. **Moved Cr Mepham Seconded Cr O'Connor** **The Motion on being put to the vote was CARRIED unanimously.**		
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.**	Goodall, John	**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.

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Current as at 17/05/2023 - Page 24

TRIM:

Swimming Pool Barrier Inspection Program

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

1. PURPOSE

This policy has been developed in response to Section 22B of the *Swimming Pools Act 1992* (**the Act**) and details a program for the inspection of swimming pools (both outdoor and indoor) that are situated, or proposed to be constructed or installed, on premises on which a residential building, a moveable dwelling or tourist and visitor accommodation is located. This policy aims to;

1. Increase pool safety in the Armidale Local Government Area; and
2. Explain the steps that Council will take to inspect swimming pool safety barriers to ensure compliance with the requirements of Part 2 - Access to Swimming Pools of the Act and the relevant Australian Standards.

2. APPLICATION

This policy applies to the inspection of swimming pools in the Armidale Regional Local Government Area.

3. POLICY INTENT

The intent of this policy is to outline the mandatory swimming pool barrier inspection program that Armidale Regional Council will implement to comply with the Act.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

Advancing our Region Community Plan

Enriched Region, Community & Culture

Goal 1	E1. Access to the services and support that facilitate quality of life
Strategy	E1.3 Foster safety and security within our community and support the provision of basic needs
	Undertake regulatory controls that maintain community order and safety including Companion Animals Regulation, parking management, building compliance, and Development Applications (E1.3.3)

5. INTERPRETATION

The legislation, regulation and Australian Standards that apply to this program include the following, as amended from time-to-time;

- Swimming Pools Act 1992 (the Act);
- Swimming Pools Regulation 2018 (the Regulation);
- The Conveyancing Act 1919;
- The Conveyancing (Sale of Land) Regulation 2010;
- The Residential tenancies Regulation 2010 (Schedule1 – Standard form Agreement)
- The Property Stock and Business Agents Act 2002
- The Swimming Pools Amendment (Inspections) Regulation 2016;
- The Conveyancing (Sale of Land) Amendment (Swimming Pools) Regulation 2016
- The Residential Tenancies Amendment (Swimming Pools) Regulation 2016
- Australian Standard AS 1926.1 – Swimming pool safety - Safety barriers for swimming pools; and
- Australian Standard AS 1926.2 – Swimming pool safety - Location of safety barriers for swimming pools.

All relevant definitions are as per the above documents.

Where there is any inconsistency between this policy document and the Act and Regulation, the Act and Regulation shall prevail.

6. SWIMMING POOL BARRIER INSPECTION PROGRAM

6.1. SWIMMING POOL REGISTER

All owners of a residential premise or tourist and visitor accommodation on which a swimming pool is located must register their pool on the NSW Government's state-wide Swimming Pool Register. An owner's failure to register a swimming pool is an offence that can attract a penalty.

The Swimming Pool Register will also record whether or not a swimming pool has been inspected by an appropriately qualified person and if a current "Certificate of Compliance" has been issued.

Council will rely on the Swimming Pool Register to determine what swimming pools are required to be inspected from time-to-time.

6.2. CERTIFICATE OF COMPLIANCE

When a swimming pool has been inspected and it is found to comply with the relevant pool safety barrier requirements a satisfactory inspection will be recorded in the Swimming Pool Register and a swimming pool Certificate of Compliance will be issued. A Certificate of Compliance cannot be issued if a swimming pool has not been registered on the state-wide register.

Either the Council or an accredited certifier can issue a Certificate of Compliance, which remains valid for three (3) years from the date of issue as long as the swimming pool safety barrier is maintained and there are no grounds for a formal direction to be issued.

Similarly, a newly constructed swimming pool that is constructed pursuant to a development consent or a complying development certificate should be issued with an Occupation Certificate at the conclusion of the development certifying that the swimming pool safety barrier complies with the Act. An Occupation Certificate certifying compliance with the Act will also remain valid for three (3) years from the date of issue as long as the swimming pool safety barrier is maintained and there are no grounds for a formal direction to be issued.

Premises with a current Certificate of Compliance or a relevant Occupation Certificate will not require a Council inspection unless Council receives a complaint and there is good reason to believe that the swimming pool safety barrier no longer complies.

6.3. INSPECTION REGIME

Council will aim to undertake inspections of swimming pools (both outdoor and indoor) that are situated on premises on which a residential building, a moveable dwelling or tourist and visitor accommodation is located in accordance with the following guidelines to ensure compliance with the Act; Council will aim to undertake inspections of swimming pools (both outdoor and indoor) that are situated on premises on which a residential building, a moveable dwelling or tourist and visitor accommodation is located in accordance with the following guidelines to ensure compliance with the Act;

(a) **In response to complaints –** All complaints received by Council concerning inadequately fenced or unauthorised swimming pools are recorded in Council's Customer Request Management system and will be inspected as a matter of priority within 72 hours as prescribed by the Act. Generally the investigation of complaints will be undertaken in accordance with the requirements of Section 29A of the Act.

(b) **Assessment of building certificate applications –** All building certificate applications for properties on which there is a swimming pool will include an inspection of the swimming pool safety barrier.

(c) **Proactive observations –** Where a swimming pool is observed by Council's Regulatory Services Staff and the swimming pool safety barrier appears deficient and/or there is no current Certificate of Compliance or relevant Occupation Certificate the matter will be recorded in Council's Customer Request Management system and inspections will be undertaken as per item (a) above.

(d) **Notifications from accredited certifiers –** Any accredited certifier who is unable to issue a Certificate of Compliance and issues a notice under Section 22E of the Act is required to provide Council with a copy of the notice. On receipt of the notice Council will undertake an inspection of the swimming pool under this program.

(e) **Inspection requests by owner –** All inspections requested under Section 22C of the Act by the owner of a premises on which a swimming pool is situated will be carried out in accordance with any timeframes prescribed by the Act and Regulation.

(f) **Premises with more than two (2) dwellings –** All premises with more than two (2) dwellings including residential flat buildings and townhouse developments that do not have a current Certificate of Compliance or relevant Occupation Certificate will be inspected by Council at least once every three (3) years.

(g) **Sale of land inspection requests –** The *Conveyancing (Sale of Land) Regulation 2010* requires any contract for the sale of land on which there is a swimming pool to include a copy of either a valid Certificate of Compliance or a relevant Occupation Certificate. Inspections requested by the owner of the land to enable the sale of a premises or part of a premises, will be carried out by Council within ten (10) days, as prescribed by the Regulation.

(h) **Lease of land inspection requests –** The *Residential Tenancies Regulation 2010* will require landlords of premises on which there is a swimming pool to provide a copy of a valid Certificate of Compliance or a relevant Occupation Certificate at the time a residential tenancy is entered into. Inspections requested by the owner of the land to enable the lease of a premises or part of a premises, will be carried out within ten (10) days, as prescribed by the Regulation.

(i) **Random checks from state-wide Swimming Pool register –** As resources permit Council may randomly select properties from the state-wide Swimming Pool register that do not have a current Certificate of Compliance (or relevant Occupation Certificate). Priority will be given to inspecting older swimming pools that have never had a Certificate of Compliance (or relevant Occupation Certificate). Once a property has been selected, Council will write to the owner and request that they make arrangements for an inspection either by a Council Officer or an accredited certifier.

Where a Council inspection identifies the existence of a life threatening circumstance, Council will determine an immediate course of action to eliminate or reduce the level of risk. If a matter is not considered life threatening, the matter will be prioritised accordingly.

6.4. INSPECTION FEES

Any inspection of a swimming pool safety barrier carried out by Council pursuant to this program will be charged an inspection fee in accordance with Clause 18A of the Regulation. The required inspection fees are adopted annually by Council and listed in Council's Fees and Charges. Any request for an inspection must be accompanied by the prescribed fee.

Council will not issue a Certificate of Compliance until all required inspection fees are paid, as prescribed by Section 22D of the Act.

7. ENFORCEMENT

While Council aims to achieve compliance through the effective education and engagement of swimming pool owners, it is likely that the initiation of enforcement action will be required from time-to-time. In this regard the Act details the enforcement action that is available including "notices of intention to give a direction", directions and penalties. Any enforcement action initiated by Council will be determined in accordance with Council's Compliance and Enforcement Policy.

8. REVIEW

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

9. RESPONSIBLE OFFICER

The Manager Regulatory Services is the Responsible Officer for this Policy.

APPROVAL AND REVIEW		
Responsible Business Unit	Regulatory Services	
Responsible Officer	Manager Regulatory Services	
Date/s adopted	*Council Executive* [updated by policy owner]	*Council* [DD Mmmm YYYY]
Date/s of previous adoptions	[Dates of previous adoptions]	
Date of next review	[Two years from last adoption]	
TRIM Reference		

TRIM:AINT/2023/05775

Privacy Management Plan

ADOPTED BY COUNCIL: 27 JANUARY 2021

BACKGROUND

This Plan has been developed in order to outline that Armidale Regional Council collects, stores and uses a broad range of information for the purpose of facilitating its business. A significant part of that information is personal and health information. It is important that the community and Council officials, including Councillors, employees, contractors and volunteers, understand how we manage personal information.

In addition, Council is required to have a privacy management plan under s33 of the *Privacy and Personal Information Protection Act 1998 (NSW)* (PPIPA).

This Plan outlines how Council complies with the legislative requirements of the PPIPA, the *Health Records and Information Privacy Act 2002* (HRIPA) and the Privacy Code of Practice for Local Government (Code).

This Plan should be read in conjunction with the Code of Practice for Local Government.

Nothing in this Plan is to:

- Affect any matter of interpretation of the Codes or the Information Protection Principles and the Health Privacy Principles as they apply to the Council.
- Affect any obligation at law cast upon the Council by way of representation or holding out in any manner whatsoever.
- Create, extend or lessen any obligation at law which the Council may have.

OBJECTIVE

The main objectives of this Plan are to –

1. Inform the community about how their personal information will be collected, used, stored and accessed by Council.
2. Provide Council officials with their obligations in relation to handling personal information and when they can and cannot disclose, use or collect it.
3. Introduce Council policies and procedures to maximise compliance with the PPIPA and the HRIPA.

KEY TAKEAWAYS

- You must uphold privacy obligations in your role in Council.
- It is your responsibility to know what this means for your role including applying the Privacy Management Plan to your duties.
- You should consider privacy when making decisions.
- You must have a valid reason for collecting information.

- If you collect information for one purpose, you cannot use it for another purpose without consent.
- Minimise privacy and security risks by not over-collecting information.
- The public must be informed of their rights in relation to privacy.
- If you accidentally breach privacy you must report this to Governance and take action to mitigate the breach.
- You can find our more by visiting the Governance intranet section or the office of the Privacy Commissioner Website or by contacting the Governance Team at governance@armidale.nsw.gov.au.
- Privacy should be considered also in broader terms of records and information management and cyber security.

POLICY STATEMENT

Armidale Regional Council is committed to protecting the privacy of our customers, business contacts, Councillors, employees, contractors and volunteers.

This policy aims to ensure Council manages the personal and health information it collects, stores, accesses, uses and discloses in the course of its business activities ethically and appropriately.

REVIEW AND VARIATION

1. Council is to have opportunity to review and adopt, at least once during its Term, each Council policy.
2. A resolution of Council is required to adopt any variations to this policy, with the exception of minor administrative changes, such as updates to legislative references, which may be approved by the General Manager. Endorsement of administrative changes made to this policy by the General Manager does not alter the requirement for it to be reviewed and adopted by each Term of Council.

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Definitions

Council official	Includes councillors, members of staff of Council, administrators, contractors, volunteers, Council committee members and delegates of Council.
Public register	A register of personal information that is required by law to be, or is made, publicly available or open to public inspection.
Privacy Contact Officer	Assigned to Council's Public Officer.
Code	Privacy Code of Practice for Local Government.
PPIPA	*Privacy and Personal Information Protection Act 1998* (NSW).
HRIPA	*Health Records and Information Privacy Act 2002.*

Part 1 – Personal and health information

1.1 What is personal information?

Personal information is defined to mean information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. Personal information can include a person's name, address, family life, sexual preferences, financial information, fingerprints and photos. This information can be on a database and does not necessarily have to be recorded in a material form.

The full definition of "personal information" as set out in Section 4 of the *Privacy and Personal Information Protection Act 1998* (NSW) (PIPA)is extracted and reproduced as follows:

(1) In this Act, ***personal information*** means information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion.

(2) Personal information includes such things as an individual's fingerprints, retina prints, body samples or genetic characteristics.

(3) Personal information does not include any of the following—

(a) information about an individual who has been dead for more than 30 years,

(b) information about an individual that is contained in a publicly available publication,

(c) information about a witness who is included in a witness protection program under the *Witness Protection Act 1995* or who is subject to other witness protection arrangements made under an Act,

(d) information about an individual arising out of a warrant issued under the *Telecommunications (Interception) Act 1979* of the Commonwealth,

(e) information about an individual that is contained in a public interest disclosure within the meaning of the *Public Interest Disclosures Act 1994*, or that has been collected in the course of an investigation arising out of a public interest disclosure,

(f) information about an individual arising out of, or in connection with, an authorised operation within the meaning of the *Law Enforcement (Controlled Operations) Act 1997*,

(g) information about an individual arising out of a Royal Commission or Special Commission of Inquiry,

(h) information about an individual arising out of a complaint made under Part 8A of the *Police Act 1990*,

(i) information about an individual that is contained in Cabinet information or Executive Council information under the *Government Information (Public Access) Act 2009*,

(j) information or an opinion about an individual's suitability for appointment or employment as a public sector official,

(ja) information about an individual that is obtained about an individual under Chapter 8 (Adoption information) of the *Adoption Act 2000*,

(k) information about an individual that is of a class, or is contained in a document of a class, prescribed by the regulations for the purposes of this subsection.

(4) For the purposes of this Act, personal information is ***held*** by a public sector agency if—

(a) the agency is in possession or control of the information, or

(b) the information is in the possession or control of a person employed or engaged by the agency in the course of such employment or engagement, or

(c) the information is contained in a State record in respect of which the agency is responsible under the *State Records Act 1998*.

(5) For the purposes of this Act, personal information is not ***collected*** by a public sector agency if the receipt of the information by the agency is unsolicited.

1.2 What is not "personal information"

"Personal information" does not include information about an individual that is contained in a publicly available publication. This information ceases to be covered by the PPIPA.

The following are examples of publicly available publications:

- An advertisement containing personal information in a local, city or national newspaper.
- Personal information on the Internet.
- Books or magazines that are printed and distributed broadly to the general public.
- Council Business papers or that part that is available to the general public.
- Personal information that may be a part of a public display on view to the general public.

1.3 Electoral Rolls

Electoral rolls are held by the Australian Electoral Commission (AEC). Anyone wanting to view an electoral roll can request access from the AEC.

1.4 What is health information?

Health information is defined in the HRIPA as:

"personal information that is information or an opinion about the physical or mental health or a disability (at any time) of an individual or an individual's express wishes about the future provision of health services to him or her or a health service provided or to be provided to an individual".

1.5 Application of this Plan

The PPIPA, HRIPA and this Plan applies to all people working for and on behalf of Council in whatever capacity, including:

- Councillors.
- Council employees.
- Consultants and contractors of the Council.
- Volunteers.
- Council owned businesses.
- Council committees (including those which may be established under section 355 of the *Local Government Act 1993 (*LGA)).

1.6 Personal and health information held by Council

The following is a list of examples of the types of personal and health information and circumstances in which we may collect personal information in exercising Council functions:

Councillors

- Council holds personal information concerning Councillors, such as:
- Personal contact information
- Complaints and disciplinary matters

- Pecuniary interest returns
- Entitlements to fees, expenses and facilities.

Customers, ratepayers and residents

Council holds personal and health information in its records such as:

- Rates records
- Development applications and related submissions
- Library lending records
- Library special needs statements
- Leases, licences and agreements
- Waste services records
- Customer requests
- Tree removal requests, including for requests for health reasons
- Fitness testing records
- Medication records
- Burial and cremation records
- Financial records
- Donation, grant and sponsorship applications
- Photos of vehicle registration plates
- Responses to clean up notices regarding health issues
- Youth health information for excursions
- Child care information, immunisation, illness and accident records
- Community service utilisation e.g. Community Transport.
- Age & disability support records including health records.
- Submissions and information collected as part of Council's community engagement and consultation activities.
- Public access forum applications.
- CCTV footage.

Employees, volunteers and contractors

The Council holds personal and health information concerning its employees, volunteers and contractors, such as:

- Personal contact information.
- Recruitment material.
- Pre-employment medical information.
- Bank account details.
- Wage and salary entitlements.
- Leave and payroll data.
- Employee immunisation records and medical certificates.
- Volunteers' medical information.
- Disclosure of interest returns.
- Workers' compensation investigations.
- Public interest disclosure investigations.
- Performance management plans.
- Disciplinary matters.

1.7 Unsolicited Information

Unsolicited information is personal or health information received by Council in circumstances where Council has not asked for or required the information to be provided. It includes gratuitous or irrelevant information received. Such information is not deemed to have been collected by Council but the retention, use and disclosure principles of the information will apply to any such information in Council's possession. Personal information contained in petitions received in response to a call for submissions or unsolicited petitions tabled at Council meetings will be treated the same as any other submission and may be made available for release to the public.

Personal or health information disclosed publicly and recorded for the purposes of webcasting at Council Meetings is not deemed to have been collected by Council. Retention and Use Principles of this information will apply to such information in Council's possession, however Disclosure Principles will not apply as the information was voluntarily disclosed with the prior knowledge that it would be recorded, broadcast via the internet to the public and made available by Council for public viewing.

Part 2 – Public registers

2.1 What are public registers?

A public register is defined in section 3 of the PPIPA as *"a register of personal information that is required by law to be, or is made, publicly available or open to public inspection (whether or not on payment of a fee)"*.

Council holds public registers under the LGA, including:

- Land Register.
- Records of Approvals.
- Register of Disclosures of Interests.

Note: this above list is purely indicative. Council may, by virtue of its own practice, hold other public registers, to which PPIPA applies.

Council holds public registers under the *Environmental Planning and Assessment Act 1979 [*EPA], including:

- Register of consents and certificates.
- Record of building certificates.

Council hold public registers under the *Protection of the Environment Operations Act 1997* [POEO], including:

- Public register of licences
  Council holds a public register under the *Impounding Act 1993* [IA]:
- Record of impounding.
  The purpose for each of these public registers is set out in this Plan.

2.2 Disclosure of personal information contained in public registers

Personal information contained in a public register, other than where required by legislation, will only be disclosed where Council is satisfied that it is to be used for a purpose relating to the purpose of the register.

A person seeking a disclosure of someone else's personal information from a public register must satisfy Council that the intended use of the information is for a purpose directly relating to the purpose of the register or the Act under which the register is kept.

2.3 Purposes of Public Registers

Register	Primary purpose of the Register is to:
Land register	Identify all land vested in Council or under its control. The secondary purpose includes a consideration of public accountability as to the land held by Council.
Records of approvals	Identify all approvals granted under the LGA.
Register of disclosures of interests	Determine whether or not a Council official has a pecuniary interest in any matter with which the council is likely to be concerned. There s

	is a corresponding public accountability purpose and third party access is a secondary purpose.
Register of consents and certificates	Identify applications for development consent and other approvals, confirm determinations on appeal and identify Applications for complying development certificates.
Record of building certificates	Identify all building certificates.
Public register of licences	Identify all licences granted under the *Protection of the Environment Operations Act 1997*
Record of impounding	Identify any impounding action by Council.

2.4 Secondary purpose of all public registers

Due to the general emphasis on local government processes and information being open and accountable, it is considered that a secondary purpose for which all public registers are held by Council includes the provision of access to members of the public. Therefore, disclosure of specific records from public registers would normally be considered to be allowable under section 57 of PPIPA.

