ARMIDALE Regional Council

ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 27 September 2023
4pm

at

Armidale Council Chambers

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ARMIDALE Regional Council

MINUTES

ORDINARY MEETING OF COUNCIL

Held on

Wednesday, 23 August 2023
4pm

at

Armidale Council Chambers

PRESENT: Councillor Sam Coupland (Mayor), Councillor Todd Redwood (Deputy Mayor) via Zoom, Councillor Paul Gaddes, Councillor Jon Galletly, Councillor Susan McMichael, Councillor Steven Mepham, Councillor Paul Packham and Councillor Dorothy Robinson.

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

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1. CIVIC AFFIRMATION AND ACKNOWLEDGEMENT OF COUNTRY

Cr Robinson 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 O'Brien, Cr O'Connor and Cr Widders apologies be accepted and leave of absence granted.

4. DISCLOSURES OF INTEREST

Nil.

5. CONFIRMATION OF MINUTES

5.1 Minutes of Previous Meeting held 26 July 2023 *Ref: AINT/2023/18065 (ARC16/0001-8)*

102/23 **RESOLVED**

That the Minutes of the Ordinary Council meeting held on 26 July 2023 be taken as read and accepted as a true record of the meeting.

Moved Cr McMichael **Seconded Cr Mepham**

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

6. MAYORAL MINUTE

6.1 Mayoral Minute - Retention of APVMA in Armidale*Ref: AINT/2023/22625 (ARC16/0001-8)*

103/23 **RESOLVED**

That Council write to the Minister expressing councils' strong opposition to any proposed move and call upon the minister to provide certainty that jobs will be retained in Armidale regardless of the outcomes of any proposed management or cultural review.

Moved Cr Coupland

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

7. REPORTS - GENERAL MANAGER'S OFFICE

7.1 LGNSW Annual Conference 2023 *Ref: AINT/2023/17422 (ARC16/0001-8)*

104/23 **RESOLVED**

a. That in addition to the Mayor, Deputy Mayor and General Manager, Councillor McMichael be appointed as Council's third attendee and voting delegate for the Local Government NSW (LGNSW) Annual Conference, to be held Rosehill Gardens Racecourse from Sunday 12 November to Tuesday 14 November 2023.

b. That the process for appointment be by show of hands.

c. That council agree to more than one additional councillor to attend the LGNSW conference as a non-voting delegate.

Moved Cr Gaddes **Seconded Cr McMichael**

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

7.2 Council Actions Report January 2022 - July 2023 *Ref: AINT/2023/22456 (ARC16/0001-8)*

105/23 **RESOLVED**

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

Moved Cr Robinson **Seconded Cr Packham**

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

8. REPORTS - FINANCE

8.1 Cash and Investment Report 30 June 2023 *Ref: AINT/2023/22344 (ARC23/6030)*

106/23 **RESOLVED**

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

Moved Cr Packham **Seconded Cr Gaddes**

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

8.2 Cash and Investment Report 31 May 2023 *Ref: AINT/2023/22574 (ARC23/6030)*

107/23 **RESOLVED**

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

Moved Cr Packham **Seconded Cr Gaddes**

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

8.3 2022-23 Draft Financial Statements - Refer to Audit *Ref: AINT/2023/22576 (ARC23/6030)*

108/23 **RESOLVED**

A. Council endorse the Draft Financial Statements be referred to audit following completion of quality review by Council's Executive Leadership Team and Audit, Risk and Improvement Committee;

B. Council delegate authority to the Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer to sign the 'Statement by Council and Management' for inclusion within the draft financial report;

C. Council delegate authority to the General Manager to finalise the date at which the auditor's report and financial statements are to be presented to the public;

D. Council delegate authority to the General Manager to set the 'authorised for issue' date upon receipt of the auditor's report; and

E. The Audited Financial Statements be presented to the November 2023 Ordinary Council meeting.

Moved Cr Packham **Seconded Cr Robinson**

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

9. REPORTS - PLANNING AND ACTIVATION

9.1 Draft Renewable Energy Community Benefit Framework

Ref: AINT/2023/09819 (ARC23/5799)

109/23 **RESOLVED**

That Council:

a. Endorse the Draft Renewable Energy Community Benefit Framework for public exhibition for a period of not less than 28 days.

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

Moved Cr Gaddes **Seconded Cr Robinson**

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

9.2 Finalisation of Planning Proposal for 57 Newton Street Armidale

Ref: AINT/2023/15897 (ARC23/5777)

110/23 **RESOLVED**

That Council:

a. Endorse the Planning Proposal to amend the *Armidale Regional Local Environmental Plan 2012,* to regularise the permissibility of the light industry land uses that have historically and continually been carried out at 57 Newton, Armidale (Lot 4 DP 546075).

b. Exercise the functions of the local plan-making authority under section 3.36(2) of the EP&A Act to make the Local Environmental Plan.

c. Authorise the General Manager to sign all relevant documentation on behalf of Council in exercising the functions of the local plan-making authority.

Moved Cr Galletly **Seconded Cr McMichael**

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

10. REPORTS - CORPORATE AND COMMUNITY

10.1 Integrated Planning and Reporting - Delivery Program 2022 -2026 and Operational Plan 2022-2023 Progress Report - January to June 2023

Ref: AINT/2023/18481 (ARC22/5145)

111/23 **RESOLVED**

That Council note the final Operational Plan 2022-2023 Progress Report, based on the period April to June 2023.

Moved Cr Galletly **Seconded Cr Gaddes**

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

11. REPORTS - ASSETS AND SERVICES

11.1 Kempsey Road Status Report *Ref: AINT/2023/17584 (ARC23/6087)*

112/23 **RESOLVED**

That Council note information within the report regarding the Kempsey –Armidale Road Restoration Project following the Steering Committee held Thursday 10 August 2023.

Moved Cr Robinson **Seconded Cr Gaddes**

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

12. NOTICES OF MOTION
Nil.

13. COMMITTEE REPORTS

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

Ref: AINT/2023/18441 (ARC16/0330-2)

113/23 **RESOLVED**

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

a. Note the Minutes of the Sports Council Committee meeting held on 7 August 2023;

b. Endorse the committee's recommendation to support the Armidale District Cricket Associations (ADCA) application requesting $10,000 from the Sports Development Fund to ADCA towards the outdoor cricket nets extension at the Armidale Sportsground

c. Note the changes to the Sports Council Priority List

Moved Cr Galletly **Seconded Cr McMichael**

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

14. QUESTIONS FOR WHICH NOTICE HAS BEEN GIVEN

14.1 PWA's Consultation on Water and Willingness to Pay

Ref: AINT/2023/22309 (ARC16/0025-7)

114/23 **RESOLVED**

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

Moved Cr Robinson **Seconded Cr Gaddes**

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

There being no further business the Mayor declared the meeting closed at 4:25pm.

ARMIDALE Regional Council

NOMINATION PAPER

ELECTION OF MAYOR

27 September 2023

NOTE:

This nomination paper must be in the hands of the Returning Officer, Daniel Boyce – Acting General Manager no later than 3.30pm on Wednesday 27 September 2023.

Nominations must be made in writing by two or more Councillors (one of whom may be the nominee).

Nomination

We, the undersigned Councillors hereby nominate

.....

as a candidate for election as Mayor

Councillor ..... Councillor .....

(Name of proposer) (Name of proposer)

....

(signature of proposer) (signature of proposer)

Dated this ..... day of September 2023.

Consent to Nomination

I, ... hereby consent to such nomination

(Name of nominated Councillor)

.....

(signature of nominated Councillor)

Dated this ..... day of September 2023.

ARMIDALE Regional Council

NOMINATION PAPER

ELECTION OF DEPUTY MAYOR

27 September 2023

NOTE:

This nomination paper must be in the hands of the Returning Officer, Daniel Boyce – Acting General Manager no later than 3.30pm on Wednesday 27 September 2023.

Nominations must be made in writing by two or more Councillors (one of whom may be the nominee).

Nomination

We, the undersigned Councillors hereby nominate

.....

as a candidate for election as Deputy Mayor

Councillor ..... Councillor .....

(Name of proposer) (Name of proposer)

....

(signature of proposer) (signature of proposer)

Dated this ..... day of September 2023.

Consent to Nomination

I, ... hereby consent to such nomination

(Name of nominated Councillor)

.....

(signature of nominated Councillor)

Dated this ..... day of September 2023.

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

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

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

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

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

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

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
					Target date changed by Hoult, Melissa from 23 November 2022 to 16 December 2022 - Meeting to be scheduled with CFO after December OCM. **14 Feb 2023 11:50am Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 16 December 2022 to 16 June 2023 - Target date changed by Hoult, Melissa from 28 December 2022 to 23 June 2023 - Subject to the outcome of the special rate variation application to be determined by IPART, this matter may be able to be actioned in the 2023/24 financial year with the upgrade of financial systems.
27/07/2022	Look Up! Make the State of our Planet BAU Pilot Program	145/22	**MOVED** That Council: a. Endorse the Leadership Principles and Climate Action Plan initiatives contained within the outcomes of the pilot program "*Look-Up! Make the State of our Planet BAU*." b. Reaffirm Council's resolution on 25 September 2019 to commit to achieving the goals of Project Zero30. c. Request that the General Manager prepare an organisational plan to minimise our contribution to the global temperature rise and achieve Climate Active certification which will be reported back to Council with costings.	Bower, Jessica	**11 Aug 2022 11:55am Bower, Jessica** Correspondence forwarded to Project Zero30 Board members advising councils resolution. GM advised a further report will be provided to Council in Sep/Oct 2022 relating to item C once it is fully scoped and resource commitment better understood. **14 Sep 2022 3:10pm Bower, Jessica**

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

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

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

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

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
					13 Sep 2022 4:14pm Hoult, Melissa - Target Date Revision Target date changed by Hoult, Melissa from 07 September 2022 to 23 November 2022 - A meeting will be scheduled with the new CFO towards the end of the year. **14 Feb 2023 10:36am Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 23 November 2022 to 03 July 2023 - Subject to the outcome of the special rate variation application to be determined by IPART, this matter may be able to be actioned in the 2023/24 financial year. If the SRV is approved and the operational plan includes this as an action, staff can be deployed to work on a fix.
26/10/2022	Endorsement to Engage a Public Process for a Road Reserve Closure	206/22	**RESOLVED** That Council endorse the application: a. To undertake a public process for the purpose of a road reserve closure. b. Prepare the lands survey and application to the regional Crown Lands Office.	Walsh, Annabelle	**17 Nov 2022 8:27am Boyce, Daniel** Scoping of project and procurement commencing. **15 Mar 2023 11:15am Boyce, Daniel** Legal paperwork being drafted by Council lawyers.

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			c. Post closure prepare a subdivision development application for two residential lots. **Moved Cr Galletly** **Seconded Cr O'Connor** **The Motion on being put to the vote was CARRIED unanimously.**		**15 Mar 2023 1:16pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 09 November 2022 to 30 April 2023 - Waiting on legal paperwork. **19 Jun 2023 10:20am Boyce, Daniel - Reallocation** Action reassigned to Walsh, Annabelle by Boyce, Daniel **21 Jun 2023 11:07am Boyce, Daniel** New Senior Property Specialist commenced and reviewing. **20 Sep 2023 8:13am Walsh, Annabelle** In the process of making the application for acquisition. The application for the acquisition should be prepared by November 2023.
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**	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.

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			The Motion on being put to the vote was CARRIED unanimously.		**15 Mar 2023 1:16pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 09 November 2022 to 30 April 2023 - 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. c. Post closure prepare a subdivision development application for a residential lot **Moved Cr Redwood Seconded Cr Widders** **The Motion on being put to the vote was CARRIED unanimously.**	Walsh, Annabelle	**02 Dec 2022 11:21am Boyce, Daniel** Scoping of project and procurement commencing. **15 Mar 2023 11:14am Boyce, Daniel** Legal paperwork being drafted by Council lawyers. **15 Mar 2023 1:18pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 07 December 2022 to 30 April 2023 - Waiting on legal paperwork. **19 Jun 2023 10:20am Boyce, Daniel - Reallocation** Action reassigned to Walsh, Annabelle by Boyce, Daniel **21 Jun 2023 11:07am Boyce, Daniel**

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
					New Senior Property Specialist commenced and reviewing. **20 Sep 2023 8:14am Walsh, Annabelle** In the process of making the application for acquisition. The application for the acquisition should be prepared by November 2023.
14/12/2022	Mayoral Minute: Water Security - Purchase of Oaky River Hydro Scheme as an Additional Water Source	246/22	**RESOLVED** That Council; a. Note the "Commercial-in-Confidence" valuation report provided by The Stable Pty Ltd; b. Approve the purchase of the Oaky River Hydro Scheme for $4,300,000.00 and classify the land as operational land; c. Place on public exhibition for 28 days, the proposal to classify all land acquired through the purchase as "operational land" in accordance with section 33 of the *Local Government Act 1993* at its time of acquisition; d. Note that any submissions as they relate to the classification of the land as 'operational land', will not impact the purchase by Council; e. Approve the release of $4,500,000.00 from the Water Reserve to fund the purchase and cover legal fees and other asset acquisition activities; and f. Delegate authority to the General Manager to execute all documents in relation to the purchase **Moved Cr Coupland** **Seconded Cr Redwood**	Manners, Alex	**14 Feb 2023 11:44am Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 28 December 2022 to 30 June 2023 - Public Exhibition of the proposal to classify all land acquired through the purchase as "operational land" will be on display once settlement is finalised. **03 May 2023 11:09am Hoult, Melissa - Reallocation** Action reassigned to Manners, Alex by Hoult, Melissa **20 Jun 2023 11:49am Manners, Alex**

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			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**		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. **19 Sep 2023 6:45am Manners, Alex - Target Date Revision** Target date changed by Manners, Alex from 31 August 2023 to 30 November 2023 - The Purchase Settlement for Oaky Dam has been deferred by Essential Energy until November 2023 to allow land registration activities to be undertaken.

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14/12/2022	Appointment of the NSW Electoral Commissioner to Administer Council's Elections	248/22	**RESOLVED** That Council: a) pursuant to s. 296(2) and (3) of *the Local Government Act 1993* (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council. b) pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council. **c)** pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council. **Moved Cr McMichael** **Seconded Cr Robinson** **The Motion on being put to the vote was CARRIED unanimously.**	Schaefer, Darren	**13 Feb 2023 10:11am Schaefer, Darren** Cost estimate has been sent in readiness for formal contract execution closer to the election. With elections being held September 2024, this status will remain until approximately 6-8months prior to the election where details are known and contracts can be formalised. **15 Mar 2023 12:30pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 28 December 2022 to 29 February 2024 - Contract to be formalised in Feb 2024
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.*	Walsh, Annabelle	**02 Feb 2023 4:45pm Boyce, Daniel** Appointed conveyancer. Awaiting sellers legal contract. **15 Mar 2023 11:13am Boyce, Daniel** Council legal now in possession of sales contract. **19 Apr 2023 11:24am Boyce, Daniel** Sales contract under review.

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			d. Delegate authority to the General Manager to negotiate the terms of the acquisition and to sign all documents and take any other action necessary to finalise the transaction. **Moved Cr Robinson** **Seconded Cr Redwood** **The Motion on being put to the vote was CARRIED unanimously.**		**19 Jun 2023 10:21am Boyce, Daniel - Reallocation** Action reassigned to Walsh, Annabelle by Boyce, Daniel **21 Jun 2023 11:03am Boyce, Daniel** New Senior Property Specialist commenced and reviewing contract. **21 Aug 2023 2:21pm Walsh, Annabelle** Transaction settled on 30 June 2023.
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.

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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 **15 Aug 2023 8:09pm Boyce, Daniel** Report recommending finalisation of the PP on agenda for August 2023 OCM.
26/04/2023	Establishment of Leash-Free Areas in Guyra	30/23	**RESOLVED** That Council:	Mickerts, Rick	**17 May 2023 11:58am Boyce, Daniel - Reallocation**

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			a. Note the submissions received regarding the two (2) proposed leash-free areas for Guyra. b. Endorse Lot 701 DP 94244 (South Guyra Park, Sandon Street South Guyra) as a leash-free area. **c.** Receive a further report on the need for a second leash-free area in Guyra, including Lot 7002 DP 94125 (Holts Park, Balblair Street, Guyra), once Lot 701 DP 94244 has been established and has been accessible to the public for a minimum of 12 months. **Moved Cr Mepham Seconded Cr O'Connor** **The Motion on being put to the vote was CARRIED unanimously.**		Action reassigned to Chetcuti, Ian by Boyce, Daniel **17 May 2023 4:23pm Hoult, Melissa - Target Date Revision** Target date changed by Hoult, Melissa from 10 May 2023 to 30 June 2023 - Media release publicised last week. Design stage is underway with some works to commence by the end of the 2023 financial year. **30 May 2023 10:43am Boyce, Daniel** Obtaining quotes for fencing. **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.

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Meeting Date	Report Title	Res #	Detail	Officer	Notes
					16 Aug 2023 7:46pm Boyce, Daniel Works commenced on fencing.
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**

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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 **16 Aug 2023 10:04am Manners, Alex** Connected Region Key Pillar Working Group met and flagged consultation is underway. further, the Guyra Community meeting attendees raised that they had some feedback they would like to provide., It is still expected that the Policy will go to council in September OCM. **19 Sep 2023 6:45am Manners, Alex**

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Meeting Date	Report Title	Res #	Detail	Officer	Notes
					The Connected Region Key Pillar Working Group has conducted public consultation and requires additional time to finalise the Policy. It is predicted that the report will be provided to the October OCM **19 Sep 2023 6:48am Manners, Alex - Target Date Revision** Target date changed by Manners, Alex from 30 September 2023 to 31 October 2023 - The Connected Region KPWG have requested additional time to finalise the policy
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:-	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

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

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Meeting Date	Report Title	Res #	Detail	Officer	Notes
			Moved Cr Coupland Seconded Cr O'Brien **The Motion on being put to the vote was CARRIED**		
28/06/2023	Review of Property Addressing & Naming our Roads & Places Policy and Register of Pre-Endorsed Road and Places Names	73/23	**RESOLVED** That Council: a. Endorse the reviewed *Property Addressing and Naming our Roads and Places Policy* for public exhibition for a period of 28 days. b. Seek submissions for the reviewed Register of Pre-Endorsed Road and Place Names for a period of 28 days. c. Receive a further report once the submission period closes to consider any submissions received. **Moved Cr O'Connor Seconded Cr Redwood** **The Motion on being put to the vote was CARRIED unanimously.**	Boyce, Daniel	**18 Jul 2023 7:00pm Boyce, Daniel** Policy on public exhibition. Submissions must be received by Thursday 27 July 2023. **15 Aug 2023 8:34pm Boyce, Daniel** Public exhibition period closed 27 July 2023. Consultation was documentation e-mailed or posted to the attached list and inclusion on Council's 'Have your Say' and advertised on our social pages. One submission, which came from a community member, was received. Additional consultation proposed to be undertaken. **19 Sep 2023 7:17pm Boyce, Daniel** Consultation extended until 31 October 2023.

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ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
28/06/2023	Armidale Local Environmental Plan 2012 - Planning Proposal 22 - Schedule 5 Environmental Heritage Housekeeping Amendment	74/23	**RESOLVED** That Council: a. Endorse the Planning Proposal to undertake housekeeping amendments to Schedule 5 – Environmental Heritage and the associated Heritage Maps of the *Armidale Regional Local Environmental Plan 2012* to correct minor errors and mis-descriptions. b. Forward the endorsed Planning Proposal to the *NSW Department of Planning and Environment* with a request for Gateway Determination and exhibit the proposal in accordance with that determination. c. Seek authorisation from the *NSW Department of Planning and Environment* for Council to be the local plan-making authority. **Moved Cr Robinson** **Seconded Cr Redwood** **The Motion on being put to the vote was CARRIED unanimously.**	Boyce, Daniel	**13 Jul 2023 2:48pm Boyce, Daniel** Planning Proposal has been lodged with NSW DPE. **19 Sep 2023 7:18pm Boyce, Daniel** Gateway Determination received from NSW Government 17 August 2023. **19 Sep 2023 7:19pm Boyce, Daniel** Consultation in accordance with Gateway Determination concludes 20 September 2023.
28/06/2023	Planning Agreement with Enerparc Australia Pty Ltd associated with the Tilbuster Solar Farm	75/23	**RESOLVED** That Council: a. Agrees to publicly notify, for a minimum period of 28 days, the Planning Agreement (PA) between Council and the Developer of the Tilbuster Solar Farm which proposes that the Developer make the following contributions: i. A lump sum payment of monetary contributions of $1,529,000 for public purposes determined by Council; and ii. Provision of funding for community engagement process to co-design the benefit sharing strategy for the Community Benefit Fund.	Boyce, Daniel	**17 Jul 2023 4:09pm Boyce, Daniel** VPA on public exhibition closing 26 July 2023. **15 Aug 2023 8:10pm Boyce, Daniel** No submissions received during exhibition. Requested original version of Planning Agreement document from the proponent so that the General Manager can execute.

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			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.**		**19 Sep 2023 7:19pm Boyce, Daniel** Planning agreement executed on behalf of ARC.
28/06/2023	Question for Which Notice Has Been Given - Cr Robinson	84/23	**RESOLVED** That Council note the response to the Questions for which Notice has been Given provided by Cr Robinson. **Moved Cr Robinson** **Seconded Cr O'Connor** **The Motion on being put to the vote was CARRIED unanimously.**	Robinson, Dorothy	

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Meeting Date	Report Title	Res #	Detail	Officer	Notes
26/07/2023	Business Ethics Policy	94/23	**RESOLVED** **That Council:** a. That council endorse the Statement of Business Ethics Policy (attached) to be placed on public exhibition for a period of 28 days commencing Monday 31 July 2023 and concluding 28 August 2023. b. Receive a further report should any submissions be received as a result of the exhibition period, however should no submissions be received the policy be adopted. c. Table the report at the next meeting of the Audit, Risk and Improvement Committee for information. **Moved Cr McMichael** **Seconded Cr O'Connor** **The Motion on being put to the vote was CARRIED unanimously.**	Schaefer, Darren	
26/07/2023	Legislation Compliance Policy	95/23	**RESOLVED** **That Council:** a. Endorse the Legislative Compliance Policy (attached) to be placed on public exhibition for a period of 28 days commencing Monday 31 July 2023 and concluding 28 August 2023. b. Receive a further report should any submissions be received as a result of the exhibition period, however should no submissions be received the policy be adopted. c. Subject to adoption, refer the Policy to the Audit, Risk and Improvement Committee for information.	Schaefer, Darren	

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

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			• Lockman Doors and Glass • Love Paint Pty Ltd • EnviroScience Solutions • Hazchek Pty Ltd • Rice Construction Group Pty Ltd • Sunwest Constructions Pty Ltd • Chill-Rite Refrigeration & Air Conditioning • Armidale Air Conditioning Pty Ltd • Faircloth & Reynolds b. Perform a Public Tender refreshment/on boarding process in 12 months and/or as specified to consider other entrants in the market for Council's Building Trades Panel of Pre-qualified Contractors based on terms and conditions, quality, resources, rates and services as tendered and; c. Delegate authority to the General Manager to execute all documents in relation to the Contract and to delegate contract and financial management including authority required to extend this arrangement under the terms and conditions of the tender documentation. **Moved Cr O'Brien Seconded Cr Packham** **The Motion on being put to the vote was CARRIED unanimously.**		

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23/08/2023	Draft Renewable Energy Community Benefit Framework	109/23	**RESOLVED** That Council: a. Endorse the Draft Renewable Energy Community Benefit Framework for public exhibition for a period of not less than 28 days. b. Receive a further report once the submission period closes to consider any submissions received. **Moved Cr Gaddes** **Seconded Cr Robinson** **The Motion on being put to the vote was CARRIED unanimously.**	Boyce, Daniel	**19 Sep 2023 7:16pm Boyce, Daniel** Consultation concludes 25 September 2023
23/08/2023	Finalisation of Planning Proposal for 57 Newton Street Armidale	110/23	**RESOLVED** That Council: a. Endorse the Planning Proposal to amend the *Armidale Regional Local Environmental Plan 2012,* to regularise the permissibility of the light industry land uses that have historically and continually been carried out at 57 Newton, Armidale (Lot 4 DP 546075). b. Exercise the functions of the local plan-making authority under section 3.36(2) of the EP&A Act to make the Local Environmental Plan. c. Authorise the General Manager to sign all relevant documentation on behalf of Council in exercising the functions of the local plan-making authority. **Moved Cr Galletly** **Seconded Cr McMichael** **The Motion on being put to the vote was CARRIED unanimously.**	Boyce, Daniel	

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ARMIDALE Regional Council

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23/08/2023	Mayoral Minute - Retention of APVMA in Armidale	103/23	**RESOLVED** That Council write to the Minister expressing councils' strong opposition to any proposed move and call upon the minister to provide certainty that jobs will be retained in Armidale regardless of the outcomes of any proposed management or cultural review. **Moved Cr Coupland** **The Motion on being put to the vote was CARRIED unanimously.**	Hoult, Melissa	**19 Sep 2023 1:22pm Hoult, Melissa - Completion** Action completed by Hoult, Melissa - Letter sent to Minister Watt
23/08/2023	LGNSW Annual Conference 2023	104/23	**RESOLVED** a. That in addition to the Mayor, Deputy Mayor and General Manager, Councillor McMichael be appointed as Council's third attendee and voting delegate for the Local Government NSW (LGNSW) Annual Conference, to be held Rosehill Gardens Racecourse from Sunday 12 November to Tuesday 14 November 2023. b. That the process for appointment be by show of hands. c. That council agree to more than one additional councillor to attend the LGNSW conference as a non-voting delegate. **Moved Cr Gaddes** **Seconded Cr McMichael** **The Motion on being put to the vote was CARRIED unanimously.**	Hoult, Melissa	**19 Sep 2023 1:22pm Hoult, Melissa - Completion** Action completed by Hoult, Melissa - Cr Packham is the additional Councillor attending the LGNSW Conference. No further action.
23/08/2023	Council Actions Report January 2022 - July 2023	105/23	**RESOLVED** That Council notes the report summarising the actions taken on the resolutions of Council. **Moved Cr Robinson** **Seconded Cr Packham**	Hoult, Melissa	**07 Sep 2023 12:28pm Hoult, Melissa - Completion** Action completed by Hoult, Melissa - For noting, no action required.

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			The Motion on being put to the vote was CARRIED unanimously.		
23/08/2023	Cash and Investment Report 30 June 2023	106/23	**RESOLVED** That Council note the Cash and Investment Report for June 2023. **Moved Cr Packham** **Seconded Cr Gaddes** **The Motion on being put to the vote was CARRIED unanimously.**	Newsome, Ann	**19 Sep 2023 10:38am** **Newsome, Ann** complete **19 Sep 2023 10:39am** **Newsome, Ann - Completion** Action completed by Newsome, Ann - noted
23/08/2023	Cash and Investment Report 31 May 2023	107/23	**RESOLVED** That Council note the Cash and Investment Report for May 2023. **Moved Cr Packham** **Seconded Cr Gaddes** **The Motion on being put to the vote was CARRIED unanimously.**	Newsome, Ann	**19 Sep 2023 10:40am** **Newsome, Ann - Completion** Action completed by Newsome, Ann - noted
23/08/2023	2022-23 Draft Financial Statements - Refer to Audit	108/23	**RESOLVED** A. Council endorse the Draft Financial Statements be referred to audit following completion of quality review by Council's Executive Leadership Team and Audit, Risk and Improvement Committee; B. Council delegate authority to the Mayor, Deputy Mayor, General Manager and Responsible Accounting Officer to sign the 'Statement by Council and Management' for inclusion within the draft financial report; C. Council delegate authority to the General Manager to finalise the date at which the auditor's report and financial statements are to be presented to the public;	Newsome, Ann	**19 Sep 2023 10:39am** **Newsome, Ann - Completion** Action completed by Newsome, Ann - financial referred to Aric - and now in audit

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Meeting Date	Report Title	Res #	Detail	Officer	Notes
			D. Council delegate authority to the General Manager to set the 'authorised for issue' date upon receipt of the auditor's report; and E. The Audited Financial Statements be presented to the November 2023 Ordinary Council meeting. **Moved Cr Packham** **Seconded Cr Robinson** **The Motion on being put to the vote was CARRIED unanimously.**		
23/08/2023	Integrated Planning and Reporting - Delivery Program 2022 -2026 and Operational Plan 2022-2023 Progress Report - January to June 2023	111/23	**RESOLVED** That Council note the final Operational Plan 2022-2023 Progress Report, based on the period April to June 2023. **Moved Cr Galletly** **Seconded Cr Gaddes** **The Motion on being put to the vote was CARRIED unanimously.**	Davis, Renata	**29 Aug 2023 2:07pm Davis, Renata - Completion** Action completed by Davis, Renata - Report complete and distributed to Council and Community
23/08/2023	Kempsey Road Status Report	112/23	**RESOLVED** That Council note information within the report regarding the Kempsey –Armidale Road Restoration Project following the Steering Committee held Thursday 10 August 2023. **Moved Cr Robinson** **Seconded Cr Gaddes**	Manners, Alex	**19 Sep 2023 6:49am Manners, Alex - Completion** Action completed by Manners, Alex - The report is for noting only

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings 2022 - 2023

ARMIDALE Regional Council

Meeting Date	Report Title	Res #	Detail	Officer	Notes
			The Motion on being put to the vote was CARRIED unanimously.		
23/08/2023	PWA's Consultation on Water and Willingness to Pay	114/23	**RESOLVED** That Council note the response to the Questions for which Notice has been Given provided by Cr Robinson. **Moved Cr Robinson** **Seconded Cr Gaddes** **The Motion on being put to the vote was CARRIED unanimously.**	Manners, Alex	**19 Sep 2023 2:33pm Hoult, Melissa - Reallocation** Action reassigned to Manners, Alex by Hoult, Melissa - Oaky Dam related. **19 Sep 2023 3:04pm Manners, Alex - Completion** Action completed by Hoult, Melissa - QoN was responded to in the August OCM.

