ARMIDALE Regional Council

ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 26 July 2023
4pm

at

Armidale Council Chambers

ATTACHMENTS

INDEX

5 CONFIRMATION OF MINUTES

5.1 Minutes of Previous Meeting held 28 June 2023

Attachment 1: Draft OCM Minutes - 28 June 2023 3

7 REPORTS - GENERAL MANAGER'S OFFICE

7.1 Mayor and Councillors Remuneration 2023-24

Attachment 1: 2023 LG Remuneration Tribunal Annual Determination 25

7.2 Council Actions Report January 2022 - June 2023

Attachment 1: Action Items Report - 26 July 2023 OCM 72

10 REPORTS - CORPORATE AND COMMUNITY

10.1 Business Ethics Policy

Attachment 1: Statement of Business Ethics Policy 118

10.2 Legislation Compliance Policy

Attachment 1: Legislation Compliance Policy 122

13 COMMITTEE REPORTS

13.1 Audit, Risk and Improvement Committee - Minutes of the meeting held 15 June 2023

Attachment 1: Minutes 15 June 2023 Audit Risk and Improvement Committee meeting 126

ARMIDALE Regional Council

MINUTES

ORDINARY MEETING OF COUNCIL

Held on

Wednesday, 28 June 2023
4pm

at

Armidale Council Chambers

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

IN ATTENDANCE: Mr James Roncon (General Manager), Mr Darren Schaefer (Chief Officer Corporate and Community), Mr Daniel Boyce (Chief Officer Planning and Activation), Ms Annie Harris (Executive Manager People & Culture), Mr Alex Manners (Chief Officer Assets and Services), Ms Ann Newsome (Chief Financial Officer), Ms Michaella Giandomenico (Executive Officer) and Ms Melissa Hoult (Executive Officer).

Index

1. CIVIC AFFIRMATION AND ACKNOWLEDGEMENT OF COUNTRY

2. STATEMENT IN RELATION TO LIVE STREAMING OF COUNCIL MEETINGS

3. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

4. DISCLOSURES OF INTEREST

5. CONFIRMATION OF MINUTES

5.1 Minutes of Previous Meeting held 24 May 2023 4
5.2 Minutes of Previous Extraordinary Meeting held 16 May 2023 4

6. MAYORAL MINUTE

6.1 Mayoral Minute - Damaging Increase in Emergency Services Levy Costs 5

7. REPORTS - GENERAL MANAGER'S OFFICE

7.1 Council Actions Report January 2022 - May 2023 5
7.2 2023 Christmas Closure and Ordinary Council Meeting Cycle for the remainder of 2023/24 Financial Year Calendar 6

8. REPORTS - FINANCE

8.1 2022-23 Third Quarter Budget Review 7
8.2 Debt Recovery Policy and Hardship Policy - Updated 7
8.3 Adoption of the final Integrated Planning and Reporting documents and Making of the Rates for 2023-2024 8

9. REPORTS - PLANNING AND ACTIVATION

9.1 Review of Property Addressing & Naming our Roads & Places Policy and Register of Pre-Endorsed Road and Places Names 15
9.2 Armidale Local Environmental Plan 2012 - Planning Proposal 22 - Schedule 5 Environmental Heritage Housekeeping Amendment 15
9.3 Planning Agreement with Enerparc Australia Pty Ltd associated with the Tilbuster Solar Farm 16

10. REPORTS - CORPORATE AND COMMUNITY

10.1 Community Small Grants allocation of funds 2022-2023 Financial Year 17
10.2 Aboriginal Advisory Committee Report 17

11. REPORTS - ASSETS AND SERVICES

11.1 Kempsey Road Status Report 18
11.2 Adoption of Gates and Stock Grids on Public Roads Policy 18

12. NOTICES OF MOTION

13. COMMITTEE REPORTS

13.1 Sports Council Committee - Minutes of the meeting held 6 June 2023 19
13.2 Sports Council Committee - Minutes of the meeting held 12 April 2023 19

13.3 Traffic Advisory Committee - Minutes of meeting held 6 June 2023 19
13.4 KPWG - Minutes of meetings held March 2023 - June 2023 20

14. QUESTIONS FOR WHICH NOTICE HAS BEEN GIVEN

14.1 Question for Which Notice Has Been Given - Cr Robinson.....20

15. CLOSED SESSION

15.1 Award of Tender for Rehabilitation of Selected Lengths of Deteriated Sanitary Sewer and Stormwater Pipes.....22
(General Manager's Note: The report considers tender information 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).
15.2 Supply of Ready Mixed Concrete - 2 Year Period - Regional Procurement REGPRO102324.....22
(General Manager's Note: The report considers a tender and is deemed confidential under Section 10A(2)(d) of the Local Government Act 1993, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).

1. CIVIC AFFIRMATION AND ACKNOWLEDGEMENT OF COUNTRY

Cr Redwood delivered the Civic Affirmation and Cr Mepham delivered the Acknowledgement of Country.

2. STATEMENT IN RELATION TO LIVE STREAMING OF COUNCIL MEETINGS

The General Manager delivered the statement.

3. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS

Cr McMichael

4. DISCLOSURES OF INTEREST

Name	Item	Nature of Interest	Reason/Intended Action
Clr O'Connor	10.1	☐ Pecuniary ☐ Non Pecuniary – Significant Conflict ■ Non Pecuniary – Non Significant Conflict	**Reason**: $5 membership of one of the grant recipients. **Intended** action: Remain in the Chamber

5. CONFIRMATION OF MINUTES

5.1 Minutes of Previous Meeting held 24 May 2023 *Ref: AINT/2023/10462 (ARC16/0001-8)*

64/23 **RESOLVED**

That the Minutes of the Ordinary Council meeting held on 24 May 2023 be taken as read and accepted as a true record of the meeting.

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

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

5.2 Minutes of Previous Extraordinary Meeting held 16 May 2023

Ref: AINT/2023/10989 (ARC16/0001-8)

65/23 **RESOLVED**

That the Minutes of the Extraordinary Council meeting held on 16 May 2023 be taken as read and accepted as a true record of the Meeting.

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

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

6. MAYORAL MINUTE

6.1 Mayoral Minute - Damaging Increase in Emergency Services Levy Costs

Ref: AINT/2023/11197 (ARC16/0001-8)

66/23 **RESOLVED**

a. That Council writes to the Treasurer, the Minister for Emergency Services, the Minister for Local Government and local State Member(s):

   i. Expressing Council's strong opposition to the NSW Government's last minute decision to impose an enormous Emergency Services Levy (ESL) cost increase on councils for 2023/24 by scrapping the ESL subsidy for councils and at a time after Council has publicly advertised its Operational Plan and annual budget to the community;

   ii. Noting that as a consequence of the unannounced 73% increase in the State Emergency Service budget and an 18% increase in the Fire and Rescue NSW budget, Council's approved SRV rate increase to provide essential community services and infrastructure has been significantly eroded.

   iii. Advising that the Government's decision may/will lead to a reduction in important local services and/or the cancellation of necessary infrastructure projects;

   iv. Calling on the NSW Government to take immediate action to:
      i. restore the ESL subsidy in 2023/24
      ii. urgently introduce legislation to decouple the ESL from the rate peg to enable councils to recover the full cost
      iii. develop a fairer, more transparent and financially sustainable method of funding critically important emergency services in consultation with local government.

   v. Council writes to the Chair of the Independent Pricing and Regulatory Tribunal (IPART) advising that Council's forced emergency services contribution is manifestly disproportionate to the 2023/24 rate cap, which has resulted in additional financial stress.

   vi. Council writes to the President of LGNSW seeking the Association's ongoing advocacy to bring about a relief in the burden of Councils' emergency services contribution.

Moved Cr Coupland **Seconded Cr Gaddes**

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

7. REPORTS - GENERAL MANAGER'S OFFICE

7.1 Council Actions Report January 2022 - May 2023 *Ref: AINT/2023/11041 (ARC16/0001-8)*

67/23 **RESOLVED**

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

Moved Cr Gaddes **Seconded Cr Redwood**

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

7.2 2023 Christmas Closure and Ordinary Council Meeting Cycle for the remainder of 2023/24 Financial Year Calendar *Ref: AINT/2023/11084 (ARC16/0001-8)*

68/23 **RESOLVED**

That Council:

a. That the Council shutdown period for the Administration Centres and Depots be from close of business Friday 22 December 2023 and reopening Monday 8 January 2024.

b. That Council advertise the shutdown period for the Administration Centres and Depots and that this advertisement also includes the operating hours for all other facilities during this period.

c. That the Ordinary Council Meeting cycle for the remainder of the 2023/24 financial year calendar be scheduled for the fourth Wednesday of each month as follows:

- Wednesday 28 February 2024, in Armidale
- Wednesday 27 March 2024, in Armidale
- Wednesday 24 April 2024 in Armidale
- Wednesday 22 May 2024 in Armidale
- Wednesday 26 June 2024 in Armidale

d. That the time for the Ordinary Council meetings to commence is 4pm.

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

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

8. REPORTS - FINANCE

8.1 2022-23 Third Quarter Budget Review *Ref: AINT/2023/08935 (ARC20/4361)*

69/23 **RESOLVED**

That Council:

a. Note the 2022-2023 Third Quarter Budget Review.

b. Note the proposed revised 2022-2023 operating surplus/ (deficit) budget as per table below:

Fund	Operating Surplus / (Deficit) ('000	Operating Surplus / (Deficit) ('000	Operating Surplus / (Deficit) ('000)	Operating Surplus / (Deficit) ('000)
	ORIGINAL	QBR 1	QBR 2	QBR 3
General	($3,193)	($4,708)	($4,899)	($2,892)
Water	$1,285	$1,632	$1,637	$1,680
Sewerage	$912	$1,739	$1,765	$1,944
Consolidated Result	($996)	($1,337)	($1,496)	$732

c. Resolve to adopt the amendments in the 2022/23 budget in accordance with the Quarterly Budget Review Statement for the period 1 January to 31 March 2023 tabled in the attachments.

Moved Cr Galletly **Seconded Cr Redwood**

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

8.2 Debt Recovery Policy and Hardship Policy - Updated

Ref: AINT/2023/11903 (ARC17/1727-6)

70/23 **RESOLVED**

That Council adopt the Debt Recovery Policy and Hardship Policy.

Moved Cr O'Brien **Seconded Cr Galletly**

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

8.3 Adoption of the final Integrated Planning and Reporting documents and Making of the Rates for 2023-2024 *Ref: AINT/2023/10501 (ARC23/5895)*

71/23 **RESOLVED**

That Council:

a. Endorse the following documents pursuant to the requirements of the *Local Government Act 1993 (NSW)*:

   i. Operational Plan and Budget 2022-2023

   ii. Revenue Policy 2023-2024

   iii. Fees and Charges 2023-2024

b. Note that community submissions received during the public exhibition period (Wednesday, 17 May to Wednesday, 14 June 2023) are attached to this report;

c. Note that Council was notified by IPART on 15 June 2023 that its application for a permanent 50% (58.8% cumulative including rate peg) Special Rate Variation was approved to be implemented over three years including increases of 16.67% in each of 2023-24 and 2024-25, and 16.66% in 2025-26.

d. Not that the Long-Term Financial Plan was revised and adopted at the Extraordinary Council Meeting of 30 January 2023 as part of Council's application process for a Special Rate Variation and will be revised in early in the 2023-2024 financial year.

e. Note that, as part of Council's application to IPART for a Special Rate Variation, Council committed to phase out the Waterfall Way Landfill levy annual charge of $155 per year over a three-year period (2023-2024 to 2026-2027).

f. Note that any statutory fees and charges that have not yet been announced for 2023-2024 will updated and implemented once notification is received.

g. Formally make rates and charges for the 2023-2024 financial year (1 July 2023 to 30 June 2024 inclusive) as follows:

   i. Council adopt the addition of the following for application to Ordinary Rates:

      - A 16.67% Special Rate Variation in 2023-2024 as part of the 50% (58.8 % including rate peg) permanent Special Rate Variation (SRV) to be implemented over three years as determined by the Independent Pricing and Regulatory Tribunal. This includes increases of 16.67% in each of 2023-24 and 2024-25, and 16.66% in 2025-26.

   ii. Note that in accordance with Section 127(2) and 129 of the *Local Government Amendment Bill 2021*, ordinary rates are being harmonised in accordance with the following resolution:

      - Ordinary rates began being gradually harmonised from 1 July 2021;
      - The harmonisation period occurs over four (4) years with the exception of Business - Armidale and Business - Armidale Industrial, which was harmonised effective 1 July 2021;
      - At the conclusion of the harmonisation period in 2024-2025, Council will have 9 rating categories/sub-categories as follows:

Rate Category	Rate Sub-Category
Residential	Armidale
Residential	Guyra
Residential	Non-Urban
Business	Armidale
Business	Guyra
Business	Non-Urban
Farmland	
Farmland	Intensive
Mining	

- The indicative average percentage change, including the rate peg for each rating category and sub-category that will occur in each rating year over the harmonisation period is estimated to be:

Former Guyra Shire Council categories/sub-categories:

Category	Sub Category	2022-2023	2023-2024	2024-2025	2025-2026
Residential	Guyra	2.53%	17.20%	18.54%	16.76%
Residential	Village	0.73%	8.21%	13.20%	10.27%
Residential	Non-Urban	5.58%	18.59%	7.14%	15.16%
Business	Guyra	2.15%	15.65%	16.56%	16.60%
Business	Village	10.65%	19.04%	-23.10%	10.61%
Farmland	Guyra	6.45%	25.46%	27.18%	17.83%
Farmland	Guyra Intensive	8.18%	16.79%	17.63%	16.95%

Former Armidale Dumaresq Council categories/sub-categories:

Category	Sub Category	2022-2023	2023-2024	2024-2025	2025-2026
Residential	Armidale	2.02%	17.37%	17.46%	16.99%
Residential	Armidale (Non-Urban)	2.07%	18.10%	20.90%	16.55%
Residential	Wollomombi	-4.52%	19.87%	-34.25%	7.88%
Residential	Ebor	1.47%	19.58%	-6.47%	10.21%
Residential	Hillgrove	1.73%	-3.71%	-14.21%	10.10%
Business	Armidale	1.56%	18.34%	17.38%	16.90%
Business	Non-Urban	-9.19%	14.58%	21.67%	17.81%
Mining	Armidale	4.92%	18.32%	18.11%	16.95%
Farmland-	Armidale	-0.70%	12.58%	5.02%	16.47%

iii. Pursuant to Section 494 of the *NSW Local Government Act 1993*, Council make and levy the following Ordinary Rates:

Rate Category	Base Rate $	Base Rate %	Ad Valorem Rate in $
Residential			
Residential - Armidale	$470	34.40%	0.004576
Residential - Guyra	$240	37.52%	0.004334
Residential - Wollomombi	$230	38.69%	0.008420
Residential - Ebor	$230	43.70%	0.004200
Residential - Hillgrove	$230	40.58%	0.004885
Residential - Non-Urban (Armidale)	$230	16.47%	0.002973
Residential - Non-Urban (Guyra)	$230	22.37%	0.003404
Residential - Village (Guyra)	$215	49.09%	0.003118
Farmland			
Farmland - Armidale	$1,000	25.75%	0.001361
Farmland - Guyra	$1,000	23.24%	0.001073
Farmland - Intensive	$1,150	14.18%	0.004721
Mining			
Mining	$1,000	14.90%	0.064530
Business			
Business - Armidale	$880	15.45%	0.011873
Business - Guyra	$410	37.06%	0.008961
Business - Non-Urban (Armidale)	$190	18.35%	0.002193
Business - Village (Guyra)	$190	37.98%	0.004422

iv. That the water access charge can increase but only to a maximum of 3.7% in line with the allowable rate peg increase.