However, requests for access, copying, or the sale of the whole or a substantial part of a Public Register held by Council will not necessarily fit within this purpose. Council will make an assessment as to the minimum amount of personal information that is required to be disclosed with regard to any request and may seek a statutory declaration to satisfy itself as to the intended use of the information.

2.5 Other purposes

Persons or organisations who apply to Council to have access to the information contained in any public register for a purpose not related to the purpose of the register, may be given access at the discretion of Council but only in accordance with the Code.

2.6 Other registers

Council may keep other registers that are not public registers. The Information Protection Principles, this Plan, the Code and PPIPA apply to the use and disclosure of information in those registers.

A register that Council keeps that is not a public register is the rates record and Council's position on this record is as follows:

Register	**Primary purpose of the Register is to:**
Rates record	Record the value of a parcel of land and record rate liability in respect of that land. The secondary purpose includes recording the owner or lessee of each parcel of land.

Public access to the rates record will only be granted where the purpose of the access is to obtain information necessary for a statutory purpose such as the service of a notice under the *Dividing Fences Act 1991,* or when there is an overriding public interest in favour of disclosure.

The rates record will also be used by Council to notify relevant land owners of development applications and other matters where Council is required or wishes to consult its local community.

Part 3 – Accessing personal or health information

Council ensures that people can access information we hold about them. People have a right to amend their own personal or health information.

3.1 How do I access or amend my own personal or health information?

Informal *Request*

Individuals wanting to access Council's records to confirm or amend their own personal or health information, such as updating contact details can do so by contacting Council either in person or in writing. Council will take steps to verify the identity of the person requesting access or changes to information.

A formal application may not be necessary and is only used as a last resort.

Formal *Application*

Individuals wanting to access or amend their own personal or health information must put the request to Council in writing. This application must contain the following information:

- The full name, date of birth1 and contact details of the person making the request.
- State whether the application is under the PPIPA (personal information) or HRIPA (health information).
- Explain what personal or health information the person wants to access or amend.
- Explanation of how the person wants to access the information or amend it, including (but not limited to) the following methods:
- Copies of the information (copy charges may apply, see Council's Fees and Charges).
- Viewing the information, but not taking copies or taking notes.
- Confirmation of the applicant's identity.

3.2 Accessing or amending other people's personal or health information

Council is restricted from giving individuals access to someone else's personal and health information unless that person provides us with written consent. An "authorised" person must confirm their identification to act on behalf of someone else.

There may be other reasons Council is authorised to disclose personal and health information, such as in the event of a serious and imminent threat to the life, health and safety of the individual, to find a missing person or for compassionate reasons. A third party could also consider making an application for access to government information under the GIPA Act.

3.3 Applications for suppression of personal information in a public register

A person about whom personal information is contained (or is proposed to be contained) in a public register, may request Council to have the information removed from or not placed on the register by submitting an application in the form of a Statutory Declaration.

If Council is satisfied that the safety or well-being of any person would be affected by not suppressing the person's personal information, Council will suppress the information in accordance with the request unless Council is of the opinion that the public interest in maintaining public access to the information outweighs any individual interest in suppressing the information.

The information may still be used in the exercise of Council functions, but it cannot be disclosed to other parties.

Part 4 – Policies and legislation

Policies and legislation affecting the processing of information and related to this plan include:

- Council's *Public Access to Documents and Information held by Council* policy

  This Plan should be read in conjunction with the *Public Access to Documents and Information Held by Council* policy, the *Privacy Code of Practice for Local Government*, together with Council's *Information Guide*.

  The above documents are available for viewing at www.armidaleregional.nsw.gov.au

- *Environmental Planning and Assessment Act 1979* (EPAA)

  The EPAA contains provisions that require Council to make development applications and accompanying information publicly available and provides a right for people to inspect and make copies of elevation plans during the submission period.

  The EPAA is available for viewing at www.austlii.edu.au/

- *Health Records and Information Privacy Act 2002* (HRIPA)

  The HRIPA governs both the public and private sector in NSW. It contains a set of 15 Health Privacy Principles and sets up a complaints mechanism to ensure agencies abide by them.

  The HRIPA is available for viewing at www.ipc.nsw.gov.au

- *Privacy and Personal Information Protection Act 1998* (PPIPA)

  In addition to requirements covered in this plan, the PPIPA prohibits disclosure of personal information by public sector officers that are not done in accordance with the performance of their official duties. These provisions are generally directed at corrupt or irregular disclosure of personal information staff may have access to at work and not inadvertent failure to follow procedures or guidelines. Corrupt or irregular disclosure can include intentionally disclosing or using personal information accessed in doing our jobs for an unauthorised purpose, or to offer to supply personal information that has been disclosed unlawfully. Offences can be found listed in s62-68 of the PPIPA, are considered serious and may, in some cases, lead to imprisonment.

  The PPIPA is available for viewing at www.ipc.nsw.gov.au

- *Public Interest Disclosures Act 1994* (PIDA)

  The definition of personal information under PPIPA excludes information contained in a public interest disclosure. This means that a person cannot seek review of the use or disclosure of a public interest disclosure or be prosecuted for unauthorised disclosure of public interest disclosure information under PPIPA. However, this plan is still able to address strategies for the protection of personal information disclosed under PIDA.

The PIDA is available for viewing at www.legislation.nsw.gov.au – further information can be obtained from the NSW Ombudsman at www.ombo.nsw.gov.au.

Part 5 – Information Protection Principles

5.1 Information Protection and Health Privacy Principles

This section contains a general summary of how we must manage personal and health information under the PPIPA and HRIPA and other relevant laws.

PPIPA provides for the protection of personal information by means of 12 Information Protection Principles and HRIPA provides for the protection of health information by means of 15 Health Information Protection Principles.

Council complies with the Information Protection Principles (IPPs) prescribed under PPIPA and Health Privacy Principles (HPPs) prescribed under HRIPA as follows:

IPP 1 & HPP 1 Lawful collection

Council will only collect personal and/or health information for a lawful purpose as part of its proper functions.

Council will not collect any more information than is reasonably necessary to fulfil its proper functions.

Such personal and health information may include names, residential address, phone numbers, email addresses, signatures, medical certificates, photographs and video footage (CCTV).

Anyone engaged by Council as a private contractor or consultant that involves the collection of personal and health information must agree to be bound not to collect personal information by any unlawful means.

Any forms, notices or requests by which personal and health information is collected by Council will be referred to the Privacy Contact Officer prior to adoption or use.

IPP 2 & HPP 2 Direct collection

Personal information will be collected directly from the individual, unless that person consents otherwise. Parents or guardians may give consent for minors.

Health information will be collected directly from the person concerned, unless it is unreasonable or impracticable to do so.

Collection may occur via phone, written correspondence to Council, email, facsimile, Council forms or in person.

The Code makes provision for Council to depart from this principle where indirect collection of personal information is reasonably necessary when an award, prize, benefit or similar form of personal recognition is intended to be conferred upon the person to whom the information relates.

Council may collect personal information from other public sector agencies in respect of specific statutory obligations where it is authorised by law to do so.

PIPPA permits non-compliance with this principle if council is exercising complaint handling, investigative functions or is authorised or required not to comply with the principle under any Act or law.

IPP 3 & HPP 3 Requirements when collecting

Council will inform individuals that their personal information is being collected, why it is being collected and who will be storing and using it. Council will also inform the person how they can view and correct their information.

A Privacy Statement is published on Council's website, intranet, included on forms where personal or health information is collected and available as a handout to the public.

Council will inform persons why health information is being collected about them, what will be done with it and who might see it. Council will also inform the person how they can view and correct their health information and any consequences if they do not provide their information. If health information is collected about a person from someone else, reasonable steps will be taken to ensure that the person has been notified as above.

IPP 4 & HPP 4 Relevance of collection

Council will seek to ensure that personal and health information collected is directly relevant to its functions, is accurate, and is up-to-date and complete. The collection will not be excessive or intrude into the personal affairs of individuals.

Council will in normal circumstances rely on the individual to supply accurate, complete information, although in special circumstances some verification processes may be necessary.

IPP 5 & HPP 5 Secure storage

Council will store personal and health information securely, for no longer than as required by the General Retention and Disposal Authorities for Local Government Records issued by State Records Authority of NSW. It will then be disposed of appropriately. It will be protected from unauthorised access, use or disclosure by application of appropriate access levels to Council's electronic data management system and staff training.

If it is necessary for the information to be given to a person in connection with the provision of a service to the Council (e.g. consultants and contractors), everything reasonably within the power of the Council is done to prevent unauthorised use or disclosure of the information.

IPP 6 & HPP 6 Transparent access

Council will provide reasonable detail about what personal and/or health information is stored on an individual. Council stores information for the purpose of carrying out its services and functions and in order to comply with relevant records keeping legislation.

Individuals have a right to request access to their own information to determine what, if any information is stored, how long it will be stored for and how it is stored (e.g. electronically with open or restricted access to staff, in hard copy in a locked cabinet etc.).

Where Council receives an application or request by a person as to whether council holds information about them, council will undertake a search of its records to answer the enquiry. Council may ask the applicant to describe what dealings the applicant has had with council in order to assist council to conduct the search.

Council will ordinarily provide a response to applications of this kind within 28 days of the application being made.

Council will issue a statement to be included on its Web and in its Annual Report concerning the nature of personal information it regularly collects, the purpose for which the personal information is used and an individual's right to access their own personal information.

IPP 7 & HPP 7 Access to own information

Council will ensure individuals are allowed to access their own personal and health information without unreasonable delay or expense.

Compliance with this principle does not allow disclosure of information about other people. If access to information that relates to someone else is sought, the application must be made under the GIPA Act.

Where a person makes an application for access under the PPIPA and it is involved or complex, it may be referred, with the written consent of the applicant, as an application under the GIPA Act.

IPP 8 & HPP 8

Right to request to alter own information Council will, at the request of a person, allow them to make appropriate amendments (i.e. corrections, deletions or additions) to their own personal and health information so as to ensure the information is accurate, relevant to the purpose for which it was collected, up to date and not misleading.

Changes of name, address and other minor amendments require appropriate supporting documentation. Where substantive amendments are involved, an application form will be required and appropriate evidence must be provided as to why the amendment is needed.

If Council is unable to amend or delete the personal information a statement can be attached in such a manner as to be read with the information.

IPP 9 & HPP 9 Accurate use of information collected

Council will take all reasonable steps necessary to ensure personal and health information is accurate, relevant and up to date before using it.

Council will take into account the age of the information, its significance, the likelihood of change and the particular function for which the information was collected.

IPP 10 & HPP 10 Limits to use of information collected

Council will only use personal and health information for the purpose for which it was collected, for a directly related purpose or for a purpose for which a person has given consent.

It may also be used without consent in order to deal with a serious and imminent threat to any person's life, health or safety, for the management of a health service, for training, research or to find a missing person.

Additionally, Council may use personal information to exercise complaint handling or investigative functions.

The Code makes provision that Council may use personal information for a purpose other than the purpose for which it was created in the following circumstances:

- Where the use is in pursuance of Council's lawful and proper function/s and Council is satisfied that the personal information is reasonably necessary for the exercise of such function/s.
- Where personal information is to be used for the purpose of conferring upon a particular person, an award, prize, benefit or similar form of personal recognition.

IPP 11 & HPP 11 Restricted and Limited disclosure of personal and health information

Council will only disclose personal and health information with the individual's consent or if the individual was told at the time of collection that it would do so. Council may also disclose information if it is for a related purpose and it considers that the individual would not object.
Personal and health information may also be used without the individual's consent in order to deal with a serious and imminent threat to any person's life, health, safety, for the management of a health service, for training, research or to find a missing person.

PPIPA permits non-compliance of this principle if the disclosure is in relation to a complaint that is made to or referred from an investigative agency.

PPIPA permits non-compliance where a disclosure is to be made to a public sector agency under the administration of the Minister for Local Government (e.g. the Office of Local Government) if the disclosure is for the purposes of informing that Minister about any matter within that administration, or by a public sector agency under the administration of the Premier if the disclosure is for the purpose of informing the Premier about any matter.

IPP 12 Special limits on disclosure

Council will not disclose sensitive personal information without consent unless it is necessary to prevent a serious and imminent threat to the life or health of an individual, in relation to the following:

- Ethnic or racial origin.
- Political opinions.
- Religious or philosophical beliefs.
- Trade union membership.
- Health or sexual activities.

Council will not disclose this information to any person or body who is in a jurisdiction outside New South Wales unless:

- A relevant privacy law that applies to the personal information concerned is in force in that jurisdiction.
- The disclosure is permitted under a Privacy Code of Practice.
- Council is requested by a potential employer outside NSW, it may verify that a current or former employee works or has worked for Council, the duration of that work, and the position occupied during that time. This exception shall not permit Council to give an opinion as to that person's suitability for a particular position with any potential employer unless Council is satisfied that the person has provided their consent for Council to provide a reference, which may include an opinion as to that person's suitability for the position for which he/she has applied.

5.2 Specific Health Information Privacy Principles

Health information includes information or an opinion about the physical or mental health or a disability of an individual and includes personal information about:

- A health service provided, or to be provided, to an individual.
- An individual's express wishes about the future provision of health services.
- Information collected in connection with the donation of human tissue.
- Genetic information that is or could be predictive of the health of an individual or their relatives or descendants.

Health information is given a higher level of protection regarding use and disclosure than is other personal information.

In addition to the principles, above, the following four additional principles apply specifically to health information:

HPP 12 Unique Identifiers

Council will only assign identifiers to individuals if the assignment of identifiers is reasonably necessary to enable the Council to carry out any of its functions efficiently.

HPP 13 Anonymity

Wherever it is lawful and practicable, individuals must be given the opportunity to not identify themselves when entering into transactions with or receiving any health service(s) from Council.

HPP 14 Transborder data flow

Council will not transfer health information out of NSW without the individual's consent unless:

- Council is unable to obtain consent, it is of benefit to the individual and that they would likely give it.
- It is necessary for a contract with a third party.
- To help prevent a serious and imminent threat to life, health or safety of individuals.
- It is permitted by an Act or other law.
- The recipient is subject to protection laws similar to the HRIPA.

HPP 15 Cross-organisational linkages

Council does not participate in a system to link health records across more than one organisation at this time. If Council decided to use a system like this in the future, Council would make sure that the individual to whom the health information relates expressly consents to the link.

5.3 How the Privacy Code of Practice for Local Government affects the Information Protection Principles

With regard to IPPs 2, 3, 10 and 11, the Code makes provision for Council to depart from these principles where the collection of personal information is reasonably necessary when an award, prize, benefit or similar form of personal recognition is intended to be conferred upon the person to whom the information relates.

With regard to IPP 10, in addition to the above, the Code makes provision that Council may use personal information for a purpose other than the purpose for which it was collected where the use is in pursuance of Council's lawful and proper function/s and Council is satisfied that the personal information is reasonably necessary for the exercise of such function/s.

With regard to IPP 11, in addition to the above, the Code makes provision for Council to depart from this principle in the circumstances described below:

1. Council may disclose personal information to public sector agencies or public utilities on condition that:

i The agency has approached Council in writing.

ii Council is satisfied that the information is to be used by that agency for the proper and lawful function/s of that agency, and

iii Council is satisfied that the personal information is reasonably necessary for the exercise of that agency's function/s.

2. Where Council is requested by a potential employer, it may verify that a current or former employee works or has worked for Council, the duration of that work, and the position occupied during that time. This exception shall not permit Council to give an opinion as to that person's suitability for a particular position with any potential employer unless Council is satisfied that the person has provided their consent for Council to provide a reference, which may include an opinion as to that person's suitability for the position for which he/she has applied.

Part 6 – Dissemination of the Privacy Management Plan

6.1 Compliance strategy

During induction and on a regular basis all employees will be made aware of this Plan and it will be made available for on Council's Intranet and Council's website.

Council officials will be regularly acquainted with the general provisions of the PPIPA and HRIPA and, in particular, this Plan, the Information Protection Principles, the Public Register provisions, the Privacy Code of Practice for Local Government, and any other applicable Code of Practice.

6.2 Communication strategy

Council will promote awareness of this plan and rights under PPIPA, HRIPA and this Plan to Council officials by:

- Providing an overview at inductions and including a copy of the plan in induction packs.
- Publishing the plan on our internal and external websites.
- Providing training sessions on a regular basis as required.
- Providing specialised and on-the-job training to key groups.
- Promoting the plan regularly though newsletters, all staff emails, staff notice boards and initiatives such as Privacy Awareness Week.

6.3 Responsibilities of Council Officials

Council will ensure computer screens in its public areas have special provisions similar to the following:

- Fast screen savers.
- Facing of the computers away from the public.

Council's electronic databases are also reviewed to ensure that they contain protocols to check the accuracy and currency of personal and health information.

6.4 Promoting the Plan to the Community

Council promotes public awareness of this Plan to the community by:

- Making it publicly available and publishing it on our website.
- Writing the Plan in plain English.
- Telling people about the Plan when they enquire about personal and health information.
- Provide a link on our website to the Information & Privacy Commission website and distributing copies of literature available on that site.
- Including privacy statements on application forms and invitations for community engagement.
- Publishing a Privacy Handout advising how to access information on an individual's rights under PPIPA, HRIPA and this Plan.

Part 7 – Complaint process

Council encourages individuals to try to resolve privacy issues with us informally before going through the formal review process. People can contact Council by phone and speak to a Customer Service Officer for advice and if the issue is not resolved they may be referred to the Privacy Contact Officer. People can also write a letter or email us with their concerns and Council will respond providing advice on the best course of action.

7.1 Internal Review

If an issue has not been resolved after discussions with Council's Privacy Contact Officer, or if they think that Council has breached the PPIPA or HRIPA relating to their own personal or health information they may seek an internal review.

Individuals cannot seek an internal review for a breach of someone else's privacy, unless they are an authorised representative.

An application for internal review is to be made in writing to Council's Privacy Contact Officer within 6 months of when the person first became aware of the conduct or decision that is the subject of the application.

7.2 How does the process of Internal Review operate?

The Privacy Contact Officer will appoint a suitably qualified Reviewing Officer to conduct the internal review. The Reviewing Officer will report their findings to the Privacy Contact Officer.

The review is to be completed within 60 days of receipt of the application. The applicant will be notified of the outcome of the review within 14 days of its determination.

The Privacy Contact Officer will notify the Privacy Commissioner of a review application as soon as is practicable after it is received. Council will brief the Privacy Commissioner on the progress of an internal review and notify them of the outcome.

The role of the *Privacy Commissioner in the internal review process*

The Privacy Commissioner can make submissions provide relevant material in relation to internal reviews for Councils consideration. Council can, if it deems it appropriate, ask the Privacy Commissioner to conduct the internal review.

7.3 Alternative to lodging an application for internal review

If a person does not want to lodge an application for internal review with Council, they may contact the Privacy Commissioner directly.

The complaint does not need to be reviewed internally before being reviewed by the Information Commissioner. The role of the Privacy Commissioner includes promoting the adoption of and compliance with the information protection principles, investigating complaints, initiating privacy codes of practice, assisting agencies manage personal information and implement privacy management plans, conducting research, recommending legislative, administrative or other action in the interests of privacy as well as conducting inquiries and investigations into privacy related matters.

7.4 External Review

If the applicant disagrees with the outcome of an internal review or is not notified of an outcome within 60 days, they have the right to seek an external review.

If the applicant remains unsatisfied with the outcome of an internal review they may appeal to the NSW Civil and Administrative Tribunal (NCAT) for a review of Councils conduct.

An application for external review can only be made after an internal review has been completed and must be made within **28 days** from the date of the internal review decision.