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TRIM:

Ecologically Sustainable Development Policy

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

1. PURPOSE

The purpose of this Policy is to encourage and support Ecologically Sustainable Development (ESD) within the Armidale Regional Local Government Area.

This Policy follows the principals of ESD by promoting financial incentives to developments which can demonstrate that the objectives of this Policy are achieved.

Principals of ESD:

At its core, ESD requires the effective integration of social, economic and environmental considerations in decision-making processes.

At a federal level, ESD is notably enshrined in Section 3A of the Environment Protection and Biodiversity Conservation Act 1999 (Cth) (EPBC Act) as a set of principles, which are:

- *decision making processes should effectively integrate both long -term and short -term economic, environmental, social and equitable considerations;*
- *if there are threats of serious or irreversible environmental damage, lack of full scientific certainty should not be used as a reason for postponing measures to prevent environmental degradation;*
- *the principle of inter -generational equity—that the present generation should ensure that the health, diversity and productivity of the environment is maintained or enhanced for the benefit of future generations;*
- *the conservation of biological diversity and ecological integrity should be a fundamental consideration in decision -making; and*
- *improved valuation, pricing and incentive mechanisms should be promoted.*

2. AIMS AND OBJECTIVES

Aims:

This Policy aims to ensure that the principles of ESD are embedded in the development assessment process to promote improved ESD principals in building designs.

This Policy also aims to ensure that where the principals of ESD are followed, a financial incentive is provided to developments.

The incentive is only available where the development can clearly demonstrate through the assessment process that the objectives of this Policy have been met.

This Policy also aims to promote others to utilise this Policy and increase the number of developments which follow the principals of ESD.

Objectives:

In order for Council to decide whether the development meets the objectives of this Policy, the development must be able to clearly demonstrate that it has met the following:

- **Building Design:** Improvements in liveability through thoughtful design (i.e. designing for climate, orientation and compact living)
- **Land Use:** Thoughtful site selection and avoidance of excavation and vegetation removal (i.e. compact buildings which respect the site and work with prevailing environmental factors and site conditions)
- **Materials Selection:** Incorporation of low embodied energy building materials and small building footprints (i.e. use of recycled and low carbon intensive materials).
- **Energy Performance:** Ensuring the development meets international energy efficiency and thermal comfort standards (i.e. Passivehouse) and reduction in demand on the electricity grid (i.e. through incorporation of standalone energy systems)
- **Water Conservation:** Demonstrated reduction in demand on Council's reticulated services (e.g water) through exceeding mandatory Government efficiency scheme requirements (i.e. BASIX)
- **Waste Reduction:** Avoidance of demolition of existing structures and provision of source separation for construction wastes and throughout the life of the development (i.e. by provision of adequate bin storage space)
- **Indoor and Outdoor Environmental Quality:** Careful consideration of prevailing climatic conditions to ensure passive house principals are achieved (i.e. solar gain and prevailing breezes) and avoidance of technology that results in air pollution and a reduction in the quality of life for occupants and neighbours (i.e. use of clean technologies and wholesale avoidance of carbon intensive products, e.g. wood heaters)
- **Ecology and landscaping:** Improvements in local water/air/soil quality (i.e. retention of native and exotic trees, protection of ecological communities, provision of deep soil zones and quality landscaping)

Developments will have met the objectives of this Policy by completing the checklist provided in section 3 below.

3. APPLICATION

This Policy applies to all developments proposed within the Armidale Regional Local Government Area (LGA).

This Policy applies to Development Applications, Construction Certificates and Complying Developments that are lodged with Armidale Regional Council for assessment and certification.

This Policy will only be applied where the application can clearly demonstrate that the objectives of ESD have been achieved.

Crucial to the application of this Policy will be the capacity for the application to demonstrate that a holistic (multi-criteria) approach to the development has been undertaken.

The application documentation must clearly demonstrate how the development meets the objectives of this Policy by completing the below checklist:

This Policy does not apply to State Significant or Regionally Significant Development (SSD, & RSD respectively).

Please copy this table and complete and submit with your application.

Table 1: ESD Criteria and justification **(applicant use):**

Criteria	Objective	Complies (Y/N)	Details	Shown on plans (Y/N)	Justification for departure from objective (note: departures will compromise Council's ability to apply the incentives offered under this Policy)
Building Design					
	(a) The impacts of the development on the environment are reduced through careful site selection and appropriate construction methods.	Y/N		Y/N	
	(b) The development is of high build-quality and is constructed using durable materials.	Y/N		Y/N	
	(c) The development respects and takes advantage of the natural features of the site and the surrounding environment.	Y/N		Y/N	
	(d) The development has been orientated for maximum solar gains, cross ventilation, lighting, and indoor/outdoor functionality.	Y/N		Y/N	
	(e) The development retains and adaptively re-uses character buildings and their defining streetscape features are retained and maintained.	Y/N		Y/N	
	(f) Source separation of waste over the effective life of the development is provided.	Y/N		Y/N	
	(g) The development follows the principals of passive design.	Y/N		Y/N	
Land Use					
	(h) The development has carefully selected the most appropriate location with regards to prevailing environmental conditions.	Y/N		Y/N	
	(i) The development clearly minimises ecological impacts by minimising and avoiding vegetation removal.	Y/N		Y/N	

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	(j) The use of resources during construction and over the effective life of the development are reduced.	Y/N		Y/N	
	(k) The construction footprint and associated earthworks are minimised and excessive land reshaping is avoided.	Y/N		Y/N	
Materials Selection					
	(l) The development utilises construction materials that are designed to have a lower environmental impact than traditional building materials.	Y/N		Y/N	
	(m) The development utilises durable products from sustainably sourced and/or recycled materials.	Y/N		Y/N	
	(n) The environmental impact from building materials is minimised through reduction of the size of the development.	Y/N		Y/N	
Energy Performance					
	(o) The development incorporates energy-efficient systems, fixtures and appliances which reduce energy demand.	Y/N		Y/N	
	(p) Renewable energy sources are integrated into the ongoing operation of the development and can fundamentally power the development without reliance on the electricity grid.	Y/N		Y/N	
	(q) The development meets the performance based Passive House standards and can demonstrate that thermal comfort, heating and cooling demands, humidity and airtightness and overall energy use standards have been met.	Y/N		Y/N	
Water Conservation					
	(r) The development incorporates water-efficient systems, fixtures and appliances which reduce water demand into the design.	Y/N		Y/N	
	(s) Water capture and re-use is integrated into the ongoing operation of the development and can fundamentally demonstrate that the	Y/N		Y/N	

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	development is fundamentally not solely reliant on Council's reticulated potable water supply.				
Waste Reduction					
	(t) Source separation of waste is provided for all stages of the construction of the development.	Y/N		Y/N	
	(u) Demolition of existing structures is avoided and minimised.	Y/N		Y/N	
Indoor and Outdoor Environmental Quality					
	(v) Environmental conditions inside the building must ensure the health, well-being and satisfaction of building occupants is improved through solar access, clean heating and cooling and provision of clean active and passive ventilation.	Y/N		Y/N	
	(w) The development does not cause air or noise pollution to occupants or surrounding developments through the avoidance of use of carbon intensive heating sources and well thought out placement of active ventilation and air-conditioning fixtures.	Y/N		Y/N	
	(x) The development is resilient to and can adapt to the effects of climate change.	Y/N		Y/N	
Ecology and Landscaping					
	(y) The development provides improved biodiversity outcomes through the avoidance and minimisation of vegetation removal.	Y/N		Y/N	
	(z) The development ensures the long-term retention and preservation of both native and exotic trees and ecological communities.	Y/N		Y/N	
	(aa) The development integrates quality landscaping which improves streetscape appeal and increases urban canopy cover.	Y/N		Y/N	

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The above checklist provides the minimum (baseline) standards and sustainability initiatives that need to be met in order to qualify for the incentives offered under this Policy.

The incorporation of elements that will exceed the baseline standards and initiatives must be detailed in the above project checklist and in the documentation submitted with the application.

These will then be tracked throughout the development and will be reviewed by Council at each relevant stage.

4. POLICY INTENT

This policy intends to:

- Provide simple and standard criteria to assess the reduction and/or waiving of fees and/or contributions for development which can clearly demonstrate adherence to ESD principals.
- Provide a standard procedure for the reduction and/or waiving of fees and/or contributions during the assessment of the development.
- Allow for the deferral of the payment of monies until such time as Council is satisfied that the development has been physically completed in accordance with the documentation submitted with the application.
- Determines when payment of fees will be required, should the development not be carried out as proposed in the application.

4. COMMUNITY STRATEGIC PLAN OBJECTIVES

On a local level, this policy closely aligns with the 'Future Region' theme, which is one of the Six Pillars of the *Community Plan 2022-2032 (CP).* The pillars set out the key vision and goals for the next 10 years for our region. The pillars aim to clearly identify the community's main priorities and future aspirations and the strategies required to achieve them. The aspirations, and targets of the 'Future Region' goal are provided below.

This Policy shows clear alignment with the aspirations and goals of the CSP and when the actions of this Policy are implemented we will be progressing well towards meeting the targets set by the CSP.

On a regional level, this policy closely aligns with one of the four key settlement planning principals outlined in the NSW Government's *New England North West Regional Plan 2041 (RP),* which states:

> ***Encourage locally responsive, sustainable design***
> *All land use strategies in the New England North West will encourage locally responsive, sustainable design in established urban areas and in new growth areas.*
>
> *This is important to enhance the unique character of the region's cities, towns and villages and to protect the key qualities that are valued by the community. Priorities for each council are set out in Local Government Narratives within this Plan.*
>
> *Future development will need to respond to the challenges described in this Plan, including the challenges posed by climate change and the need for protection from bushfire, increased shade for pedestrians and best practice water management to increase community resilience.*

Furthermore the policy aligns with Objective 8 of the RP by ensuring that developments adapt to climate change and natural hazards and increase climate resilience. Specifically Strategy 8.4 of the RP states that

opportunities for development should *'Encourage sustainable and resilient building designs and materials including the use of renewable energy to displace carbon intensive or fossil fuels intensive options'.*

Community Plan 2022-2032 (CP):
Future Region Aspirations (what the community wants):

Future Region Goals (how we will get there):

Goal 1
A flourishing natural environment that is protected and enhanced - Strategies:

- Promote and support biodiversity protection and management
- Protect and enhance our waterways, catchments and creek lands
- Foster collaborations that improve understanding and action to protect our natural environment

Goal 2 A clean, green, and responsible region
Strategies:

- Proactively adapt to and mitigate the local impacts of climate change
- Promote and increase use of renewable resources and alternative energy sources
- Collect, handle, dispose, recycle and reuse waste responsibly and innovatively
- Create a cleaner, healthier environment with good air quaility
- Ensure the community is provided with safe and accessible water that is sustainably managed now and into the future
- Prepare for, prevent, and manage natural disasters

Future Region Targets (How we know we have achieved the goals):

How do we know we have arrived?	Baseline	Trend	Source
Annual greenhouse gas emissions tonnes Co2e per capita	27.6T (2017)	Decrease	Climate Emergency Working Group Report, A Framework for Climate Action 2021.
Solar power usage rates – number of Small Generation Units (SGU) Solar in the LGA	4,085 (2020)	Increase	Clean Energy Regulator 2021
Number of threatened ecological communities and species in Armidale Plateau IBRA Bioregion (includes Armidale, Guyra, Uralla and Walcha)	116	Maintain/ decrease	NSW Department of Planning and Environment
Number of exceedances per month of the Air NEPM	23 (2020)	Decrease	National Environment Protection Measure of Ambient Air Quality Standards (Air NEPM)
Number of approved wood heaters installed in the LGA	45 (2019)	Decrease	Council data
Amount of domestic waste diverted to landfill	30,893t (2020)	Decrease	Council data
Amount of waste able to be recovered/recycled	7,588t (2020)	Increase	Council data
Water consumption rates	200L/person /day	Maintain/ decrease	Council data
Number of exceedances per winter of the World Health Organisation PM2.5 Air Quality Guidelines		Substantial decreasing trend	NSW DPE and PurpleAir PM2.5 measurements

5. POLICY

This policy enables the refunding, reduction or waiving of the following fees and charges:

- Development Application (DA) fees.
- Construction Certificate (CC) fees. Note Council must be appointed as the Principal Certifier (PC) in order to be able to qualify for this fee to be offset.
- Complying Development Certificate (CDC) fees. Note Council must be appointed as the Principal Certifier (PC) in order to be able to qualify for this fee to be offset.
- S7.12 contributions (fees) as applicable under Council's Armidale Regional Council Section 7.12 Contributions Plan.
- Water DSP contributions (fees) as applicable under the Armidale and Guyra Development Servicing Plans.

For the abovementioned fees to be waived, the development will be assessed by Council against the corresponding measure/criteria in the below table.

Table 2: ESD criteria and offsets (**Council use only**):

Measure	Criteria	Fees Offset (DA/CC fees)	Contribution Offset (s7.12)	Water Contribution (DSP) offset.	Fees offset application (Y/N & confirm which offset applies)	Justification
1.Building Design	Development has been orientated for maximum solar gains, cross ventilation, lighting, and indoor/outdoor functionality. Development footprint and environmental impact is reduced through careful site selection and appropriate construction methods. Adaptive re-use and retention of character buildings without loss of original and complimentary character features. Design of additions or alterations to existing character dwellings is well thought out and respectful of the original building.	Reduction in DA/CC fees may be applied if this criteria is met.	Reduction in s7.12 contributions may be applied if this criteria is met.		Y/N	
2.Land Use	Demonstrated design excellence, using a holistic design approach based on a detailed site assessment. Bulk earthworks are minimised. Reduced construction footprint and avoidance of vegetation removal.	Reduction in DA/CC fees may be applied if this criteria is met.	Reduction in s7.12 contributions may be applied if this criteria is met.		Y/N	
3. Materials Selection	Demonstrated use of recyclable and renewable/sustainably sourced materials. Minimised building material usage through reduction of the size of the development.	Reduction in DA/CC fees may be applied if this criteria is met.	Reduction in s7.12 contributions may be applied if this criteria is met.		Y/N	
4.Energy Performance	Demonstrated reduction in energy consumption by	Reduction in DA/CC fees may	Reduction in s7.12 contributions		Y/N	

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	meeting or exceeding the below Standards. *Passivehouse: 0.6 air exchanges per hour met.* *Low energy housing: 1.0 air exchanges per hour met.* Renewable energy sources are provided without reliance on the electricity grid. Energy efficient fixtures and appliances installed.	be applied if this criteria is met.	may be applied if this criteria is met.			
5.Water Conservation	Demonstrated provision of water supply from 100% harvested water and no demand on Council's reticulated water supply service. Water saving fixtures and appliances installed.	Reduction in DA/CC fees may be applied if this criteria is met.	Reduction in s7.12 contributions may be applied if this criteria is met.	Up to 100% reduction in Water DSP based on detailed alternative water supply report.	Y/N	
6. Waste Reduction	Avoidance of Demolition. Source Separation of Waste During Construction and ongoing throughout development.	Reduction in DA/CC fees may be applied if this criteria is met.	Reduction in s7.12 contributions may be applied if this criteria is met..		Y/N	
7. Indoor & Outdoor Environmental Quality	Active avoidance of polluting technologies for heating by not installing any wood or fuel fired systems. Health, well-being and satisfaction of building occupants is improved through solar access, clean heating and cooling and provision of clean active and passive ventilation.	Reduction in DA/CC fees may be applied if this criteria is met.	Reduction in s7.12 contributions may be applied if this criteria is met.		Y/N	
8.Ecology & Landscaping	Active avoidance of existing vegetation. Incorporation of landscaping and deep-soil zones that permit the establishment of shade trees. Provision of quality landscaping which improves streetscape	Reduction in DA/CC fees may be applied if this criteria is met.	Reduction in s7.12 contributions may be applied if this criteria is met.		Y/N	

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	appeal and increases urban canopy cover.					
TOTAL		**To get a 100% fee discount all measures need to be met.**	**To get a 100% 7.12 contribution discount all measures need to be met.**	**To get a 100% water DSP discount the documentation must demonstrate a significant reduction in demand on Council's services.**	Y/N	

WAIVERS:

Total waiver:

In order for Council to apply a total waiver of the charges in each column in table 1, the development must be able to clearly demonstrate that each of applicable measures from the list have been addressed.

Partial waiver:

Council may apply a partial waiver where the development demonstrates that only some of the 8 measures have been addressed.

Refusal of waiver:

A waiver may not be applied if an application does not clearly demonstrate that the measures from table 1 have been met, or that the development contains a significant departure from the ESD objectives (i.e. demolition of a contributory character dwelling to replace with an energy efficient dwelling will not be eligible for a waiver under this Policy).

APPLICATION OF WAIVER:

Should the development demonstrate that it meets some or all of the requirements provided in table 1, Council may agree to waive the requirement to pay the associated fees and/or charges.

Terminology used:

Development Application (DA). This refers to the merit assessment phase of the proposed development. DA's need to demonstrate compliance with Council's suite of planning controls in addition to State Government controls. If a DA is approved it is accompanied by a set of 'Consent Conditions' and 'Stamped Plans'

Construction Certificate (CC): This refers to the construction approval and inspection phase of the proposed development. CC's need to demonstrate compliance with the DA conditions and plans, and various building and construction standards, including the Building Code of Australia, Australian Standards, this Policy etc.

Complying Development Certificate (CDC): This is a combined approval pathway which is applicable to development which meet a strict set of NSW Government imposed planning controls. Should developments meet these state based codes then the assessment and construction phases are handled via a single application. Typically the CDC pathway is a more streamlined approval process than the DA/CC pathway, but offers less flexibility in the application of planning controls and therefore the development that can be undertaken.

Occupation Certificate (OC): This is the final step in the DA/CC and CDC pathway and is the final check to ensure the development has meet all applicable standards, conditions, Policy provisions etc.

Development Application (DA) Fees: DA fees must be paid upfront and can only be refunded once the development has been construction under the CC and has had an Occupation Certificate (OC) issued. Should the DA demonstrate compliance with this Policy, and the associated Construction Certificate (CC) confirm that the development has been carried out in accordance with the DA, then the fees may be refunded at OC stage. Final application of the refund will be dependent on confirmation being provided to Council that the development has physically installed/achieved the ESD requirements during the construction phase.

The DA consent will be conditioned to reflect this arrangement.

Construction Certificate (CC) Fees: If the CC is lodged concurrently with the DA or separately after the DA has been determined, the CC fees must be paid upfront and a refund of fees will be applied as per the above DA methodology.

Should the associated Construction Certificate (CC) confirm that the development has been carried out in accordance with the DA, then the fees may be refunded at OC stage.

Complying Development Certificate (CDC) Fees: The CDC fees must be paid upfront and a refund of fees will be applied as per the above DA methodology. Should the CDC demonstrate compliance with this Policy throughout the construction and inspections phase, the fees may be refunded at Occupation Certificate (OC). Final application of the refund will be dependent on confirmation being provided that the development has physically installed/achieved the ESD requirements during the construction phase.

Occupation Certificate (OC): Prior to issue of the OC the applicant must be able to clearly demonstrate that the development has installed/incorporated/achieved the ESD requirements that were established during DA stage and all mandatory inspections carried out.

If it can be clearly demonstrated that the ESD requirements of the development have been met, a refund of any fees paid can be arranged and a final determination on the total or partial waiving of any fees can be made based on the documentation submitted and Council's discretion.

Section 7.12 contributions and/or Water DSP Fees: Should a DA/CC pathway be followed, **t**he section 7.12 contributions and the Water DSP's will be deferred until OC stage. Conditions of consent will be included which reflect this arrangement.

Should the CD pathway be followed, the Section 7.12 and/or Water DSP's must be paid upfront and a refund of fees will be applied as per the above DA methodology.

FINAL WAIVER DETERMINATION:

In order for Council to ultimately decide to apply the offsets, the development must:

- Be able to clearly document that the development will meet the principals of ESD and qualify for the waivers offered under this policy.
- Be able to clearly document that the development has been carried out in accordance with the stamped approved plans and that all critical inspection stages have been completed.

- Provide confirmation that inspections of the development have been undertaken by a qualified third party energy assessor to assess the quality of the installation of the energy efficiency and thermal comfort measures.
- Provide certification from all contractors that the commitments outlined in the application have been installed.
- Have had all necessary inspections completed and passed by Council's building surveyors. This includes the necessary critical stage and any additional inspections required to confirm the measures covered by this Policy have been installed/met.
- Be completed to a point where Council is satisfied that the development has incorporated all ESD criteria as outlined in the DA.

Should the development not be able to demonstrate that all items outlined in the application have been completed, payment of applicable fees/and or contributions will be required before issue of the OC for the development.

DISCRETION:

Council will use its discretion to determine whether a particular development is to be regarded as ESD for the purposes of this policy and will calculate the applicable waiver (if any) having regard to the nature of the development and the information provided to support the application.

6. LEGISLATIVE REQUIREMENTS

The Principals of ESD are embedded in multiple pieces of legislation, including:

- The *Environmental Planning & Biodiversity Conservation Act 1999* (**EPBC Act 1999**),
- The *NSW Environmental Planning & Assessment Act 1979* (**EP&A Act 1979**),
- The Local Government Act 1993 (**LG Act 1993**),

7. REVIEW

This Policy will be reviewed one year from the date of adoption of this policy.

This Policy will then be reviewed every five years after the initial one-year period, or more frequently as required.

8. REPORTING

This policy will only generate internal reporting to the sections of Council that have been identified as having a potential impact to their budget.

This includes:

- Development & Certification section (DA/CC/CDC fees),
- Strategic Land Use Planning section (Section 7.12 contributions),
- Water & Sewer section (Water DSP's)

9. RESPONSIBLE OFFICER

The Responsible Officer for the Policy is the Manager of Development & Certification who will have the following functions:

- Maintaining records/ register
- Reporting
- Keeping the Policy current
- Investigating breaches and enforcing compliance
- Implementing communications, education and monitoring strategies.
- Providing a point of contact about the meaning and application of the Policy.

The responsible officer is a senior position who will be able to make the decisions needed to maintain the Policy and give effect to any decisions made.

10. ROLES AND RESPONSIBILITIES

The responsibilities for the implementation, application and review of this Policy are:

- Staff – Assessment of applications to determine fee waiver applicability.
- Councillors – Review of Policy at scheduled times.
- Managers – Review of Policy based on staff, Councillor and customer feedback as required.
- Directors – Consideration of the Policy in line with Council's suite of development, planning and financial controls.

11. RELATED PROCEDURES AND PLANS

- Armidale Development Control Plan (2012)
- Community Participation Plan (CPP) (2020)
- Armidale Water Development Servicing Plan (2009)
- Guyra Water Development Servicing Plan (2015)
- Armidale Regional Section 7.12 Contributions Plan (2022)
- New England North West Regional Plan 2041

APPROVAL AND REVIEW		
Responsible Business Unit	[Name of Business Unit]	
Responsible Officer	[Name of Responsible Officer]	
Date/s adopted	*Council Executive* [updated by policy owner]	*Council* [DD Mmmm YYYY]

Date/s of previous adoptions	[Dates of previous adoptions]
Date of next review	[1 year from last adoption]
TRIM Reference	

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DA NUMBER:	DA-22-2023
LOCATION:	121 Butler Street ARMIDALE NSW 2350 Lot D DP 159693
DEVELOPMENT DESCRIPTION:	Change of Use - Food and Drink Premises
COUNCIL:	Armidale Regional Council : Emily Tischner

PLEASE REFER TO REFERENCE DOCUMENT FOR ADDITIONAL INFORMATION

PROPERTY DETAILS / HISTORY

FILE HISTORY

Compliance – Council received complaints from neighbouring properties regarding unauthorised works at the site with regard to windows, doors and the patio area at the front. Council approached the landowner advising that the works completed exceed the exempt provisions.

PREDA-22-2021

Change of Use – dwelling house to food and drink premises. - The change of use, of the dwelling house will be undertaken in two (2) stages. - It was advised that the most practical way forward would be to submit a development application for the change of use from a dwelling house to food and drink premises, and propose the DA to be staged. - Staging the DA would allow for referral officers to apply conditions as required to each stage as there is substantially more work associated with stage 2 than the satellite kitchen proposed in stage

1. Stage 1 – interim takeaway food and coffee The proposal is to utilise the two (2) front rooms of the dwelling as an area for the selling of food products from the established Pho plus food premises and the making of coffee. This would be utilising disposal cups/cutlery and would be sold as takeaway food. The coffee machine would be installed in between the two front rooms which would require minor internal works. It is anticipated a number of chairs may be provided to cater for those patrons waiting for coffee.

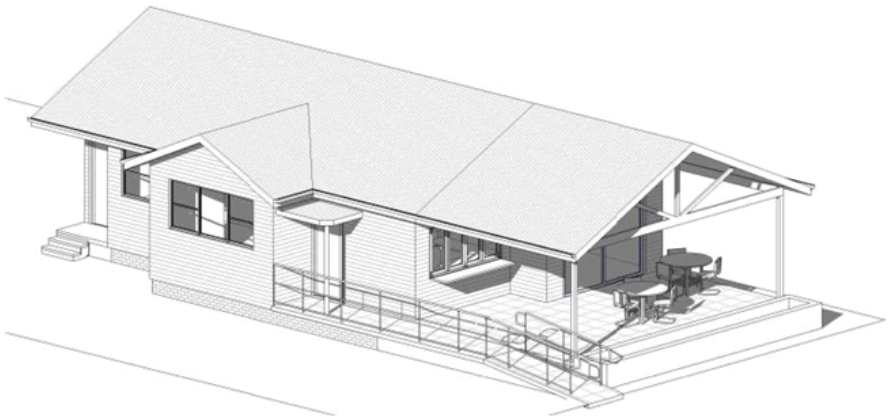
Stage 2 – food and drink premises This stage would comprise internal works and fit out for the rear of the dwelling to be utilised for food preparation and service, including indoor seating for patrons. This would require the kitchen to be repurposed as a commercial kitchen with mechanical ventilation, trade waste facilities and appropriate floor treatments as well as car parking.

Advised a BIC would be required for the patio works.

TITLE PLAN	No easements or restrictions on the lot.
CHECK OWNERSHIP	Title Search on file. Mr S Mijajlovic have signed Application form.
SITE	The subject site is Lot D DP 159693 commonly known as 121 Butler Street Armidale. The subject site is located on the eastern side of Butler Street and is a regular shaped allotment with an area of 607m2.The site currently comprises a dwelling with storage shed to the rear and a concrete patio area between the dwelling and boundary line (the patio area was constructed without consent)

PROPOSAL

The proposed development is for a change of use from a dwelling to a food and drink premises. The proposed café area will be located in the front portion of the building with the seating to be predominantly on the front patio area that will be covered by the proposed roof. Parking will be provided at the rear for staff and customers. The intent of the owner at this stage is to use the premises as a shopfront/coffee shop and sell food that has been prepared at another location, Pho Plus. There will be no food preparation on site at this stage.



REFERRALS if yes to any question refer to Section 4.15 reference document	
Public Authority	
Is the application by/on behalf of Public Authority (this includes UNE)?	**NO**
Airport	
Is the height of the development more than 30 metres above natural ground level and within 30 kilometres of an aerodrome?	**NO**
Is the height of the development greater than 45 metres?	**NO**
Is the height of the development more than 30 metres above natural ground level and located in the PANS-OPS area?	**NO**
Is the development likely to require use of a crane during construction in a location that could potentially affect Airport operations?	**NO**
Power	
Is the development located wholly or partially within a Transgrid easement?	**NO**
Roads	
Does the development gain access from or is adjacent to a classified road?	**NO**

ENVIRONMENTAL PLANNING INSTRUMENTS SECTION 4.15(1)(a)(i)	
STATE ENVIRONMENTAL PLANNING POLICIES (SEPPs) (see reference doc for a full list)	
SEPP (Resilience & Hazards) Chapter 4 – Remediation of Land	The subject site is not identified as potentially contaminated land in councils system and there is no indication of contamination on the site.
ARMIDALE DUMARESQ LOCAL ENVIRONMENTAL PLAN (ADLEP 2012)	
PART 1 PRELIMINARY	

1.2 Aims of Plan	The assessment of this application has been carried out having regard to the aims of the Plan.
1.9A Suspension of covenants, agreements and instruments	Noted.
PART 2 PERMITTED OR PROHIBITED DEVELOPMENT	
2.2 Zoning of land to which Plan applies	The subject site is zoned MU1 Mixed Use.
2.3 Zone objectives and Land Use Table	The objectives of the zone are: - To provide a mixture of compatible land uses - To integrate suitable business, office, residential, retail and other development in accessible location so as to maximise public transport patronage and encourage walking and cycling. The proposal is defined as ***food and drink premises.*** ***Food and drink premises*** *means premises that are used for the preparation and retail sake of food and drink (or both) for immediate consumption on or off the premises, and includes any of the following;* *(a) Restaurant or café* The proposed development is consistent with the objectives of the zone and will service the Hospital and adjoining areas.
PART 4 PRINCIPAL DEVELOPMENT STANDARDS	
There are no principal development standards applicable to the subject development.	
PART 5 MISCELLANEOUS PROVISIONS	
5.10 Heritage conservation	The subject site is not identified as being of European heritage significance.
PART 6 ADDITIONAL LOCAL PROVISIONS	
6.1 Earthworks	The proposed development does not require any earthworks.
6.2 Flood planning	According to Council's GIS program Enlighten and the Armidale Flood Study 2015, the proposed works at this site are situated above the 1%AEP (+500mm freeboard) and are therefore not considered to be flood prone/liable.
6.6 Essential Services	The subject site has connection to all essential services with no change proposed. Suitable site access is provided by an existing driveway cross over to Butler Street.