Charge Description	Charge
Water Access Charge	$338

The Water Access Charge will be applied as follows:

- Single Occupancy – a fixed service access charge will be applied per assessment.
- Multiple Occupancy (Strata) – a fixed service access charge will be applied per flat/unit.
- Multiple Occupancy (Community Title) – a fixed service access charge will be applied per flat/unit.
- Multiple Occupancy (Non-Strata) – a fixed service access charge will be applied per assessment.

v. That pursuant to Section 502 of the *NSW Local Government Act 1993*, Council make and levy the following water usage charges for Water Supply Services:

Water Consumption Tariff	Stepped Consumption Tariff per Quarter	$ per Kilolitre
Residential, Commercial and Untreated Water Consumption Stepped Tariff	0 to 100 kilolitres 101 to 250 kilolitres above 250 kilolitres	4.20 4.30 4.60
Non-Rateable – Flat Rate	N/A	4.6
Intensive Horticulture – Treated Bulk Water Flat Rate	N/A	3.1

vi. That pursuant to Sections 501, 502, 551 and 552 of the *NSW Local Government Act 1993*, Council make and levy the following rates and annual charges for Sewerage Supply Services:

Charge Description	Charge
Residential - Sewerage Access Charge	$555.00
Vacant Residential - Sewerage Access Charge	$555.00
Residential - Multiple Occupancy (each additional Occupancy)	$555.00
Non-Residential - Sewerage Access Charge	
– Minimum Rate	$555.00
– *Ad Valorem Rate upon connection	$0.00305
Vacant Non-Residential - Sewerage Access Charge	$555.00
Each Additional Urinal	$102.00
Each Additional Water Closet	$196.00

* The Non-Residential Ad Valorem Sewerage Access Charge will be the greater of the amount of the sewerage rate generated on the land using the ad valorem calculation or the Minimum Rate.

The Sewerage Access Charge will be applied as follows:

- Single residential properties will be charged a single residential sewerage access charge.
- Multiple occupancy residential complexes will be charged a single residential sewerage access charge plus a flat/unit charge for each additional residential flat/unit.
- Non-Residential properties will be charged the minimum amount while unconnected, upon connection properties will be charged the minimum amount or the ad valorem amount (whichever is greater), with additional charges for multiple water closets and urinals.
- Vacant properties within Council's sewerage service area will be charged a single vacant sewerage access charge.

vii. That pursuant to Section 496 and 501 of the *NSW local Government Act 1993*, Council make and levy the following annual charges for Waste Management Services:

Charge Description	Charge
Domestic Waste Management	
– Domestic Waste Service	$467.00
– Additional 140lt Waste Service	$176.00
– Additional 240lt Organics Service	$176.00
– Vacant Domestic Waste Management Charge	$165.00
– Domestic Waste Service - 240lt (Guyra Only)	$615.00
Commercial Waste Management	
– Commercial Waste Service (1 x 240lt red lid bin) – Collected Weekly	$467.00
– Additional Commercial Bin (@full cost of Waste Service)	$467.00
– Commercial Organics 240lt Service – Collected Weekly	$176.00
– Commercial Organics 240lt Service – Collected 2 x Weekly	$264.00
– Commercial Recycling Service – Collected Weekly	$182.00
Rural Waste Management	
– Rural Waste Management Charge - former Armidale Dumaresq Council LGA	$155.00
– Rural Waste Management Charge - former Guyra Shire Council LGA	$155.00
Regional Landfill	
– Regional Landfill Levy	$105.00
– Regional Landfill Operation Charge	$77.00

A Vacant Domestic Waste Management Charge is to be levied on all rateable parcels of land within the domestic waste collection boundary, which do not have a dwelling and are zoned for residential use in the Local Environment Plan.

Multiple occupancy residential complexes (non-strata) will have a minimum number of full services equal to 50% of the number of flats. Therefore, a block of twelve (12) flats will have six (6) full services as a minimum.

A rural waste management charge will be levied on all rateable assessments which have a dwelling and do not receive a waste collection service.

The Regional Landfill levy and operation charge will be levied on all rateable and non-rateable assessments.

viii. That pursuant to Section 501 of the *NSW Local Government Act 1993*, Council make and levy the following annual charge for drainage services:

Charge Description	Charge
Armidale Drainage Charge	$50.00

This charge will be levied on all properties within the Armidale City drainage catchment area.

ix. That pursuant to Section 496A of the *NSW Local Government Act 1993*, Council make and levy the following annual charge for stormwater management services:

Charge Description	Charge
Guyra Stormwater Charge	$25.00

This charge will be levied on all properties in the township of Guyra.

That pursuant to Section 566(3) of the *NSW Local Government Act 1993*, Council set the maximum rate of interest payable on overdue rates and charges determined by the Office of Local Government at 9.0% per annum.

h) That council, promptly conduct a review of the Delivery Program prioritisation and allocation with consideration of the successful application for a Special Rate Variation. At the same time Council will review the Operational Plan and determine if any FY2023 projects are to be carried over into FY2024.

Moved Cr Redwood **Seconded Cr Gaddes**

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

Adoption of the final Integrated Planning and Reporting documents and Making of the Rates for 2023-2024 Part 2 – Procurement Piece

MOTION TO DEFER

That the proposed procurement of Dattner Group and TechnologyOne be deferred to the July 2023 Ordinary Council Meeting.

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

DIVISION The result being:-

FOR: Crs P Gaddes, S Mepham, M O'Connor, P Packham and D Robinson

AGAINST: Crs C Coupland, J Galletly, D O'Brien, T Redwood and B Widders

As Chair, the Mayor had the casting vote and declared the Motion to Defer LOST.

72/23 **RESOLVED**

That Council:

- Continues to endorse the sole supplier Procurement Strategy of The Dattner Group to continue to provide high level and specialist consultancy services and consistent approach to achieve Councils culture change objective as part of the "Restore and Thrive" Strategy.
- Endorses the Procurement Strategy in regard to The Dattner Group be endorsed under Section 55(i) of the *Local Government Act 1993* (the Act) (that) an exception to the Act as endorsed for this contract where, because of extenuating circumstances, remoteness of locality or the unavailability of competitive or reliable tenderers a satisfactory result would not be achieved by inviting tenderers.
- Endorses the Procurement Strategy in regard to TechnologyOne Ltd be endorsed under Section 55(i) of the *Local Government Act 1993* (the Act) (that) an exception to the Act as endorsed for this contract where, because of extenuating circumstances, remoteness of locality or the unavailability of competitive or reliable tenderers a satisfactory result would not be achieved by inviting tenderers.

Moved Cr Galletly **Seconded Cr O'Brien**

DIVISION The result being:-

FOR: Crs S Coupland, J Galletly, S Mepham, D O'Brien, T Redwood and B Widders

AGAINST: Crs P Gaddes, M O'Connor, P Packham and D Robinson

The Mayor declared the Motion CARRIED

9. REPORTS - PLANNING AND ACTIVATION

9.1 Review of Property Addressing & Naming our Roads & Places Policy and Register of Pre-Endorsed Road and Places Names *Ref: AINT/2023/06595 (ARC23/5697)*

73/23 **RESOLVED**

That Council:

a. Endorse the reviewed *Property Addressing and Naming our Roads and Places Policy* for public exhibition for a period of 28 days.

b. Seek submissions for the reviewed Register of Pre-Endorsed Road and Place Names for a period of 28 days.

c. Receive a further report once the submission period closes to consider any submissions received.

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

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

9.2 Armidale Local Environmental Plan 2012 - Planning Proposal 22 - Schedule 5 Environmental Heritage Housekeeping Amendment *Ref: AINT/2023/10162 (ARC23/5894)*

74/23 **RESOLVED**

That Council:

a. Endorse the Planning Proposal to undertake housekeeping amendments to Schedule 5 – Environmental Heritage and the associated Heritage Maps of the *Armidale Regional Local Environmental Plan 2012* to correct minor errors and mis-descriptions.

b. Forward the endorsed Planning Proposal to the *NSW Department of Planning and Environment* with a request for Gateway Determination and exhibit the proposal in accordance with that determination.

c. Seek authorisation from the *NSW Department of Planning and Environment* for Council to be the local plan-making authority.

Moved Cr Robinson **Seconded Cr Redwood**

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

9.3 Planning Agreement with Enerparc Australia Pty Ltd associated with the Tilbuster Solar Farm *Ref: AINT/2022/49972 (ARC20/4376)*

75/23 **RESOLVED**

That Council:

a. Agrees to publicly notify, for a minimum period of 28 days, the Planning Agreement (PA) between Council and the Developer of the Tilbuster Solar Farm which proposes that the Developer make the following contributions:

   i. A lump sum payment of monetary contributions of $1,529,000 for public purposes determined by Council; and

   ii. Provision of funding for community engagement process to co-design the benefit sharing strategy for the Community Benefit Fund.

b. The General Manager is authorised to do all things necessary to arrange the public notification of the PA.

c. Following the public exhibition period, a report be presented to Council for further consideration, if any submissions are received.

d. Council agrees to enter into the PA if no submissions are received during the public exhibition period, without any further report to Council being required, and the Council delegates to the General Manager the authority to execute all documents and do all other things necessary to enter into the PA on behalf of Council, and to effect the registration of the PA on the title to the land to which it applies.

Moved Cr Galletly **Seconded Cr Robinson**

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

10. REPORTS - CORPORATE AND COMMUNITY

10.1 Community Small Grants allocation of funds 2022-2023 Financial Year

Ref: AINT/2023/11514 (ARC16/0443-7)

76/23 **RESOLVED**

That Council approve the distribution of $20,000 budgeted under the 2022-2023 Community Small Grants Program for the following organisations:

Grant Recipient	Program Delivery	Grant $ (max $3000.00)
Bald Blair P & C	Yoga Wellbeing get together's	$3000.00
Armidale Pipe Band	Recruit and train new drumming corps	$3000.00
St Marks UNE	Extended family foster children holiday camp	$3000.00
ZONTA Club of Armidale	Young Women making a difference program	$2975.00
Bangladesh Cultural Society	Annual Cultural Program	$2750.00
Armidale Spinners and Weavers	Replacement of display cabinets for community events	$2000.00
Armidale Crafty Quilters	Hire of Kent House	$1500.00
Helping Children and Families Association	Recruitment and training of volunteers and services to additional families	$1000.00
Guyra Campdraft Committee	Guyra Campdraft 2023	$775.00
TOTAL	9 ORGANISATIONS	$20000.00

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

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

10.2 Aboriginal Advisory Committee Report *Ref: AINT/2023/11541 (ARC16/0605)*

77/23 **RESOLVED**

That Council note the Minutes of the Aboriginal Advisory Committee meeting held on 6 June 2023

Moved Cr Widders **Seconded Cr Redwood**

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

11. REPORTS - ASSETS AND SERVICES

11.1 Kempsey Road Status Report *Ref: AINT/2023/11368 (ARC20/4322)*

78/23 **RESOLVED**

That Council note information within report regarding the Kempsey–Armidale Road Restoration Project following the Steering Committee held Thursday 8 June 2023.

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

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

11.2 Adoption of Gates and Stock Grids on Public Roads Policy

Ref: AINT/2023/11904 (ARC16/0652)

79/23 **RESOLVED**

a) Defer consideration of the Gates and Stock Grids on Public Roads Policy POL087 to the Ordinary Council Meeting for September 2023;
b) run community engagement sessions auspiced by the Connected Region Key Pillar Working Group;
c) refer the outcomes of the public exhibition period and the community engagement sessions to the Connected Region Key Pillar Region Working Group and finalise the draft policy for determination by Council.
d) Note, following the above, the implementation of the policy through the commencement of removal of obsolete grids and gates, and the issue of new permits in accordance with the *Roads Act (1993)* following appropriate consultation with landholders.

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

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

12. NOTICES OF MOTION

Nil.

13. COMMITTEE REPORTS

13.1 Sports Council Committee - Minutes of the meeting held 6 June 2023

Ref: AINT/2023/11227 (ARC16/0330-2)

80/23 **RESOLVED**

That the Minutes of the Sports Council Committee meeting held on 6 June 2023 be noted and that Council:

a. Note the Minutes of the Sports Council Committee meeting held on 6 June 2023;

b. Note the committee's decision to seek community support towards the extension of the Active Kids program.

Moved Cr Galletly **Seconded Cr Redwood**

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

13.2 Sports Council Committee - Minutes of the meeting held 12 April 2023

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

81/23 **RESOLVED**

That Council:

a. Note the Minutes of the Sports Council Committee meeting held on 24 March 2022;

b. Note the budget allocated to fixing any damages incurred at Armidale Sports Ground following the Big Chill festival.

c. Note the committees support for Armidale and District Cricket Association to reallocate funds from two projects into the Armidale Cricket Clubhouse project only.

Moved Cr Galletly **Seconded Cr Redwood**

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

13.3 Traffic Advisory Committee - Minutes of meeting held 6 June 2023

Ref: AINT/2023/11371 (ARC16/0168-8)

82/23 **RESOLVED**

That in relation to the report "Armidale Regional Council Traffic Advisory Committee Minutes – 6 June 2023", that Council;

a) Endorse the road closure of Moore Street, Armidale from Dangar Street to Faulkner Street from 6:00am to 8:00am on Thursday 14 September 2023, to provide a safe location for a short gathering where participants will be provided with breakfast.

Moved Cr Redwood **Seconded Cr Robinson**

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

13.4 KPWG - Minutes of meetings held March 2023 - June 2023

Ref: AINT/2023/11955 (ARC16/0001-8)

83/23 **RESOLVED**

That the following Minutes of the Key Pillar Working Group meetings held from March 2023 to June 2023 be noted;

- Growing Region KPWG meeting held 21 March 2023
- Growing Region KPWG meeting held 4 April 2023
- Enriched Region KPWG meeting held 6 April 2023
- Growing Region KPWG meeting held 18 April 2023
- Enriched Region KPWG meeting held 19 May 2023
- Growing Region KPWG meeting held 6 June 2023

Moved Cr Gaddes **Seconded Cr Galletly**

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

14. QUESTIONS FOR WHICH NOTICE HAS BEEN GIVEN

14.1 Question for Which Notice Has Been Given - Cr Robinson

Ref: AINT/2023/11890 (ARC16/0025-7)

84/23 **RESOLVED**

That Council note the response to the Questions for which Notice has been Given provided by Cr Robinson.

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

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

PROCEDURAL MOTION

85/23 **RESOLVED**

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

15.1 Award of Tender for Rehabilitation of Selected Lengths of Deteriated Sanitary Sewer and Stormwater Pipes. (AINT/2023/10377) - *(**General Manager's Note:** The report considers tender information 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).*

15.2 Supply of Ready Mixed Concrete - 2 Year Period - Regional Procurement REGPRO102324. (AINT/2023/08823) - *(**General Manager's Note:** The report considers a tender and is deemed confidential under Section 10A(2)(d) of the Local Government Act 1993, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).*

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

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

Moved Cr Robinson **Seconded Cr Redwood**

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

Council entered Closed Session at 5:40pm.

Council returned to Open Session at 5:58pm.