7.5 Offences

It is an offence for Council Officials to:

Intentionally disclose or use personal information about another person accessed in the exercising of official functions for an unauthorised purpose.
Offer to supply personal information that has been disclosed unlawfully.

Part 8 – Specific exemptions in PPIPA and HRIPA relevant to Council

There are a number of exemptions from compliance with the PPIPA and HRIPA that apply directly to Council. These relate to situations where:

- Information is collected in connection with proceedings (whether commenced or not) before any Court or Tribunal.
- Information is collected for law enforcement purposes.
- Information is used for a purpose reasonably necessary for law enforcement purposes or to protect the public revenue.
- Council is authorised or required by a subpoena or search warrant or other statutory instrument.
- Council is investigating a complaint that may be referred or made to an investigative agency.
- Council is permitted by a law or Act not to comply.
- Compliance would prejudice the interests of the individual to whom the information relates.
- The individual to whom the information relates has given express consent to Council not to comply.
- Disclosure is permitted under the Privacy Code of Practice for Local Government.

Part 9 – Other information

9.1 Review of the collection, storage and use of personal or health information

The information practices relating to the collection, storage and use of personal or health information will be reviewed by the Council at least every two) years. Any new program initiatives will be incorporated into the review process with a view to ascertaining whether or not those programs comply with the PPIPA.

9.2 NSW Civil and Administrative Tribunal (NCAT)

NCAT was established in 1 January 2014, NCAT consolidates the work previously dealt with by 22 separate tribunals. Council's previous Privacy Management Plan was covered under the Administrative Decisions Tribunal (ADT).

NCAT's broad and diverse jurisdiction and matter types are dealt with in four specialist Divisions. The division that is relevant to this Plan is the Administrative and Equal Opportunity Division. This division reviews administrative decisions made by NSW Government agencies and resolves discrimination matters.

Part 10 – Contact details

For assistance in understanding the processes under the PPIPA and HRIPA, please contact Council's Privacy Contact Officer or the Information & Privacy Commission.

All communication should be addressed to:
The Privacy Contact Officer
Armidale Regional Council

135 Rusden Street, Armidale
Phone: 1300 136 833
Email: governance@armidale.nsw.gov.au

Website: armidaleregional.nsw.gov.au

APPROVAL AND REVIEW		
Responsible Business Unit	Governance	
Responsible Officer	Manager Governance	
Date/s adopted	*Council Executive*	*Council* 27/01/2021
Date/s of previous adoptions	13 February 2013	
Date of next review	May 2023	
TRIM Reference	AINT/2023/05775	

ARMIDALE Regional Council

Audit, Risk and Improvement Committee Annual Report

March 2022 – March 2023

Restore & thrive

www.armidaleregional.nsw.gov.au

TRIM:

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Introduction

The Audit, Risk and Improvement Committee's Annual Report is designed to provide the Elected Representatives and the community with a summary of its responsibilities, work, operations and deliberations during the period at question.

The report is also designed to inform Council of any significant relevant issues and/or matters which were addressed or are currently being addressed by the Committee. The Committee is a governance function composing of an independent membership, which assists Council to fulfil its corporate governance and oversight responsibilities. Its main role is to provide advice and assurance regarding a range of activities outlined in this report.

This report covers the second year of the current ARIC membership's operation reporting period March 2022 to March 2023.

Purpose of this report

The Audit, Risk and Improvement Committee (ARIC) Charter requires the ARIC (the Chairperson) to submit a formal annual report on the Committee's performance to Council. The report outlines key achievements, issues identified and other relevant matters.

Profile of the committee

The ARIC of Armidale Regional Council commenced with its current independent committee membership in January 2021 with its first meeting in March 2021. The Committee consists of three voting members. In addition, the General Manager and the Chief Audit Executive (Manager Governance) will attend all ARIC meetings (except where excluded by the Committee) however, they are not members of the Committee and do not have voting rights.

The following Council staff may attend when invited to do so, or to provide information to the Committee:

- Chief Financial Officer
- Executive Leadership Team
- Manger Information Services
- Business Improvement Officer
- Other staff
- Councillors; and
- External experts.

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ARIC member profiles

The Committee consists of three independent members who were appointed in December 2020 effective 1 January 2021 upon the approval of Council, for a term of three years expiring the 31 December 2023. Below are the profiles of the Armidale Regional Council members.

Independent voting Members

Phil Thomas (Chair)

Phil has deep expertise and extensive experience in providing strategic advice on governance processes, audit and risk management and control frameworks, financial management, organisational performance and accountability obligations. He currently works as consultant advising on governance, performance improvement, risk, assurance, corruption prevention, and procurement and probity. His prior experience includes: Chief Audit Executive NSW Department of Education, Chief Audit Executive and Chief Risk Officer, Transport for NSW, Assistant Auditor-General, Performance Audit, NSW Audit Office, Assistant Auditor-General, Financial Audit, NSW Audit Office and Senior Manager, PricewaterhouseCoopers.

Phil is a chartered accountant with a Bachelor of Commerce degree and is a graduate of the Australian Institute of Company Directors.

Jason Masters

Jason is an experienced audit committee members serving on audit committee for a range of local governments and other agencies. Jason has international experience in IT governance, business and technology projects and corporate governance and management consulting. Jason's qualifications and experience include:

- B.Ec, Flinders University of South Australia
- Fellow and Graduate Member, Australian Institute of Company Directors – FAICD
- Professional Fellow Institute of Internal Auditors (Australia) – PFIIA
- Certified in the Governance of Enterprise Information Technology – CGEIT, Information Systems Audit & Control Association
- Certified in Risk Management Assurance (IIA) – CRMA
- Certified Professional and Senior Member, Australian Computer Society
- Certified Fraud Examiner – CFE
- Foundation Associate Member Chartered Institute of Purchasing and Supply.

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Michael O'Connor

Michael has over 27 years' experience in the Local Government environment in the Electricity Supply industry. He has a thorough knowledge of the functions of Local Government, both in the utility environment and the Council service area, plus the not for profit, the military, banking, TAFE, community transport and private business sectors. He is currently a member of the Armidale Regional Council, Bathurst Regional Council and Chair of the Liverpool Plains Shire Audit, Risk and Improvement Committees. He has recently completed an appointment on the Tamworth Regional Council, Walcha Shire and Uralla Shire ARICs. Michael holds qualifications from the Australian Institute of Company Directors (GAICD), Ass Dip LGA, a Fellow of the Institute of Managers and Leaders and is an active member of the Internal Auditors Association. He has been associated with various ARICs for over six years and has accumulated extensive experience in the ARIC environment.

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ARIC role and scope of oversight

The Local Government Act was amended in 2016 to require the independent assurance of Council's activities through the establishment of an Audit, Risk and Improvement Committee. Section 428A of the *Local Government Act 1993* requires each council to establish an Audit, Risk and Improvement Committee to continuously review and provide independent advice to the general manager and the governing body of Council about:

- Compliance;
- Risk management;
- Fraud control;
- Financial management;
- Governance;
- Implementation of the strategic plan, delivery program and strategies;
- Service reviews;
- Collection of performance measurement data by the council;
- Any other matters prescribed by the regulations;
- Improving the council's performance of its functions.

Audit, Risk and Improvement Committee Charter

The Committee operates under the auspices of the Audit, Risk and Improvement Committee Charter (the Charter) which was adopted by Council in July 2020 and lastly revised on 9 December 2020.

The primary role of the Committee is to provide independent assurance and assistance to the Council on risk management, internal control, governance, internal audits, organisational performance and external accountability responsibilities.

As prescribed in the Charter, the Committee will specifically assist the Council to:

- Promote a culture of corporate governance and compliance with Council's statutory, regulatory and policy framework;
- Examine the effectiveness of Council's internal control framework to include business processes and systems;
- Review the effectiveness of the Council's enterprise risk management processes;
- Examine the effectiveness of audit processes;

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- Review external financial statements reporting processes; and
- Provide information to the Council for the purpose of improving the performance of Council's functions.

Internal Audit Function

Internal auditing is a systematic, disciplined approach that provides independent, objective assurance designed to add value to Council's operations. Internal auditing helps Council achieve objectives by evaluating the risk management, control and governance systems.

Audits are completed in accordance with the International Standards for the Professional Practice of Internal Auditing (Standards) issued by the Institute of Internal Auditors. Internal Audit function's independence is assured through a dual reporting relationship to the Committee and Chief Executive Officer.

An Internal Audit Charter governs the Internal Audit function at Armidale Regional Council. The Internal Audit Charter, which was lastly endorsed by ARIC in May 2020, outlines the purpose, authority and responsibility for the internal auditing function. To monitor the effectiveness of the control environment, ARIC reviews the reports.

In March 2020 Armidale Regional Council agreed to jointly establish a shared internal audit function with Uralla Shire Council and Glen Innes Severn Council to service and operate for the benefit of all the participating councils by providing a shared internal audit services. Under this agreement Armidale Regional Council was the host Council and received the equivalent of 0.4FTE service hours.

In order to strengthen the risk and internal audit function Council voluntarily withdraw from the shared services agreement in April 2022. The choice to withdraw from the shared service arrangement was due to Council establishing a full-time position to replace the previous 0.4FTE position that existed under the shared service arrangement. The establishment of the new full-time Business Improvement Officer (internal Audit) position was included in the broader multi-stage consultation process for the organisational restructure, with the position being formally approved and established in late 2022, recruitment undertaken in November 2022 and the successful applicant commencing on 9 January 2023. During the period from February 2022-January 2023, the Manager Governance filled the role of Chief Audit Executive for Council, managing the internal program through a combination of internal audits and outsourced audit undertaken by external subject matter specialists.

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TRIM:

The table below shows the status update of Council's Annual Internal Audit Plan 2021 – 2022 (as presented at the 22 November 2022 ARIC meeting). Note this was the final report to ARIC on this schedule.

Internal Audit Review	Supplemented by	Completed (Date)	Presented to ARIC (date)
COMPLIANCE AUDIT: DRIVES24	Council Internal Audit resources	**Complete** June 2021	Not presented to ARIC. Completion only noted by Committee.
PROCUREMENT	Council Internal Audit resources	**Complete** September 2021	September 2021
CYBERSECURITY	Supplemented by BDO (external resources)	**Complete** September 2021	November 2021
PAYROLL	Supplemented by BDO (external resources)	**Complete** March 2022	March 2022
STRATEGIC INFRASTRUCTURE PLANNING: PROJECT MANAGEMENT	Supplemented by BDO (external resource)	**Complete**	Draft report submitted to ARIC. There were no changes from the draft to the finalised report.

TRIM:

Internal Audit Review	Supplemented by	Completed (Date)	Presented to ARIC (date)
ENTERPRISE RISK MANAGEMENT: RISK REGISTER	Council Internal Audit resources	**In progress**	V1 risk register complete. To be presented to ARIC at Feb 2023 meeting.
FRAUD CONTROL HEALTH CHECK/ FRAUD AND CORRUPTION REVIEW	Conducted by O'Connor Marsden	**Complete** February 2022	Report to be presented to ARIC Feb 2023
WORKPLACE HEALTH & SAFETY (WHS)	Undertaken internally by WHS Team using State Cover self-assessment checklist	**Complete** November 2022	Report to be presented to ARIC Feb 2023
GRANTS (FUNDING) MANAGEMENT	Proposed to be supplemented by BDO (external resource)	**Not initiated. Replaced by** FRAUD CONTROL HEALTH CHECK/ FRAUD AND CORRUPTION REVIEW **(Complete) and scheduled**	N/A

TRIM:

Internal Audit Review	Supplemented by	Completed (Date)	Presented to ARIC (date)
		Procurement Audit.	
SELF-ASSESSMENT ON NSW AUDIT OFFICE AND ICAC REPORTS	-	**Not initiated. Replaced by** FRAUD CONTROL HEALTH CHECK/ FRAUD AND CORRUPTION REVIEW **(Complete) and scheduled Procurement Audit.**	N/A
COMPLIANCE AUDIT: DRIVES24 – June 2022	Council Internal Audit resources	**Complete** June 2022	Completed June 2022
PRIVACY AND RECORDS MANAGEMENT	Conducted by O'Connor and Marsden	**Complete** April 2022	Final Report to be presented at 7June 2023 ARIC meeting.

At the 7 March 2023 ARIC meeting, the Committee endorsed the planned schedule for reviews for 2023 and 2024 as follows:

TRIM:

Calendar Year 2023		
Accreditation / Conditional Audit (external)	**Internal Audit (in-house)**	**Internal Audit (outsourced)**
Technical Inspection and OLS Survey (Airport) – annual requirement	Heavy Vehicle Management	*Fraud Prevention (complete – presented at 7 March 2023 ARIC meeting)*
	Complaints Handling Management Review	*Records Management and Privacy audit (Complete – Final Report scheduled to be presented ta 13 June 2023 ARIC meeting)*
	Drives 24 annual audit	*GIPA Review (Complete – Final Report scheduled to be presented to 13 June 2023 ARIC meeting)*
	Light House Governance Review	*Volunteer Management (Underway – Final Report scheduled to be presented to 12 September 2023 ARIC meeting)*
	Continuous Improvement Pathway (CIP) Review (StateWide Mutual program)	Procurement (OCM engaged)
		Development Applications (Q4 2023)
		Tree Management (Q4 2023)
		Swimming Pool Compliance (Q3 2023)

Calendar Year 2024

DRAFT

TRIM:

Accreditation / Conditional Audit (external)	Internal Audit (in-house)	Internal Audit (outsourced)
Technical Inspection and OLS Survey (Airport) – annual requirement	Cash Handling and Petty Cash Review	Contract Management
	Environmental Compliance	Cyber Security
	Drives 24 annual audit	Crown Land Management and Native Title Management
	WHS Systems Review	Fleet Management
	Continuous Improvement Pathway (CIP) Review (StateWide Mutual program)	

External Audit

The Committee receives the annual report from the external auditor (Audit Office of New South Wales) on the status of the financial statements. Representatives from the Audit Office may attend Committee meetings as advisors.

DRAFT

TRIM:

ARIC summary of outcomes

Details of meetings held during the year

The Committee has held five ordinary meetings since March 2022. The last meeting for the financial year 2022/2023 is scheduled for the 13 June, 2023. Attendance of independent members to ARIC meeting is as follows:

Attendees	14 March 2022	1 June 2022	20 September 2022	22 November 2022	7 March 2023
Phil Thomas (Chairperson)	✓	✓	✓	✓	✓
Jason Masters	✓	✓	×	✓	✓
Michael O'Connor	✓	✓	✓	✓	✓

Areas dealt by the Committee during the year

The areas listed below have been dealt by ARIC since appointed along with the objectives that ARIC is helping the Council achieve.

OBJECTIVE	AREA
Promote a culture of corporate governance and compliance with Council's statutory, regulatory and policy framework	• PIO Completion Letter and voluntary progress report; • Consider matters arising from regulatory authorities (such as the ICAC and the Audit Office of NSW) and the implications of their findings and recommendations for the Council;

DRAFT

TRIM:

OBJECTIVE	AREA
Examine the effectiveness of Council's internal control framework to include business processes and systems	• Oversight of Council improvements in the areas of governance, compliance, risk management, audit planning, and financial management; • Discussion of Committee's role and responsibilities in relation to Council's fraud and corruption prevention framework and relevant reporting. • Fraud Prevention and Control Audit. Final report presented to ARIC 7 March 2023. • Fuel Card Audit completed as a follow up action to the Fraud Prevention and Control Audit and final report presented to ARIC 7 March 2023
Review the effectiveness of the Council's enterprise risk management processes;	• New Risk Management Policy including risk appetite statements adopted by Council 29 June 2022. • Follow status of the Risk Management Road Map which covers key elements such the Enterprise Risk Management Framework (ERM) structure, Risk Management policy and procedures, Corporate Risk Register, Council Risk Appetite Statements, etc. • Monitor of key and arising risks; • Reporting from the ICT Steering Committee to ARIC.
Examine the effectiveness of audit processes;	• Review and endorsement of the risk-based annual audit plans 2020/2021 and 2021/2022; • Internal Audit Plan for 2023 and 2024 endorsed by ARIC at 7 March 2023 meeting. • Review of internal audit reports Fraud, Workplace Health and Safety Self-assessment, Payroll DRIVES and Fuel Cards. • Audit scopes endorsed for Procurement, Volunteer Management, Information, Culture Audit, Record Keeping & Privacy audits. • Monitor the implementation of Internal and External Audit recommendations based on their criticality: High, Medium and Low Risk findings;

TRIM:

OBJECTIVE	AREA
Review external financial statements reporting processes;	• Review and discussion the NSW Audit Office's Interim Management Letter relating to their audit for the year ended 30 June 2022; • Review of issues raised in External Audit Management Letters; • Review and provide feedback on Council's Project Plan for preparation of the financial statements and external audit for the year ended 30 June 2022. The purpose of the Project Plan is to provide the Committee with transparency of Council's FY2022/23 financial statement and audit plan; • Review and advice provided on the Draft Financial Statements Year Ended 30 June 2022; • Review each quarter of budget review statements.
Provide information to the Council for the purpose of improving the performance of Council's functions.	• Review and discussion of the Financial Improvement Plan which covers a range of activities to identify opportunities within Council's operations to improve productivity and efficiency and assist with improving Council's key financial indicators; • Provide advice on the implementation of Pulse software for Delegations & Legislative Compliance requirements.

Future Directions & Conclusion

ARIC will continue to meet quarterly. Key areas of focus in 2023/24 are:

- Closure of open audit recommendations
- Strengthening cyber-security
- Implementation of the risk management framework and completion of the risk roadmap items.

MINUTES

ARMIDALE REGIONAL COUNCIL ACCESS ADVISORY COMMITTEE

Held on

Thursday, 20 April 2023
10am

at

Garden Room, Kent House

Members:
Mr Jeff Parker (Chair)
Cr Debra O'Brien
Cr Bradley Widders
Cr Susan McMichael
Ms Kylie Giles (Executive Officer)
Ms Jane Davies (ARC)
Ms Poh Woodland (ARC Volunteer)
Mr Steve Austin (Community Member)
Mr Jarryd van den Heuvel (Community Member)
Ms Angela van den Heuvel (Community Member)
Ms Sam Shipman (NDIS)
Ms Lea McMillan (ARUMA)
Mr Kevin Jubb (Community Member)

Quorum – 50% plus 1 of voting members to be present

2. LEAVE OF ABSENCE APOLOGIES

Steve Austin, Jarryd Van Den Heuvel, Angie Van Den Heuval, Sam Shipman and Cr Brad Widders

3. CONFIRMATION OF PREVIOUS MINUTES

CONFIRMATION OF THE MINUTES OF THE ARMIDALE REGIONAL COUNCIL ACCESS ADVISORY COMMITTEE MEETING HELD ON 23 FEBRUARY 2023

RECOMMENDATION:

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

MOVED: CR SUSAN MCMICHEAL SECONDED: JEFF PARKER

4. DECLARATIONS OF INTEREST

Nil

5. BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 ACTIVE TRANSPORT STATEGY

Update from the Active Transport Strategy meeting on 28 March:

Community Consultation will commence on the ATS in the next month or so (likely to be after the school holidays).

Consultation will include:

- Online survey with closed questions
- A free text section where people can outline any concerns in more detail
- 1 x face to face community consultation session at the Farmers Markets
- 1 x community workshop – by invitation
- Survey – encourage a range of different community members to provide feedback – representation from across the entire LGA
- Provide 1 representative from the AA Committee to attend the workshop

Also during this meeting we were advised an eScooter trial will be commencing in the next 3-4 months. As more details and roll-out dates are known we will send out comms to our community groups.