DO EXISTING USE RIGHTS APPLY?	No

DRAFT OR UNDER CONSULTATION - ENVIRONMENTAL PLANNING INSTRUMENTS

SECTION 4.15(1)(a)(ii)

DO ANY DRAFT SEPPS/LEPs REQUIRE CONSIDERATION: nil.

ARMIDALE DUMARESQ DEVELOPMENT CONTROL PLAN 2012

SECTION 4.15(1)(a)(iii)

Section 1 Development Control Plan Introduction	
1.1 Introduction and Public Notification	In line with councils' community participation plan the application was notified to adjoining landowners. The application was notified for a period of 14 days and three (3) submissions were received in relation to the development. A further two (3) submissions were received after the exhibition period closed.
Section 2 Site Analysis and General Controls	
2.1 Site Analysis	The subject site is comprises an existing dwelling house and shed to the rear of the site. The site is generally flat and is predominantly hardstand area.
2.2 Tree Preservation	No tree removal is required as part of the application.
2.3 European Heritage	The subject site is not identified as being of European heritage significance.
2.4 Aboriginal Heritage	
What category of potential is the proposed development in?	Low
Are there recorded sites in the area or nearby?	Not recorded nearby
What features are located in the impact area?	Creek lines/watercourses (even if ephemeral) - nil Shoreline of water body (past or present) - nil Cliff lines/boulders (higher than 1m) - nil Overhangs in any of the cliff lines/boulders - nil Deep sandy deposits - nil Old growth trees - nil
What is the landscape history?	Heavily modified
Additional comments/conclusion	No further investigation considered necessary. Standard Advising (A001) to be included on any consent regarding obligations of developer should items of significance be identified during construction.
2.5 Contaminated Land	The subject site is not identified in Council's Information System for Potentially Contaminated Land as having been previously used for a purpose that may have resulted in contamination.
2.6 Earthworks and Geotechnical Assessment	The subject site is not identified as being potentially affected by slope instability in the mapping contained within DCP 2012, Chapter 2.6. The subject site is not identified as being potentially affected by spring activity in the mapping contained within DCP 2012, Chapter 2.6.
2.7 Floodplain Protection and Stormwater Drainage	The subject site is not identified as flood prone land. Stormwater can be managed on site to existing infrastructure
2.8 Noise	The proposed development is considered to generate a level of noise that would exceed the residential amenity, however the existing character of the area is a mix of uses that represent and contribute varying noise levels to the locality the proposal is not considered to be obtrusive to adjoining uses.

2.9 Parking Chapter 2.9 Parking of Councils DCP requires the following car parking spaces for food and drink premises – take away - 1 space per FTE and 1 per 3 seats = the need for five (5) spaces. The car parking rate applied to the development is 1 space per 30m2. This parking rate is contrary to the DCP but is based off the flat rate established in the Armidale CBD Revitalisation Project: Parking & Mobility Study Component prepared by TPS Group dated June 2018. This parking rate provides a more suitable rate for assessing car parking requirements then relying on a 'per seats' rate as per the DCP. Based on a rate of 1 space per 30m2 the development requires four (4) spaces which can be accommodated on site. The consent will be conditioned to provide four (4) spaces, one (1) disabled car parking space, one (1) staff parking space in the existing shed and three (3) spaces at the rear. It is considered that this number of spaces is adequate to service the development and it is intended that much of the patronage to the development will be pedestrians.	
2.10 Signage	There is no signage proposed under this application. Any future signage for the purpose of business identification will need to be in line with the provisions of the Codes SEPP or will require further consent.
2.11 Engineering	N/A

Section 5 Commercial and Industrial Development Controls	
5.1 Development in the Business Zones	
Part 1 General Provisions	Noted.
Part 2 General Design	The proposal includes the provision of a gable roof over the existing patio area which extends to the property boundary. The extension of the roofline to the boundary in this instance is considered acceptable as the structure is open and has been designed in such away that will not have an adverse visual impact on the streetscape. A landscaping condition has been included to provide for a softening of the site frontage and the patio area from the streetscape. The bulk and scale of the proposed roof addition is inline with the existing building on site.
Part 3 Landmarks and Heritage	The proposed development and subject site are not landmark buildings or a heritage item. There are no impacts on any heritage items or landmarks.
Part 4 Community Safety	The proposed covered patio area within the front setback of the site provides passive surveillance to the streetscape as well as the windows and doors providing surveillance from inside to the streetscape.
Part 5 Development in the Armidale CBD	
5.1 Design	The proposed development is consistent with the provisions of this part.
5.2 Building height, bulk and scale	There is no change proposed to the overall building height, bulk or scale of the existing development. The proposed roof structure is compatible with the existing building and will not have an adverse impact on the amenity of the streetscape or impacts on adjoining properties. The provision of landscaping at the front of the site will enhance the streetscape character and visually integrate the development. The proposed development does not exceed the height provisions.
5.3 Building Setbacks	A zero setback is acceptable in the MU1 (previously B4) zone where the height

	of the building does not exceed 10m.The height of the existing building and the proposed roof structure is below 10m and is consistent with the provisions of this part.
5.4 Traffic flow and car parking	The proposed development is consistent with provisions in this part as parking can be accommodated on site and a condition of consent is imposed to ensure loading/unloading is carried out on site.
5.5 Pedestrian Access	Not Applicable
5.6 Landscaping	Landscaping is to relate to the streetscape and contribute to the streetscape character. The requirement for landscaping in the front garden bed of the site of the site will be contributory to the streetscape, in line with this provision.

ANY CURRENT OR DRAFT PLANNING AGREEMENT SECTION 4.15(1)(a)(iiia)	
Are there any planning agreements or draft agreements in place?	No

REGULATIONS SECTION 4.15(1)(a)(iv)	
Does the proposal include any demolition?	No
Does the proposal involve the relocation of a building to/from the site?	No
Are there any fire considerations (i.e. fire separation)	The rear portion of the building is not to be utilised as a dwelling whilst the food and drink premises is in operation.
Should the building be brought up to current BCA standards? (Refer Building Surveyor assessment)	No

COASTAL ZONE MANAGEMENT PLAN SECTION 4.15(1)(a)(iv)
Not applicable to Armidale Dumaresq Local Government Area.

LIKELY IMPACTS OF THE DEVELOPMENT SECTION 4.15(1)(b)	
Potential impacts on the natural environment?	
Impact on air quality?	Construction: Standard conditions for dust suppression Operation: Nil

Impact on water quality?	Construction: Standard conditions erosion and sediment control measures. Operation: Nil
Land degradation, tree loss or impact on flora, fauna or ecosystems?	The subject site is not identified as being of ecological significance in the Armidale Flora and Fauna Study.
Potential impacts on the built environments?	
Impact of noise generation?	The proposed development with the provision of seating at the front of the premises in the front setback is not considered to create offensive noise to the adjoining properties and will not be adversely affected by adjoining land uses.
Impact on any places of aboriginal heritage significance?	Nil
Impact on any places of European heritage significance?	Nil
Amenity (i.e. hours of operation)?	Butler Street, in proximity to the subject site comprises a number of uses. The proposed development will not impact on the amenity of the adjoining properties or impact on any residences.
Privacy, overshadowing and visual impact?	There are no privacy concerns as a result of the development or overshadowing concerns. The proposed roof line of the patio is to be consistent with the existing roof line of the building and is considered to not have an adverse visual impact on the streetscape.
Significant views affected?	No
Potential social impacts?	
Likely social impacts, benefits or precedents?	Nil
Implications for public infrastructure? (i.e. public transport, main extensions etc.)	Nil
Impact on surrounding public places?	Nil
Potential economic impacts?	
Likely economic impacts or benefits?	The proposed development will provide for additional economic activity in this location.
Developer contributions applicable?	The proposed development has an estimated cost of works of $25,000. Developer contributions are not required to be levied under councils Section 7.12 contributions plan. Development Servicing charges will be applicable as the change of use to a food and drink premises is an intensification of the use with regard to water and sewer. Applicable DSPS WATER: Water ETs = (0.008ETs/m^2 x 116m^2) - 1.000ETs Water ETs = 0.928ETs - 1.000ETs Water ETs = 0.000ETs

	Water Contribution = 0.000ETs x $7,699.00/ET **Water Contribution = $0.00** SEWER: Sewer ETs = (0.013ETs/m^2 x 116m^2) - 1.000ETs Sewer ETs = 1.508ETs - 1.00ETs Sewer ETs = 0.508ETs Sewer Contribution = 0.508ETs x $6,269.00/ET **Sewer Contribution = $3,184.65**

SUITABILITY OF THE SITE FOR THE DEVELOPMENT SECTION 4.15(1)(c)	
Risks and hazards?	
Flood prone?	According to Council's GIS program Enlighten and the Armidale Flood Study 2015, the proposed works at this site are situated above the 1%AEP (+500mm freeboard) and are therefore not considered to be flood prone/liable.
Bush fire prone?	The site is not identified as being bush fire prone in Council's certified mapping.
Contaminated land?	The subject site is not identified in Council's Information System for Potentially Contaminated Land as having been previously used for a purpose that may have resulted in contamination.
Slope / Slip instability?	The subject site is not identified as being potentially affected by slope instability in the mapping contained within DCP 2012, Chapter 2.6.
Potential for springs?	The subject site is not identified as being potentially affected by spring activity in the mapping contained within DCP 2012, Chapter 2.6.
CPTED principles?	N/A
Adjoining / nearby land uses and activities?	
Rail?	No
Classified road?	No
Other incompatible land uses?	Adjoining land uses comprise the Armidale hospital on the opposite side of Butler Street, the Railway Hotel to the rear of the site, Rosemerin Florist to the north of the site. There are a number of varying uses in the area. The provision of a food and drink premises is not considered to be incompatible with such uses.
Access to and within the site?	
Suitable vehicular circulation/access/parking?	The subject site has sufficient area for vehicle circulation. Vehicles are able to access the site in a forward motion and exist in a forward motion.
Suitable loading/unloading area?	Loading and unloading can be conducted in the short term parking on the street or at the rear of the property on the hardstand area or in the car parking provided.
Pedestrian access to public transport, facilities inc. for people with a disability?	N/A

Servicing?	
Sewer connection?	The subject site has connection to existing services. No change proposed.
Water supply?	
Stormwater?	
Energy Supply / Conservation and telecommunications?	

SUBMISSIONS SECTION 4.15(1)(d)
Any submissions from:

Three (3) submissions were received during the notification period and a further two (2) submissions were received outside the notification period. The matters raised in the submissions received after the notification period have also been addressed in the table below.

Matters raised in Submissions	Council comment
Parking – On street and off street On street parking - cars are often parked in a spot well beyond the sign posted time. The timing of parking Objection of the DA until parking issue is sorted. Off-street parking – Proposal for off-street parking to be accommodated in the garage to the rear not suitable as it may be utilised for storage and not for parking.	The timing of parking on the street is a regulatory matter that is outside the consideration of the development application. Councils regulatory team has been notified of the concerns regarding on street parking and will review the area in question. Adequate car parking is provided on site, and it is assumed that much of the patronage would be foot traffic from the hospital or adjoining areas. One (1) space will be provided in the rear shed area. This space will be for staff parking. A condition of consent will be imposed ensuring the parking space is utilised for staff parking only and is always kept clear and available for parking. If the applicant does not adhere to this condition, compliance action can be taken.
Traffic Report for Butler Street Entry/Exit into the site is narrow – very dangerous during Hospital Hours	All vehicles will be required to enter and exit the site in a forward direction. This can occur with a one way driveway the driveway is not required to be the width of two vehicles A condition will be imposed. A review of the carparking proposed indicates that vehicles will be able to adequately manoeuvre on the site to exit in a forward direction. The current driveway is considered suitable for the proposed use/possible traffic demand.
Economic Impacts Issues raised with regard to increased commercial competition as a result of the development.	Conflicting commercial uses is not a planning consideration of council in such a way to prohibit a permissible uses. The development will bring additional economic activity to the area.
Compliance issues	The landowner was advised to stop work when Council became aware of the matter. The landowner was advised to

Previous works on the site being undertaken without approval.	book in a pre-lodgement meeting and to not conduct any further work without approval. The landowner was advised that the work undertaken was not considered to be exempt development and required consent.The landowner followed this instruction, had a pre lodgement meeting with Council and has proceeded to seek approval for the use through this application.
Streetscape Proposed building works are inconsistent with the existing streetscape.	The proposed roof structure will be close to the boundary. No issue is raised with this as there will not be an adverse impact to the amenity of the streetscape. The streetscape in this area already comprises a variety of frontages. A condition will be imposed to ensure the frontage is landscaped to provide a buffer between the patio area and the footpath.
Internal Fitout – Commercial Kitchen No plans for a commercial kitchen shown on plans	The food will be prepared in the existing facility at Pho Plus and transported to the site for sale, with the exception of coffee which will be prepared on site. Conditions will be imposed to meet public health/food safety requirements.
Consultation/concurrence with other public authorities?	No
Any other submissions?	No

THE PUBLIC INTEREST SECTION 4.15(1)(e)	
Construction or safety issues?	Standard condition for barrier/hoarding during construction and Roads Act approval for associated works on the public road.
Public Health issues (food safety, skin penetration etc)?	Standard food safety conditions will apply.
Management plans, agreements or bonds? (inc. Fire safety measures)	No
Principles of Ecologically Sustainable Development?	The proposed development is considered to be satisfactory having regard to ESD principles.
Planning Circulars?	No
Applicable Strategic Plans?	No
Other public interests (i.e. precedents)?	No

CONCLUSIONS / RECOMMENDATIONS

I confirm that I am familiar with the relevant heads of consideration under the Environmental Planning and Assessment Act and Local Government Act (if applicable) and have considered them in the assessment of this application.

I certify that have no pecuniary or non-pecuniary interest in this application.

Determination

I recommend that the proposal be granted conditional consent under delegated authority.

ADDITIONAL NOTES ATTACHED: YES

DA No: DA-22-2023 **Signed:**

Date: 14 September 2023 **Time:**

ARMIDALE Regional Council

NOTICE OF DETERMINATION OF A DEVELOPMENT APPLICATION

issued under the *Environmental Planning and Assessment Act 1979* Section 4.18(1)(a)

DEVELOPMENT APPLICATION NO:	DA-22-2023

LAND TO BE DEVELOPED	
PROPERTY ADDRESS:	121 Butler Street ARMIDALE NSW 2350
LEGAL DESCRIPTION:	Lot D DP 159693

PROPOSED DEVELOPMENT (This consent is issued in respect of the following matters)	
DEVELOPMENT DESCRIPTION:	Change of Use - Food and Drink Premises
DETERMINATION:	Approved with conditions
MADE ON:	TBD
CONSENT TO OPERATE FROM:	TBD
CONSENT TO LAPSE ON:	TBD (If development is not physically commenced by this date)

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CONDITIONS ATTACHED TO DEVELOPMENT CONSENT NO. DA-22-2023

Please read all conditions carefully. The applicant/developer may arrange to meet with Council to review and clarify, if necessary, the precise requirements of the conditions of this consent.

Note: A copy of all conditions contained in this consent are to be provided to contractors and subcontractors working on the site, to ensure all work is carried out in accordance with this consent.

GENERAL CONDITIONS

1. A Building Information Certificate is to be lodged with and approved by Council for the unapproved patio area between the building line and the boundary line, as Council has no record of development consent for the works.

   A report is to be submitted with the Building Certificate application addressing structural details, specifically:

   - Details of footings and slab construction;
   - Dampness prevention;
   - Wet area treatment; and
   - Any additional plans and document that provide details of works undertaken.

   The Building Information Certificate is to be lodged and approved before an Occupation Certificate is issued for the approved development, in accordance with the Environmental Planning and Assessment Regulations 2021.

2. **Approved plans and supporting documentation**

   Development must be carried out in accordance with the following approved plans and supporting documentation (stamped by Council), except where the conditions of this consent expressly require otherwise.

Plan No.	Revision No.	Plan Title	Drawn By	Dated
WD-00	E	Cover sheet	CM	11.08.23
WD-01	E	Site Plan, Floor Plan & Notes		
WD-02	E	Elevations		

   In the event of any inconsistency between the approved plans and the supporting documentation, the approved plans prevail. In the event of any inconsistency between the approved plans and a condition of this consent, the condition prevails.

   Note: an inconsistency occurs between an approved plan and supporting documentation or between an approved plan and a condition when it is not possible to comply with both at the relevant time.

   Reason: To ensure all parties are aware of the approved plans and supporting documentation that applies to the development

3. No signage is approved under this consent. Any signage that does not meet the provisions of the State Environmental Planning Policy (exempt and complying development codes) 2008 will require further consent of Council.

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BEFORE RELEASE OF CONSTRUCTION CERTIFICATE

4. The plans accompanying a Construction Certificate are to demonstrate compliance with the Building Code of Australia, specifically fixing details of the units and certification from a suitably qualified person that the building to which the array are fixed is able to withstand the additional loading of the array.

   Plans are to be submitted to the Principal Certifier for authentication of BCA compliance and issue of a Construction Certificate.

   Note- Should the configuration of the building be modified as a result of achieving BCA compliance, the plans accompanying this development consent must also be modified.

5. To address the additional demand on Council's water and sewer infrastructure, a contribution is to be paid to Council before the issue of the Construction Certificate (as per ARC Development Servicing Plan for Water and Sewerage).

   At the date of determination the applicable contributions are $3,184.65.

   Note 1: Contributions are indexed annually at the end of each financial year.

   Note 2: Contributions may be deferred, normally for a maximum period of two years, provided satisfactory security is lodged (the contribution amount + 20%) in accordance with the abovementioned Servicing Plan.

   Contribution fees can be paid online on Council's website or in person to the cashier at Council's offices. For online payments select the SELF SERVICE tab then 'Application Payments' under 'Pay for it' and enter your payment reference number (provided at the end of this consent).

6. In accordance with the provisions of Section 6.6 and 6.7 of the *Environmental Planning and Assessment Act 1979,* construction works approved by this consent must not commence until:

   a) a Construction Certificate has been issued;

   b) the NSW Planning Portal has been advised of;

      (i) the intention to commence work; and

      (ii) the specific Principal Certifier (building inspector) that has been appointed to the project.

   Documentation required under this condition must show that the proposal complies with all relevant development consent conditions and is not inconsistent with the approved plans, the Building Code of Australia and the relevant Australian Standards.

BEFORE WORKS COMMENCE

7. **Signs on site**

   A sign must be erected in a prominent position on any site on which building work or demolition work is being carried out:

   showing the name, address and telephone number of the principal certifier for the work, and

   showing the name of the principal contractor (if any) for any building work and a telephone

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number on which that person may be contacted outside working hours, and

stating that unauthorised entry to the work site is prohibited.

Any such sign is to be maintained while the building work or demolition work is being carried out, but must be removed when the work has been completed.

Note: This does not apply in relation to building work or demolition work that is carried out inside an existing building that does not affect the external walls of the building.

Reason: (Prescribed condition EP&A Regulation, clauses 98A (2) and (3))

DURING CONSTRUCTION

8. Effective dust control measures to be maintained during construction to maintain public safety/amenity and construction activities are to be restricted solely to the subject site.

   ADVISING: Failure to take effective action may render the developer liable to prosecution under the NSW Protection of the Environment Operations Act.

9. Materials must not be burned on-site. All waste generated on site must be disposed of at Council's Waste Disposal Depot or Waste Transfer Station, to protect the amenity of the area and avoid the potential of air pollution.

10. All demolition is to be carried out in accordance with AS2601 – Demolition of Structures, to ensure the work is undertaken safely and as required pursuant to the Environmental Planning and Assessment Regulation 2000 and Work Health and Safety (WHS) Regulation 2011.

    ADVISING: For further information regarding asbestos go to https://www.asbestos.nsw.gov.au/

11. **Hours of work**

    The principal certifier must ensure that building work, demolition or vegetation removal is only carried out between:

    7am to 6pm on Monday to Friday AND 8am to 1pm on Saturday
    (No work on Sundays and public holidays)

    The principal certifier must ensure building work, demolition or vegetation removal is not carried out on Sundays and public holidays, except where there is an emergency.

    Unless otherwise approved within a construction site management plan, construction vehicles, machinery, goods or materials must not be delivered to the site outside the approved hours of site works.

    Note: Any variation to the hours of work requires Council's approval.

    Reason: To protect the amenity of the surrounding area

    Refer https://www.environment.nsw.gov.au/questions/regulations-for-noisy-construction

12. **Construction noise**

    While building work is being carried out and where no noise and vibration management plan is approved under this consent, the applicant is to ensure that any noise caused by demolition, vegetation removal or construction does not exceed an LAeq (15 min) of 5dB(A) above background noise, when measured at any lot boundary of the property where the construction is being carried

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out.

Reason: To protect the amenity of the neighbourhood.

13. A hoarding or fence must be erected between the work site and any public place if the work is likely to cause traffic (pedestrian or vehicular) in a public place to be obstructed or otherwise inconvenienced. The erected hoarding is to comply with AS 4687 (current edition) -

    Temporary fencing and hoardings to sufficiently prevent any substance from or in connection with the work falling into the public place. The work site must be kept lit between sunset and sunrise if it is likely to be hazardous to persons in the public place. The hoarding, fence or awning is to be removed once the work has been completed.

14. The front planter box, as shown on the approved plans is to be landscaped so to create screening between the footpath and the patio area. The landscaping shall contain a mix of plantings appropriate for the New England Climate.

    Reason: To soften the frontage of the development and to improve the streetscape

15. **Compliance with the Building Code of Australia**

    Building work must be carried out in accordance with the requirements of the BCA.

    Reason: Prescribed condition - EP&A Regulation clause 98(1)(a))

BEFORE OCCUPATION / WHEN WORKS ARE COMPLETED

16. The relevant Occupation Certificate must be obtained before the approved use commences, in accordance with the Environmental Planning & Assessment Act 1979 and to ensure the health and safety of the building's occupants.

    ADVISING: Failure to obtain an Occupation Certificate is an offence under the legislation (Penalties do not apply to uses detailed in 109M and 109N; i.e. crown projects, or as detailed for certain temporary structures).

17. The provision of **four (4)** off-street parking spaces to serve the development is to be completed before the issue of an Occupation Certificate, to ensure these facilities are available before the use commences.

    The four (4) parking spaces is to include one (1) disabled parking space and the allocation of one (1) staff car parking space within the existing shed as proposed on the approved plans.

    Approved parking bays, including spaces allocated for people with disabilities, are to be clearly identified by appropriate pavement markings prior to the issue of a Final Occupation Certificate.

    ADVISING: Provision of parking spaces and dimensions of spaces to be in accordance with Council's Development Control Plan 2012, Chapter 2.9. Spaces adjacent to walls (or other obstructions which may affect the opening of a car door or vehicle manoeuvring) are to be widened by 300mm on the side of the obstruction(s), to facilitate safe use of these spaces.

18. Access/facilities for people with disabilities is to be provided in accordance with the Building Code of Australia before the issue of an Occupation Certificate for the development, and maintained

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thereafter.

ADVISING: The applicants/property owner should note that the Commonwealth Disability Discrimination Act 1992 provides opportunity for public complaint potentially leading to legal action if access to premises by people with disabilities or their carers is precluded. The Australian Human Rights Commission has released Advisory Notes on current Premises Standards which are available from Council on request. The Commission can also provide further information on this issue (1300 369 711). In addition to human rights considerations, as a substantial proportion of the community suffer from mobility handicaps, provision of good access to premises is also good business practice.

19. All landscaping works are to be completed prior to the issue of an occupation certificate.

20. Prior to the issue of an occupation certificate:

    The premises are to be fitted with adequate hand washing facilities. Hand wash basins are required in addition to other basins on the premises and sinks in any amenities. The hand wash basin:
    - Is to be fitted with a single spout that delivers warm potable water
    - Is capable of having running water turned off automatically, or without touching with hands (such as knee/foot operation, motion sensor, or by using forearms/elbows)
    - Is to be accessible and unobstructed for use at all times

21. The NSW Food Authority enforces food safety. Prior to the issue of an occupation certificate, you are required to contact the NSW Food Authority for information regarding licensing and notification. The contact details for the NSW Food Authority are provided below:
    NSW Food Authority
    PO Box 6682
    SILVERWATER NSW 1811
    Ph: 1300 552 406
    contact@foodauthority.nsw.gov.au

OPERATIONAL MATTERS

22. A sign worded "Parking At Rear" adjacent to the vehicular entry is to be kept clearly visible to users of the site, to ensure awareness and use of parking facilities. The sign is to be 0.6 x 0.6m (maximum).

23. All loading and unloading being carried out on-site to provide for safe off-street loading and unloading of vehicles servicing the site and prevent interference with the use of the public road by vehicles and pedestrians.

24. Any lighting used on site in connection with the development is to comply with AS 4282 – Control of the Obtrusive Effects of Outdoor Lighting (current version), to protect the amenity of the locality.

25. The rear of the building cannot be utilised for residential purposes without further consent of Council whilst the food and drink premises is operating in the front portion of the building.

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26. **Hours of Operation**

    Hours of operation are limited to the hours of 6am – 5pm, seven (7) days a week.

27. All vehicles must exit the site in a forward direction.

28. All car parking spaces including the staff parking space provided in the shed on site, are to be available for parking at all times and are not to be utilised for any other purpose for the life of the development.

ADVICE

The plans accompanying the Construction Certificate are to demonstrate compliance with the Building Code of Australia (BCA).

Plans and documents are to be submitted to the Accredited Certifier for the authentication of BCA compliance and issue of a Construction Certificate.

Note - Should the configuration of the building be modified as a result of achieving BCA compliance, the plans accompanying this development consent must also be modified.

The Building Code of Australia, part of the National Construction Code series, is now available online at abcb.gov.au

OTHER APPROVALS/CONSENTS

Local Government Act 1993 - approvals granted under Section 4.12(3) and (5) of the Environmental Planning and Assessment Act 1979: Nil

General terms of other approvals integrated as part of this consent: Nil

REASONS FOR THE ABOVE CONDITIONS

Given Council's duty to consider the matters set out in Section 4.15(1) of the Environmental Planning and Assessment Act 1979 (as amended), the above conditions have been placed on the consent in accordance with Section 4.17 of the Environmental Planning and Assessment Act 1979 (as amended).

PAYMENT OF CONTRIBUTIONS

Contribution fees can be paid online on Council's website or in person to the cashier at Council's offices. For online payments, your Payment Reference is 315113.

RIGHT OF APPEAL

If you are dissatisfied with this decision, Section 8.7 and 8.10 (1) of the Environmental Planning and Assessment Act 1979 gives you the right to appeal to the Land and Environment Court within 6 months after the date on which you receive this notice. *Note:* Section 8.7 and 8.10 (1 *of the Environmental Planning and Assessment Act 1979 does not apply to a Development Application for designated development determined by the consent authority after a public hearing held by the Planning Assessment Commission.*

Section 8.2, 8.3, 8.4 and 8.5 of the Environmental Planning and Assessment Act 1979 gives you the right to request a Review of Determination. Upon payment of the prescribed fees Council will review the determination under the provisions of Section 8.2, 8.3, 8.4 and 8.5. *Note: Section* 8.2, 8.3, 8.4 and 8.5 *of the Environmental*

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W armidaleregional.nsw.gov.au
135 Rusden Street PO Box 75A Armidale NSW 2350

ABN 39 642 954 203

Planning and Assessment Act 1979 does not apply to the determination of a Designated Development, Integrated Development or Crown Applications.

Emily Tischner
Manager Development and Certification

Date: 7 September 2023

DRAFT

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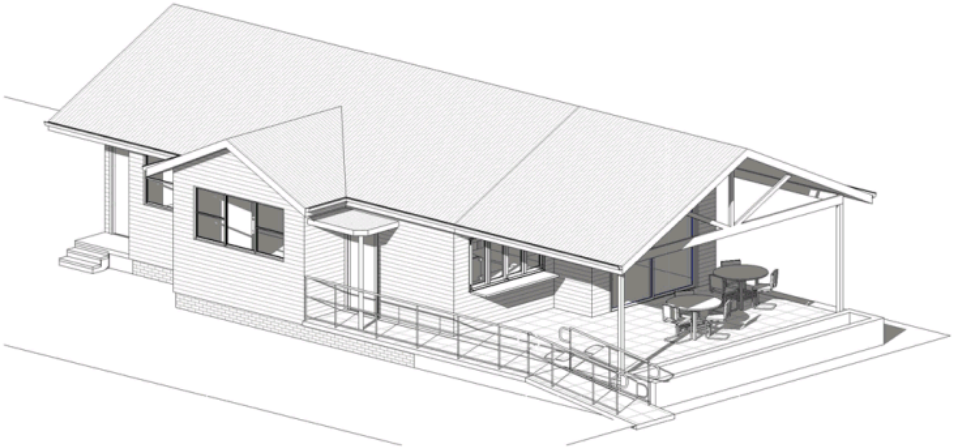
E council@armidale.nsw.gov.au
W armidaleregional.nsw.gov.au
135 Rusden Street PO Box 75A Armidale NSW 2350

ABN 39 642 954 203

Proposed change of use to Cafe
for
S. Mijajlovic
at
121 Butler Street,
Armidale NSW 2350
Lot D on DP159693

Drawing Schedule

Drawing No	Title	Issue	Issue Type	Issue Date
WD-00	Cover Sheet	C	Client Issue	22.11.22
WD-01	Site Plan, Floor Plan & Notes	C	Client Issue	22.11.22
WD-02	Elevations	C	Client Issue	22.11.22
WD-03	Typical Sections	C	Client Issue	22.11.22



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Armidale NSW 2350
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No.	Description	Date
A	Preliminary Issue	10.07.22
B	Client Issue	12.07.22
C	Client Issue	22.11.22

THE BUILDER IS TO LOCATE ALL EXISTING SERVICES AND VERIFY LEVELS AND DIMENSIONS ON SITE BEFORE COMMENCING ANY EXCAVATION OR BUILDING WORKS.