RESUMPTION OF MEETING

86/23 **RESOLVED**

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

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

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

15. CLOSED SESSION

15.1 Award of Tender for Rehabilitation of Selected Lengths of Deteriorated Sanitary Sewer and Stormwater Pipes

Ref: AINT/2023/10377 (ARC23/5721)

87/23 **RESOLVED**

That Council:

a) Accept the schedule of rates submission provided by Interflow Pty Ltd as tendered for the Sewer and Stormwater Relining Programs for the 2023/2024, 2024/2025, and 2025/2026 Financial Years;

b) Delegate authority to the General Manager to approve expenditure to the upper limit of available funding for the project for the 2023/2024, 2024/2025, and 2025/2026 Financial Years; and

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

Moved Cr Robinson **Seconded Cr Mepham**

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

15.2 Supply of Ready Mixed Concrete - 2 Year Period - Regional Procurement REGPRO102324

Ref: AINT/2023/08823 (ARC23/5814)

88/23 **RESOLVED**

That Council:

a. Endorses the panel of two suppliers, being Ducats Earthmoving and Boral Resources, (Armidale Plant) negotiated rates and terms and conditions of the Regional Procurement Tender Process for a period of 24 months from 1 July 2023 to 31 June 2025. A 12-month option for extension may be taken up based on satisfactory performance by the contractors;

b. Delegate authority to the General Manager to approve expenditure by Council for various fit for purpose infrastructure or road projects for the next two (2) Financial Years 2023-24, 2024-25 and (if option is taken) 2025-26 as provided;

c. Delegate authority to the General Manager to execute all documents/authority in relation to the Contract and to delegate contract and financial management including cases for variation within Council accordingly; and

d. Delegate authority to the General Manager to approve and accept 12-month extension if required if seen as a value proposition to Council based on the business case presented.

Moved Cr Galletly **Seconded Cr O'Brien**

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

There being no further business the Mayor declared the meeting closed at 6:00pm.

Local Government Remuneration Tribunal

Annual Determination

Report and determination under sections 239 and 241 of the Local Government Act 1993

27 April 2023

NSW GOVERNMENT

Contents

Executive Summary 3

Categories 3

Fees 4

Section 1 – Introduction 5

Section 2 – 2022 Determination 6

Section 3 – 2023 Review 7

2023 Process 7

Categories 8

Submissions Received – Categorisation 12

Request for New Categories 12

Requests for Recategorisation 17

Section 4 – 2023 Fees 21

Time for Fresh Thinking 24

Conclusion 27

Section 5 – Determinations 29

Determination No. 1 – Allocation of councils into each of the categories as per section 239 of the LG Act effective 1 July 2023 29

Determination No. 2 - Fees for Councillors and Mayors as per section 241 of the LG Act effective from 1 July 2023 33

Appendices 36

Appendix 1 Criteria that apply to categories 36

Executive Summary

The *Local Government Act 1993* (the LG Act) requires the Local Government Remuneration Tribunal (the Tribunal) to report to the Minister for Local Government by 1 May each year on its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

Categories

Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years.

In accordance with the LG Act the Tribunal undertook a review of the categories and allocation of councils into each category as part of this review.

Accordingly, the revised categories of general purposes councils are determined as follows:

Metropolitan	Non-Metropolitan
Principal CBD	Major Regional City
Major CBD	Major Strategic Area
Metropolitan Major	Regional Strategic Area
Metropolitan Large	Regional Centre
Metropolitan Medium	Regional Rural
Metropolitan Small	Rural Large
	Rural

Fees

The Tribunal determined a 3 per cent per annum increase in the minimum and maximum fees applicable to each category.

For the new categories, the Tribunal has determined fees having regard to the relevant factors and relativities of remuneration ranges for existing categories.

Twenty six (26) councils are recategorised into a higher existing category or placed in a new category.

Section 1 – Introduction

1. Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years. The Tribunal last undertook a significant review of the categories and the allocation of councils into each of those categories in 2020.
2. Section 241 of the LG Act provides that the Tribunal determine the maximum and minimum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils for each of the categories determined under section 239.
3. Section 242A(1) of the LG Act requires the Tribunal to give effect to the same policies on increases in remuneration as those of the Industrial Relations Commission.
4. The Tribunal can also determine that a council can be placed in another existing or new category with a higher range of fees without breaching the Government's Wages Policy as per section 242A (3) of the LG Act.
5. Natural disasters have a significant impact on the way mayors in particular work. There is an increase on time demands from the community, and media during these events as well as an increase in workloads. Whilst it is worth noting these issues, it is not within the Tribunal's authority to determine additional remuneration in recognition of the increasing demands on a mayor's time for these events.
6. The Tribunal's determination takes effect from 1 July each year.

Section 2 – 2022 Determination

7. In 2022, the Tribunal received eight (8) submissions, which included five (5) requests for recategorisation. Three of these requests sought the creation of new categories.

8. The Tribunal found that the current categories and allocation of councils to these categories remained appropriate but noted that some councils may have a case for recategorisation at the next major review of categories in 2023.

9. The Tribunal determined that fees would increase 2 per cent in the minimum and maximum fees applicable to each category from 1 July 2022.

Section 3 – 2023 Review

2023 Process

10. The Tribunal's annual review commenced in October when it wrote to all councils inviting submissions regarding fees, categorisation and any other general matters. The invitation noted that it is expected that submissions are endorsed by the respective council.

11. The Tribunal also wrote to the President of Local Government NSW (LGNSW) inviting a submission.

12. The Tribunal received 18 written submissions, of which 15 were from individual councils, 1 submission from LGNSW, 1 from Australian National University academic, Associate Professor Tanya Jakimow, and 1 from the United Services Union (USU).

13. The Tribunal notes that 12 of the 15 council submissions were endorsed by the representative councils.

14. The Tribunal acknowledges and thanks all parties for their submissions.

15. Noting its comments in its reports of 2021 and 2022, the Tribunal met Central NSW Joint Organisation member representatives in Orange, and Far South West Joint Organisation member representatives in Broken Hill. The Tribunal also gave an overview of its work to a meeting of the Country Mayors' Association in Newcastle. While in Broken Hill the Tribunal met with LGNSW representatives.

16. The Tribunal and Assessors met as required to discuss submissions, review category criteria and allocation of councils

Categories

17. Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every three years. The Tribunal last reviewed the categories in 2020.

18. In determining categories, the Tribunal is required to have regard to the following matters that are prescribed in Section 240 of the LG Act:

    - *the size of areas;*
    - *the physical terrain of areas;*
    - *the population of areas and the distribution of the population;*
    - *the nature and volume of business dealt with by each council;*
    - *the nature and extent of the development of areas;*
    - *the diversity of communities served;*
    - *the regional, national and international significance of the council;*
    - *such matters as the Remuneration Tribunal considers relevant to the provision of efficient and effective local government; and*
    - *such other matters as may be prescribed by the regulations.*

19. The 2020 Determination established the following categories:

Metropolitan	Non-Metropolitan
Principal CBD	Major Regional City
Major CBD	Major Strategic Area
Metropolitan Large	Regional Strategic Area
Metropolitan Medium	Regional Centre

Metropolitan Small	Regional Rural
	Rural

20. For its 2023 review, the Tribunal undertook an extensive examination of the categories, criteria and allocation of councils into each of the categories.

21. The Tribunal examined statistical and demographical data, with population data sourced from Australian Bureau of Statistics (ABS) 2021 Census (the latest available data).

22. Having regard to section 239 of the LG Act, information examined and provided through submissions, the Tribunal has determined the categories of general purpose councils as follows:

Metropolitan	Non-Metropolitan
Principal CBD	Major Regional City
Major CBD	Major Strategic Area
Metropolitan Major	Regional Strategic Area
Metropolitan Large	Regional Centre
Metropolitan Medium	Regional Rural
Metropolitan Small	Rural Large
	Rural

23. In reviewing the current model, the Tribunal sought to improve consistency of criteria.

24. In examining the criteria for each of the categories, the Tribunal is of the view that non-resident population criteria should also be included for consistency in the following categories:

- Major Strategic Area
- Regional Strategic Area
- Regional Centre
- Regional Rural

25. Three (3) councils will be reclassified as a result of meeting criteria thresholds into an existing category.

26. The Tribunal has determined the creation of two (2) new categories, being Metropolitan Major and Rural Large.

27. In determining the 2 new categories the Tribunal gave significant consideration to section 239 of the LG Act, statistical data, the existing categories and relativities between each category.

28. It was determined that the existing Rural category did not differentiate between large and small rural councils, in population, size, and terrain. Evidence demonstrated that a number of Rural councils are large in geographic area, requiring great distances to be covered. The Tribunal also examined a range of data that it believes goes to the delivery of efficient and effective local government.

29. Hence a new category Rural Large is created. The determination is amended to reflect the new category and criteria that includes a population greater than ten thousand, and a councillor to resident ratio of 1 to 1200. The Tribunal notes there are a number of Rural councils on the cusp of this new category.

30. The revised category also shows more clearly the differences for large rural and remote councils. It is becoming apparent these councils require

different considerations regarding the role Mayors and Councillors in servicing the community across such large distances.

31. Evidence reviewed established the need to differentiate between some Large Metropolitan councils. Comparison data reviewed included population, operating revenue, and submission evidence relevant to section 239 of the LG Act. This examination further exposed the gap between Metropolitan Large and Major CBD categories, thus resulting in the Tribunal establishing a new category to bridge the gap.

32. The determination is amended to reflect a new category, Metropolitan Major, with a population criteria threshold of 400,000 (including non-resident).

33. Accordingly, the Tribunal has identified a number of councils that will be recategorised into these new categories.

34. Given the relativities in population threshold criteria, the Tribunal is of the view that the population criteria for Regional Strategic Area be adjusted from 200,00 down to 100,000.

35. As a result, three (3) councils will be reclassified as Regional Strategic.

36. Whilst the Tribunal did explore additional criteria points that may go to efficient and effective local government, within the bounds of statutory provisions no further changes to the criteria could be determined in this review.

37. The category County Councils remain unchanged, retaining the categories of Water and Other.

38. ***Appendix 1 Criteria that apply to categories*** has been amended to reflect changes outlined above.

Submissions Received – Categorisation

39. Nine (9) submissions received from councils requested recategorisation and five (5) of these requested the creation of new categories.

40. A summary of matters raised in submissions and the Tribunal's consideration of those matters is outlined below

Request for New Categories

41. Requests were received for the creation of new categories namely, Metropolitan Large Growth Area, Metropolitan Major, Metropolitan Medium Growth and Regional Growth.

42. Blacktown City Council again requested the creation of a new category, Metropolitan Large - Growth Area. Council stated its current categorisation in Metropolitan Large "*does not reflect the complexities of servicing their rapid rate of growth and economic influence*".

43. Blacktown City Council contends that a new category would allow a criteria to be set that reflects:

    - Size
    - Rate of growth
    - Economic influence
    - Operational budget

- Complexities of remaining financially sustainable whilst maintaining services and providing new infrastructure

44. Penrith Council reiterated previous submissions, again requesting the creation of a new category, Metropolitan Large Growth Centre. Council argues they are unique compared to other similar sized councils, providing significant regional services to Greater Western Sydney.

45. Penrith Council contends its claim for creation and inclusion in a new category is enhanced through their leading role in the region demonstrating the exponential growth that will occur in the Penrith Local Government area. Councils submits they are playing a leading role in several significant city-shaping projects and initiatives such as:

    - Western Sydney Airport
    - Western Sydney Priority Growth Area
    - Penrith Health and Education Precinct
    - The Greater Sydney Commission District planning process
    - National Growth Areas Alliance
    - Sydney Science Park
    - Defence Industries Precinct and
    - South Creek Corridor

46. While the Tribunal understands that areas of Western Sydney are developing rapidly, not least with the new airport and associated infrastructure it is not persuaded to create a new category, Metropolitan Large - Growth Area/Centre. These councils are experiencing growth and will in the future have populations of residents and non-residents that meet the thresholds for recategorisation. It is not within the Tribunal's legislative

remit to anticipate growth. However as dealt with earlier in this determination, the Tribunal acknowledges the need for a new Metropolitan category to reflect increasing population and bridge gap between current categories, Metropolitan Large and Major CBD.

47. Canterbury Bankstown Council proposed the creation of a new category, Metropolitan Major, that would sit in between current category of Metropolitan Large and Major CBD.

48. Council based its argument for a new category on the following grounds:

- Categories need to have consistent criteria
- A new category of Metropolitan Major would capture increased population and workloads post amalgamation process
- New criteria should be based on population size and councillor to resident ratio
- Councils size, with a current population of 372,322 across five wards
- Population and distribution of population
- Councils' area and physical terrain
- Diversity of communities served
- Nature and volume of business dealt with by Council

49. Council proposed a new criteria could include population threshold and councillor to resident ratio, with thresholds being 350,000 and 1 to 24,000.

50. The Tribunal considered the suggested criteria of a councillor to resident ratio for all categories. Whilst the Tribunal has included this criteria for

Rural Large category, it has not included it for all categories. It may warrant further consideration for other categories in future reviews.

51. The Tribunal is persuaded to include a new category, Metropolitan Major, with a population criteria threshold of 400,000 in the determination.

52. Camden Council's submission requests the creation of a growth category for Metropolitan Medium councils. They argue the proposed new category would allow criteria to be established to better reflect their growth rate, economic influence and complexities involved in servicing growth.

53. Council proposes the new category be called Metropolitan Medium – Growth Area. Council submits that its inclusion into this new category is based on the following:

    - Population growth
    - Development corridors
    - Growing assets and major infrastructure
    - Major services and institutions

54. The Tribunal has already determined a new metropolitan category, taking into account population and relatives in population between existing categories. It is not persuaded to include another new metropolitan category.

55. Maitland City Council requested the creation of a new category, Regional Growth Area to bridge the gap between Regional Centre and Regional Strategic.

56. Council based its argument for a new category on the following grounds:

- Maitland is the fastest growing regional city in NSW
- significant role in accommodation growth
- Council being an emerging health centre, with the $470 million investment in the new Maitland Hospital
- Significant role in delivery of state goals, including Greater Newcastle Metropolitan Plan 2036 and a state partner in infrastructure delivery including roads and facilities

57. Council also contends the current categorisation model for non-metropolitan is inadequate. It argues that the application of the population criteria is flawed as increments initially rise by 20,000 before leaping up by 160,000.

58. The current population criteria thresholds for non-metropolitan councils are outlined in the table below:

Category	Population Criteria
Rural	<20,000
Regional Rural	>20,000
Regional Centre	>40,000
Regional Strategic Area	>200,000
Major Strategic Area	>300,000

59. The Tribunal has considered the issues raised in Council's submission but is not persuaded for reasons noted earlier for anticipation of growth versus actual population, to create a new category, Regional Growth Area.

60. The Tribunal acknowledges the point made in Council's submission regarding incremental increases for non-metropolitan categories population criteria.

61. As outlined earlier the Tribunal has determined to change the population criteria for Regional Strategic from 200,000 to 100,000. This will result in Maitland Council being reclassified.

Requests for Recategorisation

62. The Tribunal received four (4) requests for recategorisation. Liverpool, Byron, Tweed and Burwood Councils put forward individual cases for recategorisation for the Tribunal's consideration.

63. A summary of council's requests and the Tribunal's findings are outlined in the paragraphs below.

64. Liverpool Council requested to be reclassified from their current classification of Metro Large to Major CBD category. Liverpool Council's case to be included in Major CBD category is based on the following grounds:

- Population forecast to grow by 59.23% in the next 20 years from 242,817 to 386,646
- A GDP estimated at $13.03 billion, with 91,000 jobs in the LGA
- Significant development in the LGA that includes new council offices and chambers, new city library, childcare facility, and the $106 million Liverpool Quarter development consisting of retail, commercial, food and beverage spaces

- Liverpool being an integral part of Western Sydney Deal to deliver transformative change
- Liverpool being home to several significant infrastructure projects, including Western Sydney Airport, Western Sydney Infrastructure plan, Holsworthy Barracks and Liverpool Hospital upgrades
- Diversity of population

65. The Tribunal notes that the current criteria for Major CBD remains unchanged. It includes being a major provider of business and government services, and secondary CBD to metropolitan Sydney.