5.2 TACTILE PATHS

Jeff has spoken to Guide Dogs and will meet with them on 11 May.
Kylie's report: Mark Wilson, Coordinator Design and Resourcing – not aware of any tactile paths installed that are curved. His understanding is where we do have tactile paths or warning indicators they were all designed and installed in compliance with the standards of the day.
If a standard has now changed we can consider modification. In general where assets are installed to a standard they are not modified when a standard is changed but rather treated as legacy issues that area addressed when the assets are renewed. It is most likely however, given the critical nature of tactile paths to the safe movement of persons with a disability that we would accelerate such action within the capability of our budget.

Mark agreed to check the individual items raised and let me know the outcome. I await this follow-up – acknowledgement given to lack of current staffing to undertake this. Could we approach the Design and Resourcing and maybe even the WHS teams to meet members of the Advisory group in town and undertake a walk through to see and hear firsthand the issues.
Jeff believes that the tactile tiles were laid by a person with no experience.
Jane reported the misplacement of an A-frame advertisement by Tattersall's Hotel and that she'd been in touch with the manager who said he would be drawing this to the attention of staff at their team meeting the next morning. The A frame has now been moved. Jeff said that A-frame advertisements must comply with the Street Trading Policy. A frames should be 2.5 m away from buildings and at least .5 m away from tactile pathways.
Discussion that reminders of the Policy should be sent to traders.
Poh reported that there are loose tiles that need inspecting.

Action: Letters of reminder to be provided to Business operators, explaining the requirement to comply with the Street Trading Policy.

Action: request to Design and Resourcing and the WHS teams to meet members of the Advisory group in town and undertake a walk through to see and hear firsthand the issues. (Kylie).

Action: Jeff to feedback to the Committee out comes and feedback re his 11 May meeting with Guide Dog Australia.

5.3 ACCESS AWARDS

Jeff explained how the awards used to work. We need to form a sub-committee to get things started. Poh said she's happy to help and Jeff will too. Poh will check through TRIM and find out forms and other information relating to the awards. We're not sure where the actual award is at the moment – winners had their names inscribed on it and kept it for a year and were presented with a small replica to keep. In view of the small numbers present today we will try to recruit more people to the sub-committee at our next meeting.

Action: Poh to check in Trim to find past information re the awards and research where possible locations of the physical award

Action: Next meeting will see a subcommittee formed to focus on the awards.

5.4 NEW MEMBERSHIP

Kylie reported that she's emailed Uniting and One Connection but has received no reply from either. Jeff suggested approaching the Nursing Mothers Group and the Self-funded Retirees who used to represent older citizens.

Action: Kylie to follow up with Nursing Mother Group (breastfeeding association) and the Self-Funded Retirees group re possible membership.

5.5 DISABILITY DAY

Kylie reported that Adopt a Day is an ongoing issue as are the Business Awards. International Day of People with a Disability is on 3 December. Their website has posters and other resources available, however these have not been updated to 2023 yet, so Kylie will monitor and share when the 2023 information is up. Jane gave members the web address for www.idpwd.com.au.

Action: Kylie to continue to monitor and share information as it is made available.

5.6 CAB LIFT

Kylie has contacted Andrew Strudwick who has advised they are going to upgrade the lift but won't be increasing the size. Upgrade will be around electrical components. The size of mobility devices has increased significantly in the past few years.
Council is guided by the Building code of Australia (BCA) regarding the size required. Due to the age of the building some compliance requirements are not applied to the CAB unless major work is undertaken – which is not on the cards for now. Council would need to increase the size of the corridor in order to accommodate many mobility devices – this is not possible.

Action: Kylie to keep committee informed of the state of the lift- advising when it is working/not working.

5.7 UPDATE FROM BELINDA

Update for App for roadwork. Belinda has not been able to provide any update and is currently on leave. We will carry this over. We could ask Belinda to email any findings when she is back in the office
Action: Belinda to share any findings vis email with the Committee

6. ADMINISTRATION REPORTS

Nil

7. CORRESPONDENCE

Nil

8. GENERAL BUSINESS

8.1 AUDIT OF GUYRA CBD

Jeff things there needs to be a similar exercise to that undertaken in Armidale by members of the committee. Debbie suggested how about holding a meeting up there? She and Susan are going to a Guyra Community meeting next Thursday evening and could check with Guyra residents to see about recruiting members of the committee from Guyra. We could hold meetings in a room with video conferencing facilities and enable people from Guyra to participate.

Action: Committee to decide on a date for a meeting to be held at the Guyra CAB or providing video conferencing.

Action: Debbie and Susan to offer a check in with Guyra residents during their planed Guyra Community meeting next Thursday, with the aim of- recruiting committee members from Guyra.

8.2 YOUTH WEEK

Jane read out the invitation to the Youth Week event on Thursday 27 April.

8.3 COUNCIL WEBSITE

The Council website is extremely difficult for a person with vision impairment to navigate and Jeff has given up. He thinks that Chris Vickery from Aruma was involved in trying to make the website more accessible some time ago.

Action: Kylie to commence a discussion with the comms team about updating the website for better accessibility

Next meeting: June 15, Kent House, 10.00am

There being no further business the Chairman declared the meeting closed at 11.05am

MINUTES

TRAFFIC ADVISORY COMMITTEE

Held on

Tuesday, 2 May 2023

at

Function Room

In attendance

Committee Members:
Cr Susan McMichael (Chair)
Mr Hans Hietbrink (Rep. Member for Northern Tablelands)
Snr Sgt Paul Caldwell (NSW Police)
Ms Mel Jones (TfNSW) (Via Teams)

Council Staff:
Mr Sam Jacobson (Coordinator Technical Services)
Mr Graham Earl (ARC Technical Officer)
Mr Ian Chetcuti (Ranger)
Ms Belinda Ackling (Minute Taker)

Others:
Nil

1. Apologies / Leave Of Absence
   Snr Sgt Paul Caldwell (NSW Police) Provided comments for consideration.

2. Confirmation of Previous Minutes -

CONFIRMATION OF THE MINUTES OF THE TRAFFIC ADVISORY COMMITTEE MEETING HELD ON 4 APRIL 2023

RECOMMENDATION:

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

3. Declarations of Interest
   Nil

4. Business Arising

4.1 Action from previous meeting held 4 April 2023. *Ref: AINT/2023/07443 (ARC16/0168-8)*

2. Noted:

That the Committee note the below actions from the previous meeting;

a) Endorse the requested road closures of Taylor Street from Dumaresq Street to Donnelly Street and Kirkwood Street between Taylor Street and Douglas Street from 7.30am until 6pm on Sunday 4th June 2023 for the Jack Vallance Memorial Junior Football (Soccer) Carnival.
   Noted

b) Endorse change of parking layout in Dangar Street between Barney Street and Rusden St, Armidale adjacent to the emergency vehicle access in for St Marys School, be changed form a Bus Zone to No Parking.

   To be completed

5. Special Events

5.1 Special Event Traffic Management Plan - Austin Page College Coast Run 2023.*Ref: AINT/20*

RESOLVED

That Council:

a) Endorse the use of Armidale Regional Council local roads only, in accordance with the submitted Traffic Management Plan, and subject to any special conditions required by NSW Police in the Section 40 approval.

b) That Council be provided copies of required approvals from Transport for NSW, Bellingen, Coffs Harbour and Clarence Valley Councils' for the use of respective roads under their management.

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

5.2 Special Event Transport Management Plan - NSW Country Gymnastics Competition 2023 *Ref: AINT/2023/07657 (ARC16/0168-8)*

RESOLVED

That Council endorse the traffic management plan and the reduction of speed to 40km/h for Kentucky St between Faulkner St and Dangar St for the NSW Country Gymnastic Competition from Tuesday 4th July to Sunday 9th July 2023.

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

6. Correspondence
Nil

7. General Business

7.1 Timber Bridge Load Limits and Speed Restrictions *Ref: AINT/2023/07498 (ARC16/0168-8)*

RESOLVED

That Council

a) Endorse the 10km/h and 25t Gross Load Limit on the bridge over Boundary Creek on Lyndhurst Road.

b) Endorse the 10km/h and 14.5t max. Load Limit on the bridge over Boorolong Creek on Boorolong Road.

c) Endorse the removal to 11t Load Limit and retain the 10km/h on the bridge over Laura Creek on Baldersleigh Road.

d) Endorse the 10km/h and 7.5t max Load Limit in the bridge over Two Mile Waters on Boorolong Rd.

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

7.2 Changes to TfNSW approval (Graham Earl & Mel Jones)

Ref: ARC16/0168

Graham attended the Active Transport Community of Practice 2023 where the advise from Transport for NSW has issued a temporary delegation of its powers under the Roads Act 1993, and an authorisation under the Road Transport Act 2013, to facilitate more efficient and localised decision making for minor pedestrian and streetscape improvements.

The changes give Councils an alternative approval pathway that is in addition to the existing Local Traffic Committee.

Advice will be forth coming providing further explanation on the level of the road safety audits required prior to implement works. Council may potential need to consider upskilling teams to be able to perform the required audits.

There being no further business the Chairman declared the meeting closed at 11am.

ARMIDALE Regional Council

BUSINESS PAPER

TRAFFIC ADVISORY COMMITTEE

To be held on

Tuesday, 2 May 2023

Function Room/Via Goto

Committee Members:
Cr Susan McMichael (Chair)
Mr Hans Hietbrink (Rep. Member for Northern Tablelands)
Snr Sgt Paul Caldwell (NSW Police)
Ms Mel Jones & Ms Lucy Garbutt (TfNSW)

Council Staff:
Mr Sam Jacobson (Coordinator Technical Services)
Mr Graham Earl (ARC Technical Officer)
Mr Ian Chetcuti (Ranger)
Ms Belinda Ackling (Minute Taker)

AGENDA

The Armidale Traffic Advisory Committee, has no decision-making powers and is primarily a technical review committee. It only advises the Council on matters for which the Council has delegated authority.

The Committee operates under Roads and Maritime Services 'A guide to the delegation to councils for the regulation of traffic'.

In summary:
Roads and Maritime Services (RMS) has delegated certain aspects of the control of traffic on regional and local roads to Council. A condition of this delegation is that Council must refer all traffic related matters to the Traffic Advisory Committee prior to exercising its delegated functions.

The four voting members on the Traffic Advisory Committee are:

- Council's representative (chair)
- RMS representative
- NSW Police representative for the Local Area Command containing the item.
- State Member of Parliament representative for the electorate containing the item.

The meeting does not need a specific quorum, however any advice can only be returned to the Council if the views of NSW Police and RMS have been obtained.

The Traffic Advisory Committee meeting operates as a closed meeting and attendance to the meeting is via invitation only. At times interested stakeholders may address items referred to the Traffic Committee where their information adds value and does not greatly increase the time spent by the Committee on progressing the item. Interested stakeholders always have the opportunity to attend the Council meeting when the minutes of the Traffic Advisory Committee are discussed / determined.

All formal items referred to the Traffic Advisory Committee typically have been fully investigated, consulted (if needed) and proposed actions identified.

Where the Council decides on an item contrary to the Traffic Advisory Committee recommendation, then Council must immediately advise RMS and NSW Police in writing of its decision. The RMS or NSW Police may then lodge an appeal within 14 days to the Regional Traffic Committee.

The Council must not action any item under appeal until the matter has been determined by the Regional Traffic Committee.

Armidale Regional Council
Traffic Advisory Committee
Tuesday, 2 May 2023 Page 4

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Traffic Advisory Committee
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Item:	**4.1**	**Ref: AINT/2023/07443**
Title:	**Action from previous meeting held 4 April 2023.**	**Container: ARC16/0168-8**
Author:	**Graham Earl, Technical Officer Engineering**	
Attachments:	Nil	

1. Purpose

To note the actions of the previous meeting.

2. OFFICERS' RECOMMENDATION:

That the Committee note the below actions from the previous meeting;

a) Endorse the requested road closures of Taylor Street from Dumaresq Street to Donnelly Street and Kirkwood Street between Taylor Street and Douglas Street from 7.30am until 6pm on Sunday 4th June 2023 for the Jack Vallance Memorial Junior Football (Soccer) Carnival.
Noted

b) Endorse change of parking layout in Dangar Street between Barney Street and Rusden St, Armidale adjacent to the emergency vehicle access in for St Marys School, be changed form a Bus Zone to No Parking.

To be completed

Item:	**5.1**	**Ref: AINT/2023/07439**
Title:	**Special Event Traffic Management Plan - Austin Page College Coast Run 2023.**	**Container: ARC16/0168-8**
Author:	**Graham Earl, Technical Officer Engineering**	
Attachments:	1. Austin Page Coast Run - Transport Management Plan original 2. Austin Page Coast Run - Schedule 1 - Notice of Intention to Hold a Public Assembly 3. 2023 TMP - Austin Page College Coast Run - Version 1 4. Austin Page Coast Run - Risk Management Register 2023 5. Austin Page Coast Run. Insurance certificate 2023	

1. Purpose

The purpose of the report is provide notice for the conduct of the annual Austin Page College Coast Run to be conducted Friday 25th August and Saturday 26th August 2023.

2. OFFICERS' RECOMMENDATION:

That Council:

a) Endorse the use of Armidale Regional Council local roads only, in accordance with the submitted Traffic Management Plan, and subject to any special conditions required by NSW Police in the Section 40 approval.

b) That Council be provided copies of required approvals from Transport for NSW, Bellingen, Coffs Harbour and Clarence Valley Councils' for the use of respective roads under their management.

3. Background

The Austin Page College Coast Run is an event organised by Austin Page College in order to raise money for the Children's Medical Research Institute.

It is in its 44th year, and involves around 40 students from Austin Page College, running in relay from Armidale to Coffs Harbour over two days.

The 44th Annual Austin Page College Coast Run is being held over two consecutive days commencing at Austin Page College, Armidale, Friday 25th August 2023, and concluding at the Coffs Harbour Jetty, Saturday 26th August 2023.

Coast Run is a charity event and involves a group of around 40 students who will run a relay from Austin Page College to the Coffs Harbour Jetty. The participants will run 1km stints, two people at a time, whilst the remaining students support from the accompanying escort vehicles.

4. Discussion

The event outline and detail of the route is detailed below:

One group of six runners will begin the run from Marsh Street and Grafton Road (single lanes both directions, sealed road) intersection at 0600hrs on Friday, 25 August 2023. The remaining runners will leave at approximately 0700hrs on the same day from Austin Page College crossing Elm Avenue (pedestrian crossing) to continue along the bike path and footpath leading to Civic Park.

We plan to leave Civic Park at 0830 hours, doing a transit stage with the remaining runners to meet up with the six initial runners approximately 30 kms along the Grafton Road. This transit stage consists of the remaining runners doing 1km stints in a relay style run.

At the Armidale Rd and Waterfall Way intersection we will then all get into the transport and drive to Deer Vale Rd we will then all get out and run along the Loop Rd until we reach waterfall way again then will all get back into the transport and drive into Dorrigo.

We aim to leave Dorrigo by 0600hrs on Saturday, 26 August 2023, heading north on the Coramba Road (single lanes both directions, sealed road) for 13 km to Megan then across to Brooklana (single lane unsealed road) and continuing north to Coramba (single lanes both directions, sealed road) where we will stop for lunch for approximately 1 hour. After which we continue along Coramba Road (single lanes both directions, sealed road) south to Coffs Harbour, which runs directly into High Street (single lanes both directions, sealed road). We encounter two sets of traffic lights before reaching Marina Drive and then onto the Jetty where the run concludes with a closing ceremony at the end of the jetty. It is estimated that our time of arrival at the Jetty would be between 1500-1600 hrs.

5. Implications

5.1. Strategic and Policy Implications

- CPS: G3.1 Tourism strategy to attract visitors to stay and enhance the economic and cultural offerings and attractions of the region.
- The application is in accordance as per POL086 – Road – Events on public roads and as per the TfNSW guidelines for Event Management.

5.2. Risk

- Risks have been identified and addressed within the attached Risk Management Plan

5.3. Sustainability

- There are no sustainability issues with this event.

5.4. Financial

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

There is no financial implication for Council

6. Consultation and Communication

The organisers are working with the Armidale Regional, Bellingen Shire, Clarence Valley, and Coffs Harbour City Councils to advertise the event and the subsequent possible road disruptions. A large advertising promotion of the event will be undertaken by the Armidale Regional, Bellingen, Clarence Valley, and Coffs Harbour City Councils and will be supported by our organisation.

7. Conclusion

The Coast Run is an important fundraising event for cancer research.

The committee request that Council endorse the Special Transport Management Plan for the staging of the Austin Page College Annual Coast Run.

Special Event Transport Management Plan

1 EVENT DETAILS

1.1 Event summary

Event Name: Austin Page College Annual Coast Run

Event Location: Armidale to Coffs Harbour

Event Date: 25th August 2023 Event Start Time: 06:00 am Event Finish Time: 05:00 pm

Event Setup Start Time: 06:00 am Event Packdown Finish Time: 05:00 pm

Event is ☐off street ☐on street - moving ☐on street non-moving

1.2 Contact names

Event Organiser* Olivia O'Reilly

Phone:< > Mobile: 0476381065 E-mail: epccoastrun@gmail.com

Event Management Company (if applicable)

Phone: Fax:..... Mobile:..... E-mail:

Police ARMIDALE POLICE

Phone: 02 6771 0699Fax: 02 67710611

Council ARMIDALE REGIONAL COUNCIL

Phone:02 67703800 Fax: 02 67729275 council@armidale.nsw.gov.au

Roads & Traffic Authority (if Class 1)

Phone: Fax: Mobile: E-mail:

**Note: The Event Organiser is the person or organisation who is the employer and in whose name the Public Liability Insurance is taken out.*

1.3 Detailed description of event (please attach any maps to back of application)

2 Risk Management - Traffic

CLASS 1 | CLASS 2 | CLASS 3

2.1 Occupational Health & Safety - Traffic Control

☐ **Risk assessment plan (or plans) attached**

2.2 Public Liability Insurance

☐ Public liability insurance arranged. **Copy of Policy attached.**

2.3 Police

☐ Police written approval attached **Letter sent to the Armidale Police – referred to Belinda Ackling: Armidale Regional Council.**

2.4 Fire Brigades and Ambulance

☐ Fire brigades notified **02 67715076**

☐ Ambulance notified **02 6771 1710**

3 TRAFFIC AND TRANSPORT MANAGEMENT

CLASS 3

3.1 The route or location

☐ **Map attached**

3.2 Parking

☐ Parking organised - details attached.

☐ Parking not required **< >**

CLASS 2

3.3 Construction, traffic calming and traffic generating developments

☐ Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached

☐ There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes

3.4 Trusts and Authorities

☐ This event uses a facility managed by a Trust or Authority; written approval attached

☐ This event does not use a facility managed by a trust or Authority

CLASS 1

3.5 Public transport

☐ Public transport plans created - details attached

☐ Public transport not required

3.6 Reopening roads after moving events

☐ This is a moving event - details attached.

☐ This is a non-moving event.

3.7 Traffic management requirements unique to this event

☐ Description of unique traffic management requirements attached

☐ There are no unique traffic requirements for this event

3.8 Contingency plans

☐ Contingency plans attached

Class 1

3.9 Heavy vehicle alternate routes

☐ Alternative routes for heavy vehicles required - RTA to arrange

☐ Alternative routes for heavy vehicles not required

3.10 Special event clearways

☐ Special event clearways required - RTA to arrange

☐ Special event clearways not required

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

CLASS 1 CLASS 2 CLASS 3

4.1 Access for local residents, businesses, hospitals and emergency vehicles

☐ Plans to minimise impact on non-event community attached

☐ This event does not impact the non-event community either on the main route (or location) or detour routes

4.2 Advertise traffic management arrangements

☐ Road closures -advertising medium and copy of proposed advertisements attached

☐ No road closures but special event clearways in place - advertising medium and copy of proposed advertisements attached

☐ No road closures or special event clearways - advertising not required

4.3 Special event warning signs

☐ Special event information signs are described in the Traffic Control Plan/s

☐ This event does not require special event warning signs

4.4 Permanent Variable Message Signs

☐ Messages, locations and times attached

☐ This event does not use permanent Variable Message Signs

4.5 Portable Variable Message Signs

☐ The proposed messages and locations for portable VMS are attached

☐ This event does not use portable VMS

5 APPROVAL

Your application needs to be provided to Council 4 weeks prior to the Local Traffic Committee meeting which is held 1st Tuesday of each month, with Council endorsement occurring 3rd Wednesday of each month.