THE BUILDING WORKS WILL COMPLY WITH THE RELEVANT SECTIONS OF THE NATIONAL CONSTRUCTION CODE AND BE CONSTRUCTED IN ACCORDANCE WITH THE WORKING DRAWINGS, THE ENGINEER'S DRAWINGS AND SPECIFICATIONS.

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Proposed change of use to Cafe

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Cover Sheet

Project Number	22104	WD-00	C
Date	31/05/2022		
Drawn by	C. Marshall		
Checked by	C. Marshall	Scale	

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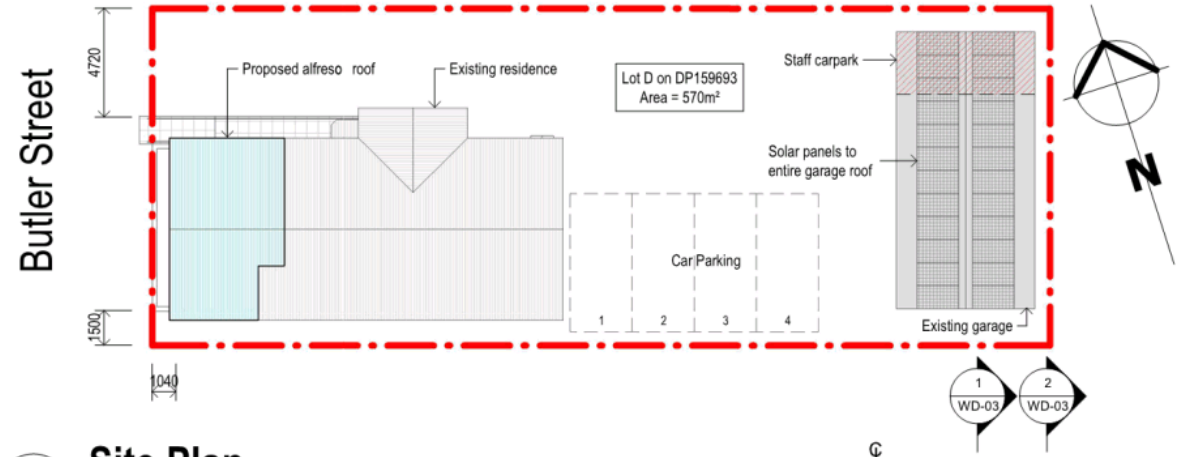
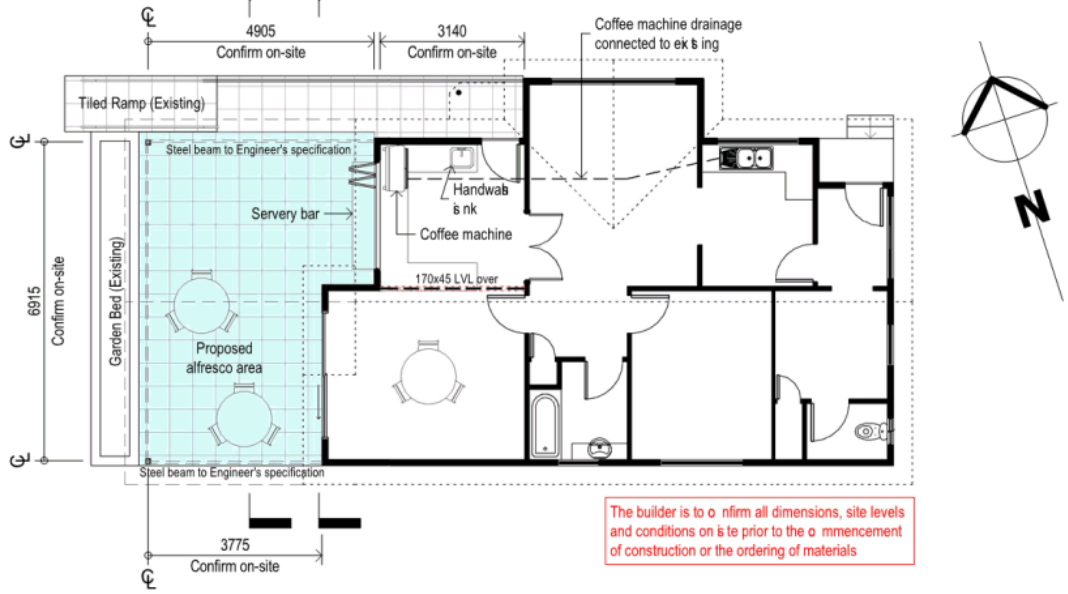


1 Site Plan

1 : 200

NOTES:

1. All dimensions are in millimetres unless noted otherwise.
   All levels and site conditions are to be confirmed on site prior to the ordering of materials or commencement of construction.
2. All work is to be carried out in accordance with the National Construction Code (NCC) and the relevant Australian design standards.
   All timber framework to AS1684.
   All concrete slabs and footings to AS2870 and Engineer's specification.



The builder is to confirm all dimensions, site levels and conditions on site prior to the commencement of construction or the ordering of materials

2 Floor Plan

1 : 100

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No.	Description	Date
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Site Plan, Floor Plan & Notes

Project Number	22104	WD-01	C
Date	31/05/2022		
Drawn by	C. Marshall		
Checked by	C. Marshall	Scale	As indicated

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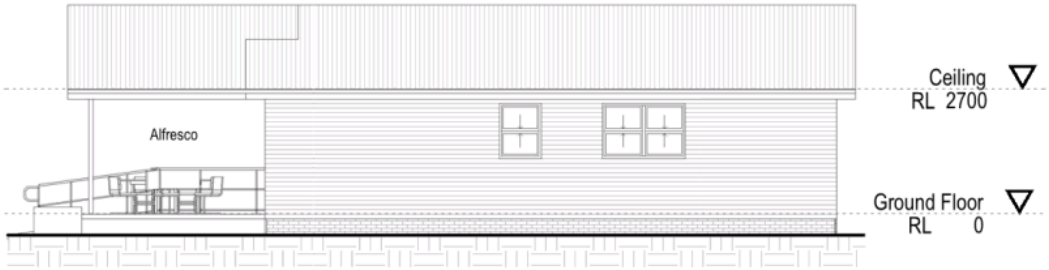
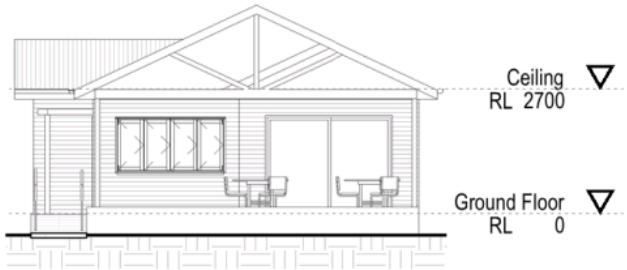
1 **North Elevation**
1 : 100

2 **East Elevation**
1 : 100



3 **Sotu h Elevation**
1 : 100



4 **West Elevation**
1 : 100

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No.	Description	Date
A	Preliminary Issue	10.07.22
B	Client Issue	12.07.22
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Elea tions

Project Number	22104	WD-02	C
Date	31/05/2022		
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Checked by	C. Marshall	Scale	1 : 100

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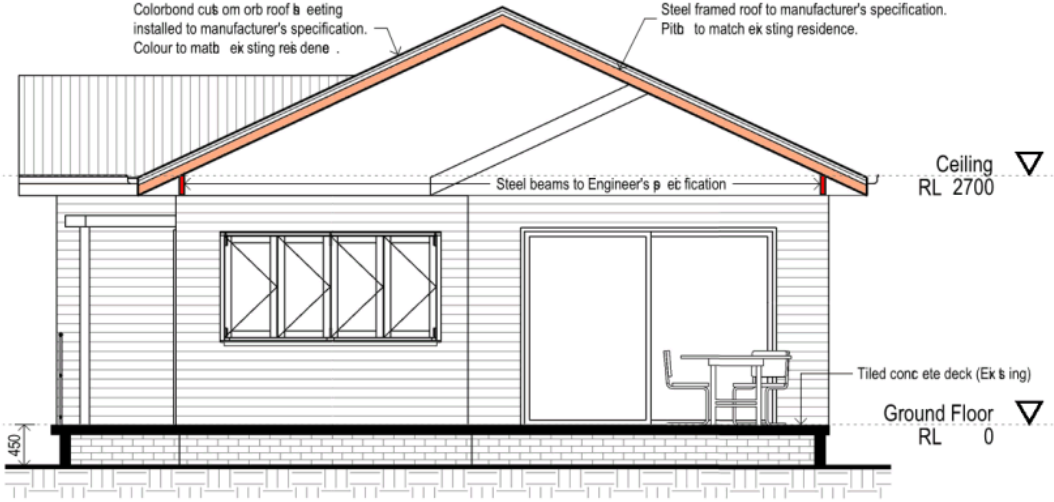
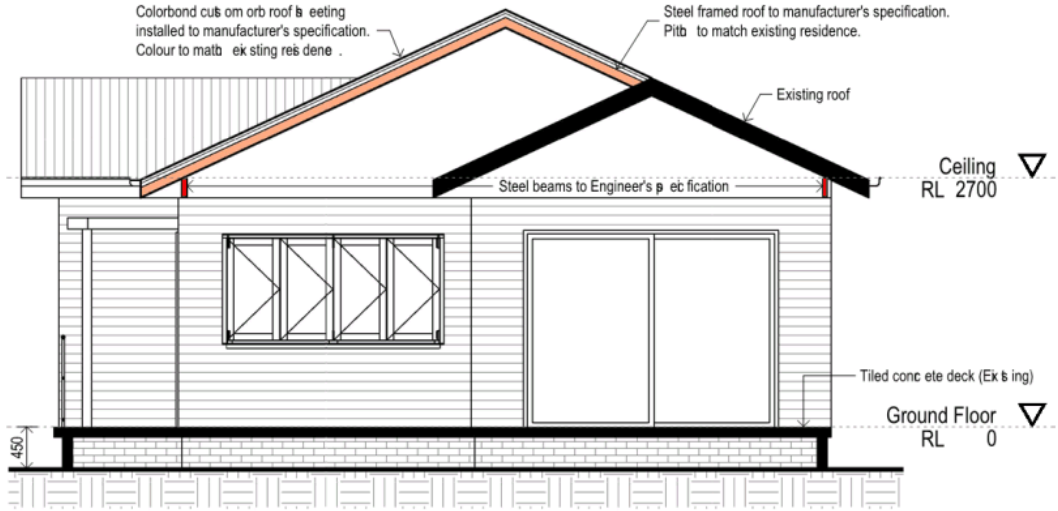


1 **Section 1**
1 : 50



2 **Section 2**
1 : 50

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No.	Description	Date
A	Preliminary Issue	10.07.22
B	Client Issue	12.07.22
C	Client Issue	22.11.22

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Project Number	22104	WD-03	C
Date	31/05/2022		
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ARMIDALE Regional Council

Audit, Risk & Improvement Committee Terms of Reference

Restore & thrive

www.armidaleregional.nsw.gov.au

TRIM: ARC20/4108

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First Approved	15 January 2013
Last Review	27/09/2023
Next Review Due	

DRAFT

TRIM: ARC20/4108

PREAMBLE

The Audit & Risk Committee was established to support internal control, governance, risk management and external accountability of Armidale Regional Council (the council).

The *Local Government Amendment (Governance and Planning) Act 2016 No 38* ("the Amending Act") received assent on 30 August 2016. Some parts of the Amending Act have not commenced. Under Part 4A (s428A(2)) of the Act, the Committee is under a statutory obligation to keep under review the following aspects of the council's operations:

a) Compliance
b) Risk management
c) Fraud control
d) Financial management
e) Governance
f) Implementation of the strategic plan, delivery program and strategies
g) Service reviews
h) Collection of performance measurement data by the council, and
i) any other matters prescribed by the regulations

The Committee also acts to provide information to the council for the purpose of improving the council's performance of its functions.

These Terms of Reference establish the Audit, Risk & Improvement Committee ("ARIC", "the Committee") authority and responsibilities, conferred on the Committee by council and explains the role of the Committee within the council.

1. OBJECTIVE

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

Specifically, the Committee will assist the council to:

- Promote a culture of corporate governance and compliance with council's statutory, regulatory and policy framework.
- Examine the effectiveness of council's internal control framework including business processes and systems.
- Review the effectiveness of the council's enterprise risk management processes.
- Examine the effectiveness of audit processes.
- Review external financial statements reporting processes; and
- Improve the performance of council's functions.

2. DELEGATED AUTHORITY

The Audit, Risk and Improvement Committee has been established under the delegated authority of Council in accordance with council's authority granted by section 355 of the Local Government Act 1993.

The Committee is advisory in its function and has no authority to direct the general manager or council officers. The Committee has no executive powers, except those expressly provided by the Council. In carrying out its responsibilities, the Committee must at all times

recognise that primary responsibility for management of Council rests with the Council and the general manager as defined by the Act.

The Council authorises the Committee as a whole (but not individual members of the Committee), within the scope of its role and responsibilities, to:

- Obtain any information it needs from any employee or external party (subject to their legal obligations to protect information);
- Discuss any matters with the Auditor General, external auditor, and/or other external parties (subject to confidentiality considerations);
- Request the attendance of any employee or Councillor at Committee meetings;
- Obtain external legal or other professional advice considered necessary to meet its responsibilities; and
- Provide advice and seek the agreement of the general manager concerning audit investigations into matters under their control.

The Committee can request that the general manager provide information, such as policies, procedures and reports to assist them in fulfilling their objectives.

3. COMPOSITION AND TENURE

The Committee is to be appointed by the governing body of the Council.

3.1 Members (Voting)

The Committee shall consist of three (3) independent external members who are prequalified via the NSW Government's *Prequalification Scheme: Audit and Risk Committee Independent Chairs and Members*. Changes to the Committee composition and tenure will be by approval of the Council.

Councillors are ineligible to sit on the Committee.

Independent members must be selected from the panel of prequalified audit and risk committee independent chairs and members administered by the NSW Government.

Independent external members are appointed by the Council for a four (4) year term and may be reappointed, to a maximum of eight (8) consecutive years. The initial term of membership of a committee member on any one ARIC Committee will be four (4) to ensure that the committee maintains a fresh approach. Members can be reappointed or extended for a further term or terms but the total period of continuous membership on any one committee will not be able to exceed eight (8) years. This includes any term as Chair of the committee. Individuals who have served an eight-year term (either as a member or Chair) must have a three-year break from serving on the committee before being appointed again.

3.2 Attendees (non-voting)

- The general manager, or delegate
- Head of the internal audit function
- Management representatives by invitation of the chair

will attend all ARIC meetings (except where excluded by the Committee) however are not members of the Committee and do not have voting rights.

Council's external auditor may attend any meeting as an independent advisor and may meet with the Committee without the presence of the general manager.

The NSW Auditor-General, as Council's external auditor, or their representative, is to be invited to each Committee meeting as an independent non-voting observer and can choose whether to attend. The Committee can also exclude the external auditor if needed.

The general manager may be excluded from a meeting, only while the Committee deals with a matter relating to the standard of performance of the general manager, or the terms of the employment of the general manager.

The committee can meet privately at any time with the head of the internal audit function and/or external auditor without the general manager present. At least one private meeting must occur annually.

3.3 Chair of the Committee

The Chair must meet the independence criteria set out within the guidelines for risk management and internal audit for local government in NSW, and shall be able to demonstrate the following:

- leadership qualities and the ability to promote effective working relationships in complex organisations.
- ability to communicate complex and sensitive assessments in a tactful manner.
- sound understanding of:
  - the principles of good organisational governance
  - the business of the council
  - internal audit operations
  - risk management principles
- extensive senior level experience in governance and management of complex organisations
- ability to read and understand financial statements.
- capacity to understand the ethical requirements of government (including potential conflicts of interest).
- capacity to form independent judgements and a willingness to constructively challenge/question management practices and information.
- a professional, ethical approach to the exercise of their duties and the capacity to devote the necessary time and effort to the fulfil responsibilities of the chair.

The governing body can appoint the Chair for one term only for a period of four (4) years. The Chair's term can be extended but any extension must not cause the total term of the Chair to exceed eight (8) years.

3.4 Independent member appointment process and member skills

Council is required to ensure that the committee as a collective body has the appropriate mix of skills, knowledge and experience to successfully implement its terms of reference and add value to the council.

At least one member of the Audit, Risk and Improvement Committee should have accounting or financial management experience with an understanding of accounting and auditing standards in a local government context.

Each individual should also have sufficient time to devote to their responsibilities as an ARIC Committee member.

Independent members shall be requested to nominate their services through a public invitation process. Appointment will be made by council resolution, taking into account the appropriate experience and qualifications of the nominees. There are no specific residency requirements for independent members, who can be considered and appointed regardless of where they reside.

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The independent external members may be eligible for extension or re-appointment following a satisfactory assessment of their performance, through formal review, at the end of each term of appointment, but the total period of continuous membership on the committee cannot exceed eight years (two terms)..

Members of the Committees must not act in a way that contravenes the Act (which includes compliance with council's adopted Code of Conduct and Code of Meeting Practice) or any other Act. Members of the Committee are also required to comply with all other relevant policies and procedures of council.

3.5 Dismissal of committee members and the Chair

The governing body of council may terminate the engagement of the Chair or a member of the Audit, Risk and Improvement Committee where the Chair or member has:

- breached the conditions of the prequalification scheme
- breached the council's Code of Conduct
- performed unsatisfactorily, or
- declared, or is found to be in, a position of a conflict of interest which is unresolvable.
- been declared bankrupt or are found to be insolvent
- experienced an adverse change in business status
- been charged with a serious criminal offence
- been proven to be in serious breach of their obligations under any legislation, or
- experienced an adverse change in capacity or capability.

4. ROLE AND RESPONSIBILITIES

The ARIC Committee is to provide an advisory and assurance role only, and is to have no administrative function, delegated financial responsibility or any management functions.

In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for financial and other reporting, for internal controls, for compliance with laws, for ethical behaviour, for the management of council, for risk management and for organisational improvements, rests with the elected council and the general manager in accordance with the Act.

The responsibilities of the Committee may be revised or expanded by the council from time to time. The Committee's responsibilities are, however, not necessarily limited to:

Audit

Issue (s 428A)	Committee role and responsibilities
Internal audit	Advisory: • providing overall strategic and executive direction for internal audit activities • advising the general manager and council of the resources, skills and expertise necessary to successfully deliver the internal audit function • assessing the adequacy and effectiveness of council's internal audit activities, including the performance of the head of the internal audit function and the internal audit function

TRIM: ARC20/4108

	• overseeing the coordination of audit programs conducted by internal and external audit and other review functions, and Review: • the appropriateness of council's Internal Audit Charter, internal audit policies, procedures and risk management methodologies • the findings and recommendations of internal audits conducted, and corrective actions needed to address issues raised • the effectiveness of corrective actions implemented • compliance with statutory requirements, including conformance with the International Professional Practices Framework • the findings of any external reviews of the internal audit function Endorsement of: • the council's Internal Audit Charter, internal audit strategic four-year plan and annual work plan
External audit	Advisory: • acting as a forum for communication on audit issues • coordinate the work programs of internal audit and external audit • advising on the findings of external audits and monitoring the implementation by the council of any recommendations for corrective action. • review all external audit plans and reports and monitor council's implementation of audit recommendations • provide advice to the council and/or general manager on action taken on significant issues raised in external audit reports and better practice guides. • provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the findings and audit services provided

Risk

Issue (s 428A)	Committee's role and responsibilities
Compliance framework	Advising whether: • the council has appropriately considered legal and compliance risks as part of the council's risk management framework • council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and • whether appropriate processes are in place to assess compliance. • council's compliance framework is effective.

TRIM: ARC20/4108

Risk management	Advising whether:
	• the council is providing the resources necessary to successfully implement its risk management framework across all levels of the council and across all processes, operations, services, decision-making, functions and reporting.
	• the council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard
	• whether the council's risk management framework is adequate and effective for identifying and managing the risks associated with individual projects, programs and other activities
	• risk reports and documentation are adequate, including the council's
	  ○ risk register
	  ○ risk management policy
	  ○ risk matrix
	• a sound approach has been followed in developing risk management plans for major projects or undertakings
	• appropriate policies and procedures are in place for the management and exercise of delegations
	• the council has taken steps to embed a culture which is committed to ethical and lawful behaviour
	• there is a positive risk culture within the council and strong leadership that supports effective risk management
	• staff training and induction in risk management is adequate
	• the council's risk management approach positively impacts on the council's insurance arrangements
	• council effectively manages its assets of its assets to ensure efficient and effective service delivery, and
	• business continuity arrangements, including business continuity plans and disaster recovery plans are in place, periodically tested, and effective.

Internal Controls	Advising whether: • the council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective • the council has in place relevant policies and procedures and that these are periodically reviewed and updated • appropriate policies and procedures are in place for the management and exercise of delegations • staff are informed of their responsibilities, and processes and procedures to implement controls are complied with • the council's monitoring and review of controls is sufficient, and • if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately
Compliance	Advising whether: • the council has appropriately considered legal and compliance risks as part of the risk management framework • council's compliance management system effectively achieves compliance with applicable laws, regulations, policies, procedures, codes and contractual arrangements, and • appropriate processes are in place to assess compliance.

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Fraud and corruption	Review and advise the council of the adequacy and effectiveness of the council's fraud and corruption prevention framework and activities, including whether the council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

Financial management	Advising whether:
	• the council is complying with accounting standards and external accountability requirements
	• council's accounting policies and disclosures are appropriate
	• the council's financial statement preparation procedures and timelines are sound
	• the council's financial management processes are adequate
	• cash management policies and processes are adequate
	• there are adequate controls over financial processes, including:
	  ○ authorisation and approval of payments and transactions
	  ○ adequate segregation of duties
	  ○ timely reconciliation of accounts and balances
	  ○ review of unusual and high value purchases
	• policies and procedures for management review and consideration of the financial position and performance of the council are adequate, and
	• grants and tied funding policies and procedures are sound
	
	Review and advise of the implications for the council of the findings of external audits and performance audits and the council's responses and implementation of recommendations.
	
	Review and verify the accuracy of council's annual financial statements prior to external audit, including:
	  ○ management compliance/representations
	  ○ significant accounting and reporting issues
	  ○ the methods used by the council to account for significant or unusual transactions and areas of significant estimates or judgements
	  ○ appropriate management signoff on the statements
	
	Advising whether:
	• effective processes are in place to ensure financial information included in the council's annual report is consistent with signed financial statements

Governance	Review and advise regarding council's: • decision-making processes • implementation of governance policies and procedures • reporting lines and accountability • assignment of key roles and responsibilities • committee structure • management oversight responsibilities • human resources and performance management activities • reporting and communication activities • information and communications technology (ICT) governance, and • management and governance of the use of data, information and knowledge

Improvement

TRIM: ARC20/4108

Issue (s 428A)	Committee's role and responsibilities
Strategic planning	Advising whether: • council has in place an adequate and effective integrated planning and reporting (IP&R) process • appropriate reporting and monitoring mechanisms are in place to measure progress against objectives • council is successfully implementing and achieving its IP&R objectives and strategies.
Service reviews and business improvement	Act as a forum for communication and monitoring of any audits conducted by external bodies and the implementation of corrective actions Advising whether: • the council has robust systems to monitor and deliver appropriate levels of service to the community • the council has robust systems which enable appropriate goal setting and monitoring of organisational performance Advising how: • the council can improve its service delivery and the council's performance of its business and functions
Performance data and measurement	Advising whether: • the council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives • the performance indicators the council uses are effective, and • performance data collection and reporting is adequate and effective.

Members of the Committee are expected to:

- understand the relevant legislative and regulatory requirements appropriate to the council
- contribute the time needed to study and understand the papers provided
- apply good analytical skills, objectivity and good judgment; and
- express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.

Members of the Committee will, at all times in the discharge of their duties and responsibilities, adhere to council's Code of Conduct, exercise honesty, objectivity and probity and not engage knowingly in acts or activities that have the potential to damage the reputation of the councils.

Members must also refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and must at all times act in a proper and prudent manner in the use of information acquired in the course of their duties. Members must not use council information for any personal gain for themselves or their immediate families or any manner that would be contrary to law or detrimental to the welfare of the council.

Committee members must keep all information relating to council confidential.

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5. REPORTING

A report will be prepared by the Committee on an annual basis on the past financial year activities and presented to council.

6. ADMINISTRATIVE ARRANGEMENTS

6.1 Meetings

The Committee will meet at least quarterly. The need for any additional meetings will be decided by the Chair of the Committee, though other Committee members may make requests to the Chair for additional meetings. An additional meeting may be convened to review council's financial statements.

A forward meeting plan, including meeting dates and agenda items, will be agreed by the Committee each year. The forward meeting plan will cover all Committee responsibilities as detailed in these Terms of Reference.

The Chair of the Committee has responsibility to set the Committee meeting agenda. Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials not less than seven (7) days prior to the meeting. Agenda items can be referred to the Chair of the Committee by:

- Council
- General manager
- Other Committee members
- Head of the Internal Audit function; and
- External Auditor.

Meetings are to be conducted in accordance with, and Members bound by, council's Code of Meeting Practice.

6.2 Agenda & Minutes

The agenda for each Committee meeting is to be prepared and circulated at least one week before the meeting. It is to include as standing items:

- internal audit,
- external audit,
- risk management,
- compliance,
- fraud and corruption,
- financial management,
- governance,
- strategic planning,
- service delivery and
- performance measurement.

Audit, Risk and Improvement Committee meeting minutes are to:

- include a record of attendance.
- include items of business considered, decisions and actions arising.
- be approved by the Chair before circulation.

- be provided to the governing body to enable councillors to keep abreast of assurance issues throughout the year, as well as the general manager, Internal Auditor and external auditor.
- be provided within two weeks of the meeting date to ensure relevant individuals are made aware of any significant issues discussed at the meeting that need to be dealt with; and
- be treated as confidential unless otherwise specified by the committee - public access should be controlled to maintain confidentiality in accordance with council policy.

6.3 Attendance at Meetings and Quorums

A quorum will consist of two (2) Committee members. Meetings can be held in person, by telephone or by video conference. Meetings are not open to the public.

Internal Audit will be invited to attend each meeting unless requested not to do so by the Chair of the Committee. The Committee may also request the general manager or any other employees to participate for certain agenda items, as well as the external auditor.

In addition to Committee members, the general manager and the head of the Internal Audit function are to attend committee meetings as non-voting observers, except where they are excluded by the committee.

The Audit, Risk and Improvement Committee will be able to request to meet with any of the following non-voting individuals whenever necessary in order to seek additional information or explanations:

- privately with the Internal Auditor and/or external auditor without the general manager present (this is to occur at least annually)
- council's Manager Finance (or equivalent) given their knowledge of, and responsibility for, council's financial management
- any councillor (the Chair of the Committee only)
- any employee or contractor of the council, and/or
- any external independent expert or external party whose advice is needed (subject to confidentiality considerations).

These individuals must comply with the Committee's request.

The Committee can also request any written reports or other risk management reports from council's senior management, or other related information as necessary, to enable it to fulfil its assurance role in relation to council's risk management framework. The Committee can also request senior managers to present at Committee meetings to discuss their activities and risks.

The committee will be able to hold closed ('in-camera') meetings whenever it needs to discuss confidential or sensitive issues with only Committee members present.

The Committee can obtain such external legal or other professional or subject matter expert advice, as considered necessary to meet its responsibilities. The service provider and payment of costs for that advice by the council is subject to the prior approval of the governing body of the council.

TRIM: ARC20/4108

6.4 Secretariat & Access to Staff, Resources and Information

The Committee has appointed the council's Governance Officer or their delegate to be responsible for providing the Committee with adequate secretariat support. The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, and ensure minutes of the meetings are prepared, and maintained. Minutes shall be approved by the Chair and circulated to each member within two (2) weeks of the meeting being held.

The Committee is to have direct and unrestricted access to council's general manager, senior management and staff and contractors of the council as required in order to perform its role.

The Audit, Risk and Improvement Committee is also to have direct and unrestricted access to such council resources and information it needs to perform its role.

The Audit, Risk and Improvement Committee may only release council information to external parties with the approval of the general manager. The general manager's approval is not required where the information is being provided to an external investigative, audit or oversight agency such as, but not limited to, the Office of Local Government, the NSW Audit Office, the Independent Commission Against Corruption or the NSW Ombudsman for the purpose of informing that agency of a matter that may warrant its attention.

6.5 Conflict of Interests, Pecuniary Interests, and Code of Conduct

Under s440 of the *Local Government Act*, ARIC Committee members agree to comply with, and be bound by council's Code of Conduct. Complaints or breaches of council's Code of Conduct will be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*. Committee members should also be deemed to be a 'designated person' and required to complete and submit returns of interests.

As required under the Model Code of Conduct, Audit, Risk and Improvement Committee members must declare any pecuniary or significant non-pecuniary conflicts of interest at the start of each Committee meeting, before discussion of the relevant agenda item or issue, or when the issue arises. Details of any conflicts of interest should also be appropriately minuted.

Where Audit, Risk and Improvement Committee members or observers at Committee meetings are deemed to have a real or perceived conflict of interest they are to remove themselves from Committee deliberations on the issue.

6.6 Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their committee responsibilities.

6.7 Assessment Arrangements

As part of council's quality assurance and improvement program, the Committee is to provide an annual assurance report to the governing body which provides:
a summary of the work the committee performed to discharge its responsibilities during the preceding year;
advice on the appropriateness of the committee's Terms of Reference;
an overall assessment of the following aspects of council's operations in accordance with section 428A of the Local Government Act:

- compliance
- risk management

- fraud control
- financial management
- governance
- implementation of the strategic plan, delivery program and strategies
- service reviews
- collection of performance measurement data by the council
- any other matters prescribed by the regulation (i.e. internal audit), and
- any other information to help the council improve its functional performance.