66. Having regard to section 239 of the LG Act, the criteria, the submission put forward, and for reasons outlined earlier in regard to anticipated growth versus actual growth, the Tribunal is not persuaded to include Liverpool Council in Major CBD category.

67. Byron Shire Council requested to be reclassified from their current category of Regional Rural into Regional Centre.

68. Council noted, based on ABS 2021 census data, with a population of 36,077, it is on the cusp of reaching the population threshold of 40,000 residents.

69. Council believes they meet several other additional criteria that supports their case for reclassification. Council's request is based on the following grounds:

    - Non-resident population of 4,817 travel from surrounding locations to work in the LGA

- A population growth increase of 7.2% over the last 5 years, which is above the state increase of 5.3%
- Proximity to Gold Coast and Ballina/Byron airports
- Byron being home to internationally renowned Hinterland region
- Byron being home to a large number of festivals and events

70. As outlined earlier in this determination, the criteria for Regional Centre has been amended to include non-resident population as a criteria point.

71. This result is Byron Shire Council will be reclassified to Regional Centre.

72. Tweed Shire Council once again requested reclassification from Regional Centre to Regional Strategic Area on the following grounds:

    - Proximity to Sydney via Gold Coast airport
    - Proximity to Brisbane and Gold Coast
    - Tweed being a major city centre and population centre for Northern Rivers Joint Organisation
    - Tweed being the largest employer and strongest growth area in the Northern Rivers
    - The construction of new state of the art Tweed Valley Hospital due to open in late 2023

73. Tweed Shire Council will be reclassified as a result of changes to Regional Strategic Area criteria outlined earlier in this determination.

74. Burwood Council requested to be reclassified from their current classification of Metropolitan Small to Metropolitan Medium. Council acknowledged that they do not currently meet the population criteria to be

placed into the requested category. The criteria as outlined in the 2022 Determination, Appendix 1 of the criteria that apply to categories states

> "Councils categorised as Metropolitan Medium will typically have a minimum residential population of 100,000."

75. If Burwood Council's non-resident working population was included, the total population would be 53,435 well short of exceeding the population threshold for Metropolitan Medium.

76. Further examination demonstrates that Burwood council does not meet the broader criteria for Metropolitan Medium. Accordingly, Burwood Council will remain in current classification of Metropolitan Small.

77. The matters raised generally in submissions of Berrigan, Cowra, Inner West, Kur-ring-gai, Singleton and Temora Councils are outside of the scope of the Tribunal statutory functions, but in the view of the Tribunal are worthy of further consideration. These matters relate to the current remuneration principles and structures that apply to mayors and councillors in NSW and the potential impacts of these constraints. These are discussed further below.

Section 4 – 2023 Fees

78. In determining the maximum and minimum fees payable in each of the categories, the Tribunal is required by section 242A of the LG Act, to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to under section 146C of the *Industrial Relations Act 1996* (IR Act), when making or varying awards or orders relating to the conditions of employment of public sector employees.

79. Pursuant to section 146C (1) (a) of the IR Act, the current government policy on wages is expressed in the Industrial Relations (Public Sector Conditions of Employment) Regulation 2014 (IR Regulation). The IR Regulation provides that public sector wages cannot increase by more than 3 per cent per annum and the tribunal therefore has the discretion to determine an increase of up to 3 per cent per annum.

80. Four (4) submissions received addressed the issue of the fees quantum increase. These submissions sought an increase of 2.5% or greater.

81. The LGNSW submission requested that the Tribunal increase fees by the maximum 3 per cent, but further argued that the maximum increase is *"inadequate and does not address the historic undervaluation of work performed by elected representatives and the substantial responsibility associated with local government."*

82. LGNSW used economic and wage data to support their argument, that included:

- Consumer Price Index (CPI)
- National and State Wage cases
- Market comparability

83. LGNSW in their meeting with The Tribunal and Assessors, further emphasised that remuneration for Councillors and Mayors has been reduced in real terms due to impacts of inflation and capping of remuneration increases.

84. The Tribunal received a late submission from the USU, advocating for the maximum increase to be applied. The USU argued that all work caried out in local government needed to be fairly remunerated and reflect the rise in cost of living.

85. Whilst only five of the eighteen submissions received addressed the issue of quantum increase of fees, more than half of the submissions provided commentary on a range of remuneration issues.

86. Submissions suggested that the current remuneration structure is inadequate and requires further review. It has been suggested that the current remuneration structure does not adequately reflect:

    - Role, responsibilities, and commitment required to perform functions successfully
    - Workloads
    - Complexity of role
    - Commitment and skills required
    - Fairness

87. Furthermore, it has been suggested that the low level of remuneration is a barrier to encouraging participation and diversity of candidates that reflects communities.

88. Associate Professor Jakimow of the Australian National University provided a detailed submission outlining the negative impacts of inadequate remuneration. The substance of the submission is that current remuneration levels do not adequately reflect the hours and complexity of work. Furthermore, low remuneration is a barrier to participation and diversity.

89. Associate Professor Jakimow argues that:

> *"inadequate pay has significant negative consequences: low quality local democracy, an unacceptable burden on councillors and their families, and poor councillor diversity."*

90. A number of submissions provided comparison data to demonstrate that the current remuneration principles and structure are not reflective of time, skills and competencies required to effectively perform the roles of councillor and mayor.

91. Comparisons were made to State and Federal parliamentary members, councillors and mayors in the Queensland and Victorian local government jurisdictions, average remuneration of a chairperson of a board, not for profit organisations and national minimum wage. The basis of the argument is that NSW mayor and councillors are paid below these organisations.

92. One submission noted that legislative change would be required to change remuneration model.

93. The Tribunal acknowledges issues raised in submissions regarding remuneration principles, structure and potential impacts. Many of these issues are worth serious consideration, they are however not currently

within the Tribunal's remit. The Tribunal concludes these matters should be given further investigation and consideration.

94. The Tribunal has considered key economic indicators, including the Consumer Price Index and Wage Price Index, and has determined that the full 3 per cent increase will apply to the minimum and maximum fees applicable to existing categories.

95. As an initial determination, the ranges for new categories are not subject to the wages policy. Future increases in those categories, as is the case for existing categories, will be subject to wages policy in accordance with section 242A(4) of the LG Act.

96. The minimum and maximum fees for the new categories have been determined having regard to the relativities of existing categories

Time for Fresh Thinking

97. Submissions made to the 2023 review and the Tribunals own conclusions from evidence it has examined, suggest that there are significant issues underlying the concerns raised about mayor and councillor remuneration. It is apparent to the Tribunal that those issues which include a lack of diversity in representation, changing nature of work required to be undertaken and changed community expectations cannot be easily resolved under the existing framework. In the Tribunal's view, there would be merit in a comprehensive review of the framework for mayor and councillor remuneration.

98. The criteria under which the Tribunal makes these determinations has

been in existence since 1994 and at that time NSW had 177 Councils. Much has changed over the past 30 years, but the criteria has not.

99. As noted earlier in this determination the Tribunal and Assessors met with two Joint Organisation member representatives. While much of what was discussed has been dealt with in this determination it is worthy for the record to restate the view of LGNSW of the *"need for major reform".*

100. Key themes and issues raised during discussions by mayors, councillors and general managers with the Tribunal and Assessors include:

- Changes to ways of working including expectations of increased use of social media and online platforms ("always on" expectations from constituents)
- Impacts of future development
- Impact of changes to legislation and regulation on workload
- Serving constituents in regional centres, country areas regional areas, rural and remote areas
- Remuneration principles
- Natural Disasters including floods, fires, mice, locusts and tragedies generally
- Confusion in roles and responsibilities – need for compulsory and consistent training of candidates prior to election and induction of those elected

- Popularly elected mayors and two-year mayoral terms and the role of the Deputy Mayor when a mayor is absent, as distinct from temporarily unavailable
- Questioning whether the guidelines by the Office of Local Government for the payment of expenses and the provision of facilities for mayors and councillors that were issued in 2009 are still fit for purpose. There appears to be significant variation in the interpretation of the guidelines and subsequent council policies
- The optional payment of superannuation being used for political purposes
- Paid parental leave for councillors
- Is remuneration holding back quality candidates or are behavioural issues – both in and out of meeting environment
- Parity in the payment differential in existing categories between councillors and mayors
- A possible alignment in categories of councillor to resident and ratepayer ratios and rateable property ratios
- Clarity in the payment of fees for chairpersons and voting members of Joint Organisations for additional workloads

101. Diversity was a strong theme heard by the Tribunal, both diversity of communities served and diversity of representation. We heard that

younger people, women, Aboriginal and Torres Strait Islander people and members of culturally and linguistically diverse communities among others, are underrepresented in many councils.

102. The Tribunal acknowledges that it is not within its authority to address many of the issues that were raised in submissions.

103. The Tribunal is not suggesting a fundamental review of the role of councillors and notes that people enter local government representation from a sense of civic service rather than for remuneration.

Conclusion

104. The Tribunal is of the view that a broader consideration is required of the matters raised in this determination. If the Minister decided to refer these matters under section 238 (2) of the LG Act the Tribunal would be willing to assist noting that it would require considerable consultation with the sector and access to suitable resources from Government.

105. The Tribunal's determinations have been made with the assistance of the Assessors Ms Kylie Yates, Gail Connolly PSM (in her role as Acting Deputy Secretary) and Mr Brett Whitworth.

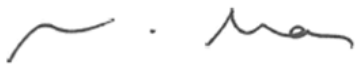
106. It is the requirement of the Tribunal that in the future all submissions have council endorsement.

107. Determination 1 outlines the allocation of councils into each of the categories as per section 239 of the LG Act.

108. Determination 2 outlines the maximum and minimum fees paid to

councillors and mayors and members and chairpersons of county councils as per section 241 of the LG Act.

109. The Tribunal acknowledges and thanks the secretariat for their excellent research and support in completing the 2023 determination.



Viv May PSM
Local Government Remuneration Tribunal
Dated 27 April 2023

Section 5 – Determinations

Determination No. 1 – Allocation of councils into each of the categories as per section 239 of the LG Act effective 1 July 2023

General Purpose Councils – Metropolitan

Principal CBD (1)

- Sydney

Major CBD (1)

- Parramatta

Metropolitan Major (2)

- Blacktown
- Canterbury-Bankstown

Metropolitan Large (10)

- Bayside
- Cumberland
- Fairfield
- Inner West
- Liverpool
- Northern Beaches
- Penrith
- Ryde
- Sutherland
- The Hills

Metropolitan Medium (8)

- Campbelltown
- Camden
- Georges River
- Hornsby
- Ku-ring-gai
- North Sydney
- Randwick
- Willoughby

Metropolitan Small (8)

- Burwood
- Canada Bay
- Hunters Hill
- Lane Cove
- Mosman
- Strathfield
- Waverley
- Woollahra

General Purpose Councils - Non-Metropolitan

Major Regional City (2)

- Newcastle
- Wollongong

Major Strategic Area (1)

- Central Coast

Regional Centre (23)

- Albury
- Armidale
- Ballina
- Bathurst
- Blue Mountains
- Byron
- Cessnock
- Clarence Valley
- Coffs Harbour
- Dubbo
- Eurobodella
- Hawkesbury
- Lismore
- Mid-Coast
- Orange
- Port Macquarie-Hastings
- Port Stephens
- Queanbeyan-Palerang
- Shellharbour
- Tamworth
- Wagga Wagga
- Wingecarribee
- Wollondilly

Regional Strategic Area(4)

- Lake Macquarie
- Maitland
- Shoalhaven
- Tweed

Regional Rural (12)

- Bega
- Broken Hill
- Goulburn Mulwaree
- Griffith
- Kempsey
- Kiama
- Lithgow
- Mid-Western
- Nambucca
- Richmond Valleys
- Singleton
- Snowy Monaro

Rural Large (18)

- Bellingen
- Cabonne
- Cootamundra-Gundagai
- Cowra
- Federation
- Greater Hume
- Gunnedah
- Hilltops
- Inverell
- Leeton
- Moree Plains
- Murray River
- Muswellbrook
- Narrabri
- Parkes
- Snowy Valleys
- Upper Hunter
- Yass

Rural (38)

- Balranald
- Berrigan
- Bland
- Blayney
- Bogan
- Bourke
- Brewarrina
- Carrathool
- Central Darling
- Cobar
- Coolamon
- Coonamble
- Dungog
- Edward River
- Forbes
- Gilgandra

- Glen Innes Severn
- Gwydir
- Hay
- Junee
- Kyogle
- Lachlan
- Liverpool Plains
- Lockhart
- Murrumbidgee
- Narrandera
- Narromine
- Oberon
- Temora
- Tenterfield
- Upper Lachlan
- Uralla
- Walcha
- Walgett
- Warren
- Warrumbungle
- Weddin
- Wentworth

County Councils

Water (4)

- Central Tablelands
- Goldenfields Water
- Riverina Water
- Rous

Other (6)

- Castlereagh-Macquarie
- Central Murray
- Hawkesbury River
- New England Tablelands
- Upper Hunter
- Upper Macquarie

Determination No. 2 - Fees for Councillors and Mayors as per section 241 of the LG Act effective from 1 July 2023

The annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2023 as per section 241 of the *Local Government Act 1993* are determined as follows:

Table 4: Fees for General Purpose and County Councils

General Purpose Councils – Metropolitan

Councillor/Member Annual Fee ($) effective 1 July 2023

Category	Minimum	Maximum
Principal CBD	29,610	43,440
Major CBD	19,760	36,590
Metropolitan Major	19,760	34,590
Metropolitan Large	19,760	32,590
Metropolitan Medium	14,810	27,650
Metropolitan Small	9,850	21,730

Mayor/Chairperson Additional Fee* ($) effective 1 July 2023

Category	Minimum	Maximum
Principal CBD	181,210	238,450
Major CBD	41,960	118,210
Metropolitan Major	41,960	106,960
Metropolitan Large	41,960	94,950
Metropolitan Medium	31,470	73,440
Metropolitan Small	20,980	47,390

General Purpose Councils - Non-Metropolitan

Councillor/Member Annual Fee ($) effective 1 July 2023

Category	Minimum	Maximum
Major Regional City	19,760	34,330
Major Strategic Area	19,760	34,330
Regional Strategic Area	19,760	32,590
Regional Centre	14,810	26,070
Regional Rural	9,850	21,730
Rural Large	9,850	17,680
Rural	9,850	13,030

Mayor/Chairperson Additional Fee* ($) effective 1 July 2023

Category	Minimum	Maximum
Major Regional City	41,960	106,960
Major Strategic Area	41,960	106,960
Regional Strategic Area	41,960	94,950
Regional Centre	30,820	64,390
Regional Rural	20,980	47,420
Rural Large	15,735	37,925
Rural	10,490	28,430

County Councils

Councillor/Member Annual Fee ($) effective 1 July 2023

Category	Minimum	Maximum
Water	1,960	10,870
Other	1,960	6,490

Mayor/Chairperson Additional Fee* ($) effective 1 July 2023

Category	Minimum	Maximum
Water	4,200	17,850
Other	4,200	11,860

*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2))

Viv May PSM

Local Government Remuneration Tribunal

Dated 27 April 2023

Appendices

Appendix 1 Criteria that apply to categories

Principal CBD

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

Major CBD

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety have been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.

Metropolitan Major

Councils categorised Metropolitan Major will typically have a minimum residential population of 400,000.

Councils may also be categorised Metropolitan Major if their residential population combined with their non-resident working population exceeds 400,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- total operating revenue exceeding $300M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Major will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

Metropolitan Large

Councils categorised as Metropolitan Large will typically have a minimum residential population of 200,000.