Privacy and Personal Information Protection Notice (S.10 PPIPAct 1998)
Your information will be stored and used by Armidale Dumaresq Council, 135 Rusden St, Armidale 2350
Purpose of Collection: Traffic Management for a Special Event
Intended Recipients of your information: Traffic Advisory Committee
You have the right to access and amend your personal information by contacting the Public Officer at the address above.
Your personal information is required: By law €   _____   Consequences if you do not supply your information:

Guyra
South Guyra
Black Mountain
Aberfoyle
Thalgarrah
Civic Park
Hillgrove
Wollomombi
Jeogla
Styx River
Ebor
Hernani
Bostobrick
Dorrigo Mountain
Bellingen
Urunga
Toormina
Harbour Drive
Eastern Dorrigo Way
Nambucca

Schedule 1 - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1 I *Olivia O'Reilly*

of *62 Meredith Rd Armidale, 2351*

on behalf of *Austin Page College Annual Coast Run*

notify the Commissioner of Police that

on the 26th *(Saturday) of August*, 2023, it is intended to hold

either:

(a) a public assembly, **not** being a procession, of approximately *50* persons,

which will assemble at *Austin Page College*

at approximately 07:00 am,

and disperse at approximately 07:00 am.

or

(b) a public assembly, being a procession of approximately ..... *(number)* persons,

which will assemble at approximately ..... am/pm, and at approximately ..... am/pm the procession will commence and shall proceed

(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)

2 The purpose of the proposed assembly is to gather for the Austin Page College Annual Coast Run which starts in Armidale. The assembly will be held at Austin Page College to announce the beginning of the run and

3	The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly *(strike out whichever is not applicable):* (I) There will be 6 vehicles involved. The type and dimensions are as follows: 2x Buses 2x cars 1x van 1x 4x4 with trailer (II)There will be 0 of bands, musicians, entertainers, etc. which will entertain or address the assembly. (III) The following number and type of animals will be involved in the assembly: 0 (IV) Other special characteristics of the proposed assembly are as follows:
4	I take responsibility for organising and conducting the proposed assembly.
5	Notices for the purposes of the *Summary Offences Act 1988* may be served upon me at the following address: 62 Meredith Rd Armidale…… Postcode: 2351 Telephone No. 0476381065
6	Signed: O'Relly Capacity/Title: Austin Page College Coordinator Date: 02/12/2022

TRAFFIC MANAGEMENT PLAN - ON ROAD EVENTS

SPECIAL EVENT DETAILS

Name of Event:	*Austin Page College Annual Coast Run*
Event Organiser:	Olivia O'Reilly
Sponsor:	
Requested Date: Friday, 25 August – Saturday, 26 August 2023	
Requested Times:	*0600hrs - 1800hrs both days*

CONTACT DETAILS

Contact Name: Olivia O'Reilly - Austin Page College Coast Run Convenor 2023

Phone No.: *02 6773 1302* (College Residency)

Mobile No.: *0476381065*

E-mail: *epccoastrun@gmail.com* or *ooreily@myune.edu.au*

AGENCY CONTACT INFORMATION

Councils:
1. *Armidale Regional Council*
2. *Bellingen Shire Council*
3. *Clarence Valley Council*
4. *Coffs Harbour City Council*

Police: *SC Paul Caldwell* *Armidale*
Sgt Alex Weissel *On Road Events*

Transport for NSW: regional.special.events@transport.nsw.gov.au

Proponent / Event Organiser Declaration

I, the undersigned, declare that the herein proposed event will be staged and operated in accordance with AS1742.3, NSW Police Service Instructions, Work Health and Safety Act 2012 requirements and the conditions as set out in the Transport for New South Wales (TfNSW) Traffic Control Manual.

Signed: **Date:**

Name : Olivia O'Reilly **Contact No.:** 0476381065

TRAFFIC MANAGEMENT PLAN

Location: Austin Page College, Queen Elizabeth Drive, Armidale, NSW to Coffs Harbour Jetty, Marina Drive, Coffs Harbour, NSW via Dorrigo

Date and Time: Friday, 25th of August to Saturday the 26th of August 2023- *0600hrs to 1800hrs both days*

Sponsored by:

Event Organiser: *Olivia O'Reilly*

TMP Version: *Version 1*
Document Author: *Olivia O'Reilly*

This Traffic Management Plan is seeking approval by:

This Traffic Management Plan (TMP), once approved by the relevant authorities, will become the prime document detailing the traffic and transport arrangements under which an event is to proceed.

Changes to the TMP require the approval of the Police and TfNSW and where necessary the appropriate local government organisations.

All functional or single agency supporting plans are to recognise the primacy of the TMP and nothing contained in those plans may contravene any aspect of the TMP.

Signatories to this TMP should normally by the agency's senior officer appointed to the operational command team for the event on the day.

In case of emergencies, or for the management of incidents, the NSW Police are not subject to the conditions of the TMP but will make every effort to inform the other agencies of the nature of the incident and the police response.

PLANNING

Contact Names:

Event Organiser: *Olivia O'Reilly*
Mobile: *0476381065*

E-mail: *epccoastrun@gmail.com* or *ooreily@myune.edu.au*

Police (LAC): Paul Caldwell—Armidale LAC
Phone: 02 9336 5871
E-mail: cald1pau@police.nsw.gov.au

Council: Armidale Regional Council - Belinda Ackling (Sports Co-ordinator – Business Support Officer)
Phone: (02) 6770 0852
Mobile: N/A
E-mail: backling@armidale.nsw.gov.au

Council: Bellingen Shire Council- John Starr
Phone: (02) 6655 7344
Mobile: N/A
E-mail: council@bellingen.nsw.gov.au

Council: Clarence Valley City Council- Julie Wilks (Support Officer-Operations)
Phone: (02) 6640 3550
Mobile: N/A
E-mail: council@clarence.nsw.gov.au

Council: Coffs Harbour City Council - Robert Fletcher (Senior Engineering Officer - Traffic)
Phone: (02) 6648 4415
Mobile: N/A
E-mail: Robert.fletcher@chcc.nsw.gov.au

TfNSW: Ryan Farrell
Mobile: 0476 802 987
E-mail: ryan.m.farrell@transport.nsw.gov.au

SITUATION ANALYSIS

- The 44th Annual Austin Page College Coast Run is being held over two consecutive days commencing at Austin Page College, Armidale, Friday, (25th, August) 2023, and concluding at the Coffs Harbour Jetty, Saturday, (26th, August) 2023.
- Coast Run is a charity event and involves a group of around 40 students who will run a relay from Austin Page College to the Coffs Harbour Jetty. The participants will run 1km stints, two people at a time, whilst the remaining students support from the accompanying escort vehicles.
- The event is raising funds for the Children's Medical Research Institute and has a letter of support to that effect.

EXECUTION

General Outline

The Austin Page College Coast Run is an event organised by Austin Page College in order to raise money for the Children's Medical Research Institute.
It is in its 44th year, and involves around 40 students from Austin Page College, running in relay from Armidale to Coffs Harbour over two days.

The Route

One group of six runners will begin the run from Marsh Street and Grafton Road (single lanes both directions, sealed road) intersection at 0600hrs on Friday, 5 August 2022. The remaining runners will leave at approximately 0700hrs on the same day from Austin Page College crossing Elm Avenue (pedestrian crossing) to continue along the bike path and footpath leading to Civic Park.

We plan to leave Civic Park at 0830 hours, doing a transit stage with the remaining runners to meet up with the six initial runners approximately 30 kms along the Grafton Road. This transit stage consists of the remaining runners doing 1km stints in a relay style run.

At the Armidale Rd and waterfall way intersection we will then all get into the transport and drive to Deer vale Rd we will then all get out and run along the Loop Rd until we reach waterfall way again then will all get back into the transport and drive into Dorrigo.

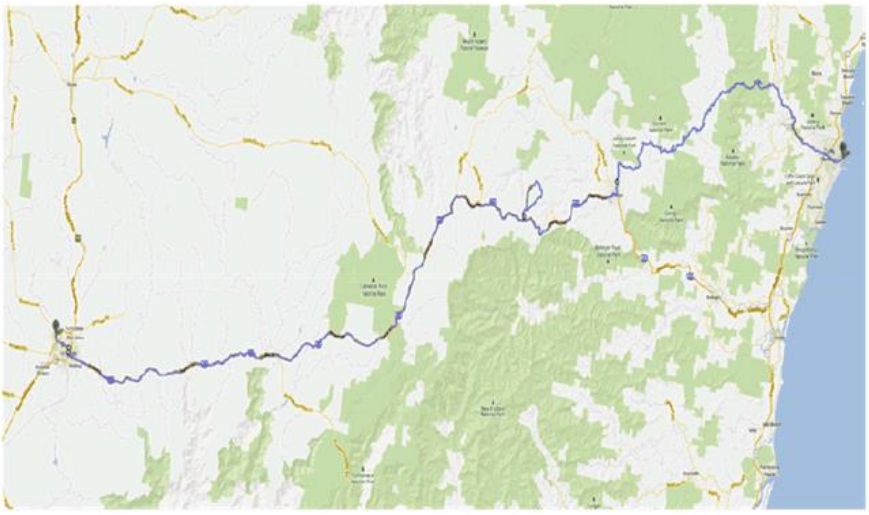
We aim to leave Dorrigo by 0600hrs on Saturday, 5 August 2022, heading north on the Coramba Road (single lanes both directions, sealed road) for 13 km to Megan then across to Brooklana (single lane unsealed road) and continuing north to Coramba (single lanes both directions, sealed road) where we will stop for lunch for approximately 1 hour. After which we continue along Coramba Road (single lanes both directions, sealed road) south to Coffs Harbour, which runs directly into High Street (single lanes both directions, sealed road). We encounter two sets of traffic lights before reaching Marina Drive and then onto the Jetty where the run concludes with a closing ceremony at the

end of the jetty. It is estimated that our time of arrival at the Jetty would be between 1500-1600 hrs.

The Vehicles:

- One 4x4 ute, with a tub tray towing a trailer, used for carrying bags and food supplies.
- Runner's Convoy: Two station wagons, and a 8 seater van.
- One 12 seater van for transporting runners
- Two Coaster Minibus for transporting runners

Map of Coast Run Route



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Route Description- Austin Page College Coast Run

Note: All daily start times are 0600hrs. All daily finish times will be no later than 1800hrs.
Dream Team is a group of 6 of the fittest runners capable of running long distances. They run 5km intervals in pairs

DATE	START POINT	PROPOSED ROUTE	FINISH POINT
Friday, 25 , August 2023, Day 1	**ARMIDALE Dep: 6.00am**	**Dream Team begin run at 6am from Barney Street >>** continue along Barney Street to Grafton Road	**DORRIGO Approx. 150 km 6.00pm**
		Remaining participants begin run at Meredith Road (7:30am) >>	
		Cross Elm Avenue >> Follow Path to Civic Park >> **Stop at Civic Park for Breakfast >>** Remaining runners in vehicles leave Armidale & catch Dream Team on waterfall way >> Commence 1km relay sequence (Waterfall Way) >> Waterfall Way >> Deervale Loop Road >>	
		Participants collected by bus at 5.50pm from Deervale Loop Road & driven to Dorrigo Recreation Centre for the night	
Saturday, 26 August, 2023 Day 2	**DORRIGO Dep: 6.00am**	**Dream Team Commence at 6am from Bielsdown Road >>** **Remaining participants on bus until Dream Team is reached. Begin 1km intervals**	**COFFS HARBOUR Approx. 130 km 4.00pm**
		Pine Street >> Hickory Street >> Dorrigo-Coffs Harbour Road >> Coramba Road >> West High Street >> Harbour Drive >>	
		Arr: Coffs Harbour Jetty approx. 4.00pm	

Physical Survey of Route

Item	Verified	Action Taken
All one way streets are described	Yes	
Block access to local business	No	
Block Ambulance /Fire Access	No	
Block Heavy Vehicle Access	No	
Block Hospital Access	No	
Block Local Resident	No	
Block Police Vehicle Access	No	
Block Public Facility (oval etc)	Yes	Facility is utilised but not blocked to the public
Block Public Transport Access	No	
Can route use alternatives such as bike tracks, paths, parks, bush tracks etc	Yes	Will be running on footpaths, shoulder of road where possible.
Conflict with local construction	No	
Distance measured is correct	Yes	Several test drives of the run have been undertaken
Lane widths and numbers checked to ensure safety of participants and public	Yes	The route proposed takes into account possible traffic interruptions such as road works and dangerous winding roads. All runners will be transported through these areas by bus. The event organiser and the Coast Run Committee will inspect the condition of these roads in the week prior to the event in August to assess the best and safest route for the runners to travel.
Restricted Turns / Movements Checked	No	
Road Signage / Restrictions Checked	Yes	Test drives of the run have been conducted prior to the run

Route Impeded by Traffic Calming Devices?	No	
Signalised Intersections Checked for event requirements / restrictions	Yes	Test drives of the route have been conducted prior to the run
Tidal Flows Relevant	No	
Traffic Generators such as shopping centres, schools etc checked and notifications given	Yes	Media release provided to local newspapers and radio stations.

TRAFFIC GUIDANCE SCHEME

Traffic Control Plan for the Austin Page College Annual Coast Run is attached below.

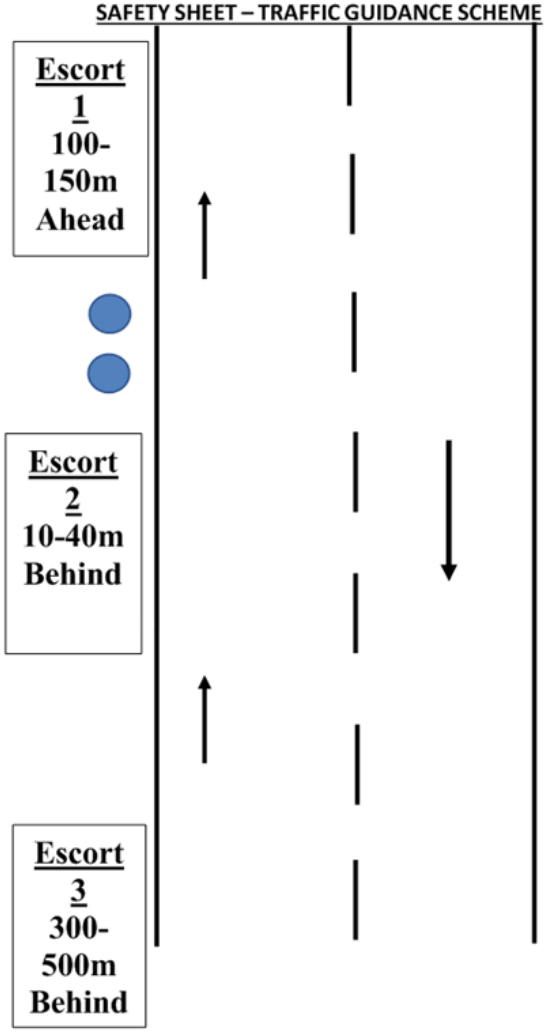
CONTINGENCY PLANS

This section describes the contingency plans for the event.
The contingency plan checklist identifies all possible issues/risks that may interfere with the event and the action to be taken to minimise the disturbance of the event.
Some examples of the issues/risks and the contingency plans are described as follows;
Contingency Plan Checklist

Issues/Risks	Applicable	Action Taken
Heavy/Bad Weather	Yes	Postpone event
Poor Lighting/Drizzle/Fog	Yes	Run will be delayed until clear and safe to travel
Flood Hazard on route	Yes	Run cancelled or postponed
Flood Hazard at parking area	No	N/A
Parking during Wet Weather	No	N/A
Bush fire Hazard	Yes	Run cancelled
Accident on route	Yes	Run delayed and resumed once accident site is clear or students instructed to pass site by authorities
Breakdown on route	Yes	Detour without running taking place. All participants will be transported by bus.
Absence of Marshal/ Volunteer	Yes	Reserve officials on standby Run cancelled

Absence of Event Signage	Yes	Spare backups
Blockage to Public Transport	No	N/A
Slow Participants	Yes	Runners will be changed to enable rate of progress to increase
Delayed Event	No	N/A
Cancellation of Event	Yes	Set up second, alternative date for event
Security of Participants	No	N/A
Security of VIP's	No	N/A
Bridge Crossing Problems	Yes	Participants will be transported across bridges by bus.

SAFETY SHEET – TRAFFIC GUIDANCE SCHEME



All will each display flashing warning lights.

Escort 1 will display a warning "Runners Ahead" sign on the front of the vehicle.

Escort 2 and 3 will display a warning "Runners Ahead" sign on the rear of the vehicle.

The distance between Escort 1 and runners is to be kept between 100 and 150 metres.

The distance between Escort 2 and runners is to be kept between 10 and 40 metres.

Escort 3 will be 300 – 500 metres behind to warn traffic travelling in the same direction as the runners.

Coaster buses carrying the remaining runners will stay clear of the convoy at ALL times and drop runners at 1km intervals where safe. They will pull to the side of the road whenever able to or in high traffic.

Runners will NOT move outside the boundaries of Escorts 1 and 2 at ANY time.

All Escorts will pull to the side of the road if traffic accumulates.

All Escorts will have a passenger and driver at all times.

All vehicles will have a walkie talkie to communicate with runners

All vehicles will carry with them a copy of the final Traffic Management Plan.

Escort 2 will carry with it a First Aid Kit.

ADVERTISE TRAFFIC MANAGEMENT ARRANGEMENTS

Where major changes to Traffic Conditions will occur, Advertising of Traffic Arrangements for an event will be carried out in the Local and/or Major Newspapers, as discussed with the Police, TfNSW and local Councils.

Event Organiser	We are working with the Armidale Regional, Bellingen Shire, Clarence Valley, and Coffs Harbour City Councils to advertise the event and the subsequent possible road disruptions. A large advertising promotion of the event will be undertaken by the Armidale Regional, Bellingen, Clarence Valley, and Coffs Harbour City Councils and will be supported by our organisation. There will be strong publicity with our associated supporters and partners, including local radio stations, newspapers, internet, and television A media notice for the event will be sent to the TfNSW and arranged to be added to the TfNSW live traffic. The media notice will also be sent to councils to add to their websites, and to local newspapers, one month before the event.

VOLUNTEERS AND EVENT MARSHALS

Volunteers

All participants in the Coast Run are members of Austin Page College and Austin College and are volunteering themselves for the charity fundraising event. Vehicle drivers will be current holders of Australian issued Driver Licences and have approval to drive University of New England registered vehicles. The remaining participants will either be running, with escort vehicles waiting on the road side to run (only where safe) or being transported.

Event Organiser	A safety sheet has been developed showing what the travelling group for the event will look like. (please see above) A map showing the location of major points for our event has been developed. (please see above). Contingency plans for the day have been developed (as above).

PUBLIC SAFETY – POLICE

The NSW Police are responsible for determining the conditions under which the run will occur, including the conditions on how the run will coincide with the safety of the general public, as well as the safety of participants. Any condition that is handed down by the NSW Police will be adhered to by all participants in the 2023 Coast Run.