At least once each council term (i.e. four years), an external review of the effectiveness of the Audit, Risk and Improvement Committee is to be conducted to assess how the committee is functioning. This will provide accountability and ensure that the governing body of the council can assess the committee's performance and whether any changes to the committee's terms of reference or membership are required.
The external review is to consider:

- whether the Committee has fulfilled its terms of reference.
- the appropriateness of the Committee's terms of reference.
- the performance of Committee members and whether any change of membership is required.
- the way the Committee, external auditor, council and internal audit function work together to manage risk and support the council and how effective this is; and
- whether the work of the Committee has contributed to the improvement of the factors identified in section 428A of the Local Government Act.

The external review is to address the collective performance of the Audit, Risk and Improvement Committee, as well as the individual performance of each member and the Chair. In considering the outcomes of the external review, the review is to consider feedback on each member's performance by the Chair of the Committee and general manager. The governing body of council will be able to request the Chair of the committee to address the council and answer any questions about the operation of the committee.

6.8 REVIEW

As part of council's quality assurance and improvement program, where the Audit, Risk and Improvement Committee's Terms of Reference include additional provisions, they are to be reviewed annually by the Audit, Risk and Improvement Committee, and once each council term (i.e. four years) by an external party.

DRAFT

ARMIDALE Regional Council

MINUTES

TRAFFIC ADVISORY COMMITTEE

Held on

Tuesday, 4 July 2023

at

Function room

In attendance

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

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

Others:
Nil

1. Apologies / Leave Of Absence
   Cr Susan McMichael

2. Confirmation of Previous Minutes -

CONFIRMATION OF THE MINUTES OF THE TRAFFIC ADVISORY COMMITTEE MEETING HELD ON 6 JUNE 2023

RESOLVED

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

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

3. Declarations of Interest
   Nil

4. Business Arising

4.1 Action from previous meeting held 6 June 2023. *Ref: AINT/2023/12274 (ARC16/0168-8)*

RESOLVED

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

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..
   Noted.

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

5. Special Events
   Nil

6. Correspondence

6.1 Extension to No Stopping zone - 126 Handel Street, Armidale

Ref: AINT/2023/11885 (ARC16/0168-8)

RESOLVED

That Council endorse the extension to the No Stopping zone by 15m south on the eastern side of Glenelg Road, in front of 126 Handel Street.

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

6.2 Extension to No Stopping zone in front of 116 A Donnelly Street, Armidale*Ref: AINT/2023/*

RESOLVED

That Council endorse the request to extend the length of the No Stopping zone by 15m west on the southern side of Donnelly Street, in front of 116A Donnelly Street, Armidale.

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

6.3 Change of parking restriction adjacent to the UTS Clinic in Butler Street, Armidale. *Ref: AINT/2023/12278 (ARC16/0168-8)*

RESOLVED

That Council endorse the change of parking restriction from No Stopping to No Parking adjacent to the UNE Clinics on the hospital grounds in Butler Street between Barney St and Rusden Street, Armidale. To provide a drop-off zone.

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

7. General Business

7.1 Change of parking restriction in Rusden St, Armidale at Armidale Rural Referral Hospital *Ref: AINT/2023/12366 (ARC16/0168-8)*

For further investigation

As part of the improvements to bus services in Armidale as part of the 16 Cities Armidale Services Plan, a suitable location for the bus to stop to provide clients and visitors with access to the hospital was investigated.

Investigation between Council and TfNSW considered the following changes to the parking restrictions in Rusden Street between Butler Street and O'Dell Street adjacent to the front of the Armidale Rural Referral Hospital;

a) Change the "No Stopping zone" to a "Bus Zone" on the north side of Rusden Street, at the driveway entrance to Lambert Park Zone to accommodate the bus .

b) Lengthen the existing No Parking zone on the SE side of the main entrance by one car parking space to allow for buses to set down and take up passengers.

Following further investigation of the below concerns a further report will be presented to a future meeting:

- The Committee discussed concerns for sight distance of vehicles using the main exit/entry of the hospital.
- The legality of the TfNSW proposed "No stopping buses excepted sign 1 minute limit".
- and a swept path test will occur with the bus provider to determine the number of parking space required to be removed.

7.2 TfNSW update Black Mountain/NEH intersection (roadhouse)

Ref: ARC16/0168

Due to a fatality TfNSW have been investigating the Black Mountain/NEH intersection (roadhouse) the previously requested DA information regarding the Black Mountain/NEH intersection (roadhouse) which there was none.
A further request for any information on any intersection works or discussions that have occurred with Guyra Council.

There being no further business the Chairman declared the meeting closed at 10.55am

ARMIDALE Regional Council

BUSINESS PAPER

TRAFFIC ADVISORY COMMITTEE

To be held on

Tuesday, 4 July 2023

at

Function room

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

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

AGENDA

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

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

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

The four voting members on the Traffic Advisory Committee are:

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

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

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

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

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

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

Armidale Regional Council
Traffic Advisory Committee
Tuesday, 4 July 2023 Page 3

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Item:	**4.1**	**Ref: AINT/2023/12274**
Title:	**Action from previous meeting held 6 June 2023.**	**Container: ARC16/0168-8**
Author:	**Graham Earl, Technical Officer Engineering**	
Attachments:	Nil	

1. Purpose

To note the actions of the previous meeting.

Notation:

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

a) The National Police Memorial Wall to Wall Ride 2023
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.
Event endorsment has been provided.

Armidale Regional Council
Traffic Advisory Committee
Tuesday, 4 July 2023 Page 5

Item:	**6.1**	**Ref: AINT/2023/11885**
Title:	**Extension to No Stopping zone -** [redacted]	**Container: ARC16/0168-8**
Author:	**Graham Earl, Engineering Technical Officer**	
Attachments:	1. Plan - No Stopping zone extension Glenelg Rd	

1. Purpose

The purpose of this report is to advise of an extension of the length of the No Stopping zone on the eastern side of Glenelg Road, in front of [redacted] Armidale.

2. OFFICERS' RECOMMENDATION:

That Council endorse the extension to the No Stopping zone by 15m south on the eastern side of Glenelg Road, in front of [redacted]

3. Background

Council has received a request to improve the safety for the clients and staff adjacent to the Armidale [redacted] located on the [redacted], Armidale.

Attention: Traffic Committee

Good Afternoon,

I have recently spoken with the council administration, and they have advised your department would be the appropriate point of contact for my concern and request.

[redacted]

Due to the nature of our organisations services at this location and the at-risk clients we facilitate, I have some safety concerns for our clients and staff.

[redacted] *, we have had multiple incidents / accidents in the past 12 months resulting in damage to our organisations vehicles and our staff's personal vehicles.*

The primary cause of this being that commuters are unaware of parked vehicles at our location and subsequently travel at a notable speed.

As a [redacted] *however, they are also unaware that families and staff often park and access vehicles at this location.*

My request is for the council to consider the installation of a traffic sign indicating that there is a need to slow down and be aware of surrounding traffic/ hazards.

My thoughts being that a 'slow down' or 'beware of children' sign may make commuters more aware of the need to take caution.

Another solution to our persistent problem would be the instillation of a convex mirror to assist staff and clients to safely park and exit.

Being on the [redacted] *creates some blind spots for drivers leaving our location and foresees significant risk.*

4. Discussion

Investigation has identified that the lane width in this area is only 4.8m which limits the space for larger vehicles to manoeuvre when entering Glenelg Road (identified as Helen Avenue in the letter). There is a wide grass median in the centre of the road.

An extension of the existing No Stopping zone to the south by 15m will improve access to Glenelg Road and reduce the chance of an incident an improve sight distance.

5. Implications

5.1. Strategic and Policy Implications

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

Environment and Infrastructure:

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

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

5.2. Risk

- Extension of the No Stopping zone will improve safety for vehicles entering Glenelg Road and staff parking in the vicinity.
- Improve the access for larger vehicles entering Glenelg Road and reduce conflict with parked vehicles.

5.3. Sustainability

- Demonstrating improve safety for clients and staff of [redacted]

5.4. Financial

Budget Area:	Traffic Facilities						
Funding Source:	Traffic Facilities Block Grant						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
270219	Install Parking signs	$119,000	$0	Nil	$150.00	$150.00	$118,850

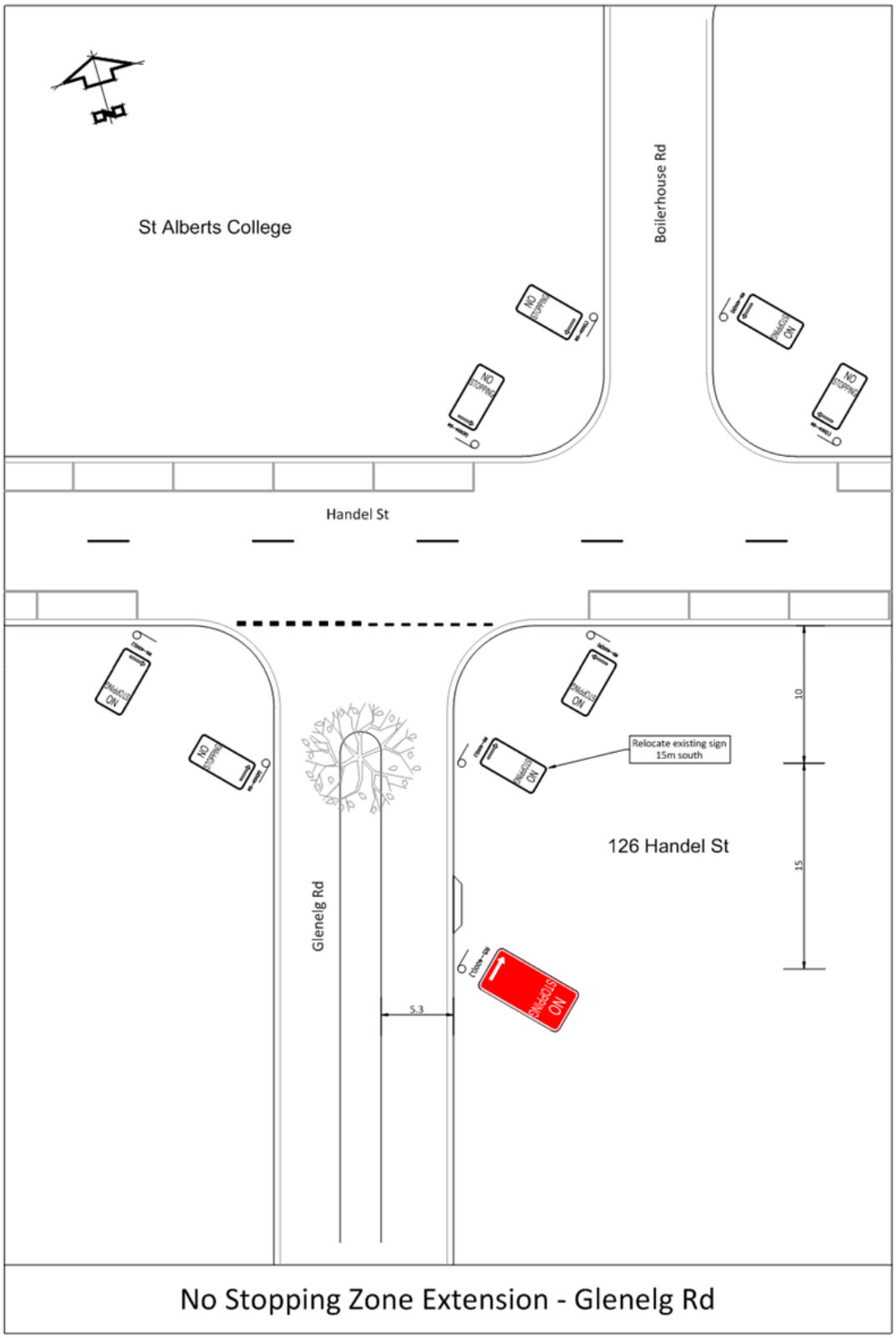
The expenditure includes the cost of the purchase and installation of the signs.

6. Consultation and Communication

Consultation has been completed with [redacted] to advise of changes and they are in favour. It will not impact other residents in the area.

7. Conclusion

The provision of a No Stopping zone in front of the [redacted] will improve amenity and safety for people using the business.


St Alberts College
Boilerhouse Rd
Handel St
Glenelg Rd
126 Handel St
Relocate existing sign 15m south
NO STOPPING ON
10
15
5.3
No Stopping Zone Extension - Glenelg Rd

Item:	**6.2**	**Ref: AINT/2023/12267**
Title:	**Extension to No Stopping zone in front of 116A Donnelly Street, Armidale**	**Container: ARC16/0168-8**
Author:	**Graham Earl, Engineering Technical Officer**	
Attachments:	1. Photos- No Stopping Zone Donnelly St	

1. Purpose

The purpose of this report is to advise a request to extend the length of the No Stopping zone on the southern side of Donnelly Street, in front of 116A Donnelly Street, Armidale.

2. OFFICERS' RECOMMENDATION:

That Council endorse the request to extend the length of the No Stopping zone by 15m west on the southern side of Donnelly Street, in front of 116A Donnelly Street, Armidale.

3. Background

Council has received complaints that vehicles are parking in front of 116A Donnelly Street restricting sight distance to vehicles approaching the Faulkner Street intersection from the west.

A similar request was received for the same section of road on the northern side of Donnelly Street in 2020, which was approved.

4. Discussion

To the west of the Faulkner Street intersection with Donnelly Street, the road rises steeply presenting sight distance problems for vehicles travelling northbound or southbound. Vehicles approaching from the west are not seen until they breech the crest of the hill. When a vehicle is parked immediately to the west of the existing No Stopping sign, this problem is exacerbated.

Extension of the existing No Stopping zone by 15m will improve the sight distance and reduce the chance of an incident.

5. Implications

5.1. Strategic and Policy Implications

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

Environment and Infrastructure:

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

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

5.2. Risk

- The extension of the No Stopping zone by 15m west will improve safety for vehicles travelling north in Faulkner Street and east in Donnelly Street.

5.3. Sustainability

- Demonstrating improve safety for all road users.

5.4. Financial

Budget Area:	Traffic Facilities						
Funding Source:	Traffic Facilities Block Grant						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
270219	Install Parking signs	$119,000	$0	Nil	$150.00	$150.00	$118,850

The expenditure includes the cost of the purchase and installation of the signs.

6. Consultation and Communication

Consultation has been completed with the resident of 116A Donnelly Street to advise of changes and they are in favour. It will not impact other residents in the area.

7. Conclusion

The extension of the No Stopping zone in front of 116A Donnelly Street will improve safety at an intersection that has restricted sight distance due to the nature of the topography.

No Stopping Zone – Donnelly St, West of Faulkner St.

View looking west

Area for lengthening No Stopping zone.

Item:	**6.3**	**Ref: AINT/2023/12278**
Title:	**Change of parking restriction adjacent to the UTS Clinic in Butler Street, Armidale.**	**Container: ARC16/0168-8**
Author:	**Graham Earl, Technical Officer Engineering**	
Attachments:	1. Plan - Proposed change to Parking Butler St-UNE Clinics 2. Photos - UTS Clinic Entrance - Hospital	

1. Purpose

The purpose of this report is to advise of a request to provide a drop-off area adjacent to the UTS on the Armidale Rural Referral Hospital (ARRH) grounds in Butler Street between Barney St and Rusden Street, Armidale.

2. OFFICERS' RECOMMENDATION:

That Council endorse the change of parking restriction from No Stopping to No Parking adjacent to the UNE Clinics on the hospital grounds in Butler Street between Barney St and Rusden Street, Armidale. To provide a drop-off zone.

3. Background

Council has received a request to improve the ability of drivers to drop-off and pick-up passengers attending the University Teaching Building and the Dental Clinic in Butler St.

re: OHS issue dropping off car passengers around Butler Street entrance to ARRH

I note that there is no place for drivers to drop off passengers around UTS.

This results in double parking in Butler Street, cars stopping in the "no stopping" zone in front of UTS, and cars stopping/parking in the Butler Street driveway entrance to the hospital. Of course, it's only for a very short period as they are dropping off their passengers. Its only dangerous for a very short period of time, frequently.

The area of concern is in Butler Street, between the University Teaching Building and the Dental Clinic.

Suggestion: It is suggested that two or more of the parking spaces on Butler street in this road between these two buildings be permanently changed to 5 minute drop off.

4. Discussion

The parking for the ARRH is at a premium in Butler Street between Barney Street and Rusden Street. With the development of the UTS in Butler Street there is no place for the set down and pick of clients attending the clinics.

Parking on Butler Street is unrestricted and is mainly used by staff during the day. There is a number of medical operators in the area which require some of this on street parking, although they do have their own off street parking.

The clinic has requested the provision of an area for the set down and pick of clients. The change of the existing No Stopping zone adjacent to the clinic could be changed to a "No Parking" zone with minimal impact on the area. The No Stopping zone spans the driveway into the parking areas on the hospital grounds. The frequency of the drop-off or the pick-up should not interfere with traffic movements in and out of the area.

5. Implications

5.1. Strategic and Policy Implications

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

Environment and Infrastructure:

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

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

5.2. Risk

- The change of the No Stopping to No Parking will improve safety for drivers setting down or picking up passenger in the area.
- The change will have no impact on the existing parking arrangement in the area.

5.3. Sustainability

- Demonstrating improvement to safety for clients of the clinic.

5.4. Financial

Budget Area:	Traffic Facilities						
Funding Source:	Traffic Facilities Block Grant						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
270219	Change Parking signs	$119,000	$0	Nil	$100.00	$100.00	$118,900

The expenditure includes the cost of the purchase and installation of the signs.

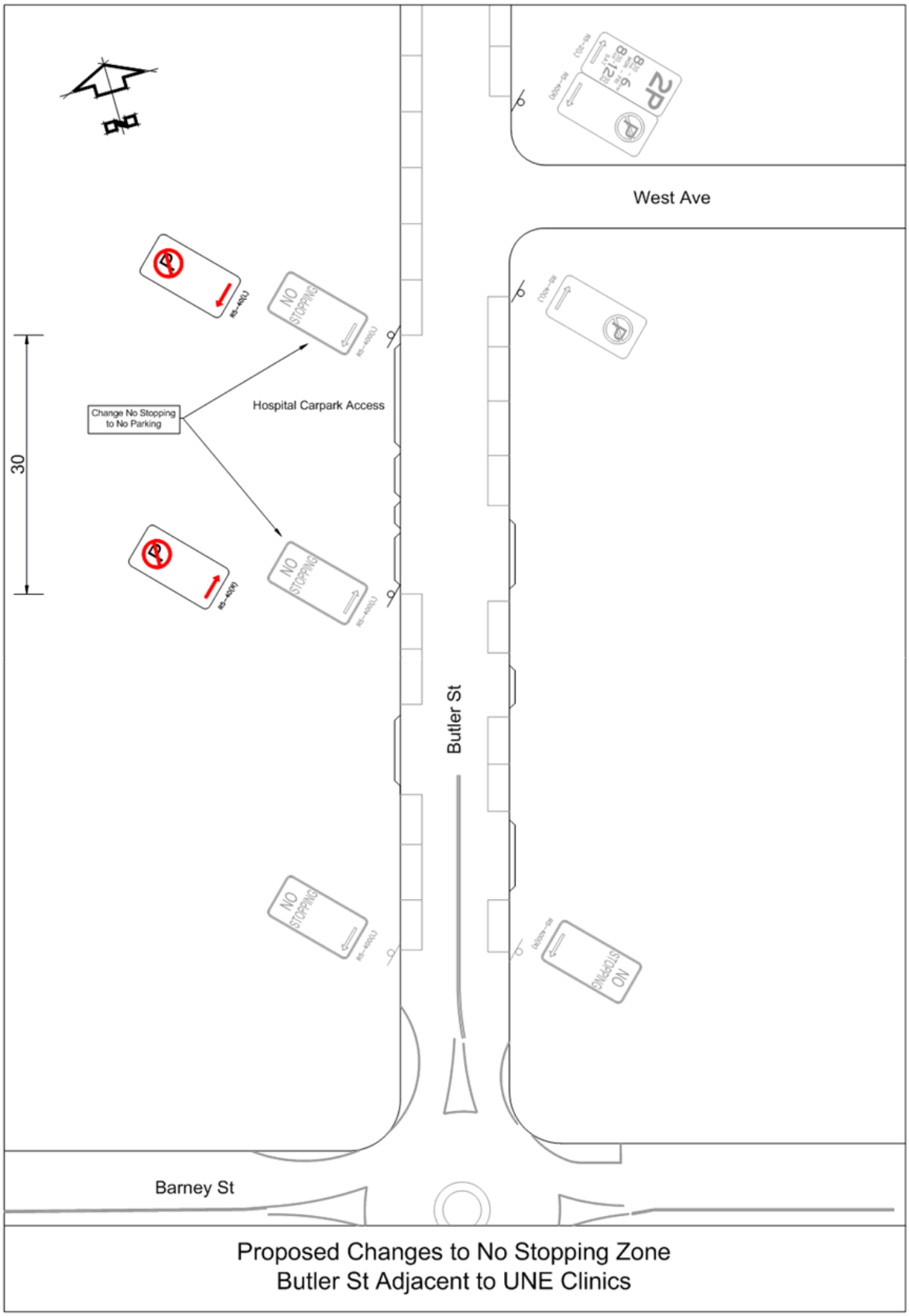
6. Consultation and Communication

Consultation has been completed with the Hospital to advise of changes and they are in favour. It will not impact other residents or business in the area.

7. Conclusion

The change of the No Stopping zone to No Parking will improve amenity and safety for people attending the clinic.

Attachment 1 *Plan - Proposed change to Parking Butler St-UNE Clinics*



UTS Clinic Entrance – Proposed No Parking zone location

Item:	**7.1**	**Ref: AINT/2023/12366**
Title:	**Change of parking restriction in Rusden St, Armidale at Armidale Rural Referral Hospital**	**Container: ARC16/0168-8**
Author:	**Graham Earl, Technical Officer Engineering**	
Attachments:	1. Plan - Proposed parking changes Hospital entrance Rusden St. 2. Photos - Existing Parking Restriction Main Entrance	

1. Purpose

The purpose of this report is to advise of a proposed change to the parking in Rusden Street between Butler Street and O'Dell Street adjacent to the front of the Armidale Rural Referral Hospital.

2. OFFICERS' RECOMMENDATION:

That Council endorse the following changes to the parking restrictions in Rusden Street between Butler Street and O'Dell Street adjacent to the front of the Armidale Rural Referral Hospital;

a) Change the No Stopping zone on the north side of Rusden Street, at the driveway entrance to Lambert Park to a Bus Zone.

b) Lengthen the existing No Parking zone on the SE side of the main entrance by one car parking space to allow for buses to set down and take up passengers.

3. Background

As part of the improvements to bus services in Armidale as part of the 16 Cities Armidale Services Plan, a suitable location for the bus to stop to provide clients and visitors with access to the hospital was investigated.

4. Discussion

Currently the bus service from the UNE to city centre has nowhere to stop in front of the hospital. The No Stopping zone that is proposed be changed adjacent to Lambert Park, will enable passengers to board or disembark. The return service is along Beardy Street and stops on the opposite side of the park requiring people to walk approximately 200m to the hospital.

The changes to the existing parking arrangements would allow for passengers to access the hospital by being dropped off or picked up directly in front of the hospital.

To improve accessibility and encourage use of the bus service the bus routes are being reviewed to be more suitable for patrons.

With parking at a premium during the day around the hospital it was determined that this is the most suitable solution. For short period of time for the bus to stop it should have little to no impact on existing traffic flows in the area.

5. Implications

5.1. Strategic and Policy Implications

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

<u>Environment and Infrastructure:</u>

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

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

5.2. Risk

- The change of the No Stopping to Bus Zone g will improve safety for setting down or picking up passengers.
- The extension of the No Parking zone by one car space will have minimal impact on the existing parking arrangement in the area.
- Encouraging people to use the bus as a means of transport will help to alleviate congestion and improve the environment.

5.3. Sustainability

- Demonstrating improvement to safety for clients of the Armidale Rural Referral Hospital.

5.4. Financial

Budget Area:	Traffic Facilities						
Funding Source:	Traffic Facilities Block Grant						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
270219	Change Parking signs	$119,000	$0	Nil	$200.00	$200.00	$118,800

The expenditure includes the cost of the purchase and installation of the signs and removal of the marked parking bay.

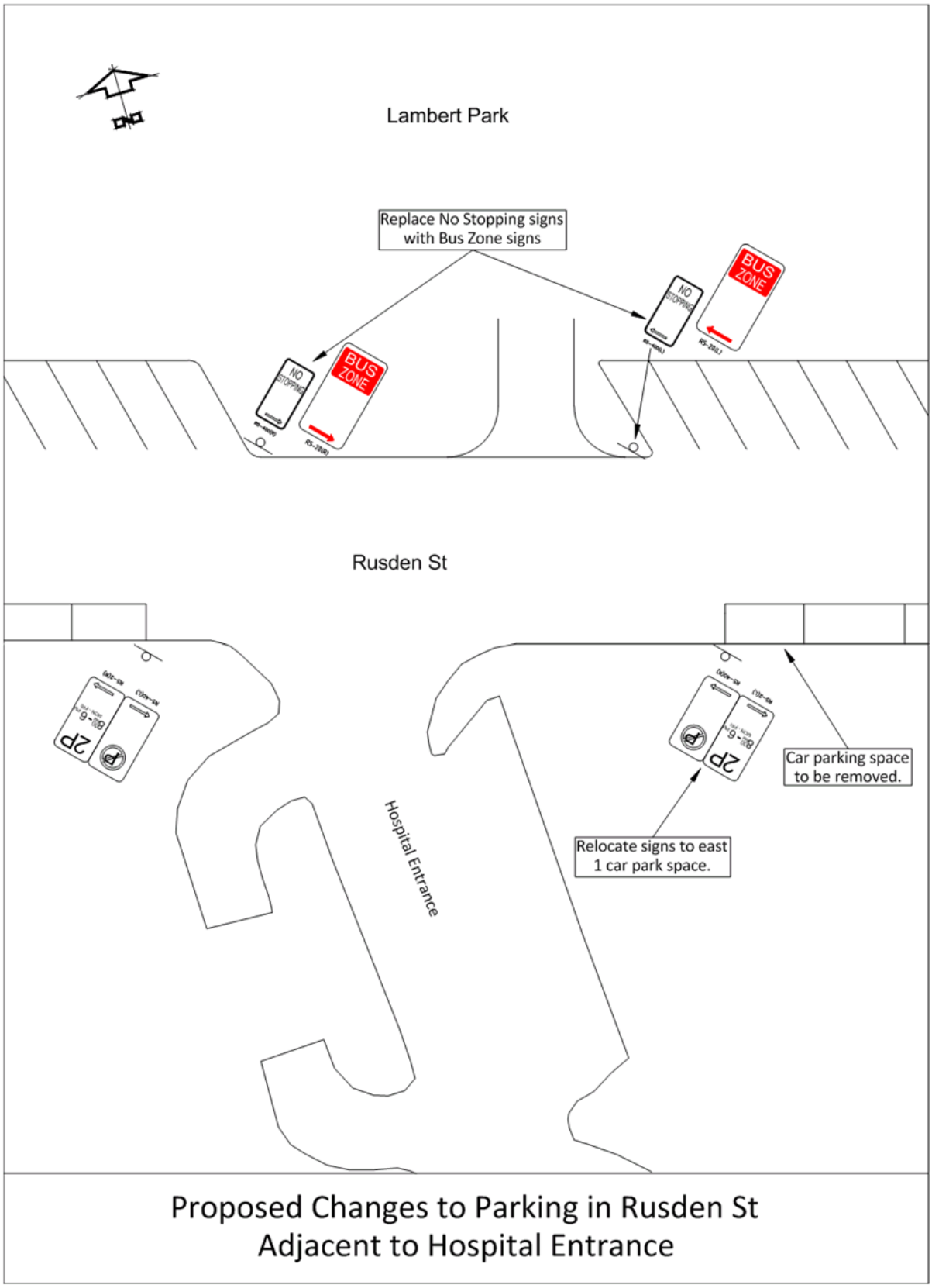
6. Consultation and Communication

Consultation has been completed with the Hospital to advise of changes and they are in favour. It will not impact other residents or business in the area.

7. Conclusion

The changes of the parking will improve amenity and safety for people attending the hospital. The improved bus service and timetables should help to alleviate traffic congestion and improve the environment.

Attachment 1 *Plan - Proposed parking changes Hospital entrance Rusden St.*



Proposed Change to Parking Restriction – Hospital Main Entrance

Area of proposed change from No Stopping to Bus Zone

Area for lengthening No Parking zone. First car parking space to be removed.

Ethical Decision Making and Conflicts of Interest

A guiding checklist for Councillors, officers and community committees

Oath or Affirmation of Office

Councillors are reminded of the Oath or Affirmation taken of office, made under section 233A of the *Local Government Act 1993* when elected.

Ethical decision making

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Do you stand to gain personally at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

Conflict of interest

A conflict of interest is a clash between private interest and public duty. There are two types of conflict:

- ***Pecuniary*** – regulated by the *Local Government Act 1993* and Office of Local Government
- ***Non-pecuniary*** – regulated by Codes of Conduct and policy. ICAC, Ombudsman, Office of Local Government (advice only). If declaring a Non-Pecuniary Conflict of Interest,
  Councillors can choose to either disclose and vote, disclose and not vote or leave the Chamber.

The test for conflict of interest

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of 'corruption' – using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest.

Identifying problems

1st Do I have private interests affected by a matter I am officially involved in?
2nd Is my official role one of influence or perceived influence over the matter?
3rd Do my private interests conflict with my official role?