Councils may also be categorised as Metropolitan Large if their residential population combined with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- total operating revenue exceeding $200M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

Metropolitan Medium

Councils categorised as Metropolitan Medium will typically have a minimum residential population of 100,000.

Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- total operating revenue exceeding $100M per annum
- services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- industrial, commercial and residential centres and development corridors
- high population growth.

The sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Large councils.

Metropolitan Small

Councils categorised as Metropolitan Small will typically have a residential population less than 100,000.

Other features which distinguish them from other metropolitan councils include:

- total operating revenue less than $150M per annum.

While these councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium councils the overall sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Medium councils.

Major Regional City

Newcastle City Council and Wollongong City Councils are categorised as Major Regional City. These councils:

- are metropolitan in nature with major residential, commercial and industrial areas
- typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development

- provide a full range of higher order services and activities along with arts, culture, recreation, sporting and entertainment facilities to service the wider community and broader region
- have significant transport and freight infrastructure servicing international markets, the capital city and regional areas
- have significant natural and man-made assets to support diverse economic activity, trade and future investment
- typically contain ventures which have a broader State and national focus which impact upon the operations of the council.

Major Strategic Area

Councils categorised as Major Strategic Area will have a minimum population of 300,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding $250M per annum

- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Currently, only Central Coast Council meets the criteria to be categorised as a Major Strategic Area. Its population, predicted population growth, and scale of the Council's operations warrant that it be differentiated from other non-metropolitan councils. Central Coast Council is also a significant contributor to the regional economy associated with proximity to and connections with Sydney and the Hunter Region.

Regional Strategic Area

Councils categorised as Regional Strategic Area are differentiated from councils in the Regional Centre category on the basis of their significant population and will typically have a residential population above 100,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding $250M per annum

- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Currently, only Lake Macquarie Council meets the criteria to be categorised as a Regional Strategic Area. Its population and overall scale of council operations will be greater than Regional Centre councils.

Regional Centre

Councils categorised as Regional Centre will typically have a minimum residential population of 40,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- a large city or town providing a significant proportion of the region's housing and employment
- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding $100M per annum
- the highest rates of population growth in regional NSW

- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

Regional Rural

Councils categorised as Regional Rural will typically have a minimum residential population of 20,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- a large urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages
- health services, tertiary education services and regional airports which service a regional community
- a broad range of industries including agricultural, educational, health, professional, government and retail services
- large visitor numbers to established tourism ventures and events.

Councils in the category of Regional Rural provide a degree of regional servicing below that of a Regional Centre.

Rural Large

Councils categorised as Rural Large will have a residential population greater than 10,000, and a councillor to resident ratio of at least 1 to 1200.

Other features may include:

- one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- a limited range of services, facilities and employment opportunities compared to Regional Rural councils
- local economies based on agricultural/resource industries.

Rural

Councils categorised as Rural will typically have a residential population less than 10,000.

County Councils - Water

County councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems.

County Councils - Other

County councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the Biosecurity Act 2015.

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

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**

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 1

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

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**

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 2

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

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**

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 3

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

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.	Bower, Jessica	**11 Aug 2022 11:55am Bower, Jessica** Correspondence forwarded to Project Zero30 Board members advising council's 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.

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 4

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			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. **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*		**14 Sep 2022 3:10pm Bower, Jessica** GM advised: Item C to be addressed once the Renewable Energy Action Plan (REAP) has been formally adopted.

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 5

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

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

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 6

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

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**

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 7

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

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.**	Walsh, Annabelle	**17 Nov 2022 8:27am Boyce, Daniel** Scoping of project and procurement commencing. **15 Mar 2023 11:15am Boyce, Daniel** Legal paperwork being drafted by Council lawyers. **15 Mar 2023 1:16pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 09 November 2022 to 30 April 2023 - Waiting on legal paperwork. **19 Jun 2023 10:20am Boyce, Daniel - Reallocation** Action reassigned to Walsh, Annabelle by Boyce, Daniel

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 8

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
					21 Jun 2023 11:07am Boyce, Daniel New Senior Property Specialist commenced and reviewing.
26/10/2022	Review of Local Approval Policy Street Trading	209/22	**RESOLVED** That Council: a. Endorse the Local Approvals Policy Street Trading for public notice and exhibition in accordance with the *Local Government Act 1993*; b. Receive a further report to consider any submissions received; c. Endorse the Local Approvals Policy Street Trading for submission to the Departmental Chief Executive of the Office of Local Government. **Moved Cr Widders Seconded Cr Mepham** **The Motion on being put to the vote was CARRIED unanimously.**	Boyce, Daniel	**07 Dec 2022 9:04am Hoult, Melissa** Daniel Boyce advised this item will be action in January 2023. **15 Feb 2023 9:26am Boyce, Daniel** The Policy will be on public exhibition from 7 February 2023 until close of business on 28 March 2023. **15 Mar 2023 1:16pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 09 November 2022 to 30 April 2023 - Awaiting close of public exhibition. **21 Jun 2023 11:04am Boyce, Daniel** Discussion held with OLG. Policy to be forwarded to OLG for endorsement.
23/11/2022	Endorsement to Engage a Public Process for a Road Reserve Closure	232/22	**RESOLVED** That Council endorse the application; a. To undertake a public process for the purpose of a road reserve closure. b. Prepare the lands survey and application to the regional Crown Lands Office.	Walsh, Annabelle	**02 Dec 2022 11:21am Boyce, Daniel** Scoping of project and procurement commencing. **15 Mar 2023 11:14am Boyce, Daniel**

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 9

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			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.**		Legal paperwork being drafted by Council lawyers. **15 Mar 2023 1:18pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 07 December 2022 to 30 April 2023 - Waiting on legal paperwork. **19 Jun 2023 10:20am Boyce, Daniel - Reallocation** Action reassigned to Walsh, Annabelle by Boyce, Daniel **21 Jun 2023 11:07am Boyce, Daniel** New Senior Property Specialist commenced and reviewing.
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;	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

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 10

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			e. Approve the release of $4,500,000.00 from the Water Reserve to fund the purchase and cover legal fees and other asset acquisition activities; and f. Delegate authority to the General Manager to execute all documents in relation to the purchase **Moved Cr Coupland** **Seconded Cr Redwood** **DIVISION** The result being:- **FOR**: Crs S Coupland, P Gaddes, J Galletly, S McMichael, S Mepham, D O'Brien, P Packham, T Redwood and B Widders **AGAINST**: Crs M O'Connor and D Robinson **The Motion on being put to the vote was CARRIED**		**20 Jun 2023 11:49am Manners, Alex** Settlement for the dam is set for July 2023. Public exhibition of the land classification needs to occur within three months of settlement., Target Date will be extended to reflect the proposed activities for settlement of the dam and land activities. **20 Jun 2023 11:52am Manners, Alex - Target Date Revision** Target date changed by Manners, Alex from 30 June 2023 to 31 August 2023 - Settlement is not expected until July 2023 beyond the current target date. **30 Jun 2023 8:25am Manners, Alex** Public Exhibition of Land Classification has commenced 29 June 2023. The classification will cease after 28 days.
14/12/2022	Appointment of the NSW Electoral Commissioner to Administer Council's Elections	248/22	**RESOLVED** That Council: a) pursuant to s. 296(2) and (3) of *the Local Government Act 1993* (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.	Schaefer, Darren	**13 Feb 2023 10:11am Schaefer, Darren**

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 11

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			b) pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council. **c)** pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council. **Moved Cr McMichael Seconded Cr Robinson** **The Motion on being put to the vote was CARRIED unanimously.**		Cost estimate has been sent in readiness for formal contract execution closer to the election. With elections being held September 2024, this status will remain until approximately 6-8months prior to the election where details are known and contracts can be formalised. **15 Mar 2023 12:30pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 28 December 2022 to 29 February 2024 - Contract to be formalised in Feb 2024
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.	Walsh, Annabelle	**02 Feb 2023 4:45pm Boyce, Daniel** Appointed conveyancer. Awaiting seller's legal contract. **15 Mar 2023 11:13am Boyce, Daniel** Council legal now in possession of sales contract. **19 Apr 2023 11:24am Boyce, Daniel** Sales contract under review. **19 Jun 2023 10:21am Boyce, Daniel - Reallocation** Action reassigned to Walsh, Annabelle by Boyce, Daniel

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 12

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			Moved Cr Robinson **Seconded Cr Redwood** **The Motion on being put to the vote was CARRIED unanimously.**		**21 Jun 2023 11:03am Boyce, Daniel** New Senior Property Specialist commenced and reviewing contract.
14/12/2022	Questions on Notice - Cr Robinson	259/22	**RESOLVED** That Council note the response to the Question on Notice submitted by Cr Robinson. **Moved Cr Robinson** **Seconded Cr McMichael** **The Motion on being put to the vote was CARRIED unanimously.**	Hoult, Melissa	**14 Feb 2023 10:27am Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 28 December 2022 to 23 June 2023 - Subject to the outcome of the special rate variation application to be determined by IPART, this matter may be able to be actioned in the 2023/24 financial year. If the SRV is approved and the operational plan includes this as an action, staff can be deployed to work on a fix.

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 13

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
22/03/2023	Planning Proposal for 57 Newton Street, Armidale	18/23	**RESOLVED** That Council: a. Endorse the Planning Proposal to amend the *Armidale Regional Local Environmental Plan* to regularise the permissibility of the light industry land uses that have historically and continually been carried out at 57 Newton Street, Armidale (Lot 4 DP 546075). b. Forward the endorsed Planning Proposal to the Department of Planning and Environment with a request for Gateway Determination and exhibit the proposal in accordance with that determination. c. Seek authorisation from the Department of Planning and Environment to be the local plan-making authority. **Moved Cr Packham** **Seconded Cr Redwood** **The Motion on being put to the vote was CARRIED unanimously.**	Boyce, Daniel	**19 Apr 2023 10:34am Boyce, Daniel** Planning Proposal lodged with NSW Department of Planning and Environment for Gateway Determination. Gateway Determination received 19.4.23. **17 May 2023 11:57am Boyce, Daniel** PP on exhibition. Submissions close 25 May 2023. **21 Jun 2023 11:02am Boyce, Daniel** Public exhibition completed. No submission received. Report back to Council for adoption being drafted once mapping completed. **21 Jun 2023 2:36pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 05 April 2023 to 31 August 2023
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.	Mickerts, Rick	**17 May 2023 11:58am Boyce, Daniel - Reallocation** Action reassigned to Chetcuti, Ian by Boyce, Daniel **17 May 2023 4:23pm Hoult, Melissa - Target Date Revision**

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 14

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			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.**		Target date changed by Hoult, Melissa from 10 May 2023 to 30 June 2023 - Media release publicised last week. Design stage is underway with some works to commence by the end of the 2023 financial year. **30 May 2023 10:43am Boyce, Daniel** Obtaining quotes for fencing. **21 Jun 2023 11:01am Boyce, Daniel** Fence quotes exceed budget. Project scope review under way. **21 Jun 2023 2:37pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 30 June 2023 to 31 July 2023 **21 Jun 2023 2:38pm Hoult, Melissa - Reallocation** Action reassigned to Mickerts, Rick by Hoult, Melissa **18 Jul 2023 6:57pm Boyce, Daniel** Revised quotes received. Scope to be further reviewed.

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 15

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
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; 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.**	Manners, Alex	**17 May 2023 4:38pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 10 May 2023 to 30 June 2023 - To be placed on public exhibition. Planning place to consult with Local Area Committees. **20 Jun 2023 10:57am Manners, Alex** Policy has been on places on public exhibition for 28 days., Offer of support was provided to the Chair of the Connected Region key pillar working group (KPWG) on 2nd May., Three submissions have been received and passed on to the Chair of the KPWG., Report proposing adoption of the Policy has been prepared for Council for the June OCM., Pending outcome of the OCM, this item is likely to be completed by the target due date of 30 June 2023. **30 Jun 2023 8:27am Manners, Alex**

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 16

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
					The Grids and Gates Policy was re-sent to Council 28 June 2023 for Adoption following public exhibition. , Council replaced this resolution with a further resolution to defer the policy until the September 2023 OCM and refer the policy and feedback to the Connected Region Key Pillar Working Group. **18 Jul 2023 1:52pm Manners, Alex - Target Date Revision** Target date changed by Manners, Alex from 30 June 2023 to 30 September 2023 - June OCM Resolution to push Policy adoption to the September OCM
24/05/2023	Privacy Management Plan for review	54/23	**RESOLVED** a. That council endorse the Privacy Management Plan (attached) to be placed on public exhibition for a period of 28 days commencing Monday 29 May 2023 and concluding 26 June 2023. b. Receive a further report should any submissions be received as a result of the exhibition period, however should no submissions be received the policy be adopted. **Moved Cr Widders Seconded Cr Robinson** **The Motion on being put to the vote was CARRIED unanimously.**	Schaefer, Darren	**21 Jun 2023 10:14am Schaefer, Darren** Awaiting public exhibition period to close.

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 17

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
24/05/2023	Armidale Regional Council acknowledges that Armidale Regional Council sits on the lands of the Anaiwan, Banbai and Dunghutti People.		**MOTION** I hereby give notice of my intention to move the following motion at the Ordinary Council to be held on 24 May 2023. That Armidale Regional Council erect signs at the council boundaries acknowledging that Armidale Regional Council sits on the lands of the Anaiwan, Banbai and Dunghutti people, based on all credible available evidence, noting that if a Native Title determination is made, for example with the current Gomeroi land claim still under determination, that the signs be changed to reflect any and all determinations. **Moved Cr Widders** **Seconded Cr Packham** **CR COUPLAND FORESHADOWED A MOTION** **DIVISION** The result being:- **FOR:** Cr B Widders **AGAINST:** Crs S Coupland, P Gaddes, J Galletly, S McMichael, S Mepham, D O'Brien, M O'Connor, P Packham, T Redwood and D Robinson **The Chair declared the Motion LOST.** **FORESHADOWED MOTION** Armidale Regional Council to erect signs on or within the LGA boundary that acknowledge the traditional custodians. Consultation with the community is to be undertaken to determine appropriate wording.	Roncon, James	**21 Jun 2023 2:15pm Hoult, Melissa** Councillors have met to workshop next steps with regard to appropriate wording to appear on entry signs bordering the Armidale Regional Council area. Work in progress. **21 Jun 2023 2:17pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 07 June 2023 to 31 August 2023

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 18

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			Moved Cr Coupland **Seconded Cr O'Brien** **DIVISION** The result being:- **FOR:** Crs S Coupland, P Gaddes, J Galletly, S McMichael, S Mepham, D O'Brien, M O'Connor, P Packham, T Redwood and D Robinson **AGAINST:** Cr B Widders **The Foreshadowed Motion on being put to the vote was CARRIED** **RESOLVED** Armidale Regional Council to erect signs on or within the LGA boundary that acknowledge the traditional custodians. Consultation with the community is to be undertaken to determine appropriate wording. **Moved Cr Coupland** **Seconded Cr O'Brien** **The Motion on being put to the vote was CARRIED**		

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 19

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
28/06/2023	Mayoral Minute - Damaging Increase in Emergency Services Levy Costs	66/23	**RESOLVED** a. That Council writes to the Treasurer, the Minister for Emergency Services, the Minister for Local Government and local State Member(s): i. Expressing Council's strong opposition to the NSW Government's last minute decision to impose an enormous Emergency Services Levy (ESL) cost increase on councils for 2023/24 by scrapping the ESL subsidy for councils and at a time after Council has publicly advertised its Operational Plan and annual budget to the community; ii. Noting that as a consequence of the unannounced 73% increase in the State Emergency Service budget and an 18% increase in the Fire and Rescue NSW budget, Council's approved SRV rate increase to provide essential community services and infrastructure has been significantly eroded. iii. Advising that the Government's decision may/will lead to a reduction in important local services and/or the cancellation of necessary infrastructure projects; iv. Calling on the NSW Government to take immediate action to: i. restore the ESL subsidy in 2023/24 ii. urgently introduce legislation to decouple the ESL from the rate peg to enable councils to recover the full cost iii. develop a fairer, more transparent and financially sustainable method of funding critically important emergency services in consultation with local government. v. Council writes to the Chair of the Independent Pricing and Regulatory Tribunal (IPART) advising that Council's forced emergency services	Coupland, Sam	

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 20

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			contribution is manifestly disproportionate to the 2023/24 rate cap, which has resulted in additional financial stress. vi. Council writes to the President of LGNSW seeking the Association's ongoing advocacy to bring about a relief in the burden of Councils' emergency services contribution. **Moved Cr Coupland** **Seconded Cr Gaddes** **The Motion on being put to the vote was CARRIED unanimously.**		
28/06/2023	Review of Property Addressing & Naming our Roads & Places Policy and Register of Pre-Endorsed Road and Places Names	73/23	**RESOLVED** That Council: a. Endorse the reviewed *Property Addressing and Naming our Roads and Places Policy* for public exhibition for a period of 28 days. b. Seek submissions for the reviewed Register of Pre-Endorsed Road and Place Names for a period of 28 days. c. Receive a further report once the submission period closes to consider any submissions received. **Moved Cr O'Connor** **Seconded Cr Redwood** **The Motion on being put to the vote was CARRIED unanimously.**	Boyce, Daniel	**18 Jul 2023 7:00pm Boyce, Daniel** Policy on public exhibition. Submissions must be received by Thursday 27 July 2023.