EVENT SIGNS

These are general information signs installed one or two weeks prior to the event, informing road users of an impending event and resulting changed traffic conditions.

This section may also relate to the event signs that will be used on the day, which may not be specifically noted on the Traffic Management Plan.

These signs can also advise on alternate routes for major traffic flows and destinations.

*Due to the length of the run, it is impractical to mark the route with stationary signs all the way from Armidale to Coffs Harbour. In order to cater for this problem, three vehicles will be positioned in front and behind the runners (300-500m) displaying a warning sign and flashing hazard lights. A sign directed to the front and rear of the escort vehicles displaying the words "**CAUTION RUNNERS ON ROAD**" to provide advance warning to overtaking vehicles. Warning signs referred to above shall not be less than 900mm x 400mm in size, on yellow/orange background with large black lettering, 170mm proportionate to the dimensions of the sign and in accordance with the Road Transport Legislation.*

When vehicles are approaching in front or behind the runners, the passenger in the cars will communicate to the runners via walkie-talkie to move as far away from the road as possible.

Runners will be wearing fluorescent shirts that stand out for oncoming traffic and escort vehicles to clearly see.

The following notice will also be provided for all Councils involved to be displayed in local newspapers prior to the event.

SPECIAL EVENT
FRIDAY, 25 AUGUST 2023 TO SATURDAY, 26 AUGUST 2023
6.00AM TO 6.00PM
ARMIDALE TO COFFS HARBOUR
AUSTIN PAGE COLLEGE COAST RUN
BEWARE OF RUNNERS ON ROAD

HEAVY VEHICLE ALTERNATIVE ROUTES

Heavy vehicles including stock vehicles use these TfNSW.
All Runners and volunteers must be aware and understand what they must do when approached by these vehicles.

Actions to be taken around heavy vehicles

Heavy vehicles will be prevalent during the event, uplift should be considered in any areas where participants/volunteers/escort vehicles cannot pull over far enough to allow vehicles to safely pass.

ADMINISTRATION, LOGISTICS, COMMAND AND COMMUNICATIONS

Administration and logistics builds on the previous section and describes the resources used on the day and who delivers those resources.

Table of Contact Names and Responsibilities:

#	DUTY	RESPONSIBILITY	CONTACT NAME	CONTACT NO.
1	Event Organiser	To manage the event	Olivia O'Reilly	0476381065
2	Police	Approve the event	Paul Caldwell Andrew Hunt	Cald1pau@police.nsw.gov.au (02) 93365883 ONROADEVENTS@police.nsw.gov.au (02) 9265 4662
	Local Council	Approve the event	PENDING	
3	TfNSW	Provide concurrence	Ryan Farrell	0476 802 987
4	Marshal/s	Instruct proper placement	Olivia O'Reilly	0476 381 065
5	Parking	Ensure convoy vehicles use appropriate parking.	Olivia O'Reilly	0476 381 065
6	Event Signs	Event organiser to provide vehicles during the event.	Olivia O'Reilly	0476 381 065
7	Barriers / cones /delineation	Supply where/if specified	Olivia O'Reilly	0476 381 065
8	Media Liaison	Provide event notices to councils, TfNSW, police and local newspapers	Olivia O'Reilly	0476 381 065
9	Confirm all marshals in position	Ensure marshals are clear with their role.	Olivia O'Reilly	0476 381 065
10	Advise NSW Ambulance Service	Approve the event	Debby France	(02) 5622 8100
11	Insurance	$20,000,000.00	Nigel Wratten	Uni Mutual (02) 9247 7333

ATTACHMENTS

Attachments included:

1. **Map of the route (above)**
2. **Pictorial Traffic Control Plan (above)**
3. **Table of Anticipated Travel ROUTE and Times, including 1st Participant and Last Participant arrival times at significant checkpoints (above)**
4. **Any other information that may assist in the assessment of the Road Occupancy Application. (above)**

IMPORTANT – Records will be kept of all correspondence provided to the event organiser.

Instructions & Agreement Forms for Participants

- All TfNSW, Police and council instructions are to be followed at ALL times.
- Only two runners at a time.
- Runners need to be between escort vehicles at all times.
- Move quickly over crests
- Be quick getting on and off the bus
- When waiting for the baton, stay well off the road (1.2 metres)
- On Friday at Deer Vale, beware of school buses and other traffic. DO NOT take up whole road, again use side of road
- **ONLY RUN WHEN ESCORTED BY VEHICLES. IT IS AGAINST THE LAW AND TfNSW REGULATIONS NOT TO.**
- If cars become banked up, runners and all travel-party vehicles will be told to move off the road and wait for cars to pass
- Wear assigned fluorescent vests and at NO point are runners to have earphones in.
- Runners must wear the event shirt as the outermost piece of clothing
- Runners must actively 'run' whilst running 1km legs. In the case of fatigue or injury, the participant must cease running and be picked up by Escort car 2.

IN CASE OF EMERGENCY:

- DO NOT PANIC
- Stay in the bus and DO NOT cluster up the road
- Wait for instructions from Event Organiser
- If waiting for the baton, remain well off the road and visible

16

Appendix Documents:

Runners Contract 16

Runner Contract

I _____(Insert name)_____, have read and understood the Traffic Management Plan for the 44th annual Coast Run, held on Friday the (25/08/2023) until Saturday the (26/08/2023), 2023. I will abide by the guidelines of the Traffic Management Plan and will obey all instructions given by the Event Organiser on this event. I have also attended the compulsory meeting with the Event Organiser outlining all of the safety instructions and requirements for the run. I will follow all instructions given by the Event Organiser to ensure the safety of all participants and other road users along the route of the 44th annual Coast Run.

Signed: _____

Date: _____

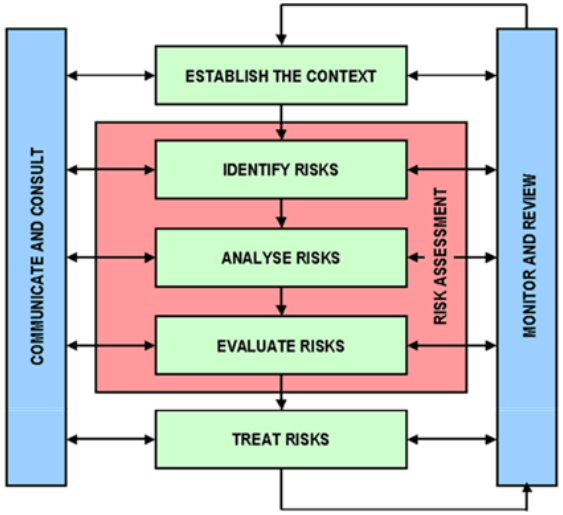
ON ROAD EVENTS

RISK ASSESSMENT AND RISK MANAGEMENT

44th Annual Austin Page College Coast Run

Instructions:
The purpose of this guide is to outline the Australian/New Zealand Risk Management Standard ISO 31000:2009. Your identification of risks and the recommendation of control measures to reduce the level of risk to an acceptable or tolerable level are therefore crucial in the planning process for your on road event

The risk management process consists of a series of steps that, when undertaken in sequence, enable continual improvement in decision-making. The elements of the risk management process are summarised in the following diagram;



What is risk? The Australian/New Zealand Risk Management Standard ISO 31000:2009 describes risk as follows;

Risk is the chance of something happening that will affect objectives – it is measured in terms of event likelihood and consequences.

Risk is measured in terms of;

- Vulnerability (weakness that can be exploited)
- Event Likelihood (frequency)
- Event Consequences (outcome possibilities)

Ask yourself:

- What could happen?
- How could it happen?
- Who could be harmed?
- What could be harmed?
- When could it happen?

The level of risk is determined by considering:

LIKELIHOOD and CONSEQUENCE

The purpose of risk evaluation is to make decisions, based on the outcomes of risk analysis, about which risks need treatment and treatment priorities.

Risks deemed 'tolerable' are monitored in accordance with the risk management plan until treatment measures have been implemented.

Once the risks have been identified and rated (Initial Risk level) Treatments (counter measures, Control Measures, Proposed Controls) need to be considered. Treatments must be appropriate to the level and type of risk.
A risk treatment plan (Proposed controls) documents the actions that are proposed to treat the risk. It usually lists the following information:

- Actions to be taken and the risks they address.
- Responsibilities for implementing the plan.
- Resources to be utilised.
- Timetable for implementation.
- Mechanism and Frequency of review.

The design of the risk treatment measures should be based on a comprehensive understanding of the risks concerned; this understanding comes from an appropriate level of risk analysis.

REMEMBER RISK IS IDENTIFIED AS FOLLOWS

LIKELIHOOD X CONSEQUENCE = RISK

PROPOSED CONTROLS – What will be put in place

The risk table will provide you with a Risk Rating. This risk rating could be anything from Very Low to Extreme. The proposed controls section of your risk register is where you will outline your recommendations and plans to reduce the risk level if that is possible.

To change the risk level you want to come up with control measures which may do the following in relation to your identified risks;

- **REDUCE THE LIKELIHOOD**
- **REDUCE THE CONSEQUENCES**

Remember that it may not always be possible to reduce the consequences of a risk. Sometimes you can do both. But depending on the risk you have identified you may be only able to implement control measures that will reduce the likelihood.

The following scenario is a good way to think about this concept.

The risk: Death or Serious Injury as a result of crossing a roadway.

A group of 10 people want to cross a roadway. They plan to walk together slowly in a group during afternoon peak when the roadway is very busy. The consequences of this action would mean that most of the group would be killed or seriously injured.

Likelihood: Likely
Consequence: Major
Risk Rating: Extreme

Implementing control measures,

A group of 10 people cross the roadway. They walk in single file with a few seconds space between them. They cross on a pedestrian crossing.
The consequences of this action would mean that if a car doesn't stop, then perhaps only one person will be killed or seriously injured.

Likelihood: Possible
Consequences: Minor
Risk Rating: Low

In both outcomes the consequence is **DEATH or SERIOUS INJURY**. However the control measures have been able to reduce both likelihood and consequences.

If this scenario was only one person wanting to cross the road, the consequences would be the same, it would only be the likelihood that you could change.

Writing up Proposed Control Measures

Control measures should be detailed. They should be specific to the identified risk and be actions that will either reduce the likelihood and/or the consequence of the identified risk. Remember that the risk register is a skeleton on which you are building your operational orders and venue operating plans. The treatment measures should avoid being generic statements. Where possible they should be clear and succinct and not lengthy. You can use dot points or short paragraphs in relation to your proposed controls. Avoid lengthy paragraphs that don't clearly articulate your proposed controls.

Key Risk Management Terms

The following terms and ratings are used in risk management. It is recommended that readers become acquainted with them, to better understand the basis of comments and recommendations made.

Likelihood – A description of how likely a risk is to occur.
Consequences – The harm to, or impact on the organisation's goals.
Controls – The processes that are used to address the identified risks.
Risk – A harmful event that could occur, measured in terms of both its consequences and likelihood.
Risk rating – An overall assessment of a risk, achieved by combining the consequences and the likelihood ratings of a risk. Such rating enables risks of differing consequences and likelihood to be comparatively assessed in terms of the relative seriousness and priority of treatment.
Risk consequence – The outcome of an event. For example the loss, injury, disadvantage or gain. It can be expressed qualitatively or quantitatively.
Risk level – An overall assessment of a risk, achieved by combining the consequences and the likelihood ratings of a risk. Such rating enables risks of differing consequences and likelihood to be comparatively assessed in terms of the relative seriousness and priority of treatment.
Risk likelihood – The probability of a risk occurring.
Risk treatments – See Controls

Qualitative Measure of Consequence

Risk	Consequence	Description
1	Insignificant	No injury
2	Minor	Non lost time injury - disruption to working systems - financial loss - systems review
3	Moderate	Lost time injury - disruption to users - high financial loss-possible litigation, systems review - management concerns
4	*Major*	Permanent Injury - major loss of service to users - major financial loss - possible litigation and fines - systems review by external agency - possible industrial action - public concern, ministerial media attention
5	Catastrophic	Death - complete loss of service or output - huge financial loss - possible fine and compensation, likely litigation - systems reviewed by external agency - impact on morale - industrial intervention - loss of public support - media attention

2. Qualitative Measure of Likelihood

Risk	Likelihood	Description
A	Almost Certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

Level of Risk Tolerance

E	Extreme Risk	Not tolerated IMMEDIATE action required to reduce risk
H	High Risk	If elimination is not possible the risk must be constantly monitored by Command staff
M	Moderate Risk	If acceptable monitor using standard operating procedures
L	Low Risk	Manage by routine procedures

Risk Matrix

Based on AS/NZS 4360:2004 and HB 436:2004

Consequences

Likelihood		Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
	Almost Certain (5)	LOW (5)	MEDIUM (10)	HIGH (15)	EXTREME (20)	EXTREME (25)
	Likely (4)	LOW (4)	MEDIUM (8)	HIGH (12)	EXTREME (16)	EXTREME (20)
	Possible (3)	LOW (3)	LOW (6)	MEDIUM (9)	HIGH (12)	HIGH (15)
	Unlikely (2)	VERY LOW (2)	LOW (4)	LOW (6)	MEDIUM (8)	HIGH (10)
	Rare (1)	VERY LOW (1)	VERY LOW (2)	LOW (3)	MEDIUM (4)	MEDIUM (5)

ON ROAD EVENTS RISK REGISTER

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
1	Severe Weather Conditions eg Rain – Hail – Heavy Fog - Severe Winds – Excessive Heat encountered at the commencement/during event.	Possible (3)	Moderate (3)	Medium (9)	• In the event of severe weather, the Event Organiser will call for the event to cease and all participants be contained to the transport vehicles. • If severe weather continues the Event Organiser will cancel or postpone the event. • Any consequences which occur due to severe weather will be assessed and appropriate actions taken, e.g. contact emergency services such as NSW Ambulance who are aware of the event taking place.	Possible (3)	Minor (2)	Low (6)

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
2	Participant's health deteriorates during the event as a result of dehydration – sunburn – frostbite.	Possible (3)	Moderate (3)	Medium (9)	• All participants are briefed of particulars surrounding the event so they know how to best prepare. • Sunscreen and water will be supplied in transport vehicles and encouraged. • Blankets will be made available for extreme cold. • A first aid kit with a qualified first aid officer will accompany participants at all times. • NSW Ambulance are aware of the event and will be able to be contacted if needed.	Unlikely (2)	Minor (2)	Low (4)

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
3	Participant involved in an incident during the event resulting in serious injury.	Possible (3)	Major (4)	High (12)	• The Event Organiser will brief all participants of Police, RMS and Council instructions prior to the event. • Participants must agree to these conditions to be able to successfully register and participate. • Event organiser will ensure these conditions are abided by for the duration of the event. • First Aid Kit will be available. • NSW Ambulance are aware of the event and able to respond if needed.	Unlikely (2)	Moderate (3)	Low (6)

4	Participant involved in an incident during the event resulting in a non serious injury that requires some degree of attention.	Possible (3)	Moderate (3)	Medium (9)	• The Event Organiser will brief all participants of Police, RMS and Council instructions prior to the event. • Participants must agree to these conditions to be able to successfully register and participate. • Event organiser will ensure these conditions are abided by for the duration of the event. • First Aid Kit will be available with a qualified first aid officer • NSW Ambulance are aware of the event and able to respond if needed.	Unlikely (2)	Minor (2)	Low (4)

5	Participants come across poor road conditions – road blocked/impassable during the event.	Unlikely (2)	Minor (2)	Low (4)	• Event Organiser undertakes three test drives/safety observation drives of the Route in the 12 months prior to the event. One of these will occur within the week prior to the event. • Participants will be transported by vehicles in poor road conditions or through roadworks. • If these road conditions are still found an alternate route will be proposed for RMS and Police consideration. • If not suitable, event will be postponed or cancelled.	Rare (1)	Minor (2)	Very Low (2)
6	Participants come across severe accent/decent on the	Unlikely (2)	Minor (2)	Low (4)	• Event Organiser undertakes three test drives/safety observation	Rare (1)	Minor (2)	Very Low (2)

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
	road network during the event.				drives of the route in the 12 months prior to the event. One of these will occur within the week prior to the event. • Participants will be transported by vehicles in areas of severe accent/decent. • If these road conditions are still found to be too severe an alternate route will be proposed for RMS and Police consideration. • If not suitable, event will be postponed or cancelled.			

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
7	Participants have limited/no experience in participating in an event.	Rare (1)	Minor (2)	Very Low (2)	• Participants must have participated in a smaller scale event hosted by the Event Organiser to be able to participate. • All participants will be briefed by the Event Organiser of the conditions which will be in force for the duration of the event that the RMS, Police and Councils have specified. • All participants must declare that they are capable and confident to follow these conditions. Anyone who does not have the necessary experience for the event will not be able to participate in the event.	Rare (1)	Minor (2)	Very Low (2)

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
8	Participants loose their way during the event.	Rare (1)	Insignificant (1)	Very Low (1)	• The Event Organiser will direct the route for the event. The Event Organiser will have driven the route at least three times in the last 12 months. • Participants will additionally be supplied with a route map, directions for all relevant intersections and names of any towns which will be passed through. • Participants also run with a partner at all times during the run with the exception of Deer Vale Road, where safety cars constantly drive along to account for numbers • At each stopping point a roll call will be taken to account for all participants	Rare (1)	Insignificant (1)	Very Low (1)

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
9	Participant's equipment/vehicle becomes unserviceable or unroadworthy during the event.	Unlikely (2)	Minor (2)	Low (4)	• All vehicles used are supplied by the University of New England Vehicle & Mechanical Service. • They all have a current registration and up-to-date service histories. • If a vehicle becomes unserviceable or unroadworthy replacement vehicles are available. The event will cease until one is made available. • Alternatively, the event will be postponed or cancelled in severe circumstances. • NB: no record of vehicle problems have been recorded in the 38 year history of the event.	Rare (1)	Minor (2)	Very Low (2)

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
10	Participants suffer a mechanical/equipment breakdown/failure during the event.	Unlikely (2)	Minor (2)	Low (4)	• Vehicles outlined in REF 9. • Other equipment would only include walkie talkies, event signs and orange amber lights. • For all the equipment mentioned the Event Organiser will have spares available which can be used.	Rare (1)	Minor (2)	Very Low (2)
11	Pilot/rear escort vehicle/s suffers mechanical breakdown during the event.	Unlikely (2)	Minor (2)	Low (4)	• Vehicles discussed in REF 9 also. • The event will cease until replacement vehicles are sought. • If severe or too time consuming the event will be postponed or cancelled.	Rare (1)	Minor (2)	Very Low (2)

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
12	Support vehicle/s suffers mechanical breakdown during the event.	Unlikely (2)	Minor (2)	Low (4)	• Vehicles discussed in REF 9 also. • The event will continue unless main vehicles. • If vehicles are key to maintaining the conditions set out by Police and RMS then the event will cease until the issue is resolved.	Rare (1)	Minor (2)	Very Low (2)

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
13	Participant attempts/participates in event when not authorised/licensed to drive/ride a vehicle, motor bike or boat.	Rare (1)	Insignificant (1)	Very Low (1)	• All Drivers must complete an authorisation to drive UNE Motor Vehicles form. • Once registered the UNE Vehicle and Mechanical Services will validate their registration. • The Event Organiser will be monitoring the recording of all log books and holding keys for times when the event is not taking place. • Only the authorised drivers will be given keys when the event is taking place.	Rare (1)	Insignificant (1)	Very Low (1)

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
14	Approved route unable to be travelled upon.	Possible (3)	Moderate (3)	Medium (9)	• The Event Organiser will undertake at least three test drives/safety observation drives in the 12 months prior to the event to ensure the route is suitable. • One of these drives will occur within a week before the event. • If it is observed as unsuitable the event will be postponed or cancelled.	Unlikely (2)	Minor (2)	Low (4)

15	Event cancelled prior/during the event.	Possible (3)	Moderate (3)	Medium (3)	• The Event Organiser will ensure all formalities and legal requirements are met. • The Event Organiser will ensure all participants have the required knowledge and experience to be able to execute the event under outlined conditions from the RMS, Police and Councils. • The Event Organiser will use their discretion in cancelling the event if severe weather or road conditions are apparent.	Unlikely (2)	Minor (2)	Low (4)

L = LIKELIHOOD
C = CONSEQUENCE

CONFIRMATION OF PROTECTION

University of New England

Certificate of Entry No: UL UNE 23

GENERAL & PRODUCTS LIABILITY PROTECTION

This is to certify that **University of New England** (the Member) is a member of Unimutual Limited (the Mutual) and has the right to claim protection on behalf of a protected person or Affiliate for General and Products Liability risks in accordance with the Mutual's Rules, Constitution, Protection Wordings and the Member's Certificate of Entry.