Local Government Act 1993 and Model Code of Conduct

For more detailed definitions refer to the *Local Government Act 1993,* Chapter 14 Honesty and Disclosure of Interest and Model Code of Conduct.

Disclosure of pecuniary interests / non-pecuniary interests

Under the provisions of Section 440AAA(3) of the *Local Government Act 1993* (pecuniary interests) and the Model Code of Conduct it is necessary for you to disclose the nature of the interest when making a disclosure of a pecuniary interest or a non-pecuniary conflict of interest at a meeting.

A Declaration form should be completed and handed to the General Manager as soon as practible once the interest is identified. Declarations are made at Item 3 of the Agenda: Declarations - Pecuniary, Non-Pecuniary and Political Donation Disclosures, and prior to each Item being discussed: The Declaration Form can be downloaded at Disclosures and Declarations of Interest at Meetings.

ARMIDALE Regional Council

MINUTES

AUDIT, RISK AND IMPROVEMENT COMMITTEE

Held on

Tuesday, 15 August 2023
11 am - 2pm

at

Function Room

PRESENT: Phil Thomas (Chairperson), Jason Masters and Michael O'Connor.

Phil Thomas (Chairperson) and Jason Masters attended virtually.

IN ATTENDANCE: James Roncon (ARC – General Manager), Darren Schaefer (ARC – Chief Officer Corporate & Community), Alex Manners (ARC – Chief Officer Assets and Services), Annie Harris (ARC - Executive Manager People and Culture), Ann Newsome (ARC – Chief Financial Officer), Simone Mooketsi (ARC - Manager Governance), Richard Cadet (ARC - Manager Information Services) and Trevor Stuart (ARC – Business Improvement Officer).

1. APOLOGIES

2. CONFIRMATION OF PREVIOUS MINUTES -

CONFIRMATION OF THE MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD ON 15 JUNE 2023

RECOMMENDATION:

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

Accepted.

3. DECLARATIONS OF INTEREST

Michael O'Connor – ARIC Member – Bathurst Regional Council & Liverpool Plains Shire Council.
No additional declarations made.

4. APPROVAL FOR MANAGEMENT TO BE PRESENT
Approved

5. ADMINISTRATION REPORTS

5.1 Audit Risk and Improvement Committee - Minutes of 15 June 2023 Meeting*Ref: AINT/202.*

RECOMMENDATION:

The Minutes of the Audit Risk and Improvement Committee meeting held on 15 June 2023 that have been accepted by the ARIC members by email, be formally noted and recorded as accepted.

Minutes accepted by ARIC members.
Matters arising:
5.9 – final audit reports for Volunteer Management and Procurement have been delayed by annual leave of the lead auditor from O'Connor Marsden. The procurement audit will be finalised in September.
Discussion regarding article appearing the Armidale Express on 28 July 2023 titled "Councils scrambling to fund huge rise in state levy" related to RFS levy. The levy increase has a $350k impact on Council, equating to approximately 10% of the SRV.

5.2 Agenda - matching Charter Requirements - 15 August 2023*Ref: AINT/2023/17901 (ARC23/.*

2. OFFICERS' RECOMMENDATION:

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

Noted by the Committee.

5.3 ARIC Action Items Report August 2023 *Ref: AINT/2023/17902 (ARC23/5778)*

2. OFFICERS' RECOMMENDATION:

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

Item 1 and Item 8 are essentially the same – suggest combining these two outstanding items.
Item 1: discussion related to Kaon Security engagement. The Essential 8 cyber security framework has been adopted by Council.
Richard Cadet advised our current maturity level is L1. Council may consider targeting L2 for selected mitigation strategies (to be defined).
Item 33: update provided. An internal audit specialist has been added to the Finance team who will have responsibility related to payroll and revenue. An audit of the payroll system will be conducted.
Item 34: ARC advised Superannuation is to be paid to ARIC members.

ACTION: Review all action items and combine where possible, with consideration of the current context (Trevor Stuart).

5.4 Internal Audit Schedule *Ref: AINT/2023/17903 (ARC23/5778)*

2. OFFICERS' RECOMMENDATION:

That ARIC note:

a. The status of the Annual Internal Audit Plan 2023

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

Noted.
Swimming Pool Compliance – audit scope will focus on newly introduced Swimming Pool barrier Inspection Program and how this meets legislative requirements.
Suggest assessing audit program against corporate risk register (once complete) to ensure high risk areas are programmed into the internal audit schedule. This should form part of the ELT Risk workshop (October).

5.5 Status of Outstanding Audit Recommendations - August 2023*Ref: AINT/2023/17904 (ARC2*

2. OFFICERS' RECOMMENDATION:

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

Noted.
10 items closed out since previous meeting.
Item 4: IT risk register – draft to be presented to ARIC at November meeting (Risk focus).
Item 5: initial PEN testing has been conducted with good results including confirmation of effective firewall. A more thorough PEN test is to be undertaken by CrowdStrike and planned for CY 2024.
Item 9: Alex Manners confirmed that Council is responsible for maintenance of RFS vehicles. Consideration could be given to photographing of the fleet to enable a desktop valuation.

Item 50: Clarification was provided that the lack of data related to the change in responsible person and not a lack of data related to the vehicle. All vehicles were found to be appropriately recorded within TechOne however the person assigned to some vehicles were not able to be determined at any given time.
Item 82: update provided on corporate risk register. Risk Registers are to be imported into CI Anywhere following software update to be completed week ending 18 August, 2023. ARIC requested a sample risk register to be provided to review the structure and appropriateness.
Item 101: The asbestos register sits with GIS team. This register includes Council assets (pipes primarily) which include asbestos. Council has an Asbestos Policy adopted by Council 24/10/2018. This policy is now being updated and will be presented to ELT for endorsement in Q4 2023.This will be followed up with a training program and register review.

The large number of not commenced items was discussed. A recommendation was made that Council consider grouping connected items and developing a project plan with realistic due dates. This recommendation was accepted. It is noted that some of the items not yet commenced are not currently due for completion, so are not overdue.

ACTION: Trevor Stuart to provide ARIC members with a sample risk register showing the register design (Item 82).

ACTION: Outstanding items to be reviewed and grouped where appropriate with the development of a project plan with realistic milestone timing and target completion dates (Trevor Stuart with Managers).

ACTION: Revise Outstanding Audit Recommendations Report to include a line giving the audit title and date (Trevor Stuart)

5.6 Environmental Risk Management & Reporting *Ref: AINT/2023/17905 (ARC23/5778)*

2. OFFICERS' RECOMMENDATION:

That ARIC notes the content of this report.

A verbal update was provided by D. Schaefer. The Renewable Energy Action Plan (REAP) report, prepared by Constructive Energy, has been endorsed by Council. A two day workshop with selected staff was recently held and this was followed up by a meeting to prioritise actions. The effort to build the REAP into Council strategic framework and corporate reporting was acknowledged and supported by ARIC members.
Jason Masters noted that while local government is not a corporate entity, ASIC has some focus on greenwashing by commercial entities and Council will need to ensure that reporting is accurate and defensible.
Renewable Energy Zones were discussed. It was noted that Armidale is the geographical centre of the New England Renewable Energy Zone (REZ) and the Mayor is collaborating with other councils on this matter. It was noted that the connection between renewable energy generation facilities and the main grid is contentious in some areas and this may be politically sensitive.

5.7 ICT Steering Committee Minutes (summary) *Ref: AINT/2023/17906 (ARC23/5778)*

RECOMMENDATION:

That the Committee note the summary of the ICT Steering Committee minutes for the meeting held 26 July 2023.

Minutes Noted.
Changeover from legacy TechOne system to TechOnes's CiAnywhere cloud based system is scheduled for completion the weekend of 19/20 August, 2023. This system provides opportunity for consolidation and standardisations over the next two to four year period. This will require assessment of CiAnywhere module capabilities against systems currently being used for a wide range of functions.
Do we provide any IT technology/services to New England Weeds Authority (NEWA)? – Action item for follow up.
The upgrade to Microsoft 365 was discussed. SharePoint training has not yet been undertaken as we are waiting on Content Manager 10.1 testing to be completed.
Content Manager 10.1 is being tested now and, when the upgrade is complete, will provide opportunity for integration between Content Manager, OneDrive and SharePoint. A clear strategy is required for this integration, along with a policy which clearly defines what email is to be kept as a Council record.
ARC follows the Microsoft standard for Windows updates. This happens automatically and propagates across all council computers.

ACTION: Investigate if Council provides IT tech/services to NEWA (Darren Schaefer).

ACTION: A list of all software systems/technology/assets to be included in the service plan (Richard Cadet).

5.9 Risk Management - Status update *Ref: AINT/2023/18163 (ARC23/5778)*

2. OFFICERS' RECOMMENDATION:

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

Efforts have been focussed on the development of a risk register with updated controls for corporate risk. This is approximately 50% complete.
Two frontend risk workshops are scheduled which will inform the budget and operational planning processes.
The November ARIC meeting will focus on risk management.

ACTION: Provide a copy of the updated Risk Management Roadmap to ARIC members (Trevor Stuart).

ACTION: Provide a copy of the adopted Risk Appetite statement to ARIC members (Trevor Stuart).

5.10 Environmental Risk Management - Renewable Energy Action Plan (REAP) update *Ref: AINT/2023/18232 (ARC23/5778)*

2. OFFICERS' RECOMMENDATION:

That ARIC notes the content of this report.

This is a duplicate item – See Item 5.6.

6. GENERAL BUSINESS

6.1 Review of ARIC Charter *Ref: AINT/2023/17937 (ARC23/5778)*

2. OFFICERS' RECOMMENDATION:

That ARIC

a) Note the proposed changes to the Charter;

b) Provide feedback on the proposed changes; and

c) Endorse the Charter for adoption by Council's governing body.

Amendment to the ARIC Charter were noted.
The revised charter aligns with the draft 'RISK MANAGEMENT AND INTERNAL AUDIT for local government in NSW – Guidelines – December 2022'.
The proposed changes were accepted by the committee and endorsed for adoption by Council.

6.2 Update on Kempsey Road project
Michael O'Connor requested a risk management update on the Kempsey Road project. A verbal update was provided by Alex Manners. The project is still in the development (Early Contractor Involvement - ECI) phase. Monthly reports provided to Council will be made available to ARIC and a verbal risk management update will be provided at each ARIC meeting.

ACTION: Council reports to be provided to ARIC members (Trevor Stuart).

ACTION: Kempsey Road Project Update to be made a standing agenda item (Trevor Stuart).

0.0 Financial Statements 2022/2023 *Ref: AINT/2023/22351 (ARC23/5778)*

2. OFFICERS' RECOMMENDATION:

That ARIC:

a. That this report replaces the "Financial Statements Update" report provided in the ARIC business papers

b. Note the status of the financial statements

c. Direct out of session questions to the Chief Financial Officer (CFO), Ann Newsome for clarification.

d. That once satisfied, ARIC resolve via email to approve the referral of the draft Financial Statements to Council's Auditor.

e. Note that the systematic improvement of Council's financial reporting system are ongoing and a high priority for Council.

Noted.
Statements are expected to be delivered to auditors by the due date of 4 September.

There being no further business the Chairperson declared the meeting closed at 12.52pm.

An in camera session was held.

ARMIDALE Regional Council

BUSINESS PAPER

TRAFFIC ADVISORY COMMITTEE

To be held on

Tuesday, 5 September 2023

at

10am in the Function room

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

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

AGENDA

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

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

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

The four voting members on the Traffic Advisory Committee are:

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

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

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

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

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

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

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Traffic Advisory Committee
Tuesday, 5 September 2023 Page 4

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Item:	**4.1**	**Ref: AINT/2023/23379**
Title:	**Action from previous meeting held 4 July 2023.**	**Container: ARC16/0168-8**
Author:	**Graham Earl, Technical Officer Engineering**	
Attachments:	Nil	

1. Purpose

To note the actions of the previous meeting.

a) OFFICERS' RECOMMENDATION:

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

b) Endorse the extension to the No Stopping zone by 15m south on the eastern side of Glenelg Road, in front of 126 Handel Street.
Completed

c) Endorse the request to extend the length of the No Stopping zone by 15m west on the southern side of Donnelly Street, in front of 116A Donnelly Street, Armidale.
Completed

d) Endorse the change of parking restriction from No Stopping to No Parking adjacent to the UNE Clinics on the hospital grounds in Butler Street between Barney St and Rusden Street, Armidale. To provide a drop-off zone.
Completed

e) Change of parking restriction in Rusden St, Armidale at Armidale Rural Referral Hospital as part of the 16 Cities bus route review.
Further investigation to be undertaken

Item:	**5.1**	**Ref: AINT/2023/12972**
Title:	**Special Event Transport Management Plan NESCC Rallysprint 2023**	**Container: ARC16/0168-8**
Author:	**Graham Earl, Engineering Technical Officer**	
Attachments:	1. NESCC Rallysprint 2023 - Special Event Transport Management Plan 2. NESCC Rallysprint - Schedule 1 Notice of Intention to Hold a Public Meeting 3. Plan - TGS NESCC Rallysprint 2023 4. NESCC Rallysprint 2023 - Risk Assessment Form 5. NESCC Rallysprint 2023 - Public Liability Insurance Certificate	

1. Purpose

To gain approval for the 2023 New England Sporting Car Club (NESCC) to conduct another motorsport event, the Metz Gorge Rallysprint.

2. OFFICERS' RECOMMENDATION:

That Council endorse the requested road closures for the New England Sporting Car Club (NESCC) Metz Gorge Rallysprint fto held on 1st October 2023.

3. Background

This is an annual event, organisers have worked with Council to develop plans and put processes in place. New England Sporting Car Club have an ongoing DA for the event and are required to reinstate the road to the condition prior the event.

4. Discussion

The New England Sporting Car Club (NESCC) is planning to conduct another motorsport event, the Metz Gorge Rallysprint, based at Echidna Gully on Sunday Old Hillgrove Road, then left onto Waterfall Way, then left into Gara Road, then left onto Silverton Road, then right onto Waterfall Way, then right onto Metz Road, then left onto Chinamans Gully Road and then right into Echidna Gully. The total distance of the event is 41.5 km, of which 17.5 is competitive sections on closed roads, and the balance as transport sections where cars travel between competitive stages obeying all normal public road rules and speed limits.

The details (including proposed Road Closures, road intersection marshalling etc.) of the Traffic Guidance Scheme (TGS) is detailed in the enclosed plans.

The club is again seeking council approval to enable the closure of the above mentioned roads for use on Saturday 1st October 2023 between 7am and 7pm for the purpose of the Rallysprint.

The 2019 event attracted a field of more than 30 cars, each with a crew of 2 people, and when added to all the support people and officials, resulted in more than 160 people at Echidna Gully. In addition we saw more than 300 spectators at the event.

The event would be authorised by AMSAG, and be covered by their insurance. Approval would also be needed from NSW police, an application which is currently being made.

5. Implications

5.1. Strategic and Policy Implications

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

5.2. Risk

- This event is at no cost to Council.
- Residents will be inconvienced for the day but are informed and are accepting of the event.

5.3. Sustainability

Organisers are required to make sure that Council roads are reinstated to the condition prior the event completing a site inspection with staff prior to the event.

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

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

There is no financial risk to Council

6. Consultation and Communication

Organisers will advertise the event and advise all residents affected by the event. As this is an annual event residents are accepting of the days activities.

7. Conclusion

Council supports the annual event as it compiles with policies and procedures previously set in conjunction with council staff.

Special Event Transport Management Plan

1 EVENT DETAILS

1.1 Event summary

Event Name < NESCC Metz Gorge Rallysprint >

Event Location: < Echidna Gully, Chinamans Rd Hillgrove >

Event Date: < 1st October 2023 > Event Start Time: < 8am > Event Finish Time: < 6pm >

Event Setup Start Time: < 7am > Event Packdown Finish Time: < 7pm >

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

1.2 Contact names

Event Organiser* **< James Clark c/- New England Sporting Car Club**

Phone Mobile:< 0434675968 > E-mail: sales@jcspares.com.au

Event Management Company (if applicable)

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

Police ARMIDALE POLICE

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

Council ARMIDALE REGIONAL COUNCIL

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

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

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

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

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

The New England Sporting Car Club (NESCC) is planning to conduct another motorsport event, the Metz Gorge Rallysprint, based at Echidna Gully on Sunday Old Hillgrove Road, then left onto Waterfall Way, then left into Gara Road, then left onto Silverton Road, then right onto Waterfall way, then right onto Metz Road, then left onto Chinamans Gully Road and then right into Echidna Gully. The total distance of the event is 41.5 km, of which 17.5 is competitive sections on closed roads, and the balance as transport sections where cars travel between competitive stages obeying all normal public road rules and speed limits.

The details (including proposed Road Closures, road intersection marshalling etc..) of the Traffic Control Plan (TCP) is detailed in the enclosed plans.

The club is again seeking council approval to enable the closure of the above mentioned roads for use on Saturday 1ST October 2023 between 7am and 7pm for the purpose of the Rallysprint.

The 2019 event attracted a field of more than 30 cars, each with a crew of 2 people, and when added to all the support people and officials, resulted in more than 160 people at Echidna Gully. In addition we saw more than 300 spectators at the event.

The event would be authorised by AMSAG, and be covered by their insurance. Approval would also be needed from NSW police, an application which is currently being made.

2 Risk Management - Traffic

CLASS 1 CLASS 2 CLASS 3

2.1 Occupational Health & Safety - Traffic Control

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

2.2 Public Liability Insurance

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

2.3 Police

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

2.4 Fire Brigades and Ambulance

☒ Fire brigades notified **02 67715076**

☒ Ambulance notified **02 6771 1710**

3 TRAFFIC AND TRANSPORT MANAGEMENT

CLASS 1 CLASS 2 CLASS 3

3.1 The route or location

☒ **Map attached**

3.2 Parking

☒ Parking organised - details attached. (On site at Echidna Gully)

☐ Parking not required **< >**

3.3 Construction, traffic calming and traffic generating developments

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

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

3.4 Trusts and Authorities

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

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

3.5 Public transport

☐ Public transport plans created - details attached

☒ Public transport not required

3.6 Reopening roads after moving events

☒ This is a moving event - details attached. (As per 1.3)

☐ This is a non-moving event.

3.7 Traffic management requirements unique to this event

☒ Description of unique traffic management requirements attached (As per attached map)

☐ There are no unique traffic requirements for this event

3.8 Contingency plans

☒ Contingency plans attached

Class 1

3.9 Heavy vehicle alternate routes

☐ Alternative routes for heavy vehicles required - RTA to arrange

☒ Alternative routes for heavy vehicles not required

3.10 Special event clearways

☐ Special event clearways required - RTA to arrange

☒ Special event clearways not required

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

CLASS 1 / CLASS 2 / CLASS 3

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

☒ Plans to minimise impact on non-event community attached

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

4.2 Advertise traffic management arrangements

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

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

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

4.3 Special event warning signs

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

☐ This event does not require special event warning signs

4.4 Permanent Variable Message Signs

☐ Messages, locations and times attached

☒ This event does not use permanent Variable Message Signs

4.5 Portable Variable Message Signs

☐ The proposed messages and locations for portable VMS are attached

☒ This event does not use portable VMS

5 APPROVAL

Your application needs to be provide to Council 3 weeks prior to the Local Traffic Committee meeting which is held 2nd Tuesday of each month, with Council approval being sort for recommendations at the meeting held 4th Monday of the month.

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

NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY Summary Offences Act 1988 To the Commissioner of Police

1 I, James Malcolm Clark

Of 46 Marsh Street Armidale NSW 2350 Address

on behalf of New England Sporting Car Club Organisation

notify the Commissioner of Police that on the 1st Day of October 2023 it is intended to hold: either:

(a) a public assembly, not being a procession, of approximately

50 vehicles which will assemble Number at Echidna Gully , Chinamans Gully at approximately 7am and disperse at approximately 7pm

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

2 The purpose of the proposed assembly is a high-speed special stage motorsport event, known as the NESCC Metz Gorge Rallysprint. The event will be carried out on closed roads involving Chinamans Gully RD, old Hillgrove RD, Silverton RD and Gara RD. In addition, Mets RD and Waterfall way will be used for transporting vehicles between special stages. Travel on these roads will involve a maximum speed of 60km/h and obeyance of all regulated traffic laws.

3 The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly: *

(i) There will be .....(number) of vehicles and/or* floats involved and their type and dimensions are as follows:
.....
..... *

(ii) There will be ..... (number) of bands, musicians, entertainers etc entertaining or addressing the assembly * (iii) The following number and type of animals will be involved in the assembly
.....
.....

*(iv) Other special characteristics of the proposed assembly are as follows:
.....
.....

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

5 Notices for the purposes of the Summary Offences Act 1988 may be served on me at the following: Address:

James Clark

46 Marsh Street

Armidale NSW 2350

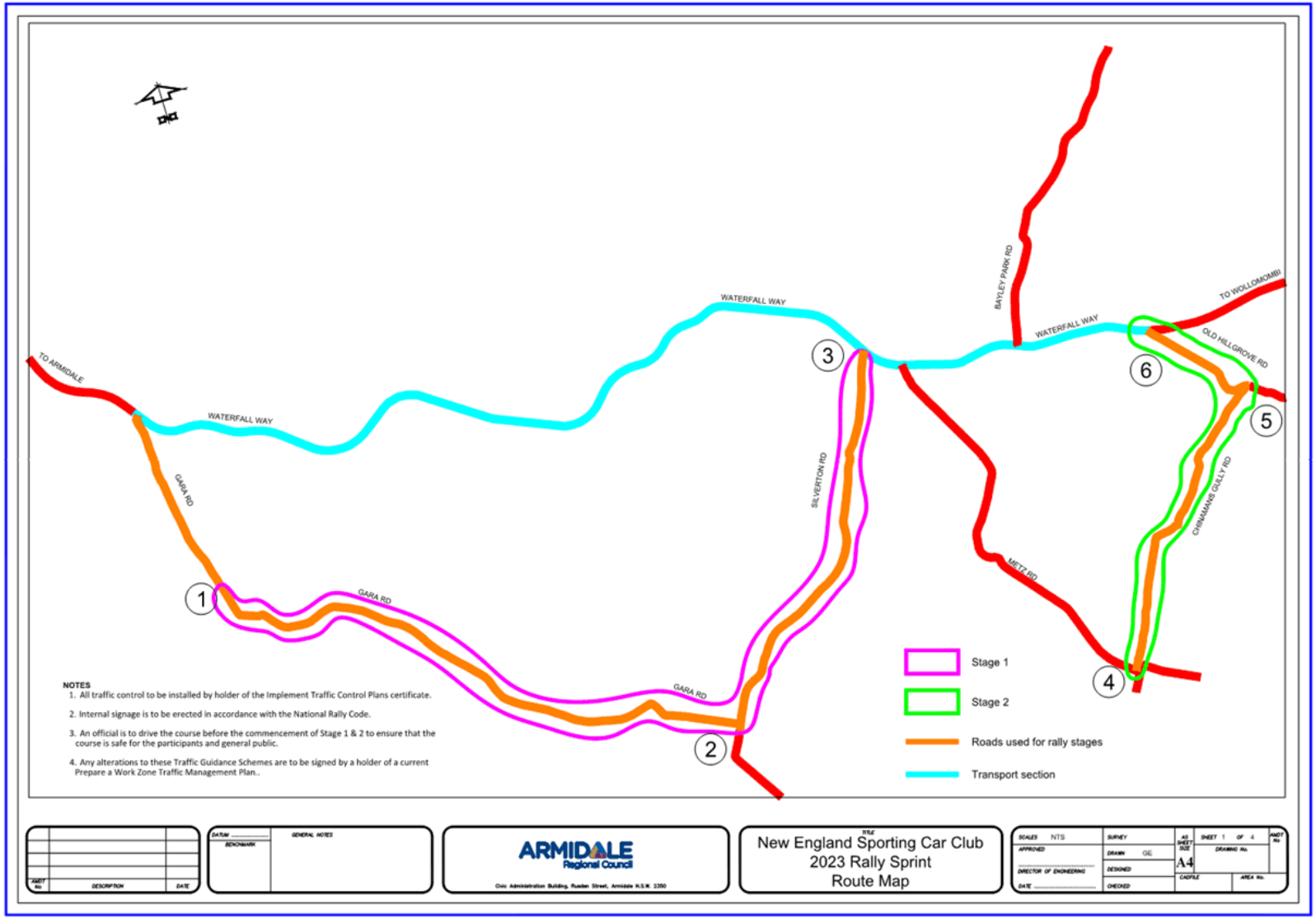
Telephone: 0434675968

Signed: .....

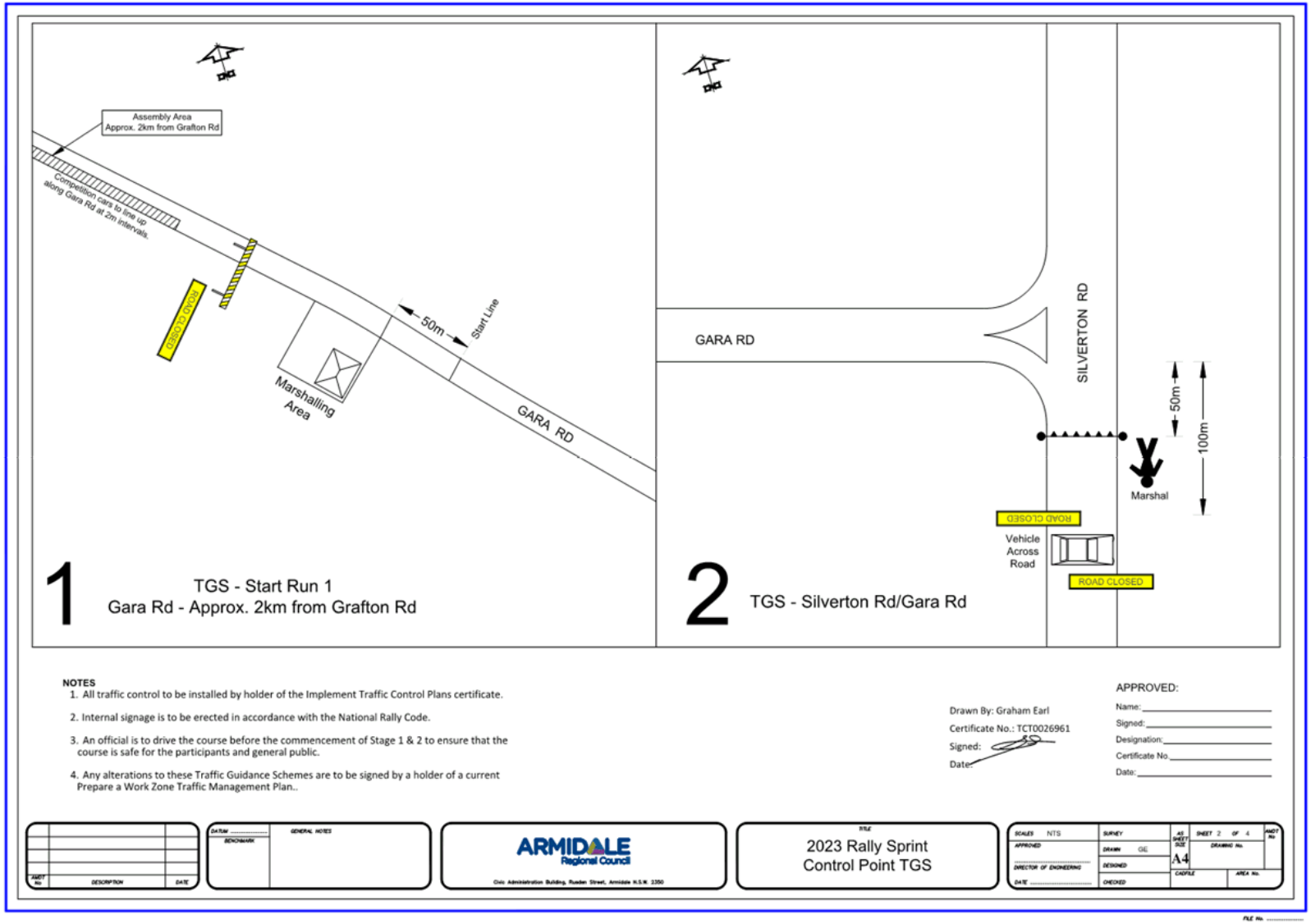
Capacity/Title Events Director

Date .....