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 21

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
28/06/2023	Armidale Local Environmental Plan 2012 - Planning Proposal 22 - Schedule 5 Environmental Heritage Housekeeping Amendment	74/23	**RESOLVED** That Council: a. Endorse the Planning Proposal to undertake housekeeping amendments to Schedule 5 – Environmental Heritage and the associated Heritage Maps of the *Armidale Regional Local Environmental Plan 2012* to correct minor errors and mis-descriptions. b. Forward the endorsed Planning Proposal to the *NSW Department of Planning and Environment* with a request for Gateway Determination and exhibit the proposal in accordance with that determination. c. Seek authorisation from the *NSW Department of Planning and Environment* for Council to be the local plan-making authority. **Moved Cr Robinson** **Seconded Cr Redwood** **The Motion on being put to the vote was CARRIED unanimously.**	Boyce, Daniel	**13 Jul 2023 2:48pm Boyce, Daniel** Planning Proposal has been lodged with NSW DPE.
28/06/2023	Planning Agreement with Enerparc Australia Pty Ltd associated with the Tilbuster Solar Farm	75/23	**RESOLVED** That Council: a. Agrees to publicly notify, for a minimum period of 28 days, the Planning Agreement (PA) between Council and the Developer of the Tilbuster Solar Farm which proposes that the Developer make the following contributions: i. A lump sum payment of monetary contributions of $1,529,000 for public purposes determined by Council; and ii. Provision of funding for community engagement process to co-design the benefit sharing strategy for the Community Benefit Fund.	Boyce, Daniel	**17 Jul 2023 4:09pm Boyce, Daniel** VPA on public exhibition closing 26 July 2023.

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 22

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			b. The General Manager is authorised to do all things necessary to arrange the public notification of the PA. c. Following the public exhibition period, a report be presented to Council for further consideration, if any submissions are received. d. Council agrees to enter into the PA if no submissions are received during the public exhibition period, without any further report to Council being required, and the Council delegates to the General Manager the authority to execute all documents and do all other things necessary to enter into the PA on behalf of Council, and to effect the registration of the PA on the title to the land to which it applies. **Moved Cr Galletly** **Seconded Cr Robinson** **The Motion on being put to the vote was CARRIED unanimously.**		
28/06/2023	Community Small Grants allocation of funds 2022-2023 Financial Year	76/23	**RESOLVED** That Council approve the distribution of $20,000 budgeted under the 2022-2023 Community Small Grants Program for the following organisations: Grant Recipient | Program Delivery | Grant $ (max $3000.00) Bald Blair P & C | Yoga Wellbeing get together's | $3000.00 Armidale Pipe Band | Recruit and train new drumming corps | $3000.00 St Marks UNE | Extended family foster children holiday camp | $3000.00	Hutton, Aimee	

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 23

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

<table>
<tr><th>Meeting Date</th><th>Report Title</th><th>Res #</th><th>Detail</th><th>Officer</th><th>Notes</th></tr>
<tr><td></td><td></td><td></td><td>
<table>
<tr><td>ZONTA Club of Armidale</td><td>Young Women making a difference program</td><td>$2975.00</td></tr>
<tr><td>Bangladesh Cultural Society</td><td>Annual Cultural Program</td><td>$2750.00</td></tr>
<tr><td>Armidale Spinners and Weavers</td><td>Replacement of display cabinets for community events</td><td>$2000.00</td></tr>
<tr><td>Armidale Crafty Quilters</td><td>Hire of Kent House</td><td>$1500.00</td></tr>
<tr><td>Helping Children and Families Association</td><td>Recruitment and training of volunteers and services to additional families</td><td>$1000.00</td></tr>
<tr><td>Guyra Campdraft Committee</td><td>Guyra Campdraft 2023</td><td>$775.00</td></tr>
<tr><td>TOTAL</td><td>9 ORGANISATIONS</td><td>$20000.00</td></tr>
</table>

Moved Cr Packham Seconded Cr O'Brien

The Motion on being put to the vote was CARRIED unanimously.
</td><td></td><td></td></tr>
<tr><td>28/06/2023</td><td>Aboriginal Advisory Committee Report</td><td>77/23</td><td>RESOLVED
That Council note the Minutes of the Aboriginal Advisory Committee meeting held on 6 June 2023

Moved Cr Widders Seconded Cr Redwood

The Motion on being put to the vote was CARRIED unanimously.</td><td>Hutton, Aimee</td><td></td></tr>
</table>

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 24

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
28/06/2023	Question for Which Notice Has Been Given - Cr Robinson	84/23	**RESOLVED** That Council note the response to the Questions for which Notice has been Given provided by Cr Robinson. **Moved Cr Robinson** **Seconded Cr O'Connor** **The Motion on being put to the vote was CARRIED unanimously.**	Robinson, Dorothy	

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 25

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
28/06/2023	Council Actions Report January 2022 - May 2023	67/23	**RESOLVED** That Council notes the report summarising the actions taken on the resolutions of Council. **Moved Cr Gaddes** **Seconded Cr Redwood** **The Motion on being put to the vote was CARRIED unanimously.**	Hoult, Melissa	**17 Jul 2023 4:20pm Hoult, Melissa - Completion** Action completed by Hoult, Melissa - For noting. No action required.
28/06/2023	2023 Christmas Closure and Ordinary Council Meeting Cycle for the remainder of 2023/24 Financial Year Calendar	68/23	**RESOLVED** That Council: a. That the Council shutdown period for the Administration Centres and Depots be from close of business Friday 22 December 2023 and reopening Monday 8 January 2024. b. That Council advertise the shutdown period for the Administration Centres and Depots and that this advertisement also includes the operating hours for all other facilities during this period. c. That the Ordinary Council Meeting cycle for the remainder of the 2023/24 financial year calendar be scheduled for the fourth Wednesday of each month as follows: • Wednesday 28 February 2024, in Armidale • Wednesday 27 March 2024, in Armidale • Wednesday 24 April 2024 in Armidale • Wednesday 22 May 2024 in Armidale • Wednesday 26 June 2024 in Armidale d. That the time for the Ordinary Council meetings to commence is 4pm.	Hoult, Melissa	**18 Jul 2023 4:52pm Hoult, Melissa - Completion**

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 26

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			Moved Cr Mepham **Seconded Cr O'Connor** **The Motion on being put to the vote was CARRIED unanimously.**		Action completed by Hoult, Melissa - Council's website has been updated with the council meeting dates and the Communications team has been notified about the Christmas closure for social media purposes.
28/06/2023	2022-23 Third Quarter Budget Review	69/23	**RESOLVED** That Council: **a.** Note the 2022-2023 Third Quarter Budget Review. **b.** Note the proposed revised 2022-2023 operating surplus/ (deficit) budget as per table below:	Newsome, Ann	**05 Jul 2023 3:50pm Newsome, Ann - Completion**

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 27

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
					Action completed by Newsome, Ann - budget updated

Fund	Operating Surplus / (Deficit) ('000	Operating Surplus / (Deficit) ('000	Operating Surplus / (Deficit) ('000)	Operating Surplus / (Deficit) ('000)
	ORIGINAL	QBR 1	QBR 2	QBR 3
General	($3,193)	($4,708)	($4,899)	($2,892)
Water	$1,285	$1,632	$1,637	$1,680
Sewerage	$912	$1,739	$1,765	$1,944
Consolidated Result	($996)	($1,337)	($1,496)	$732

c. Resolve to adopt the amendments in the 2022/23 budget in accordance with the Quarterly Budget Review Statement for the period 1 January to 31 March 2023 tabled in the attachments.

Moved Cr Galletly **Seconded Cr Redwood**

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

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 28

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
28/06/2023	Debt Recovery Policy and Hardship Policy - Updated	70/23	**RESOLVED** That Council adopt the Debt Recovery Policy and Hardship Policy. **Moved Cr O'Brien** **Seconded Cr Galletly** **The Motion on being put to the vote was CARRIED unanimously.**	Newsome, Ann	**05 Jul 2023 3:50pm Newsome, Ann - Completion** Action completed by Newsome, Ann - policy updated
28/06/2023	Adoption of the final Integrated Planning and Reporting documents and Making of the Rates for 2023-2024	71/23	**RESOLVED** That Council: a. Endorse the following documents pursuant to the requirements of the *Local Government Act 1993 (NSW)*: i. Operational Plan and Budget 2022-2023 ii. Revenue Policy 2023-2024 iii. Fees and Charges 2023-2024 b. Note that community submissions received during the public exhibition period (Wednesday, 17 May to Wednesday, 14 June 2023) are attached to this report; c. Note that Council was notified by IPART on 15 June 2023 that its application for a permanent 50% (58.8% cumulative including rate peg) Special Rate Variation was approved to be implemented over three years including increases of 16.67% in each of 2023-24 and 2024-25, and 16.66% in 2025-26. d. Not that the Long-Term Financial Plan was revised and adopted at the Extraordinary Council Meeting of 30 January 2023 as part of Council's application process for a Special Rate Variation and will be revised in early in the 2023-2024 financial year.	Newsome, Ann	**05 Jul 2023 3:43pm Newsome, Ann - Completion** Action completed by Newsome, Ann - noted

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 29

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			e. Note that, as part of Council's application to IPART for a Special Rate Variation, Council committed to phase out the Waterfall Way Landfill levy annual charge of $155 per year over a three-year period (2023-2024 to 2026-2027). f. Note that any statutory fees and charges that have not yet been announced for 2023-2024 will updated and implemented once notification is received. g. Formally make rates and charges for the 2023-2024 financial year (1 July 2023 to 30 June 2024 inclusive) as follows: i. Council adopt the addition of the following for application to Ordinary Rates: • A 16.67% Special Rate Variation in 2023-2024 as part of the 50% (58.8 % including rate peg) permanent Special Rate Variation (SRV) to be implemented over three years as determined by the Independent Pricing and Regulatory Tribunal. This includes increases of 16.67% in each of 2023-24 and 2024-25, and 16.66% in 2025-26. ii. Note that in accordance with Section 127(2) and 129 of the *Local Government Amendment Bill 2021*, ordinary rates are being harmonised in accordance with the following resolution: • Ordinary rates began being gradually harmonised from 1 July 2021; • The harmonisation period occurs over four (4) years with the exception of Business - Armidale and Business - Armidale Industrial, which was harmonised effective 1 July 2021; • At the conclusion of the harmonisation period in 2024-2025, Council will have 9 rating categories/sub-categories as follows: Rate Category: Residential Rate Sub-Category: Armidale		

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 30

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes

Residential	Guyra
Residential	Non-Urban
Business	Armidale
Business	Guyra
Business	Non-Urban
Farmland	
Farmland	Intensive
Mining	

- The indicative average percentage change, including the rate peg for each rating category and sub-category that will occur in each rating year over the harmonisation period is estimated to be:

Former Guyra Shire Council categories/sub-categories:

Category	Sub Category	2022-2023	2023-2024	2024-2025	2025-2026		
Residential	Guyra	2.53%	17.20%	18.54%	16.76%		
Residential	Village	0.73%	8.21%	13.20%	10.27%		
Residential	Non-Urban	5.58%	18.59%	7.14%	15.16%		
Business	Guyra	2.15%	15.65%	16.56%	16.60%		
Business	Village	10.65%	19.04%	-23.10%	10.61%		
Farmland	Guyra	6.45%	25.46%	27.18%	17.83%		
Farmland	Guyra Intensive	8.18%	16.79%	17.63%	16.95%		

Former Armidale Dumaresq Council categories/sub-categories:

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 31

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes

Category	Sub Category	2022-2023	2023-2024	2024-2025	2025-2026
Residential	Armidale	2.02%	17.37%	17.46%	16.99%
Residential	Armidale (Non-Urban)	2.07%	18.10%	20.90%	16.55%
Residential	Wollomombi	-4.52%	19.87%	-34.25%	7.88%
Residential	Ebor	1.47%	19.58%	-6.47%	10.21%
Residential	Hillgrove	1.73%	-3.71%	-14.21%	10.10%
Business	Armidale	1.56%	18.34%	17.38%	16.90%
Business	Non-Urban	-9.19%	14.58%	21.67%	17.81%
Mining	Armidale	4.92%	18.32%	18.11%	16.95%
Farmland-	Armidale	-0.70%	12.58%	5.02%	16.47%

iii. Pursuant to Section 494 of the *NSW Local Government Act 1993*, Council make and levy the following Ordinary Rates:

Rate Category	Base Rate $	Base Rate %	Ad Valorem Rate in $
Residential			
Residential - Armidale	$470	34.40%	0.004576
Residential - Guyra	$240	37.52%	0.004334

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 32

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes

Residential - Wollomombi	$230	38.69%	0.008420
Residential - Ebor	$230	43.70%	0.004200
Residential - Hillgrove	$230	40.58%	0.004885
Residential - Non-Urban (Armidale)	$230	16.47%	0.002973
Residential - Non-Urban (Guyra)	$230	22.37%	0.003404
Residential - Village (Guyra)	$215	49.09%	0.003118
Farmland			
Farmland - Armidale	$1,000	25.75%	0.001361
Farmland - Guyra	$1,000	23.24%	0.001073
Farmland - Intensive	$1,150	14.18%	0.004721
Mining			
Mining	$1,000	14.90%	0.064530
Business			
Business - Armidale	$880	15.45%	0.011873
Business - Guyra	$410	37.06%	0.008961
Business - Non-Urban (Armidale)	$190	18.35%	0.002193
Business - Village (Guyra)	$190	37.98%	0.004422

iv. That the water access charge can increase but only to a maximum of 3.7% in line with the allowable rate peg increase.