SUMMARY OF MEMBER'S PROTECTION *	
Protection No.:	**UNE 23 GPL**
Class	General and Products Liability
Protection Period:	From: 00:00 hours (AEST) 1 November 2022 To: 24:00 hours (AEST) 31 October 2023
Protection:	For liabilities arising from personal injury (including death) and property damage in connection with the Member's business or from products manufactured, sold or supplied by the Member. Protection is subject to certain terms, exclusions, conditions and limitations.
Situation:	Anywhere in the world other than Member operations domiciled and/or Member entities incorporated in USA/Canada.
Limit of Protection:	**$20,000,000** any one occurrence other than liability arising out of Products which is limited to **$20,000,000** in the aggregate for the Protection Period.
Special Comments:	

* This is only a general summary of the Protection. The Protection is subject to Unimutual's Rules, Constitution, Protection Wording and the Member's Certificate of Entry.

This Certificate confers no rights on the Certificate holder.

Signed for and on behalf of Unimutual Limited

.....
Authorised Representative
Unimutual Limited

01/11/2022
Date

Unimutual Limited Suite 11.02, Level 11, 56 Pitt Street, Sydney NSW 2000 | PO Box H96, Australia Square NSW 1215
T: 02 9247 7333 | F: 02 9252 9070 | service@unimutual.com.au | www.unimutual.com
Unimutual Limited ABN: 45 106 564 372 AFS Licence No: 241142

Item:	**5.2**	**Ref: AINT/2023/07657**
Title:	**Special Event Transport Management Plan - NSW Country Gymnastics Competition 2023**	**Container: ARC16/0168-8**
Author:	**Graham Earl, Engineering Technical Officer**	
Attachments:	1. 2023 Gymnastics Competition - Notice of Intention to Hold a Public Assembly 2. 2023 Gymnastic Competition TMP 3. Plan - TGS Gymnastic Competition 2023 4. 2023 Gymnastics Risk Assessment Plan - Armidale 5. Armidale City Gymnastics Club Incorporated Insurance 2023	

1. Purpose

The Purpose of this report is to approve the traffic management for the NSW Country Gymnastic Competition to be held form 4 to 9 July 2023

2. OFFICERS' RECOMMENDATION:

That Council endorse the traffic management plan and the reduction of speed to 40km/h for Kentucky St between Faulkner St and Dangar St for the NSW Country Gymnastic Competition from Tuesday 4th July to Sunday 9th July 2023.

3. Background

The Armidale Gymnastics Club will be hosting the annual NSW Country Gymnastics Competition. This is second year this event has been held in Armidale.

The competition will run from Tuesday 4th July to Sunday 9th July and attracts approx. 1,200 people per day during the week of competition.

4. Discussion

This event will attract a high number of visitors to the area and it is forecast to generate 200 to 250 cars per session of the competition. There will be 3 sessions per day running from approx. 7:30am to 7pm.

Due to the high volumes of traffic, both vehicular and pedestrian, expected and the organisers have requested that a 40km/h speed restriction be implemented and that the parking be limited to drop off and pick up only. Variable Message Signs will be used to advertise of the activity and are to be in place 2 weeks prior to the start of the competition.

This arrangement is similar to last year's competition and operated very effectively. The 40km/h speed restriction would only operate during the competition times and the signs will covered outside of these hours.

With the experience gained at last year's event, there should be no issue with parking.

5. Implications

5.1. Strategic and Policy Implications

- CPS: G3.1 Tourism strategy to attract visitors to stay and enhance the economic and cultural offerings and attractions of the region.

- The application is in accordance as per POL086 – Road – Events on public roads and as per the TfNSW guidelines for Event Management.

5.2. Risk

- The traffic management will ensure the public are aware of activity in the area for the duration of the event.
- No homes are disadvantaged by the closure.
- The temporary traffic management controls the risk of contact between pedestrians and moving vehicles.

5.3. Sustainability

- A tourism strategy to attract visitors to return and enhance the economic and cultural offerings and attractions of the region

5.4. Financial

Budget Area:	Private Works						
Funding Source:	NSW Gymnastics						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
Revenue	Install Traffic Management	Nil	Nil	Nil	$2,000		$321

The Gymnastic Club will reimburse the cost of the installation of the traffic management.

6. Consultation and Communication

Advertising of the event and traffic management by Variable Message Signs will give advance notice of the event for motorists using the area.

The Gymnastic Club will notify participants and visitors via newsletter and noticeboards prior to the event

7. Conclusion

That the committee request Council to endorse of the temporary traffic management plan for Kentucky St between Faulkner St and Dangar St for the NSW Country Gymnastic Competition from Tuesday 4th July to Sunday 9th July 2023, for the safety of those attending the competition.

Schedule 1 - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1 I Stella Single.....*(name)*
of 124 Kentucky St, Armidale .....*(address)*
on behalf of Armidale City Gymnastics Club ..... *(organisation)*
notify the Commissioner of Police that
on the ..4 - 9..... *(day) of ....July.. (month)*, ..2023.. *(year)*, it is intended to hold

either:

(a) a public assembly, **not** being a procession, of approximately
..1200 per day..... (number) persons,
which will assemble at 124 Kentucky St.....*(Place)*
at approximately .7..... am
and disperse at approximately ...8..... pm.

or

(b) a public assembly, being a procession of approximately
..... *(number)* persons,
which will assemble at approximately ..... am/pm, and at
approximately ..... am/pm the procession will commence and shall proceed
.....
.....
.....
(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)

2 The purpose of the proposed assembly is .....
NSW Gymnastics 2023 NSW Country Championships .....
.....
.....
.....

3 The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly *(strike out whichever is not applicable):*

(I) There will be 200-250. *(number)* of vehicles and/or..... *(number)* of floats involved.

The type and dimensions are as follows:

There will be approximately 200-250 cars per session and there will be 3 sessions daily, meaning there will be four changeover points throughout the day. Approx 7:30am, 11:30am, 3:15pm and 7pm .....

(II) There will be …….. (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.

(III) The following number and type of animals will be involved in the assembly:

.....

.....

(IV) Other special characteristics of the proposed assembly are as follows:

.....

.....

4 I take responsibility for organising and conducting the proposed assembly.

5 Notices for the purposes of the *Summary Offences Act 1988* may be served upon me at the following address:

124 Kentucky St, Armidale, NSW .....

.....

…… Postcode 2350

Telephone No. ……

6 Signed .....

Capacity/Title Event Coordinator / Committee Vice President. .....

Date 20/04/2023 .....

Special Event Transport Management Plan

1 EVENT DETAILS

1.1 Event summary

Event Name NSW Gymnastics 2022 NSW Country Championships

Event Location: 124 Kentucky St, Armidale

Event Date: 4-9 July 2023 Event Start Time: 7am Event Finish Time: 8pm

Event Setup Start Time: 6:30am Event Packdown Finish Time: 8:00pm

Event is ☒ off street ☐ on street - moving ☐ on street non-moving

1.2 Contact names

Event Organiser* **Stella Single**

Phone:0434578810 Mobile:<> E-mail: stellasingle1@gmail.com

Event Management Company (if applicable)

Phone: ..... Fax: ..... Mobile: ..... E-mail:

Police ARMIDALE POLICE

Phone: 02 6771 0699 ..... Fax: 02 67710611

Council ARMIDALE REGIONAL COUNCIL

Phone:02 67703800 Fax: 02 67729275 council@armidale.nsw.gov.au

Roads & Traffic Authority (if Class 1).....

Phone: ..... Fax: ..... Mobile:..... E-mail: .....

**Note: The Event Organiser is the person or organisation who is the employer and in whose name the Public Liability Insurance is taken out.*

1.3 description of the event (Include roads to be used, times & safety

2023 GYMNASTICS NSW, COUNTRY CHAMPIONSHIPS. MULTI DISCIPLINARY COMPETITION FOR ALL COUNTRY CLUBS FROM NSW. HIGH VEHICLE TRAFFIC ON KENTUCKY ST, AND FOOT TRAFFIC ON KENTUCKY AND SURROUNDING STREETS.

2 RISK MANAGEMENT - TRAFFIC

CLASS 1 CLASS 2 CLASS 3

2.1 Occupational Health & Safety - Traffic Control

☒ **Risk assessment plan (or plans) attached**

2.2 Public Liability Insurance

☐ Public liability insurance arranged. **Copy of Policy attached.**

2.3 Police

☐ Police written approval attached **Letter sent to the Armidale Police – referred to David Steller, Armidale Dumaresq Council.**

2.4 Fire Brigades and Ambulance

☐ Fire brigades notified **02 67715076**

☐ Ambulance notified **02 6771 1710**

3 TRAFFIC AND TRANSPORT MANAGEMENT

CLASS 1 CLASS 2 CLASS 3

3.1 The route or location

☒ **Map attached**

3.2 Parking

☒ Parking organised - details attached.

☐ Parking not required **< >**

3.3 Construction, traffic calming and traffic generating developments

☒ Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached

☐ There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes

3.4 Trusts and Authorities

☐ This event uses a facility managed by a Trust or Authority; written approval attached

☒ This event does not use a facility managed by a trust or Authority

3.5 Public transport

☐ Public transport plans created - details attached

☒ Public transport not required

3.6 Reopening roads after moving events

☐ This is a moving event - details attached.

☒ This is a non-moving event.

3.7 Traffic management requirements unique to this event

☒ Description of unique traffic management requirements attached

☐ There are no unique traffic requirements for this event

3.8 Contingency plans

☐ Contingency plans attached

Class 1

3.9 Heavy vehicle alternate routes

☐ Alternative routes for heavy vehicles required - RTA to arrange

☒ Alternative routes for heavy vehicles not required

3.10 Special event clearways

☐ Special event clearways required - RTA to arrange

☒ Special event clearways not required

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

CLASS 1 CLASS 2 CLASS 3

4.1 Access for local residents, businesses, hospitals and emergency vehicles

☐ Plans to minimise impact on non-event community attached

☒ This event does not impact the non-event community either on the main route (or location) or detour routes

4.2 Advertise traffic management arrangements

☐ Road closures -advertising medium and copy of proposed advertisements attached

☐ No road closures but special event clearways in place - advertising medium and copy of proposed advertisements attached

☒ No road closures or special event clearways - advertising not required

4.3 Special event warning signs

☒ Special event information signs are described in the Traffic Control Plan/s

☐ This event does not require special event warning signs

4.4 Permanent Variable Message Signs

☒ Messages, locations and times attached

☐ This event does not use permanent Variable Message Signs

4.5 Portable Variable Message Signs

☒ The proposed messages and locations for portable VMS are attached

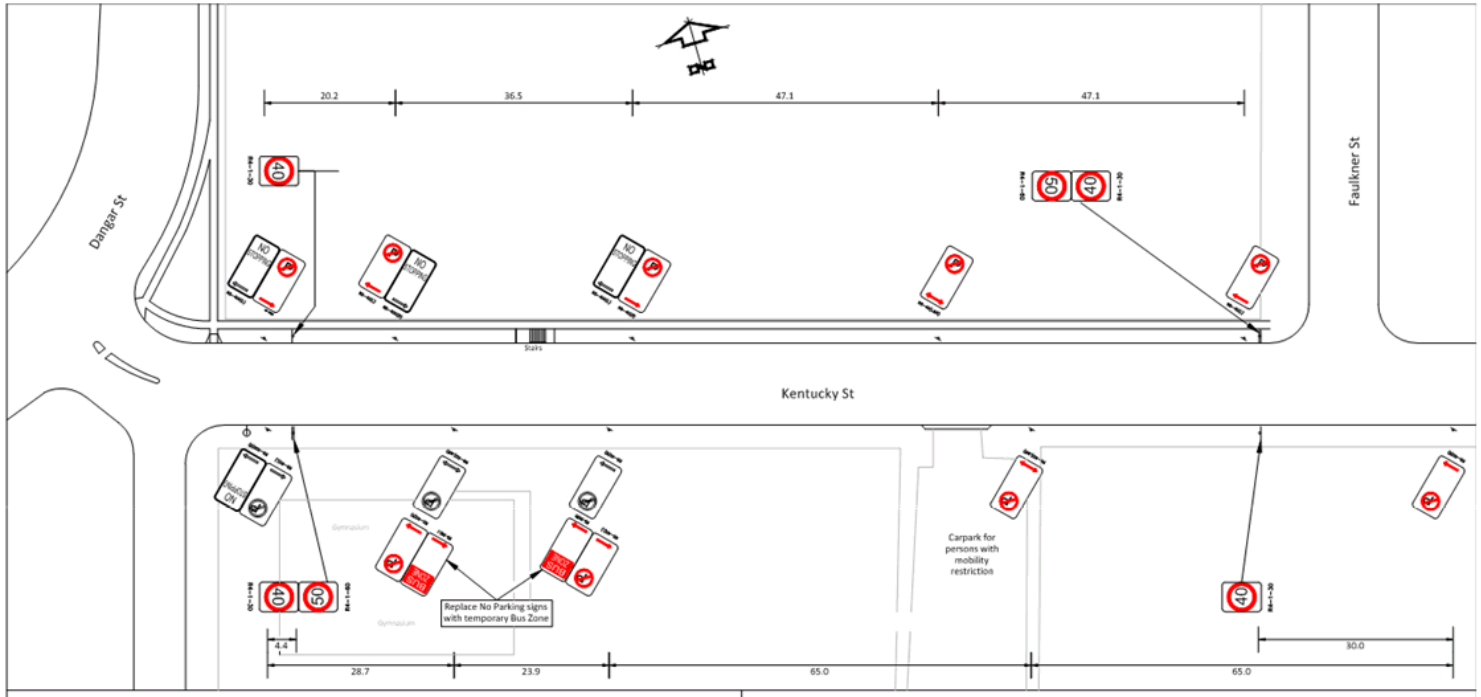
☐ This event does not use portable VMS

5 APPROVAL

Approved by ..... Event Organiser ..... Date

Privacy and Personal Information Protection Notice (S.10 PPIPAct 1998)
Your information will be stored and used by Armidale Dumaresq Council, 135 Rusden St, Armidale 2350
Purpose of Collection: Traffic Management for a Special Event
Intended Recipients of your information: Local Traffic Committee
You have the right to access and amend your personal information by contacting the Public Officer at the address above.
Your personal information is required: By law _____ Consequences if you do not supply your information:

Attachment 3 **Plan - TGS Gymnastic Competition 2023**



Temporary Speed Zone to operate between 7:00am and 7:00pm. Signs are to be covered out of operation hours.

Existing Parking signs.

New signs for temporary parking arrangements during period of competition.

NOTES
1. No Parking zones are to be used for set down and pick up only.
2. The gymnasium carpark is to be used for accessible parking.
3. Alternate parking is at the Visitor Information Centre.

Drawn By: Graham Earl

Certificate No.: TCT0026961

Signed:

Date: 21 April 2023

APPROVED:

Name: _____

Signed: _____

Designation: _____

Certificate No. _____

Date: _____

SAFETY Risk Assessment and Management Plan
– GYM NSW 2023 COUNTRY CHAMPIONSHIPS

Name of workplace: Armidale City Gymnastics Centre **Workplace manager:** Walter O'Hara

Activity, event or task: GYM NSW 2023 COUNTRY CHAMPIONSHIPS **Date of activity:** **4-9 JULY**

Situation	Anticipate	Find out		Eliminate or control		Talk others	You
List the details of the activity, event or task	What could go wrong?	What current controls are in place?	Risk rating	What else can be done to control this risk?	Residual risk rating	Controls to be actioned by who?	When do you need to review the control?
Walking to and from transport	Struck by vehicle on road Uneven footpath Dangerous weather conditions	Event Signage Parking plan	3 6 4	Parents & Coaches Parking Volunteers to wear hi visibility vests Brief participants on rules and behavior Remain on pedestrian pathways and use pedestrian crossings at all times	5 6 5	All	Prior to walk Rego information to participants
Coach transport to excursion venue	Boarding coach Vehicle accidents		6 4	Ensure vehicle operators hold appropriate license(s) and insurance Check availability of seat belts Vehicle to be appropriate for needs of the group e.g. wheelchair access if required Enforce rules and monitor behaviour Ensure seatbelts are worn	6 5	Coaches Coaches	Prior to booking
Car travel	Vehicle accidents Parent consent Licence and insurance do not meet requirements Child protection	Drivers licence Car registration Working with Children Check, Appendix 5 – Declaration for volunteers and contractors	2 4 4 2	Written permission from the parent(s) or caregiver(s) of the student(s) being transported is obtained. The driver is licensed and, if issued with a provisional licence, complies with any relevant peer passenger conditions. The vehicle is registered. The number of passengers in the vehicle does not exceed the number of seatbelts.	4 6 6 4	Parents / Coaches	

DRAFT

Honan Insurance Group
Level 9
IBM Centre, 60 City Road
Southbank VIC 3006
P.O. Box 4747
Melbourne VIC 3001
t — +61 3 9947 4333
f — +61 3 9947 4300
honan.com.au

Honan.

Certificate of Currency

This letter is to confirm that the appointed insurance broker has arranged the following contract of insurance. The policy referred to is current as at the date of issue of this confirmation and whilst a due date has been indicated it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date. This letter is not a substitute for the Policy of insurance. The policy, not this letter, details the rights and obligations of the Insured and the extent of the insurance cover.

Named Insured: Gymnastics Australia Limited Trading As Gymnastics Australia including all State Associations and Clubs, affiliated directly or indirectly with Gymnastics Australia, registered members, non-participating officials including coaches, judges, voluntary workers including co-opted voluntary workers, club committee members, office bearers and medical officers.

Club Name: Armidale City Gymnastics Club Incorporated

Policy Type: Combined Liability

Insurer: Sportscover Australia under an authority from Certain Underwriters at Lloyds; and Liberty International Underwriters

Policy Number: PMEL99/0110560 & MECAS17431383

Policy Period: From: 1/01/2023 at 4.00pm local standard time
To: 1/11/2023 at 4.00pm local standard time

Policy Limit:
Public Liability: $20,000,000 any one occurrence
Products Liability: $20,000,000 any one occurrence and in the aggregate
Professional Indemnity: $10,000,000 any one occurrence and in the aggregate
(For the Business of Gymnastics as more clearly defined in the Policy Wording)

Excess: **As per policy schedule**

Signed:

Brad Tymmons
Group Head of Client - Engagement Specialist
Honan Insurance Group
Dated: 9 March 2023

Insurance.
Advice.
Support.