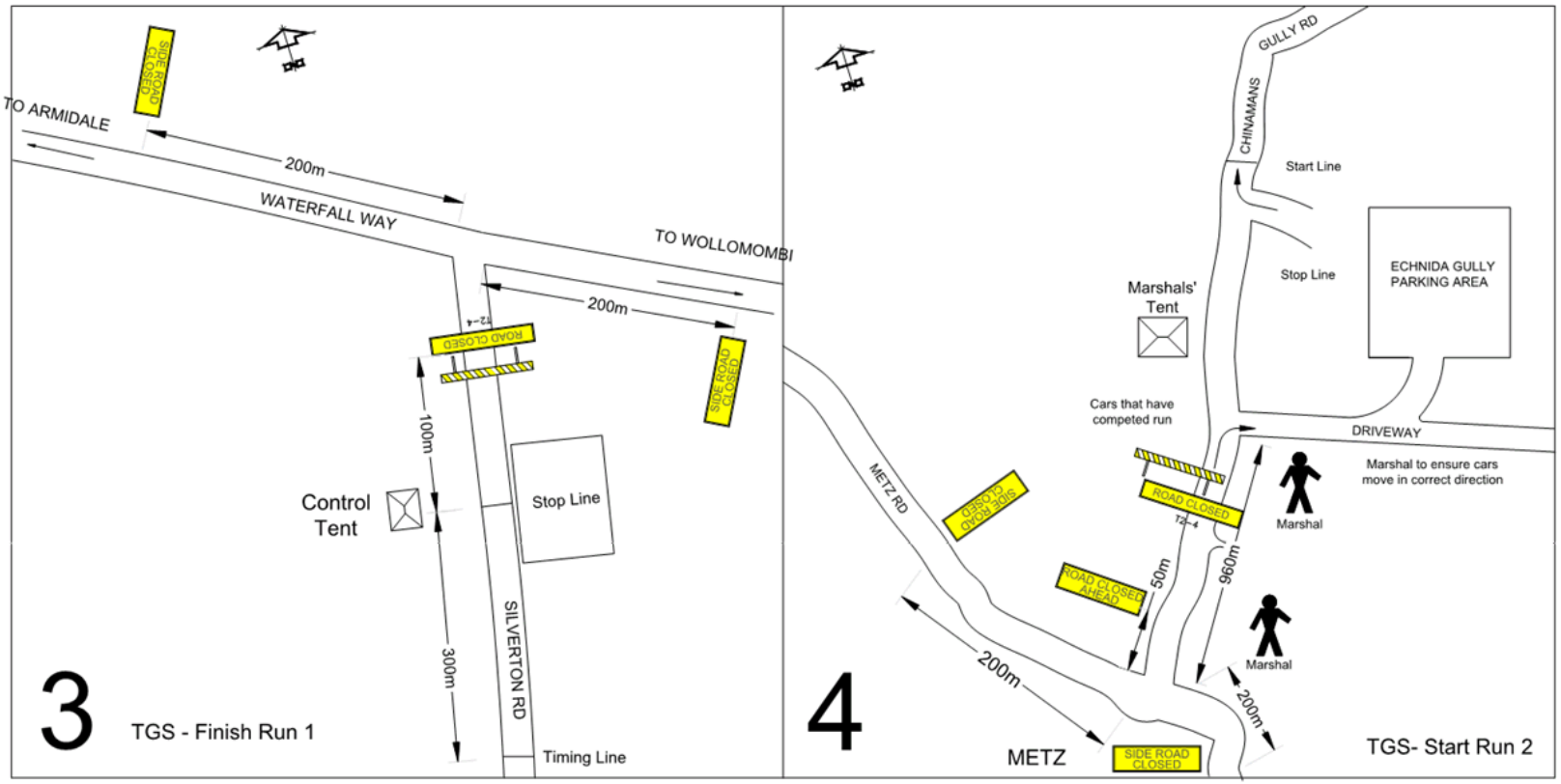
Attachment 3 *Plan - TGS NESCC Rallysprint 2023*



Attachment 3 **Plan - TGS NESCC Rallysprint 2023**



Attachment 3 **Plan - TGS NESCC Rallysprint 2023**



NOTES

1. All traffic control to be installed by holder of the Implement Traffic Control Plans certificate.
2. Internal signage is to be erected in accordance with the National Rally Code.
3. An official is to drive the course before the commencement of Stage 1 & 2 to ensure that the course is safe for the participants and general public.
4. Any alterations to these Traffic Guidance Schemes are to be signed by a holder of a current Prepare a Work Zone Traffic Management Plan..

Drawn By: Graham Earl
Certificate No.: TCT0026961
Signed:
Date:

APPROVED:
Name:
Signed:
Designation:
Certificate No.
Date:

AMDT No	DESCRIPTION	DATE

DATUM ..... BENCHMARK
GENERAL NOTES

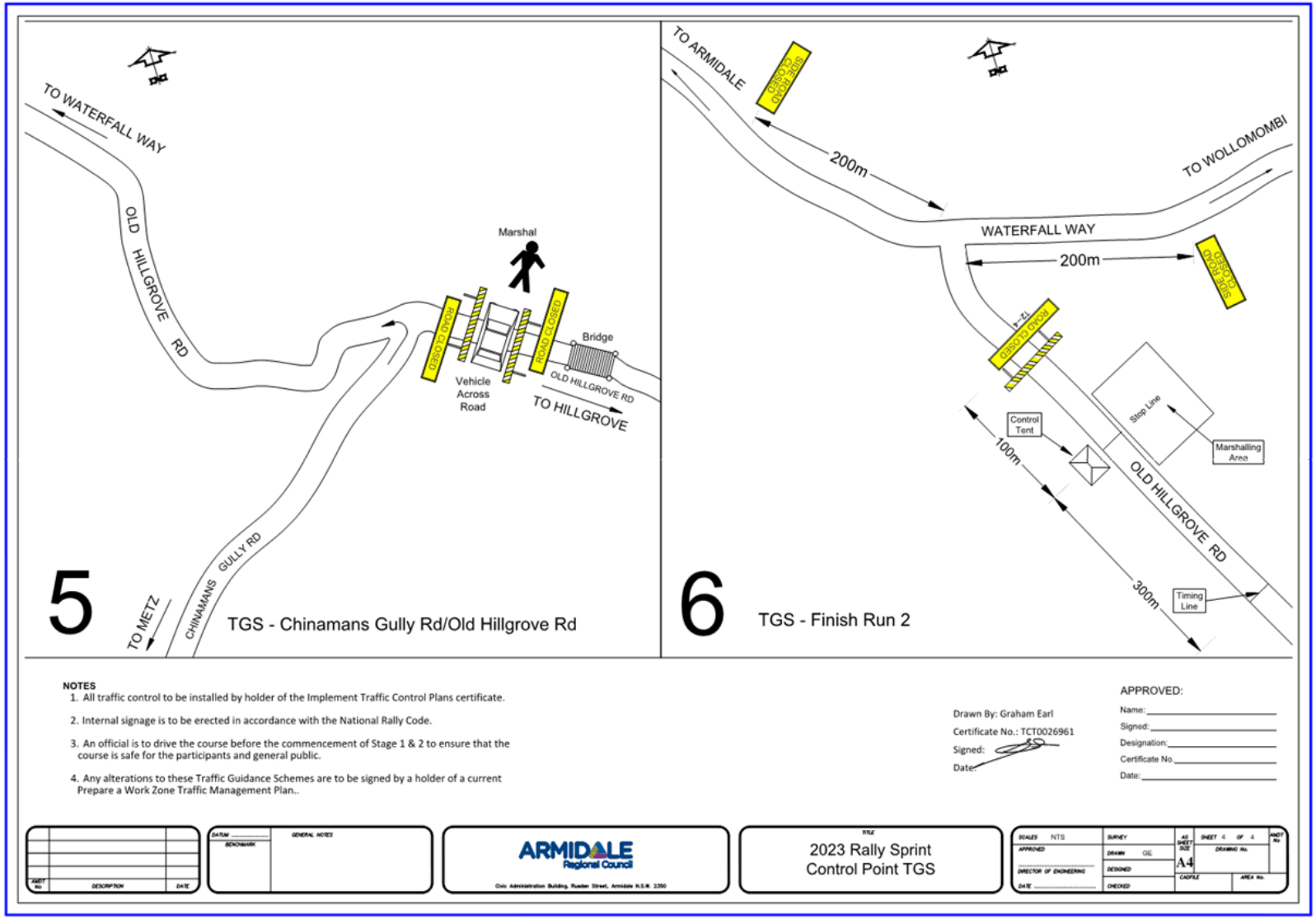
ARMIDALE Regional Council
Civic Administration Building, Rusden Street, Armidale N.S.W. 2350

TITLE
2023 Rally Sprint
Control Point TGS

SCALES NTS	SURVEY	AS SHEET SIZE	SHEET 3 OF 4
APPROVED	DRAWN GE	A4	DRAWING No.
DIRECTOR OF ENGINEERING	DESIGNED	CADFILE	AREA No.
DATE	CHECKED		

AMDT No

Attachment 3 **Plan - TGS NESCC Rallysprint 2023**



Risk Assessment Sheet

Workplace location:	NESCC Metz Gorge Rallysprint,
Name of person conducting assessment:	James Clark
Date:	1st October 2023

Spot the Hazard		Assess the Risk	Fix the Problem			Evaluate Results
Identify the work task or activity?	What are the hazards associated with each activity?	Is the risk associated with the hazard low, moderate, significant or high?	If the risk is deemed unacceptable for the task, what will be done to reduce or remove the risk?	By whom?	By when?	Go through the first 3 steps again to ensure risk levels are now at an acceptable level Revised risk level
High Speed Motorsport event	Potential for motor vehicle accident involving competitors	Moderate	Ensure vehicles meet minimum safety standard through AMSAG pre-event scruitineering process. Ensure competitive sections of road are properly cleared prior to competition, that all key personnel are in their allocated positions, that event signage is correctly placed, that all road closures are in place, that FIV personnel and assets are in place, that critical incident response procedures are known to all key personnel.	AMSAG Scruitineers ASW	One week prior to event By event start date and time.	Low
High Speed Motorsport event	Potential for motor vehicle accident involving property	Moderate	Have property damage incident report procedures in place to allow for correct reporting, and subsequent rectification of any damage.	ASW	By event start date and time.	Low

High Speed Motorsport event	Potential for motor vehicle accident involving the public	Low	Ensure competitive sections of road are properly cleared prior to competition, that all key personnel are in their allocated positions, that event signage is correctly placed, that all road closures are in place, that FIV personnel and assets are in place, that critical incident response procedures are known to all key personnel.	ASW	By event start date and time.	Low
Manning event with Officials	Potential for officials to carry out tasks incorrectly	Low	Ensure all key personnel are adequately trained in their roles, and have chain of command responsibility for officials in their care.	PK	By event start date and time.	Low
Keeping public from competitive sections	Potential for public to enter competitive sections	Moderate	Provide official spectator points to view event from, ensure track is clear with course car prior to event commencement. Have procedure in place to stop the event until any occurrence of public on course is rectified.	PK	By event start date and time.	Low

Minimising impact to residents affected by event.	Potential for residents along or close to event course to become upset	Moderate	Advance letter advising of the running of the event, with details of time, course, duration. Follow up visit to each resident to discuss any issues that can be mitigated. Invitation to join event as VIP spectators Ensure manned road closures at each resident gate. Ensure residents can contact rallysprint HQ to invoke a pause in the event should they need access and egress from their properties	ASW	By 31/8 By 31/8 BY 31/8 By event start date and time. By event start date and time.	Low

HDL HORSELL DUFFY LANGLEY INSURANCE BROKERS

20 June 2023

CERTIFICATE OF CURRENCY

PUBLIC & PRODUCTS LIABILITY AND PROFESSIONAL INDEMNITY

This is to certify that we, in our capacity as Insurance Brokers to Australian Auto-Sport Alliance and companies we have arranged coverage as follows:

NAME OF INSURED:	Australian Autosport Alliance Pty Ltd
PERIOD OF INSURANCE:	From: 1st January 2023 at 4.00pm To: 1st January 2024 at 4.00pm Both Local Standard Time at the Insured's head office
INTEREST INSURED:	All sums which the Insured shall be legally liable to pay as Compensation in respect of Personal Injury or Property Damage occurring during the Policy Period as a result of an Occurrence happening in connection with the Business of the Insured.
LIMITS OF LIABILITY:	$50,000,000 any one occurrence but in the aggregate for Products and Pollution Liability
REGION:	Worldwide except USA and Canada
INTERESTED NOTED PER:	***Australian Motor Sport Action Group*** is noted for their vicarious liabilities and respective rights and interests at the Locations where events linked to a valid AASA Event Permit Number applied under their name is being held. Including but not limited to NSW Police and Armidale Regional Council.
INSURER:	Certain Underwriters at Lloyds – Various Syndicates
POLICY NUMBER:	B0507IC2200316

IMPORTANT NOTES

- This is Certificate does not reflect in detail the policy terms or conditions and merely provides a summary of the insurance that is in existence at the date we have issued this Certificate.
- HDL Brokers does not guarantee that the insurance outlined in this Certificate will continue to remain in force for the period referred to as the Policy may be cancelled or altered by either party to the contract, at any time, in accordance with the terms of the Policy and the *Insurance Contracts Act 1984 (Cth)*.
- HDL Brokers accepts no responsibility or liability to advise any party who may be relying on this Certificate of such alteration to or cancellation of the Policy.

Thanks and regards,

On Behalf of
Horsell Duffy Langley Pty Limited
ABN 12 155 940604 // AFSL 422018

Horsell Duffy Langley Pty Limited
ABN 12 155 940 604 AFSL 422018

Level 3, 205 Clarence Street, Sydney NSW 2000
Telephone: 1300 565 622

www.HDLbrokers.com.au
info@HDLbrokers.com.au

Armidale Regional Council
Traffic Advisory Committee
Tuesday, 5 September 2023 Page 22

Item:	**5.2**	**Ref: AINT/2023/23230**
Title:	**Special Event Transport Management Plan - Armidale Triathlon Club 2023/24 Season**	**Container: ARC16/0168-8**
Author:	**Graham Earl, Engineering Technical Officer**	
Attachments:	1. Triathlon Club - Transport Management Plan 2023-24 2. Triathlon Club - Schedule 1 Notice of Intention 2023 3. Triathlon Club - Course map 2023-24 4. Triathlon Club - Risk Assessment of Course 2023 5. Armidale Triathlon Club Inc - CoC-2023	

1. Purpose

The purpose of this report is to advise of the Triathlon Clubs annual season of competition, consisting of 6 rounds from 22nd October 2023 to 7th April 2024. It includes the traffic management associated with the event.

2. OFFICERS' RECOMMENDATION:

That Council endorse the use of local roads for the use by Armidale Triathlon Club for the running and cycling legs of their annual race season.

3. Background

The Armidale Triathlon Club has for many years undertaken an annual race series using local roads. The season consists of 6 rounds and commences on 22nd October 2023 and ends on 7th April 2024.

4. Discussion

The event uses the pool at TAS then athlete's transition onto the bike course which exits and turns right up Chapel St. They then turn left at Kentucky St proceeding to Long Swamp Rd where they turn right. The Cycle courses then turns around at approximately 2.5km, 5km and 10km and then proceed back the opposite way. The run course is around the TAS block exiting right along the medium strips and footpaths of Barney St, Chapel St, Mann St, Douglas St and returns along Barney.

5. Implications

5.1. Strategic and Policy Implications

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

5.2. Risk

The run leg of the race will be on the footpath at all times, with runners instructed not to run on the road at any time. The run course will consist of a lap, or laps, around the TAS block. Marshals will be place to direct runners of correct route to follow. There will be signs indicating "Runners Ahead" located at the intersection of Barney and Chapel Streets, and Barney and Douglas Streets.

The bike course is an 'out and back' course and starts from the grounds of TAS, along Chapel Street into Kentucky Street, then into Long Swamp Road. It continues out the Long Swamp Road

approximately 5km for the short course and 10 km for the long course to the turn around points and back along the same route.

Marshals, as well as "Cyclists Ahead" signs, will be at all intersections where the cyclists will be making a turn, as marked on the map, and at the extremities of the course. In addition, we will have signs of "Cyclists Ahead" to warn motorists on all the T intersections where minor side roads join the route. All marshals will be equipped with either two-way radios or mobile phones for communication.

Marshals will be instructed to only direct competitors and will not be directing or stopping traffic.

5.3. Sustainability

- Promote a healthy lifestyle through exercise.
- A tourism strategy to attract visitors to return and enhance the economic and cultural offerings and attractions of the region.

5.4. Financial

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

All costs are to be borne by the club with no cost to Council.

6. Consultation and Communication

The Armidale Triathlon Club is responsible for all communications and consultation in relation to each event.

7. Conclusion

The Armidale Triathlon Club series of races has occurred over many years with the full support of Council. The club has continuously used the same routes and are well versed in the safety precautions required for competitors and the public.

Special Event Transport Management Plan

1 EVENT DETAILS

1.1 Event summary

Event Name <Armidale Triathlon Club 2023-24 season>

Event Location: <TAS Chapel St - Long Swamp Road Armidale>

Event Date: <22/10/2023, 12/11/2023, 19/11/2023, 3/12/23, 18/2/2024, 17/03/2024, 7/4/2024>
Event Start Time: <9.00 am> Event Finish Time: <11.00 am>
Event Setup Start Time: <7.30am> Event Pack Down Finish Time: <11.00am>

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

1.2 Contact names

Event Organiser* <Paul Billings on behalf of Armidale Triathlon Club Inc>

Phone:<> Mobile:<0411400740> E-mail: <pbcbillings@gmail.com>

Event Management Company (if applicable) N/A

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

Police ARMIDALE POLICE

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

Council ARMIDALE REGIONAL COUNCIL

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

Roads & Maritime Services (if Class 1) N/A .....

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

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

1.3 Brief description of the event (one paragraph)

<The Armidale Triathlon Club will be conducting its annual racing season as listed above. The event uses the pool at TAS then athlete's transition onto the bike course which exits and turns right up Chapel St. They then turn left at Kentucky St proceeding to Long Swamp Rd where they turn right. The Cycle courses then turns around at approximately 2.5km, 5km and 10km and then proceed back the opposite way. The run course is around the TAS block exiting right along

the medium strips and footpaths of Barney St, Chapel St, Mann St, Douglas St and returns along Barney. Total participants can range between 50-90 leaving in waves.

2 RISK MANAGEMENT - TRAFFIC

CLASS 1 CLASS 2 CLASS 3

2.1 Occupational Health & Safety - Traffic Control

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

2.2 Public Liability Insurance

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

2.3 Police

x Police written approval attached **Letter sent to the Armidale Police – referred to Belinda Ackling, S&RDO, Armidale Regional Council.**

2.4 Fire Brigades and Ambulance

x Fire brigades notified **02 67715076**

x Ambulance notified **02 6771 1710**

3 TRAFFIC AND TRANSPORT MANAGEMENT

CLASS 1 CLASS 2 CLASS 3

3.1 The route or location

x **Map attached**

3.2 Parking

☐ Parking organised - details attached. **<>**

x Parking not required

3.3 Construction, traffic calming and traffic generating developments

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

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

3.4 Trusts and Authorities

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

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

3.5 Public transport

☐ Public transport plans created - details attached

x Public transport not required

3.6 Reopening roads after moving events

x This is a moving event - details attached.

☐ This is a non-moving event.

3.7 Traffic management requirements unique to this event

☐ Description of unique traffic management requirements attached

x There are no unique traffic requirements for this event

Class 1

3.8 Contingency plans

☒ Contingency plans attached

In the event of rain, cycle leg is cancelled and duathlon takes place. In the event of electrical storm, cycle and run legs cancelled. Subject to Covid-19 Safety Plan.

3.9 Heavy vehicle alternate routes

☐ Alternative routes for heavy vehicles required - RMS to arrange

x Alternative routes for heavy vehicles not required

3.10 Special event clearways

☐ Special event clearways required - RMS to arrange

x Special event clearways not required

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

CLASS 1 / CLASS 2 / CLASS 3

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

☐ Plans to minimise impact on non-event community attached

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

4.2 Advertise traffic management arrangements

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

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

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

4.3 Special event warning signs

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

☐ This event does not require special event warning signs

4.4 Permanent Variable Message Signs

☐ Messages, locations and times attached

x This event does not use permanent Variable Message Signs

4.5 Portable Variable Message Signs

x The proposed messages and locations for portable VMS are attached

☐ This event does not use portable VMS

5 APPROVAL

Approved by Paul Billings ..... Event Organiser 16/8/2023..... Date

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

Schedule 1 - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1 I Paul Billings .....*(name)*

of 31 Dangar Street Armidale ..... *(address)*

on behalf of Armidale Triathlon Club Inc..... *(organisation)*

notify the Commissioner of Police that

on the Sunday mornings

22/10/23, 12/11/23, 19/11/2023, 3/12/23, 18/2/24, 17/3/24, 7/4/24 *(day) of October- April.... (month)*, ...2023/2024.... *(year),* it is intended to hold

either:

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

..... *(number)* persons,

(Place)

at approximately ..... am/pm,

and disperse at approximately ..... am/pm

or

(b) a public assembly, being a procession of approximately

...90..... *(number)* persons,

which will assemble at approximately .8.30am.... and at

approximately 9.00am.... the procession will commence and shall proceed

from TAS Chapel Street exit south to Kentucky St, east to Long Swamp Road 10 km out and back 10km returning to TAS .....

.....

.....

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

2 The purpose of the proposed assembly is

The Armidale Triathlon Club racing season for 2023/ 2024 .....

.....

.....

.....

.....

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

(I) There will be …50-90 cyclists. *(number)* of vehicles and/or..... *(number)* of floats involved.

The type and dimensions are as follows:

.....

.....

.....

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

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

NIL.....

.....

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

.....

.....

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

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

31 DANGAR STREET

Armidale.....

…….. Postcode.2350

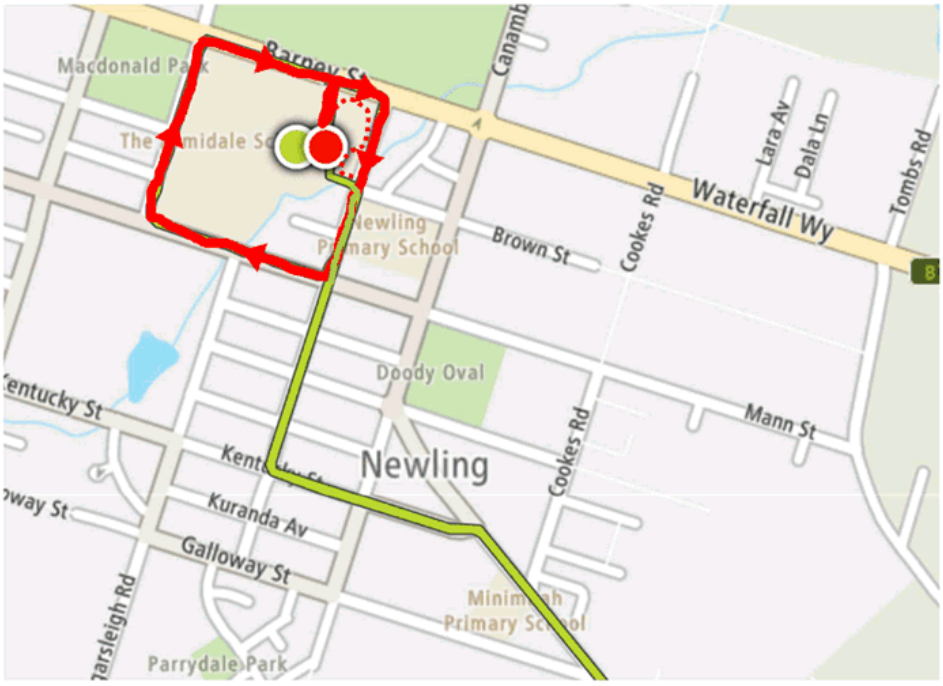
Telephone No. …0411400740……

6 Signed Paul Billings .....

Capacity/Title President.....

Date 16/8/2023 .....

Armidale Triathlon Club Bike and run course



Novice: 100m swim, 5km cycle, 1km run

Short: 200m swim, 10km cycle, 2km run

Long: 400m swim, 19km cycle, 4km run

Key:

Cycle course

Run course

Novice run course return

RISK ASSESSMENT OF CYCLE and RUN COURSE

Refer to attached maps of Cycle and Run Courses showing locations of Marshals and Signs.

Marshal Point 1: Intersection of Chapel and Brown Streets.
Marshal will be directing cyclists exiting out of TAS Chapel Street gate and also returning from the course and entering back into the TAS grounds.

Marshall Point 2: Intersection of Chapel and Mann Streets.
Taking specific note of pedestrians and traffic both in Mann and Chapel Streets. Low risk due to low volume of traffic along both streets, low speed of cyclists both exiting and entering. Good visibility for both cyclists and traffic, adequate signage warning motorists of cyclists ahead. Cyclists will be obeying the road rules, ie giving way to traffic where required. Will be no cross-over at the exit/entry point and cyclists will be in single file at all times.

Marshal Point 3: Intersection of Chapel and Kentucky Streets.
Marshal will be directing cyclists only. They will be taking specific care with directing the cyclists on when it is safe to proceed. Low risk due to low volume of traffic, cyclists will be slowing down for corner, good visibility in all directions for cyclists and motorists, and adequate signage. Corner will be inspected prior to the race to ensure no loose gravel, and swept if necessary.

Marshal Point 4: Intersection of Kentucky Street and Long Swamp Road.
Marshal will be directing cyclists only, taking special note of traffic on both roads, and only advising cyclists to proceed when safe. Low risk due to low volume of traffic, cyclists will be slowing down for corner, good visibility in all directions for cyclists and motorists, and adequate signage. Race time is prior to the Waste Transfer Station opening time, and so will avoid any clash with traffic going to the rubbish tip. Corner will be inspected prior to the race to ensure no loose gravel, and swept if necessary.

Marshal Point 5: 5 km Turnaround Point.
Marshal will be present to ensure all cyclists are turning in a correct and safe manner. Low risk due to low volume of traffic, cyclists will be slowing down for turnaround, good visibility in all directions for cyclists and motorists, and adequate signage. Turnaround point will be inspected prior to the race to ensure no loose gravel, and swept if necessary.

Marshall Point 6: 10km Turnaround Point.
Marshal will be present to ensure all cyclists are turning in a correct and safe manner. Low risk due to low volume of traffic, cyclists will be slowing down for turnaround, good visibility in all directions for cyclists and motorists, and adequate signage. Turnaround point will be inspected prior to the race to ensure no loose gravel, and swept if necessary.

Marshalling Point 7: 20km Turnaround Point.
Marshal will be present to ensure all cyclists are turning in a correct and safe manner. This is on a 'dead-end' road with semi-rural lots accessing the road. Low risk due to low volume of traffic, cyclists will be slowing down for turnaround, good visibility in all directions for cyclists and motorists, and adequate signage. Turnaround point will be inspected prior to the race to ensure no loose gravel, and swept if necessary.

All other intersections will have signs warning of cyclists ahead. It is also worth noting that in all these other cases it would be expected that cyclists would be given right of way as a matter of course, however participants are warned in safety briefing to ride in a low risk manner, as if motorists have not seen them.

Points to Note

From experience it has been observed that the volume of traffic along the course is low, with cyclists rarely encountering 10 vehicles throughout the race.

We have had no incidents reported to us as race organisers over the more than 10-year period the series has been conducted. This is an indication of the safety of the course and the steps taken by the committee to provide as safe race environment.

All marshals will be equipped with mobile phones.

Run Route

The run leg of the race will be on the footpath at all times, with runners instructed not to run on the road at any time. The run course will consist of a lap, or laps, around the TAS block. Starting out the TAS gates at Barney Street, where a marshal will be stationed to direct runners, right along Chapel Street, right along Mann Street, right into Douglas Street right at Barney and through the TAS gates to the finish. There will be signs indicating "Runners Ahead" located at the intersection of Barney and Chapel Streets, and Barney and Douglas Streets.

V-INSURANCE GROUP

V-Insurance Group Pty Ltd
(AR No 432898) is an
Authorie d Representatie of
Willis Australia
ABN 90 000 321 237 AFSL No 240600
Level 25, 123 Pitt Street, Sy ney NSW 2000

30 June 2023

To Whom It May Concern

CERTIFICATE OF INSURANCE

In our capacity as Insurance Broker to the Named Insured shown below, we confirm having arranged the following insurance, the details of which are correct as at the Issue Date:

Named Insured:	Triathlon Australia including all Affiliated Organisations including State and Territory Association, Affiliated Club, Officials, Accredited Coaches, Voluntary Workers, Members (including professional license holders), executives, and Race Directors and Event Organisers
Affiliated Club:	Armidale Triathlon Club Inc
Class of Insurance:	Primary Public and Products Liability
Insurer(s):	ASR Underwriting Agencies
Policy Number:	502617
Limit of Liability:	
Public Liability	$20,000,000 any one occurrence
Products Liability:	$20,000,000 any one occurrence and in the aggregate
Professional Liability:	$20,000,000 any one occurrence and in the aggregate
Territorial Limits:	Worldwide excluding operations domiciled in USA and/or Canada other than exports and non-manual visits of directors and employees
Policy Period:	4.00pm, 30 June 2023 to 4pm, 30 June 2024
Interested Party/ies:	The Armidale SchoolArmidale Regional Council, NSW Police

Noting the above as an interested party but limited to indemnity for the Personal Injury and/or Property Damage which arises solely as a result of the negligence by the named insured. This indemnity will not apply where the interested party is held or alleged to have its own independent liability arising from its own negligence, breach of contract, breach of any statue, or other act/omission. The indemnity provided is subject to the conditions, limits and exclusions of the policy.

For full details regarding coverage, please refer to the policy documentation.

In all instances, cover afforded is subject to the policy terms, conditions and exclusions. Any queries concerning this insurance arrangement should be addressed to this office.

Yours sincerely,

Rob Veale
Managing Director

Disclaimer:
This document has been prepared at the request of our client and does not represent an insurance policy, guarantee or warranty and cannot be relied upon as such. All coverage described is subject to the terms, conditions and limitations of the insurance policy and is issued as a matter of record only. This document does not alter or extend the coverage provided or assume continuity beyond the Expiry Date. It does not confer any rights under the insurance policy to any party. V-Insurance Group is under no obligation to inform any party if the insurance policy is cancelled, assigned or changed after the Issue Date.

V-Insurance Group Pty Ltd, Authorised Representative No. 432898, is an authorised representative of Willis Australia Limited ABN 90 000 321 237, AFSL No: 240600

Item:	**5.3**	**Ref: AINT/2023/23233**
Title:	**Special Event Transport Management Plan - Duval Dam Buster Trail Run.**	**Container: ARC16/0168-8**
Author:	**Graham Earl, Engineering Technical Officer**	
Attachments:	1. Transport Management Plan - DDB 2023 for 50km 2. Route Maps - DDB 2023 3. Schedule 1 - Notice of Intention to Hold a Public Assembly - DDB 2023	

1. Purpose

The purpose of this report is to provide notification that the Armidale Athletics Club seeks permission to hold their annual Dam Buster Trail Run on Sunday 24th September 2023.