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 33

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes

Charge Description	Charge
Water Access Charge	$338

The Water Access Charge will be applied as follows:

- Single Occupancy – a fixed service access charge will be applied per assessment.
- Multiple Occupancy (Strata) – a fixed service access charge will be applied per flat/unit.
- Multiple Occupancy (Community Title) – a fixed service access charge will be applied per flat/unit.
- Multiple Occupancy (Non-Strata) – a fixed service access charge will be applied per assessment.

v. That pursuant to Section 502 of the *NSW Local Government Act 1993*, Council make and levy the following water usage charges for Water Supply Services:

Water Consumption Tariff	Stepped Consumption Tariff per Quarter	$ per Kilolitre
Residential, Commercial and Untreated Water Consumption Stepped Tariff	0 to 100 kilolitres 101 to 250 kilolitres above 250 kilolitres	4.20 4.30 4.60
Non-Rateable – Flat Rate	N/A	4.6
Intensive Horticulture – Treated Bulk Water Flat Rate	N/A	3.1

vi. That pursuant to Sections 501, 502, 551 and 552 of the *NSW Local Government Act 1993*, Council make and levy the following rates and annual charges for Sewerage Supply Services:

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 34

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes

Charge Description	Charge
Residential - Sewerage Access Charge	$555.00
Vacant Residential - Sewerage Access Charge	$555.00
Residential - Multiple Occupancy (each additional Occupancy)	$555.00
Non-Residential - Sewerage Access Charge	
– Minimum Rate	$555.00
– *Ad Valorem Rate upon connection	$0.00305
Vacant Non-Residential - Sewerage Access Charge	$555.00
Each Additional Urinal	$102.00
Each Additional Water Closet	$196.00

* The Non-Residential Ad Valorem Sewerage Access Charge will be the greater of the amount of the sewerage rate generated on the land using the ad valorem calculation or the Minimum Rate.

The Sewerage Access Charge will be applied as follows:

- Single residential properties will be charged a single residential sewerage access charge.
- Multiple occupancy residential complexes will be charged a single residential sewerage access charge plus a flat/unit charge for each additional residential flat/unit.
- Non-Residential properties will be charged the minimum amount while unconnected, upon connection properties will be charged the minimum amount or the ad valorem amount (whichever is greater), with additional charges for multiple water closets and urinals.
- Vacant properties within Council's sewerage service area will be charged a single vacant sewerage access charge.

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 35

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			vii. That pursuant to Section 496 and 501 of the *NSW local Government Act 1993*, Council make and levy the following annual charges for Waste Management Services:		

Charge Description	Charge
Domestic Waste Management	
– Domestic Waste Service	$467.00
– Additional 140lt Waste Service	$176.00
– Additional 240lt Organics Service	$176.00
– Vacant Domestic Waste Management Charge	$165.00
– Domestic Waste Service - 240lt (Guyra Only)	$615.00
Commercial Waste Management	
– Commercial Waste Service (1 x 240lt red lid bin) – Collected Weekly	$467.00
– Additional Commercial Bin (@full cost of Waste Service)	$467.00
– Commercial Organics 240lt Service – Collected Weekly	$176.00
– Commercial Organics 240lt Service – Collected 2 x Weekly	$264.00
– Commercial Recycling Service – Collected Weekly	$182.00
Rural Waste Management	
– Rural Waste Management Charge - former Armidale Dumaresq Council LGA	$155.00
– Rural Waste Management Charge - former Guyra Shire Council LGA	$155.00
Regional Landfill	
– Regional Landfill Levy	$105.00

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 36

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes

– Regional Landfill Operation Charge	$77.00

A Vacant Domestic Waste Management Charge is to be levied on all rateable parcels of land within the domestic waste collection boundary, which do not have a dwelling and are zoned for residential use in the Local Environment Plan.

Multiple occupancy residential complexes (non-strata) will have a minimum number of full services equal to 50% of the number of flats. Therefore, a block of twelve (12) flats will have six (6) full services as a minimum.

A rural waste management charge will be levied on all rateable assessments which have a dwelling and do not receive a waste collection service.

The Regional Landfill levy and operation charge will be levied on all rateable and non-rateable assessments.

viii. That pursuant to Section 501 of the *NSW Local Government Act 1993*, Council make and levy the following annual charge for drainage services:

Charge Description	Charge
Armidale Drainage Charge	$50.00

This charge will be levied on all properties within the Armidale City drainage catchment area.

ix. That pursuant to Section 496A of the *NSW Local Government Act 1993*, Council make and levy the following annual charge for stormwater management services:

Charge Description	Charge
Guyra Stormwater Charge	$25.00

This charge will be levied on all properties in the township of Guyra.

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 37

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			That pursuant to Section 566(3) of the *NSW Local Government Act 1993*, Council set the maximum rate of interest payable on overdue rates and charges determined by the Office of Local Government at 9.0% per annum. h) That council, promptly conduct a review of the Delivery Program prioritisation and allocation with consideration of the successful application for a Special Rate Variation. At the same time Council will review the Operational Plan and determine if any FY2023 projects are to be carried over into FY2024. **Moved Cr Redwood** **Seconded Cr Gaddes** **The Motion on being put to the vote was CARRIED unanimously.**		
28/06/2023	Kempsey Road Status Report	78/23	**RESOLVED** That Council note information within report regarding the Kempsey–Armidale Road Restoration Project following the Steering Committee held Thursday 8 June 2023. **Moved Cr Robinson** **Seconded Cr O'Brien** **The Motion on being put to the vote was CARRIED unanimously.**	Manners, Alex	**05 Jul 2023 12:52pm Manners, Alex - Completion** Action completed by Ackling, Belinda - Information noted no further actions required

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 38

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
28/06/2023	Adoption of Gates and Stock Grids on Public Roads Policy	79/23	**RESOLVED** a) Defer consideration of the Gates and Stock Grids on Public Roads Policy POL087 to the Ordinary Council Meeting for September 2023; b) run community engagement sessions auspiced by the Connected Region Key Pillar Working Group; c) refer the outcomes of the public exhibition period and the community engagement sessions to the Connected Region Key Pillar Region Working Group and finalise the draft policy for determination by Council. d) Note, following the above, the implementation of the policy through the commencement of removal of obsolete grids and gates, and the issue of new permits in accordance with the *Roads Act (1993)* following appropriate consultation with landholders. **Moved Cr O'Connor** **Seconded Cr Redwood** **The Motion on being put to the vote was CARRIED unanimously.**	Manners, Alex	**05 Jul 2023 12:53pm Ackling, Belinda** Deferred consideration of the Gates and Stock Grids on Public Roads Policy POL087 to the Ordinary Council Meeting for September 2023 following public exhibition and consultation. **05 Jul 2023 12:54pm Manners, Alex - Completion**

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 39

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
					Action completed by Ackling, Belinda - Defer consideration of the Gates and Stock Grids on Public Roads Policy POL087 to the Ordinary Council Meeting for September 2023 after community consultation.
28/06/2023	Sports Council Committee - Minutes of the meeting held 6 June 2023	80/23	**RESOLVED** That the Minutes of the Sports Council Committee meeting held on 6 June 2023 be noted and that Council: a. Note the Minutes of the Sports Council Committee meeting held on 6 June 2023; b. Note the committee's decision to seek community support towards the extension of the Active Kids program. **Moved Cr Galletly** **Seconded Cr Redwood**	Bower, Tom	**17 Jul 2023 4:09pm Boyce, Daniel - Reallocation**

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 40

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			The Motion on being put to the vote was CARRIED unanimously.		Action reassigned to Bower, Tom by Boyce, Daniel **18 Jul 2023 6:57pm Bower, Tom - Completion** Action completed by Boyce, Daniel - Minutes
28/06/2023	Sports Council Committee - Minutes of the meeting held 12 April 2023	81/23	**RESOLVED** That Council: a. Note the Minutes of the Sports Council Committee meeting held on 24 March 2022; b. Note the budget allocated to fixing any damages incurred at Armidale Sports Ground following the Big Chill festival. c. Note the committees support for Armidale and District Cricket Association to reallocate funds from two projects into the Armidale Cricket Clubhouse project only. **Moved Cr Galletly** **Seconded Cr Redwood** **The Motion on being put to the vote was CARRIED unanimously.**	Boyce, Daniel	**17 Jul 2023 4:09pm Boyce, Daniel - Completion** Action completed by Boyce, Daniel - Noted

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 41

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
28/06/2023	Traffic Advisory Committee - Minutes of meeting held 6 June 2023	82/23	**RESOLVED** That in relation to the report "Armidale Regional Council Traffic Advisory Committee Minutes – 6 June 2023", that Council; a) Endorse the road closure of Moore Street, Armidale from Dangar Street to Faulkner Street from 6:00am to 8:00am on Thursday 14 September 2023, to provide a safe location for a short gathering where participants will be provided with breakfast. **Moved Cr Redwood** **Seconded Cr Robinson** **The Motion on being put to the vote was CARRIED unanimously.**	Ackling, Belinda	**05 Jul 2023 12:49pm Ackling, Belinda - Completion** Action completed by Ackling, Belinda - Council endorsement has been provided to the Police
28/06/2023	KPWG - Minutes of meetings held March 2023 - June 2023	83/23	**RESOLVED** That the following Minutes of the Key Pillar Working Group meetings held from March 2023 to June 2023 be noted; • Growing Region KPWG meeting held 21 March 2023 • Growing Region KPWG meeting held 4 April 2023 • Enriched Region KPWG meeting held 6 April 2023 • Growing Region KPWG meeting held 18 April 2023 • Enriched Region KPWG meeting held 19 May 2023 • Growing Region KPWG meeting held 6 June 2023 **Moved Cr Gaddes** **Seconded Cr Galletly** **The Motion on being put to the vote was CARRIED unanimously.**	Hoult, Melissa	**17 Jul 2023 4:20pm Hoult, Melissa - Completion** Action completed by Hoult, Melissa - For noting. No action required.

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 42

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
28/06/2023	Award of Tender for Rehabilitation of Selected Lengths of Deteriorated Sanitary Sewer and Stormwater Pipes	87/23	**RESOLVED** That Council: a) Accept the schedule of rates submission provided by Interflow Pty Ltd as tendered for the Sewer and Stormwater Relining Programs for the 2023/2024, 2024/2025, and 2025/2026 Financial Years; b) Delegate authority to the General Manager to approve expenditure to the upper limit of available funding for the project for the 2023/2024, 2024/2025, and 2025/2026 Financial Years; and c) Delegate authority to the General Manager to execute all documents in relation to the contract. **Moved Cr Robinson** **Seconded Cr Mepham** **The Motion on being put to the vote was CARRIED unanimously.**	Byrne, Mark	**18 Jul 2023 1:55pm Byrne, Mark - Completion** Action completed by Manners, Alex - Contractor has been notified and discussions held in preparation to commence the 23/24 Financial year relining works.

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 43

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
28/06/2023	Supply of Ready Mixed Concrete - 2 Year Period - Regional Procurement REGPRO102324	88/23	**RESOLVED** That Council: a. Endorses the panel of two suppliers, being Ducats Earthmoving and Boral Resources, (Armidale Plant) negotiated rates and terms and conditions of the Regional Procurement Tender Process for a period of 24 months from 1 July 2023 to 31 June 2025. A 12-month option for extension may be taken up based on satisfactory performance by the contractors; b. Delegate authority to the General Manager to approve expenditure by Council for various fit for purpose infrastructure or road projects for the next two (2) Financial Years 2023-24, 2024-25 and (if option is taken) 2025-26 as provided; c. Delegate authority to the General Manager to execute all documents/authority in relation to the Contract and to delegate contract and financial management including cases for variation within Council accordingly; and d. Delegate authority to the General Manager to approve and accept 12-month extension if required if seen as a value proposition to Council based on the business case presented. **Moved Cr Galletly** **Seconded Cr O'Brien** **The Motion on being put to the vote was CARRIED unanimously.**	Newsome, Ann	**05 Jul 2023 3:51pm Newsome, Ann - Completion** Action completed by Newsome, Ann - procurement advised
28/06/2023	Motion	72/23	**MOTION TO DEFER** That the proposed procurement of Dattner Group and TechnologyOne be deferred to the July 2023 Ordinary Council Meeting. **Moved Cr O'Connor** **Seconded Cr Gaddes** **DIVISION** The result being:-	Hoult, Melissa	**17 Jul 2023 4:22pm Hoult, Melissa - Completion**

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 44

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			FOR: Crs P Gaddes, S Mepham, M O'Connor, P Packham and D Robinson **AGAINST**: Crs C Coupland, J Galletly, D O'Brien, T Redwood and B Widders **As Chair, the Mayor had the casting vote and declared the Motion to Defer LOST.** **RESOLVED** That Council: • Continues to endorse the sole supplier Procurement Strategy of The Dattner Group to continue to provide high level and specialist consultancy services and consistent approach to achieve Councils culture change objective as part of the "Restore and Thrive" Strategy. • Endorses the Procurement Strategy in regard to The Dattner Group be endorsed under Section 55(i) of the *Local Government Act 1993* (the Act) (that) an exception to the Act as endorsed for this contract where, because of extenuating circumstances, remoteness of locality or the unavailability of competitive or reliable tenderers a satisfactory result would not be achieved by inviting tenderers. • Endorses the Procurement Strategy in regard to TechnologyOne Ltd be endorsed under Section 55(i) of the *Local Government Act 1993* (the Act) (that) an exception to the Act as endorsed for this contract where, because of extenuating circumstances, remoteness of locality or the unavailability of competitive or reliable tenderers a satisfactory result would not be achieved by inviting tenderers. **Moved Cr Galletly** **Seconded Cr O'Brien** **DIVISION** The result being:- **FOR**: Crs S Coupland, J Galletly, S Mepham, D O'Brien, T Redwood and B Widders		Action completed by Hoult, Melissa - Motion was lost. No action required.

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 45

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			AGAINST: Crs P Gaddes, M O'Connor, P Packham and D Robinson **The Mayor declared the Motion CARRIED**		

*Note: THIS INFORMATION IS GENERATED FROM INFOCOUNCIL. DO NOT UPDATE THIS SPREADSHEET AS YOUR CHANGES WILL BE LOST. Council **Error! No document variable supplied.**Current as at <date> - Page 46

TRIM: AINT/2023/14410

Statement of Business Ethics Policy

ADOPTED BY COUNCIL:

1. PURPOSE

This policy outlines the ethical standards required of both Armidale Regional Council delegates and its private industry business partners when engaged by Council. Adherence to these standards by both parties will enable the development of a mutually beneficial business relationship.

2. APPLICATION

This policy applies to tenderers, suppliers, contractors and consultants and their sub-contractors/employees, councillors, and all Council employees.

3. POLICY INTENT

Council will ensure its business relationships are *ethical*, honest, fair and consistent. Our business dealings will be transparent and open to public scrutiny wherever possible.

Council's business principles are as follows

- All procurement is conducted as per Council Policy to ensure the best outcomes for the community
- All business relationships with external parties will be transparent
- Procurement and appointment decisions will be based on merit and will be impartial and will not take extraneous issues into account

Value for money means an estimate of the worth or desirability of the goods or services offered. This can include such factors as initial cost, whole of life cost, quality, the extent to which the goods or services meet the specified requirements and also social and environmental responsibilities.

Transparency means visible and verifiable confirmation of the integrity of the purchasing process and compliance with relevant legislation and adopted Council procedures.

Impartiality means the purchasing process must be undertaken in a fair, objective, consistent and business like manner, leading to improved performance and cost effective methods of doing business for Council. It does not mean pleasing everyone. We strive to be impartial by ensuring that our processes are appropriate.

These principles enable suppliers to promote their interests productively and avoid potentially questionable activity. Those providing goods and services also benefit from the assurance that their competitors are required to behave in accordance with the same guidelines.