Melbourne — Sydney — Brisbane — Perth — New Zealand — Singapore

Armidale Regional Council
Traffic Advisory Committee
Tuesday, 2 May 2023 Page 67

Item:	**7.1**	**Ref: AINT/2023/07498**
Title:	**Timber Bridge Load Limits and Speed Restrictions**	**Container: ARC16/0168-8**
Author:	**Graham Earl, Technical Officer Engineering**	
Attachments:	1. Plan - TGS for Load Limits on Bridges	

1. Purpose

The purpose of this report is to advise of the need to implement load limits and speed restrictions on Laura Creek bridge on Baldersleigh Road, Boorolong Creek bridge on Boorolong Road and Boundary Creek bridge on Lyndhurst Road.

2. OFFICERS' RECOMMENDATION:

That Council

a) Endorse the 10km/h and 25t Gross Load Limit on the bridge over Boundary Creek on Lyndhurst Road.

b) Endorse the 10km/h and 14.5t max. Load Limit on the bridge over Boorolong Creek on Boorolong Road.

c) Endorse the 10km/h and 11t max. Load Limit on the bridge over Laura Creek on Baldersleigh Road.

3. Background

Armidale Regional Council engaged contractors to undertake Level 3 Bridge Inspections on timber bridges within the LGA.

Three bridges have been identified as requiring urgent action to implement load limits and speed restrictions to prevent further deterioration and the risk of collapse under load.

4. Discussion

Armidale Regional Council has a rolling program to replace the remaining timber bridge stock in its care across the LGA. A total of 16 timber bridges remained at the commencement of the Fixing Country Bridges Round 1 (FCB1) program.

The bridges continue to deteriorate and it is becoming ever increasingly important to remain vigilant on the condition of the bridges to ensure safety for the travelling public. Accordingly we have been undertaking regular inspections of the bridges.

Laura Creek Bridge on Baldersleigh Road, has been recommended to immediately implement speed and load restrictions to the bridge. This will impact the weight of freight loads that can be more directly delivered to the local area. The bridge is not regarded as a through bridge but rather an access to a local area.

The two other bridges have issues that may further restrict movement of freight. Laura Creek bridge and the other two bridges are funded for replacement under Fixing country Bridges round 1 and 2 but will take 12 months to 2 years to complete subject to contractor availability.

5. Implications

5.1. Strategic and Policy Implications

The recommendation aligns with the CSP relation to the effective management of traffic facilities on the road network.

Environment and Infrastructure:

- E4 Transport - The Community has access to transport which enables connectivity both locally and outside of the region.

- E4.1 - Maintain safe and effective traffic facilities on the road network, through appropriate resourcing, including applying for a Special Rate Variation to maintain and renew roads and bridges to expected service levels.

- This recommendation is in line with Australian Standards: AS1742 Part 2: Clause 4.5.2.4, 4.5.2.5 and 4.5.6.1 (d) and (e)

5.2. Risk

- The primary risk is failure to identify defects in the bridges that could lead to catastrophic failure of a bridge resulting in loss of life.
- Where bridges require restriction this may have a substantial impact on rural property operation with the time required to gain funding to replace a bridge. This will be exacerbated in the case of a closure.
- Failing to effectively communicate the risks and address the issue in a timely manner could result in reputational damage to Council.
- Failing to implement controls including weight and speed restrictions as well as detours as appropriate may also result in reputational damage to Council.

5.3. Sustainability

- Demonstrating a commitment to maintaining vital infrastructure until replacement can be completed.
- Maintaining communication links for residents in remote areas for the LGA.

5.4. Financial

Budget Area:	Roads and Parks						
Funding Source:	Urban and Rural Bridges M & R						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
270510	Install signs	$91.152	$7,247	$1,500	$2,500	$11,247	$88,652

The repair and replacement of the bridges is to be undertaken using Urban and Rural Bridges Maintenance & Repair budget.

6. Consultation and Communication

Communicating through the Local Area committee's on status of funding for replacement, the progression of the reconstruction process and restrictions implemented.

Broader communication with the public is also being undertaken through normal media channels with a higher focus on digital media due to the urgency of the message.

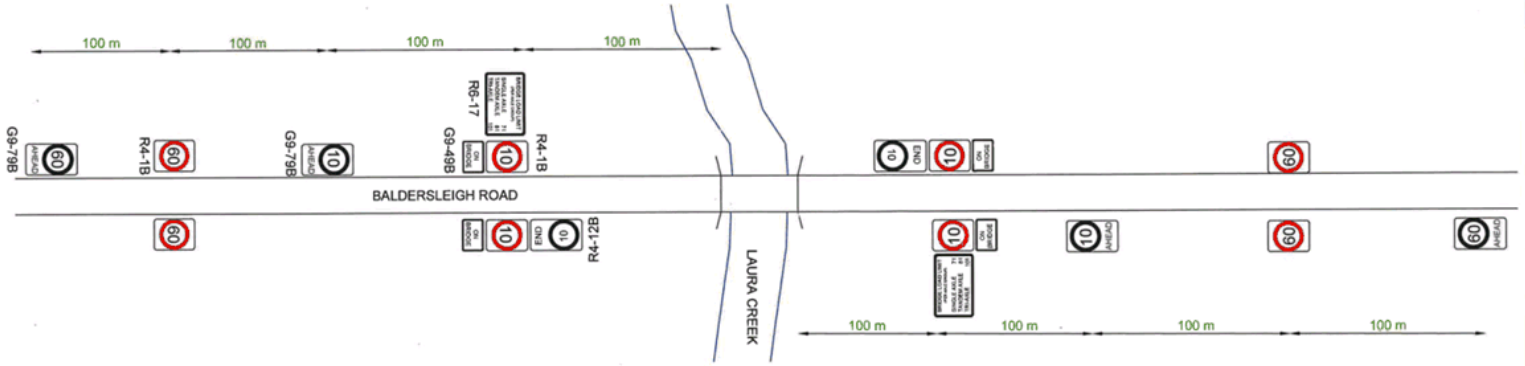
Direct communication with freight companies and bus companies will also be implemented.

7. Conclusion

The implementation and speed restrictions on these three bridges is a high priority to maintain the integrity of the infrastructure and to maintain communication links for the members of the community affected.

Failure to implement load limits and speed restrictions could lead to complete failure of the structures resulting in serous injury or death.

Attachment 1 **Plan - TGS for Load Limits on Bridges**



NOTES:

1) A SITE BASED RISK ASSESSMENT IS TO BE COMPLETED WHEN INSTALLING THE SIGNAGE. DISTANCES ARE TO BE INCREASED WHERE THE SITE IS CONSTRAINED BY VEGETATION, VERTICAL OR HORIZONTAL ALIGNMENT AND OTHER FACTORS.

2) SIGNS SHOULD BE INSTALLED IN A PERMANENT MANNER WITH A MINIMUM 1.5 M FROM GROUND LEVEL TO UNDERSIDE OF SIGN, SUITABLE POSTS AND FOOTING TYPES BASED UPON SIGN SIZE AND CLEARANCE TO THE ROADWAY AS PER AS1742 (SIGNAGE TO BE INSTALLED NOT LESS THAN 2 M FROM ROAD EDGE NOR MORE THAN 5 M).

3) WHERE SPEED SIGNS CANNOT BE DUPLICATED A SECONDARY SIGN SHOULD BE ERECTED 50 M FROM THE EXISTING SPEED SIGN (DISTANCE FROM THE BRIDGE WILL NEED TO BE SET BACK A FURTHER 50 M).

4) SIGNAGE TO BE MANUFACTURED IN ACCORDANCE WITH THE SUPPLIED SIGNAGE CODE AND AUSTRALIAN STANDARD SIZING AND MATERIALS.

TCP DESIGNED BY: Simon Porter
CERT No. : 0052290102
TCP CHECKED BY: Mark Wilson
CERT No. : 0052257714
INSTALLED: _____
REMOVED: _____

No.	TRAFFIC CONTROL LICENSE NUMBER	Initials	Date

SCALES: NOT TO SCALE

Co-ordinate System: MGA Zone 56 | Height Datum: A.H.D

ARMIDALE Regional Council

DRWN SP
DES SP
CHKD MW

TITLE: BALDERSLEIGH ROAD LAURA CREEK BRIDGE RESTRICTIONS TGS

DRAWING No
CADFILE:
AREA No:

APPROVED: DESIGN MANAGER DATE

AS SHEET SIZE: A3 | SHEET No. | ISSUE: A

FILE No.

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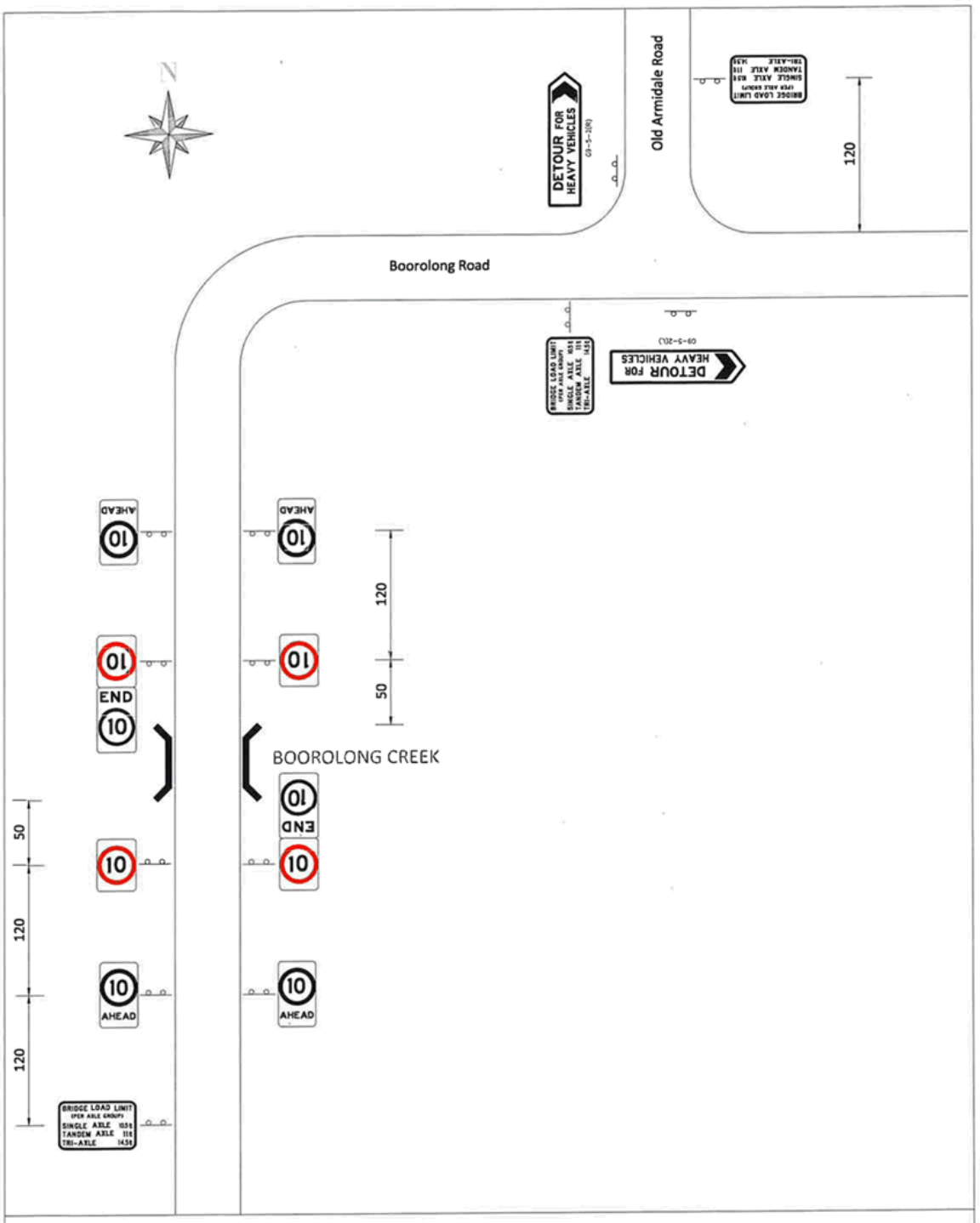

Drawn By: Graham Earl
Certificate No.: TCT0026961
Signed:
Date: 19 April 2023

APPROVED:
Name: Mark Wilson
Signed:
Designation:
Certificate No. TCT0047232
Date: 19/4/23

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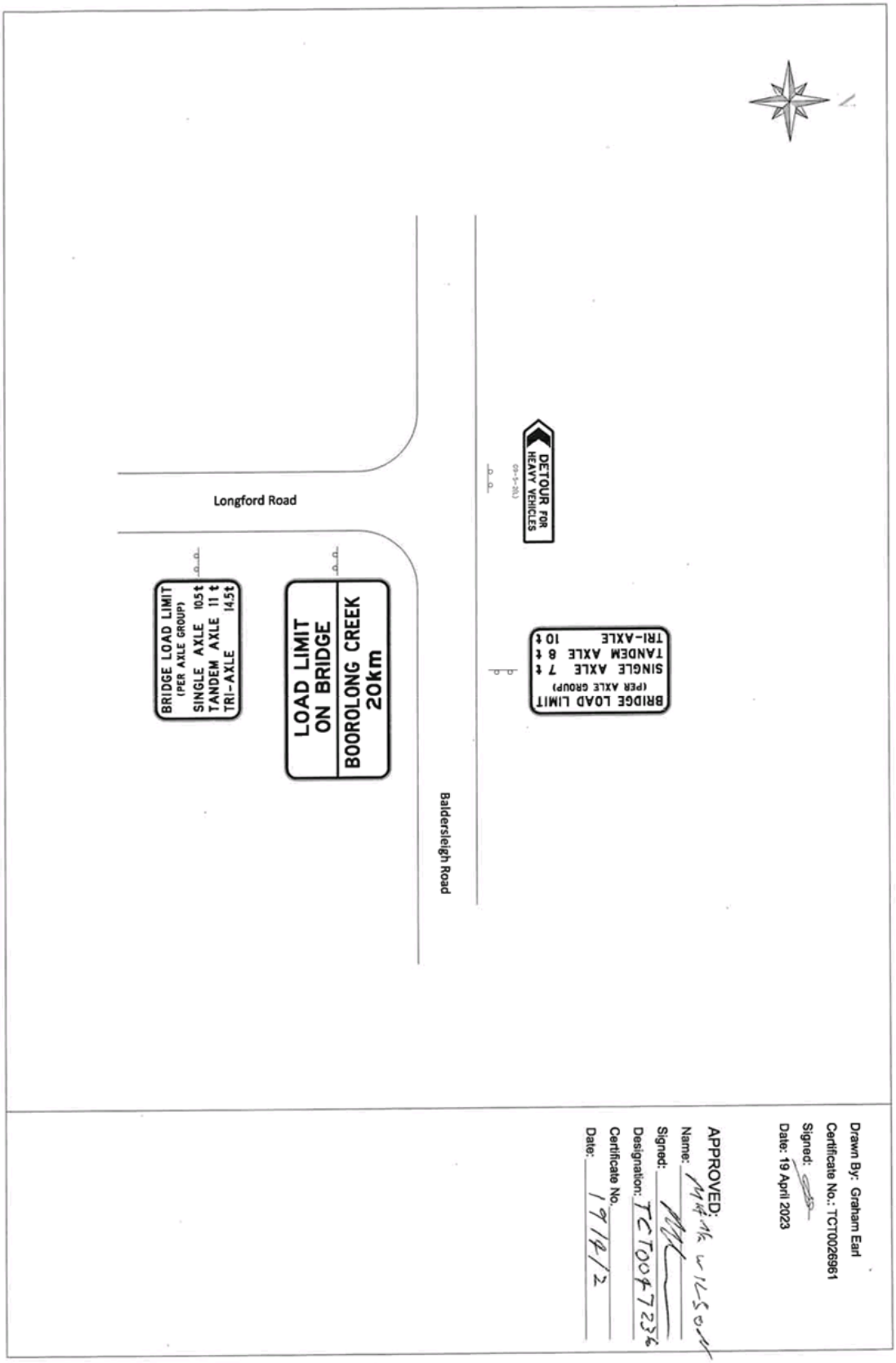

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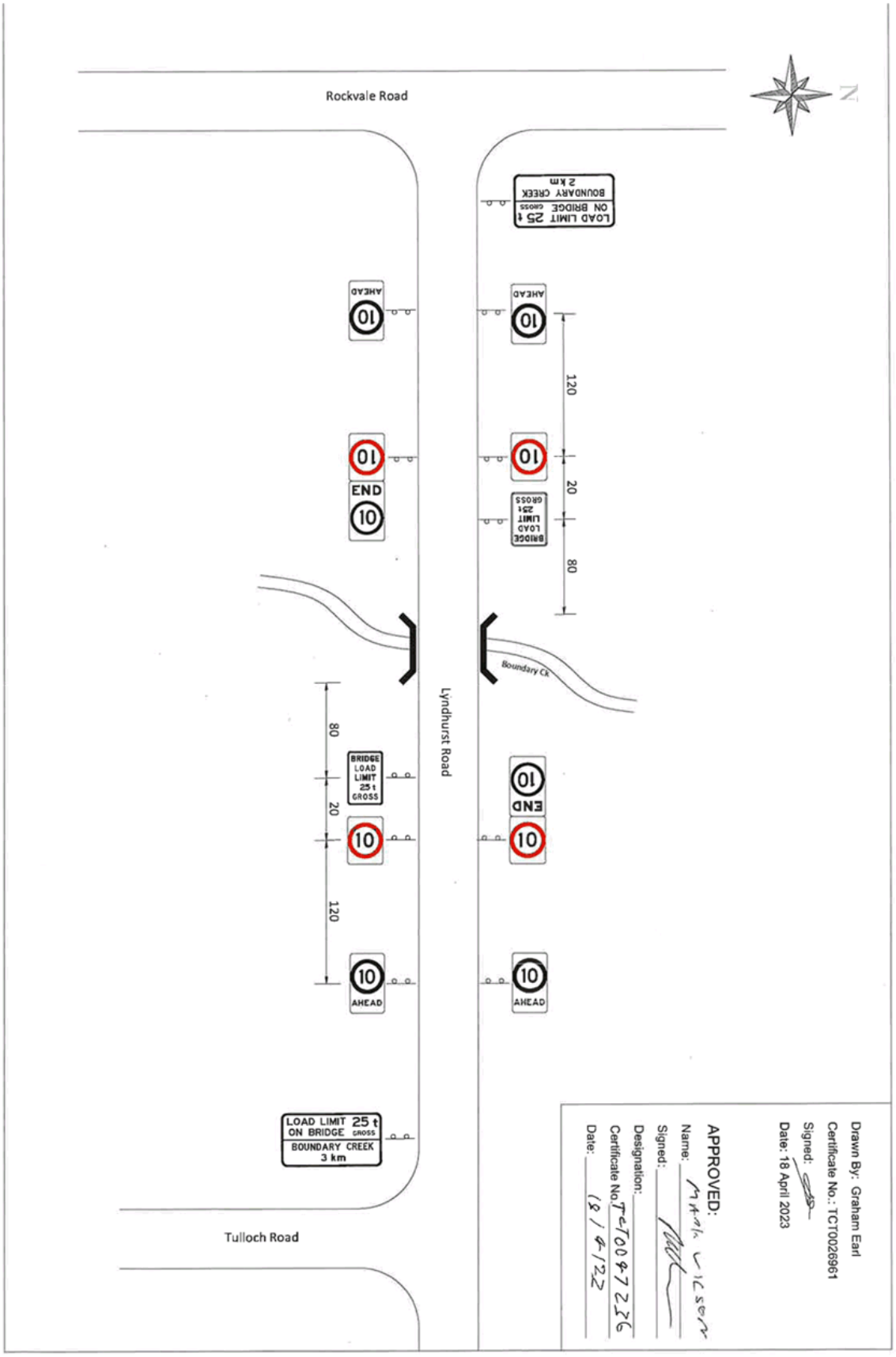

Ethical Decision Making and Conflicts of Interest

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.