What to expect from us
Council employees are bound by Council's Code of Conduct. They are accountable for their actions and are expected to:

- Respect and follow Council policy and procedures
- Treat all tenderers for the supply of goods and services equitably
- Promote fair and open competition while seeking best value for money
- Protect confidential information
- Meet or exceed public interest and accountability standards
- Avoid situations where private interest could conflict with public duty
- Never solicit or accept remuneration, gifts or other benefits from a supplier for the discharge of official duties
- Respond promptly to reasonable requests for advice and information.

What we ask of you

We require all providers of goods and services to:

- Respect the conditions set out in documents supplied by us
- Respect the obligation of our employees to abide by Council's procurement policy
- Abstain from collusive practices
- Prevent unauthorised release of privileged information, including confidential Council information
- Refrain from offering Council employees or Councillors any financial or other inducement which may give any impression of unfair advantage
- There is to be no unsolicited contact by tenderers with Councillors, employees and/or delegates of the Council regarding their submitted tender until such time that the tender has been determined.

Compliance

Compliance with this statement will not disadvantage your organisation in any way. However, your organisation should be aware of the potential consequences of not complying with Council's Statement of Business Ethics.

Proven corrupt or unethical conduct could result in:

- Termination of contracts
- Loss of reputation
- Loss of future contracts
- Matters being referred to investigative bodies

Intellectual Property Rights

In business relationships with Council, parties will respect each others intellectual property rights and will formally negotiate any access licence or use of intellectual property.

Public Gifts and Benefits

In general, Council expects its employees to decline gifts, benefits, travel or hospitality offered during the course of their duties.

Council only permits employees to accept gifts if:

- Gifts are token and of nominal value
- Returning a gift is likely to be perceived as rude or offensive
- The offer is not targeted at an individual officer.

If a gift or benefit is taken, the staff member must record the gift in Council's public Gifts and Benefits Register. Council delegates including Councillors and employees should refer to Council's Code of Conduct for more detail on this issue.

Statement of Business Ethics - Who to contact?

If you are concerned about a possible breach of this statement or about any conduct that could involve fraud, corrupt conduct, maladministration or serious and substantial waste of public funds, please contact Armidale Regional Council's General Manager or Public Officer on 1300 136 833.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

Goal 2 Strong governance and leadership that supports our region to grow and prosper - Strategies:

- Provide a strong, transparent, sustainable, and responsive governance for our region
- Manage public resources responsibly and efficiently for the benefit of the community

5. LEGISLATIVE REQUIREMENTS

- Local Government Act 1993
- Independent Commission Against Corruption (ICAC) Act 1998
- Protected Disclosures Act 1994

6. REVIEW

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

7. RELATED POLICY AND PROCEDURES

- Council Code of Conduct
- Fraud and Corruption Prevention Policy

APPROVAL AND REVIEW

Responsible Business Unit	Governance	
Responsible Officer	Manager Governance	
Date/s adopted	*Council Executive* July 2023	*Council*
Date/s of previous adoptions	27 January 2021	
Date of next review	July 2026	
TRIM Reference	AINT/2023/14410	

TRIM: AINT/2023/14409

Legislation Compliance Policy

ADOPTED BY COUNCIL:

1. PURPOSE

This policy aims to facilitate an open, transparent and legislative compliant organisation through:

- Establishing a Legislation Compliance Framework
- Outlining Council's commitment to legislative compliance
- Building the capacity of Council and its employees to achieve the highest standards of governance
- Identifying and responding to non compliance.

2. APPLICATION

This Policy applies to all Councillors, and all Council employees commensurate with their roles, functions, authority and span of control.

3. POLICY INTENT

Council is committed to promoting a culture of legislative compliance and as a result enhance the level of openness and transparency we provide to the community. Council's many functions are conferred or imposed upon it by way of multiple legislation and statutory requirements in addition to those mandated by the *Local Government Act 1993*.

An effective, organisation-wide compliance management system enables an organisation to demonstrate its commitment to compliance with relevant laws, including legislative requirements, industry codes and organizational standards, as well as standards of good corporate governance, best practices, ethical behaviour and community expectations.

Legislative Compliance Framework

This policy supports the development and maintenance of legislative compliance framework for the monitoring and management of legislative compliance within and across Council. The framework, including the legislation compliance register and system of delegations, is the main component of Council's overall governance and risk management. The framework is aligned to the *Australian Standards AS/ ISO 19600:2015* which provides the requirements for designing, implementing, maintaining and improving an effective compliance management system framework.

Legislation Compliance Register

Council's digital Legislation Compliance Register is maintained and kept current through a third part legislation advisory service and software.

Delegation of Legislative Authority

Section 377 of the *Local Government Act 1993,* establishes Council's authority to delegate its range of responsibilities and authorities in a hierarchical system, i.e. delegation by legislation to the Mayor and Councillors; delegated authority from the elected Council to the General Manager and from the General Manager to Council employees.

Council will maintain its delegation database to ensure council employees have the correct delegations to perform their role.

General Principles

Council has adopted the following principles based on the *Australian Standard AS ISO 19600:2015 Compliance Management Systems - Guidelines.* Council will:

- Remain committed to achieving legislative compliance in all areas of its operations
- Provide sufficient resources to support ongoing legislative compliance
- Ensure all Council delegates understand, promote and be responsible for compliance with relevant laws, regulations, codes and Council standards that apply to activities within their day-to-day responsibilities
- Maintain its commitment to continuous improvement in legislative compliance
- Use its established risk management practices to identify, assess, evaluate and treat compliance risks
- Support integration of compliance requirements into day-to-day operating procedures as appropriate
- Maintain a Legislation Compliance Register in association with its Risk Register
- Identify, investigate, rectify and report all non compliance to the relevant authority as may be required
- Allocate appropriate responsibility for managing compliance at various levels
- Provide appropriate practical education and training of staff in order for them to meet their compliance obligations
- Actively promote the importance of compliance to staff, contractors and other relevant third parties
- Monitor legislative compliance through activities approved within its Internal Audit Plan.

Policy Implementation Guidelines

Council will commit to implementation actions required based on the *AS ISO 19600:2015 Compliance Management Systems – Guidelines* to achieve the intent of this policy.

Council will have processes in place to:

- Identify its compliance obligations
- Identify new and changed laws, regulations, codes and other compliance obligations to support ongoing compliance
- Evaluate the impact of changes and implement any changes in management of compliance obligations
- Periodically identify, analyse and evaluate its compliance risks.

Compliance can be promoted and maintained, and non compliance identified by appropriate monitoring and assessment. Monitoring may also occur through an assessment of:

- Complaints made through Council's Complaints Management Policy and Framework
- Internal Audit activities in line with the Council's approved Internal Audit Plan
- External Audit activities

Assessment and investigation of instances of non compliance should include recommendations for improvement to processes.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

Goal 2 Strong governance and leadership that supports our region to grow and prosper - Strategies:

5. Provide a strong, transparent, sustainable, and responsive governance for our region
6. Manage public resources responsibly and efficiently for the benefit of the community

7. RELATED LEGISLATION/POLICIES/STANDARDS

- *Local Government Act 1993*
- *Interpretation Act 1987*
- AS/ISO 19600:2015 Compliance Management Systems
- Code of Conduct
- Complaint Management Policy

8. POLICY REVIEW

This Policy will be reviewed every two years from the date of the previous version adoption, or as required.

9. RESPONSIBLE OFFICER

Whilst the General Manager holds ultimate responsibility for legislative compliance across Council, Council's Governance Manager is responsible for the day to day oversight and maintaining the Legislative Compliance Framework, incorporating the Legislation Compliance Register and Delegation Database.

APPROVAL AND REVIEW		
Responsible Business Unit	Governance	
Responsible Officer	Manager Governance	
Date/s adopted	*Council Executive* July 2023	*Council*
Date/s of previous adoptions	27 January 2021	
Date of next review	July 2025	
TRIM Reference	AINT/2023/14409	

ARMIDALE Regional Council

MINUTES

AUDIT, RISK AND IMPROVEMENT COMMITTEE

Held on

Thursday, 15 June 2023
1pm - 3:30pm

at

Council Function Room

PRESENT: Mr Phil Thomas (Chairperson) and Mr Michael O'Connor

IN ATTENDANCE: Mr Darren Schaefer (ARC – Chief Officer Corporate & Community), Mr Alex Manners (ARC – Chief Officer Assets and Services), Mr Daniel Boyce (ARC – Chief Officer Planning and Activation), Ms Annie Harris (ARC - Executive Manager People and Culture), Ms Ann Newsome (ARC – Chief Financial Officer), , Ms Simone Mooketsi (ARC - Manager Governance & Strategy) and Trevor Stuart (ARC – Business Improvement Coordinator).

1. APOLOGIES

Jason Masters (ARIC member)
James Roncon (General Manager ARC)

2. CONFIRMATION OF PREVIOUS MINUTES -

CONFIRMATION OF THE MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD ON 7 MARCH 2023

RECOMMENDATION:

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

Minutes confirmed.

Item 5.3 – audit of payroll system – action to be carried forward and update provided at next meeting.
Item 5.5 – M. O'Connor noted the item in the Armidale Express and congratulated Council on the positive article and continued efforts in this area.
Item 5.6 – 2022 WHS Self-Audit – action items included in Status of Outstanding Audit Recommendations report.
Item 6.1 – Superannuation for ARIC members – recommend that Council form a position on this as soon as possible.

3. DECLARATIONS OF INTEREST

Michael O'Connor: additional ARIC memberships: Bathrust Regional Council & Liverpool Plains Shire Council.

4. APPROVAL FOR MANAGEMENT TO BE PRESENT

Approval provided.

5. ADMINISTRATION REPORTS

5.1 Audit Risk and Improvement Committee - Minutes of 7 March 2023 Meeting*Ref: AINT/202*

RECOMMENDATION:

The Minutes of the Audit Risk and Improvement Committee meeting held on 7 March 2023 that have been accepted by the ARIC members by email, be formally noted and recorded as accepted.

Noted and accepted.

5.2 Agenda - Matching Charter Requirements - 7 March 2023*Ref: AINT/2023/08123 (ARC23/57*

2. OFFICERS' RECOMMENDATION:

That the Committee note the detailed Agenda, matching to the Charter Requirements.

Noted.

5.3 ARIC Action Items Report June 2023 *Ref: AINT/2023/08124 (ARC23/5778)*

2. OFFICERS' RECOMMENDATION:

That ARIC note the report summarising the actions taken on action items arising from previous ARIC meetings.

Noted.
Items 6 &7 are on hold pending technical review of Pulse and CI Anywhere. Additional detail to be provided at next meeting.
Item 11 – Asset Valuations – indexation applied to buildings for 2022/23. Water and sewer assets valuation to be finalised, with advice from Marsh, and closed out by Forsythes for inclusion in financial statements.

5.4 Internal Audit Plan - Calendar of Proposed Reviews 2023-2024 *Ref: AINT/2023/08125 (ARC*

2. OFFICERS' RECOMMENDATION:

That ARIC note:

a. The status of the Annual Internal Audit Plan 2023

b. A suggested list of items subject to future prioritisation into 2024.

Noted.
Cyber Security – recommend bringing this audit forward to 2023.
Heavy Fleet – following commencement of a new Manager Plant, Fleet and Depots, an audit scope is to be prepared prior to the next ARIC meeting. ARC will not be seeking certification against NHVAS but will use the regulation to prepare an audit scope.

5.5 Status of Outstanding Audit Recommendations - June 2023*Ref: AINT/2023/08126 (ARC23/*

2. OFFICERS' RECOMMENDATION:

That the Committee note the status of the Outstanding Audit Recommendations as at June 2023.

Noted.
8 items were closed out since the previous ARIC meeting.
69 new items were added which included the WHS self-assessment, Records Management internal audit and the Environmental Audit- Landfill.
115 items remain in progress.

5.6 Update on External Accreditation and Compliance Audits*Ref: AINT/2023/08127 (ARC23/57*

2. OFFICERS' RECOMMENDATION:

That ARIC note the status of the external audit accreditations required of Council.

Noted.

Waste Services – Environmental Audit – completed. Audit recommendations included in Outstanding Audit Recommendations Report.

5.7 Risk Management - Status update *Ref: AINT/2023/08128 (ARC23/5778)*

2. OFFICERS' RECOMMENDATION:

That ARIC note the status update of the Council's Risk Management Roadmap 2020-2023 and its implementation.

Noted.
Risk management Roadmap to be updated for 2023/24 period.

5.8 ICT Steering Committee Minutes (summary) *Ref: AINT/2023/08130 (ARC23/5778)*

RECOMMENDATION:

That the Committee note the summary of the ICT Steering Committee minutes for the meeting held 6 April, 2023.

Noted.

5.9 Records Management and Privacy Final Audit Report*Ref: AINT/2023/08139 (ARC23/5778)*

2. OFFICERS' RECOMMENDATION:

That ARIC note the Internal Audit Report on Council's records management and privacy processes.

Noted.
A verbal report was provided by Yas Wickramasekera (OCM).
The review identified four key areas that require improvement/management attention. Three of these were rated high risk and one medium risk.
Recommendation from this internal audit have been included in the 'Status of Outstanding Audit Recommendations' agenda item.
A status update was also provided on the Volunteer Management audit for which a draft report has been prepared, and the Procurement audit which commenced early June. These will be presented at the next ARIC meeting.

5.10 Financial Statements & External Audit Year Ended 30 June 2023 - Internal Audit Plan *Ref: AINT/2023/10199 (ARC23/5778)*

RECOMMENDATION:

That the Committee review and provide feedback on Council's Project Plan for preparation of the financial statements and external audit for the year ended 30 June 2023.

Simon Paul is meeting weekly with Auditors.
The efforts of staff in preparation of documents was acknowledged.

5.11 NSW Audit Office Audit Engagement Plan 2023 *Ref: AINT/2023/10280 (ARC23/5778)*

RECOMMENDATION:

That the Committee note the NSW Audit Office Annual Engagement Plan for 2023.

Noted.

5.12 Integrated Planning and Reporting - Delivery Program 2022-2026 and Operational Plan 2022-2023 Progress Report - March 2023*Ref: AINT/2023/09815 (ARC23/5*

2. OFFICERS' RECOMMENDATION:

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

Noted.

5.13 Update on SRV and Integrated Planning & Reporting process.*Ref: AINT/2023/11222 (ARC2*

2. OFFICERS' RECOMMENDATION:

That ARIC note the status update of the SRV application and IP&R.

Noted.
A verbal update was provided to ARIC related to the SRV application and the status of the Operational Plan 2022/23.
The effort of the team who prepared the application was noted.
The 23/24 budget requires racking of special projects and identification of budget savings.

5.14 2022-2023 Annual Report of the Audit, Risk and Improvement Committee*Ref: AINT/2023/*

2. OFFICERS' RECOMMENDATION:

That acceptance of the ARIC Annual Report which has been accepted by Committee members out of session be formally recorded.

Noted.
The 2022/23 Annual Report of the ARIC was accepted by committee members out of session.

5.15 Environmental Risk Management & Reporting *Ref: AINT/2023/08149 (ARC23/5778)*

2. OFFICERS' RECOMMENDATION:

That ARIC notes the content of this report.

Noted.
Environmental audit of Council's wate management facility was completed in June.
Recommendations from this audit are included in the Status of Outstanding Audit Recommendations agenda item.

5.16 Fraud and Corruption Prevention - Verbal Update *Ref: AINT/2023/08131 (ARC23/5778)*

2. OFFICERS' RECOMMENDATION:

That ARIC note the verbal update of Council's Fraud and Corruption Prevention activities.

A verbal update was provided in camera.

6. GENERAL BUSINESS

There being no further business the Chairperson declared the meeting closed at 2.39pm.