2. OFFICERS' RECOMMENDATION:

That Council endorse the use of the trails around Dumaresq Dam and local roads by the Armidale Athletics Club to conduct the annual Duval Dam Busters Trail Run.

3. Background

The Armidale Athletics Club has held this event over a number of years. It attracts up to 400 athletes from all over NSW to participate in the 3km, 8km, 15km and 30km distances and a capped 50 participants for the 50km course.

4. Discussion

The Duval Dam Buster Trail Run (DDB) is a trail running event (foot race) held at Dumaresq Dam on land owned by Armidale Regional Council and Mt Duval on land owned by UNE including its "Newholme" farm property. The 2023 will be the event's 6th year and the third year for the 50km distance which has been add to the already offered 3km, 8km, 16km and 32km distances.

The event has attracted up to 400 participants in previous years, and we expect to cap the number to 50 people for the 50km distance to ensure the safety of runners.

As per the 2021 and 2022 events, to offer the 50km distance, we would like to use low traffic volume public/council roads to create a large loop covering Dumaresq Dam (staring point), up to Mt Duval, into the UNE Newholme property and onto council public dirt roads before re-joining Newholme Rd and Mt Duval. The roads in the proposed course would be Kirby Rd, Weirs Rd, Clarkes Rd, TA Crowley Ave and Cluny Rd.

5. Implications

5.1. Strategic and Policy Implications

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

5.2. Risk

The event will be held in the recreational area of Dumaresq Dam, Armidale and using local trails within the reserve and with the UNE's property "Newholme".

There will be an extended 50km course with will use Armidale Regional Council unsealed local roads. These are low volume roads and are generally only used by residents of the area. There will be a limit of 50 participants on this course who will run individually and no bunching.

Only marshal/first aid vehicles would be used at checkpoints along the route and they would be off the road and stationary.

There have been no traffic management issues with this event in past years.

A full risk assessment has been provided and has been sighted.

5.3. Sustainability

- Promote a healthy lifestyle through exercise.
- A tourism strategy to attract visitors to return and enhance the economic and cultural offerings and attractions of the region

5.4. Financial

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

The cost for the running of the event will be borne by Armidale Athletics Club.

The club will be placing a request for financial assistance for the hire of coaches from Edwards Coaches once they have received a quote.

6. Consultation and Communication

The Armidale Athletic Club is responsible for all consultation and communication in relation to this event.

7. Conclusion

The Duval Dam Buster Trail Run has occurred over for the past 5 years with the full support of Council. The club has used the proposed routes previously and are well versed in the safety precautions required for competitors and the public.

Special Event Transport Management Plan

1 EVENT DETAILS

1.1 Event summary

Event Name DUVAL DAM BUSTER TRAIL RUN (DDB)

Event Location: DUMARESQ DAM RECREATION AREA (START/FINISH)

Event Date: SUNDAY 24 SEPTEMBERR 2023 Event Start Time: 6:00AM Event Finish Time: 3:30PM

Event Setup Start Time: 5:00AM Event Packdown Finish Time: 4:30PM

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

1.2 Contact names

Event Organiser* **ARMIDALE ATHLETICS CLUB**

Phone:< > Mobile:<0411-646483> Contact: Lee-Anne McKinnon

E-mail: lee-anne.mckinnon@bigpond.com or info@duvaldambuster.com.au

Event Management Company (if applicable) **N/A**

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

Police ARMIDALE POLICE

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

Council ARMIDALE REGIONAL COUNCIL

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

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

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

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

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

The Duval Dam Buster Trail Run (DDB) is a trail running event (foot race) held at Dumaresq Dam on land owned by Armidale Regional Council and Mt Duval on land owned by UNE including its "Newholme" farm property. 2023 will be the event's 6th year and the third year for the 50km distance which has been added to the already offered 3km, 8km, 16km and 32km distances. The event has attracted up to 400 participants in previous years, and we expect to cap the number to 50 people for the 50km distance to ensure the safety of runners.

As per the 2021 and 2022 events, to offer the 50km distance, we would like to use low traffic volume public/council roads to create a large loop covering Dumaresq Dam (starting point), up to Mt Duval, into the UNE Newholme property and onto council public dirt roads before re-joining Newholme Rd and Mt Duval. The roads in the proposed course would be Kirby Rd, Weirs Rd, Clarkes Rd, TA Crowley Ave and Cluny Rd.

Please refer to the attached DDB Risk Management Plan for full details, course maps, proposed signage, marshal points and safety plans.

2 Risk Management - Traffic

CLASS 1 CLASS 2 CLASS 3

2.1 Occupational Health & Safety - Traffic Control

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

2.2 Public Liability Insurance

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

2.3 Police

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

2.4 Fire Brigades and Ambulance

☐ Fire brigades notified **02 67715076 (this will be done after approval obtained)**

☐ Ambulance notified **02 6771 1710 (this will be done after approval obtained)**

3 TRAFFIC AND TRANSPORT MANAGEMENT

CLASS 1 CLASS 2 CLASS 3

3.1 The route or location

☒ **Map attached**

3.2 Parking

☐ Parking organised - details attached.

☒ Parking not required **< >**

3.3 Construction, traffic calming and traffic generating developments

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

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

3.4 Trusts and Authorities

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

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

3.5 Public transport

☐ Public transport plans created - details attached

☒ Public transport not required

3.6 Reopening roads after moving events

☒ This is a moving event - details attached.

☐ This is a non-moving event.

3.7 Traffic management requirements unique to this event

☐ Description of unique traffic management requirements attached

☒ There are no unique traffic requirements for this event

3.8 Contingency plans

☐ Contingency plans attached

Class 1

3.9 Heavy vehicle alternate routes

☐ Alternative routes for heavy vehicles required - RTA to arrange

☒ Alternative routes for heavy vehicles not required

3.10 Special event clearways

☐ Special event clearways required - RTA to arrange

☒ Special event clearways not required

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

CLASS 1 / CLASS 2 / CLASS 3

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

☒ Plans to minimise impact on non-event community attached

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

4.2 Advertise traffic management arrangements

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

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

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

4.3 Special event warning signs

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

☐ This event does not require special event warning signs

4.4 Permanent Variable Message Signs

☐ Messages, locations and times attached

☒ This event does not use permanent Variable Message Signs

4.5 Portable Variable Message Signs

☒ The proposed messages and locations for portable VMS are attached

☐ This event does not use portable VMS

5 APPROVAL

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

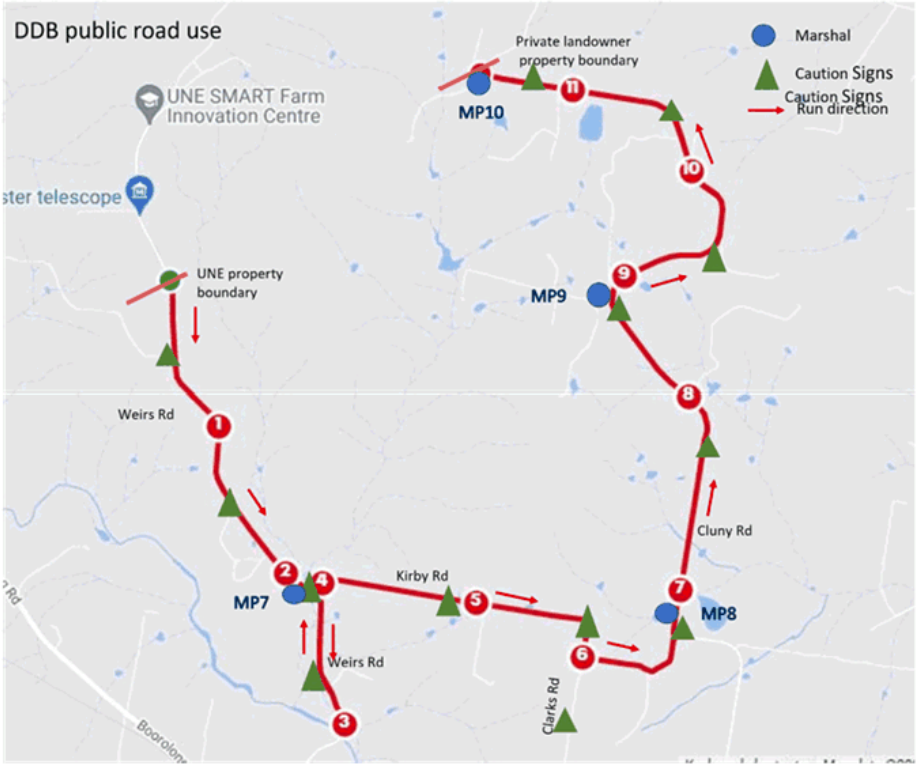
Privacy and Personal Information Protection Notice (S.10 PPIPAct 1998)
Your information will be stored and used by Armidale Dumaresq Council, 135 Rusden St, Armidale 2350
Purpose of Collection: Traffic Management for a Special Event
Intended Recipients of your information: Traffic Advisory Committee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

Appendix A – Duval Dam Buster Trail Run traffic information

The DDB wishes to use the following Council roads for the event:

- Kirby Rd, Weirs Rd, Clarkes Rd, TA Crowley Ave (UNE property) and Cluny Rd.

Yellow A-frame "Caution: Runners Ahead" signs will be placed along the route as shown by the green markers in the map below. Refer Appendix C for sign specs. Four marshal points will be located along the course. A short out/back section will be used on Weirs Road, near Kirby Road, with a 'turnaround' sign placed at approximately 500m past the intersection.



A letter will be delivered to all residents along the public roads and adjoining roads advising them of the event (see example used in 2021 on next page, Appendix B)

DDB organisers will also notify the local community of the event via social media on community Facebook pages and with the local radio to advise of local roads being used and to travel safely.

Runners will be advised that they must:

- Wear a high visibility vest when they are on Council roads
- Stay on the right-hand side of the road, facing the oncoming traffic while on Council roads and move off to the verge if required
- Run in single file and not side-by-side with other runners while on Council roads

Appendix B – Letter to residents

Duval Dam Buster Trail Run
info@duvaldambuster.com.au

1 November 2021

EVENT NOTICE

Dear Residents of
Kirby Road, Weirs Road, Clarkes Rd, TA Crowley Avenue, Cluny Rd and adjoining roads.

The Duval Dam Buster Trail Run (DDB) is scheduled to take place in Armidale on Sunday 5 December 2021. The event is a running/foot race that will start and finish at the Dumaresq Dam Recreation Area and uses land owned by Armidale Regional Council and the University of New England (UNE) including Mt Duval and the "Newholme" farm.

The event will be in its fourth year in 2021 and we have received Council and NSW Police approval to add a new 50km distance to the event. This would incorporate some Council (public) roads on the northern side of Armidale, including those listed above which are near you.

I would like to request your assistance in making this a safe and enduring event for Armidale and our local community, by avoiding these roads if possible during 8:30am-1:00pm on Sunday 5 December 2021, or by driving slowly if you do need to access these roads.

Course marshals will be located at main intersections and "Caution. Runners Ahead" signs will be placed along the course. Runners will wear hi-vis vests and will be advised to run on the right-hand side of the road to ensure they are facing on-coming traffic. They will also be requested to run single file and to follow all road rules, giving way at intersections.

Please contact me on 0411-646483 should you have any questions or need further information. Your cooperation would be greatly appreciated by me, our organising committee and our participants, as we look forward to hosting a successful event. We do love supporters so if you are able to cheer on our participants from your boundary, I'm certain they would appreciate the encouragement.

More information about the event can be found here: www.duvaldambuster.com.au

Kind regards

Lee-Anne McKinnon
Run Director/Event Organiser

Appendix C – Runners Ahead Signs

The A-frame 600mm x 450mm signs are double-sided, similar to those used by real estate agents. As per sign guidelines, we used black text on yellow which signify "WARNING. Yellow traffic signs stand for slowing down, driving with caution, or a general warning. It may be yellow, or yellow-green with black wording or symbols. This sign warns you about hazards or possible hazards on or near the roadway."

Duval Dam Buster Trail Run 2023
Risk Management Plan

Event Information

The Duval Dam Buster (DDB) Trail Run will be held on Sunday 24 September 2023 starting from the Dumaresq Dam Recreation Area near Armidale, NSW. There are five events: a 3km course, an 8km course, a 16km course, a 32km course, and a 50km course

Race check-in and race bib collection will be in two locations – From 2:00pm-5:00pm on Saturday 23 September 2023 in a marquee in the carpark at Great Hops Brewery on Old Inverell Road; and at Dumaresq Dam (Event Headquarters) from 6:00am on Sunday 24 September 2023. The 50km event will commence at 6:30am, the 32km event will start at 7:00am, the 16km event at 7:30am, 8km at 8:00am and the 3km at 10:00 am. This timing allows for parents who wish to run/participate in the 8k or 16km event to potentially be able to participate in the 3km event with their child/ren.

The DDB is operating under Armidale Athletics Club and is covered by a $30 million public liability insurance policy through Athletics NSW.

The event website is: www.duvaldambuster.com.au

Course Information

3km Duval Dash – the Duval Dash is a 3km family/child friendly fun run around the loop of Dumaresq Dam. This is a relatively flat trail following fire trail and marked walking track. The course is not pram friendly and this is advised in the course details on the website. The course starts from the recreation area and travels along a fire trail on the western side of the dam parallel to the

walking track, and completes a loop around the dam, finishing along a newly marked track behind the dam wall. See Figure 1.

Figure 1 - 3km course

Duval Base Run (8km) - The DDB 8km course will start from the marshalling area at Dumaresq Dam picnic area, heading out on the fire trail on the western side of the dam until reaching the north-western point where participants will veer to the left, and follow the track to a gate at the bottom of Mt Duval which is the turnaround point. Competitors will return along the same track back to the dam and continuing in a clockwise direction to complete the dam loop track. The course is relatively flat with a few undulating low rises along the course. There will be a small amount of 'rock-hopping' as the track makes its way past the dam wall and on to the finish line.

See Figure 2.

Figure 2 - 8km course

16km Duval Dam Buster – this event is a 16km run from Dumaresq Dam to the top of Mt Duval following the Summit Trail into the Duval Nature Reserve, and the Tower Trail to join the Duval Trail loop and finishes along the Dumaresq Dam walking track. Total elevation gain is approximately 400m. The terrain is single track and fire trails with some steep sections. There are low grassland areas and woodland/stringy bark forest areas at the top of Mt Duval. See Figure 3.

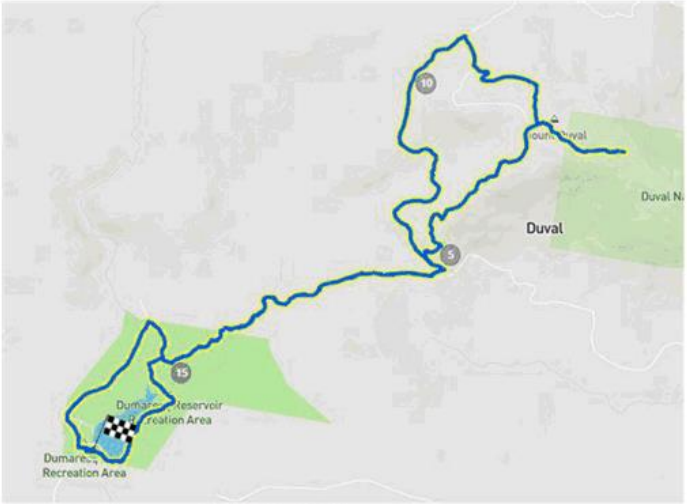


Figure 3 - 16km course (revised for 2021)

32km Duval Dirty Thirty – this course takes runners up to Mt Duval on the same 16km course, then continues on to UNE's farm property "Newholme" with a circuit around the farm, linking up with the Duval Trail on the North/Eastern side of Mt Duval, eventually rejoining the 16km course at the top of Mt Duval before finishing along the Dumaresq Dam walking track. Total elevation gain is approximately 940m.

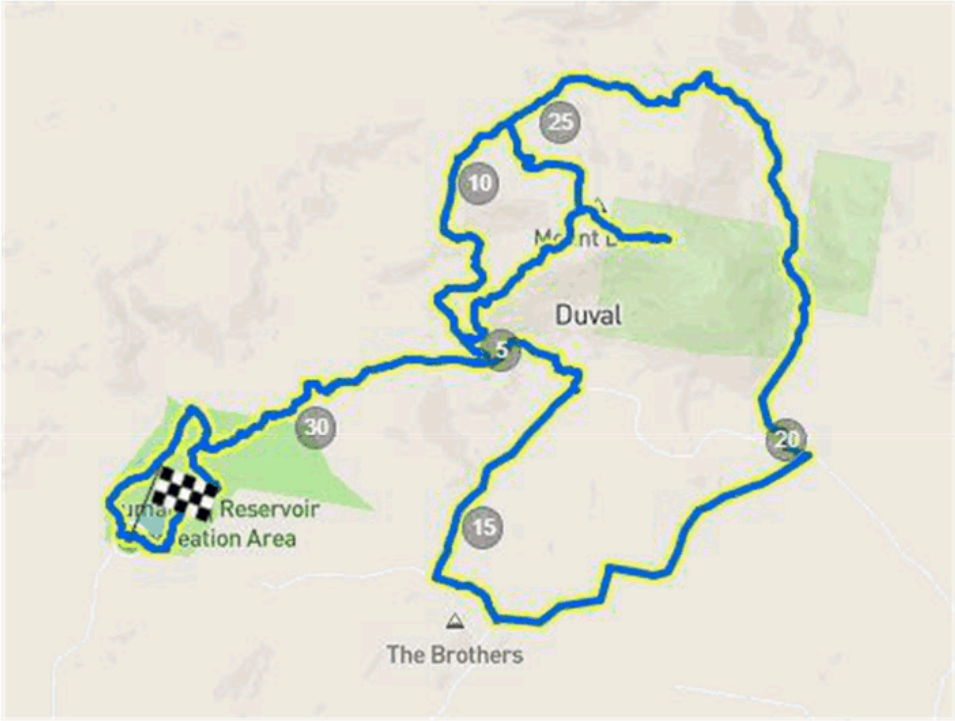


Figure 4 - 32km course

50km Hendo Hustle Ultra-Marathon Course - This event was a new event for 2021 and takes runners up to Mt Duval on the same 16km course, then continues on to UNE's farm property "Newholme", through the Newholme farm, out along Weirs Road, onto Kirby Road, TA Crowley Ave and onto Cluny Rd. At the end of Cluny Road, the course will travel through private property before connecting with Newholme Road, where runners will then link up with the Duval Trail on the North/Eastern side of Mt Duval, eventually rejoining the 16km course near the top of Mt Duval, and finishing along the walking track on the Eastern side of Dumaresq Dam. Total elevation gain is around 1200m.

Figure 5 – 50km course

Schedule 1 - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1 I, LEE-ANNE MCKINNON, *(name)*
of 56 GILLMARTIN DRIVE, GRIFFITH NSW 2680 *(address)*
on behalf of ARMIDALE ATHLETICS CLUB *(organisation)*
notify the Commissioner of Police that
on the 24th *(day) of SEPTEMBER (month)*, 2023 *(year)*, it is intended to hold

either:

(a) a public assembly, **not** being a procession, of approximately
..... *(number)* persons,
which will assemble at .....*(Place)*
at approximately ..... am/pm,
and disperse at approximately ..... am/pm.

or

(b) a public assembly, being a procession of approximately
50 *(number)* persons,
which will assemble at approximately 8:00 am, and at
approximately 8:30am the procession will commence and shall proceed
from the UNE property boundary on Kirby Rd, left onto Weirs Rd, travel along Weirs Road to the creek causeway (approximately 500m) turnaround and travel back to the intersection, then onto Clarkes Rd, left into TA Crowley Ave (UNE property), left onto Cluny Road to the end where it reaches the private property. Total length is approximately 11km, all low-volume, dirt roads.

It is expected all runners should be off the public roads by 2:30pm. Refer to DDB Risk Management Plan for further details and map of the proposed course, including signs and marshal points.

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

2 The purpose of the proposed assembly is part of the Duval Dam Buster Trail Run event (foot race) that will be held at Dumaresq Dam and Mt Duval, using the Council land at the dam, and the UNE property "Newholme". The event is in its 6th year and this will be the third year the 50km distance will be held. To do this, we would like to use the public roads of Kirby, Weirs, Clarkes, TA Crowley and Cluny Roads.

3 The following special characteristics associated with the assembly would be

useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly *(strike out whichever is not applicable):*

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

The type and dimensions are as follows:

Only marshal/first aid vehicles would be used at checkpoints along the route and they would be off the road and stationary

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

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

NIL

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

The organisers will cap the number of participants in the 50km event to 50 participants. The events in 2021 and 2022 were capped at 40 participants. There were no traffic management issues and the event ran smoothly. The participants in this event would be spread out across the timeframe and not be 'bunched' together.

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

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

56 GILLMARTIN DRIVE

GRIFFITH NSW 2680

(Note that I am a previous resident of Armidale and I am still the main event organiser of the Duval Dam Buster Trail Run)

Telephone No. 0411-646483

6 Signed :

Capacity/Title : Event Organiser

Date : 7 Aug 2023

Armidale Regional Council
Traffic Advisory Committee
Tuesday, 5 September 2023 Page 51

Item:	**5.4**	**Ref: AINT/2023/23314**
Title:	**Special Event Traffic Management Plan - 12/16 Hunter River Lancers 75th Anniversary Parade.**	**Container: ARC16/0168-8**
Author:	**Graham Earl, Technical Officer Engineering**	
Attachments:	1. 12/16 Hunter River Lancers Freedom Parade - Notice of Intention to Hold a Public Assembly 2. Transport Management Plan 12/16HRL 75th Anniversary Oct 2023 3. Plan - TGS - 12/16 HRL Freedom of City Parade 2023 4. 12/16 Hunter River Lancers Freedom Parade - Sequence of Events. 5. 12/16 Hunter River Lancers Freedom Parade - 2023-24 Certificate of Currency.	

1. Purpose

This report advises of the intention by 12/16 Hunter River Lancers to celebrate the 75th Anniversary of the regiment on the 27th and 28th of October 2023, by exercising their right to the Freedom of the City.

2. OFFICERS' RECOMMENDATION:

That Council endorse the road closures on 28th October 2023, associated with the Freedom of the City parade route from Curtis Park to Central Park.

3. Background

In March 1986, the Mayor and citizens of Armidale graciously bestowed upon 12th/16th Hunter River Lancers the Freedom of the City of Armidale, and conferred the rights of entry *"in full panoply, with swords drawn, bayonets fixed, drums beating, bands playing and colours flying."*

The Regiment recruited mainly from the New England area and saw operational service in the Boer War and World War One. When the 12th and 16th Regiments combined in 1948, it continued its close association with Armidale and the people of New England. This year is the 75th anniversary of the Regiment.

To maintain our ties with the community, we graciously request, in conjunction with the Armidale Regional Council, permission to exercise the Freedom of Entry to the City of Armidale on 28th October 2023. An initial plan has been discussed with the Council's Divisional Assistant Operations and further details would be agreed to between our two organisations.

We look forward to once again celebrating our most important relationship with the citizens and council of Armidale by marching our Colours proudly through your streets.

4. Discussion

The 12/16 Hunter River Lancers and is predecessors have been an integral part of the Armidale and New England community for over 100 years. The regiment has squadron/troop based in Armidale and has actively participated in many community events.

When a regiment is granted the Freedom to Parade, it enables the regiment *"in full panoply, with swords drawn, bayonets fixed, drums beating, bands playing and colours flying"*, on a regular basis.

The activity will consist of a parade and march on the 28th of October. The parade in Curtis Park will commence at 11:00am followed by a march along Faulkner St, where the police will challenge the right to enter the city, and then into Rusden St, where the Mayor and dignitaries will take the salute. The parade will continue into Central Park where the parade will be dismissed, and the regiment will hold an open day display in Central Park from 12 noon to 2:00pm.

5. Implications

5.1. Strategic and Policy Implications

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

5.2. Risk

The event will be conducted on closed roads.

5.3. Sustainability

There are no sustainability concerns associated with this event.

5.4. Financial

Budget Area:	Parks and Reserves						
Funding Source:	Activation and Events						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
					$2,622.40		

Council will be responsible for the full financial cost of installing the road closures and traffic management for the event.

6. Consultation and Communication

Full advertising of the event and consultation is a combined effort between 12/16 Hunter River Lancers and Council to advise of the road closures and associated display in Curtis Park

7. Conclusion

This is an opportunity for city to draw visitors from surrounding areas to enjoy the parade and for Armidale to be part of the celebrations of the 75th Anniversary of the 12/16 Hunter River Lancers.

Schedule 1 - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1 I Warrant Officer Class One, Regimental Sergeant Major Grant McDowell
of Beersheba Bks, 246 Marius Street, Tamworth
on behalf of 12th / 16th Hunter River Lancers (ADF)
notify the Commissioner of Police that
on the 26,27,28 *(day) of October (month)*, 2023 *(year)*, it is intended to hold

either:

(a) a public assembly, **not** being a procession, of approximately
..... *(number)* persons,
which will assemble at .....*(Place)*
at approximately ..... am/pm,
and disperse at approximately ..... am/pm.

or

(b) a public assembly, being a procession of approximately
120 *(number)* persons,
which will assemble at approximately 1100 am, and at
approximately 1200 pm the procession will commence and shall proceed
26-27 Oct 0900-1200 Open Day/military vehicle display Curtis Park
28 Oct 1100-1200 Parade/March – Start Curtis Park, Finish Central Park. The Regiment will march up Faulkner St halting adjacent to Armidale Police Station (appox 3 minutes), Rusden St then Dangar St to Central Park. The Regiment will halt at Central Park dismiss and conduct local community engagement with barbeque. The Military vehicles will halt on Tingcombe La

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

2 The purpose of the proposed assembly is

The Regiment is celebrating its 75th Anniversary in 2023, this occasion will be marked by a series of activities in Armidale over the period 25-29 Oct 23. This will include various community engagement and recruiting activities, exercising the Regiment's Freedom of Entry to the city of Armidale

3	The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly *(strike out whichever is not applicable):* (I) There will be 6 military vehicles and/or..... *(number)* of floats involved. The type and dimensions are as follows: 2 x Bushmasters, 2x SRV G-Wagons 2x Historical vehicles..... .... (II) There will be one small brass band (III) The following number and type of animals will be involved in the assembly: 10 x Horse mounted riders .... (IV) Other special characteristics of the proposed assembly are as follows: A challenge procedure will be conducted on Faulkner ST, in vicinity of the Police station. This will halt the procession for a period of no more than 5 mins.
4	I take responsibility for organising and conducting the proposed assembly.
5	Notices for the purposes of the *Summary Offences Act 1988* may be served upon me at the following address: 246 Marius Street Beersheba Barracks, Tamworth. 2340 NSW .... Postcode. Telephone No. 07 3903 7386
6	Signed ..Grant MCDOWELL Digitally signed by Grant MCDOWELL Date: 2023.07.10 14:11:03 +10'00' Capacity/Title Warrant Officer Class One (RSM) Date .....

Special Event Transport Management Plan

1 EVENT DETAILS

1.1 Event summary

Event Name: 12/16HRL 75th Anniversary 27-29 Oct 2023

Event Location: Pre-ceremony and initial parade function will occur at Curtis Park end Central Park

Event Date: 28th October 2023 Event Start Time: 1100 Event Finish Time: 1200

Event Setup Start Time: 0900 Event Packdown Finish Time: 1400

Event is on street - moving

1.2 Contact names

Event Organiser* GW McDowell - Warrant Officer Class One – RSM 12/16 HRL

Phone:< > Mobile: 0429 777 296 E-mail: grant.mcdowell@defence.gov.au

Event Management Company 12/16 HUNTER RIVER LANCERS OPERATIONS CELL

Phone: 0414 291 500 E-mail: 12-16hrlops@dpe.protected.mil.au

Police ARMIDALE POLICE

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

Council ARMIDALE REGIONAL COUNCIL

Phone:1300 136 833 Fax: 02 67729275 council@armidale.nsw.gov.au

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

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

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

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

Open Days
9am - 5pm | 26 - 28 October
Curtis Park
75 Faulkner St

Freedom of Entry March
Saturday 28 October 2023
11am

The Freedom of Entry march will commence at 11am at Curtis Park and conclude at Central Park.

An opportunity for our community to honour the men and women of the 12th/16th Hunter River Lancers of the Royal Australian Army.

2 Risk Management - Traffic

CLASS 1 | CLASS 2 | CLASS 3

2.1 Occupational Health & Safety - Traffic Control

☐ **Risk assessment plan (or plans) attached – NOT COMPLETE YET**

2.2 Public Liability Insurance

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

2.3 Police

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

2.4 Fire Brigades and Ambulance

☐ Fire brigades notified **02 67715076**

☐ Ambulance notified **02 6771 1710**

3 TRAFFIC AND TRANSPORT MANAGEMENT

ASS 1 | ASS 2 | ASS 3

3.1 The route or location

☑ **Map attached**

Class 1

3.2 Parking

- ☑ Parking organised – Not organised yet. Request 5 car park positions IVO Cinders Lane, behind council chambers
- ☐ Parking not required < >

3.3 Construction, traffic calming and traffic generating developments

- ☐ Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
- ☑ There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes

3.4 Trusts and Authorities

- ☐ This event uses a facility managed by a Trust or Authority; written approval attached
- ☑ This event does not use a facility managed by a trust or Authority

3.5 Public transport

- ☐ Public transport plans created - details attached
- ☑ Public transport not required

3.6 Reopening roads after moving events

- ☑ This is a moving event - details attached.
- ☐ This is a non-moving event.

3.7 Traffic management requirements unique to this event

- ☐ Description of unique traffic management requirements attached
- ☑ There are no unique traffic requirements for this event

3.8 Contingency plans

- ☐ Contingency plans attached

3.9 Heavy vehicle alternate routes

- ☐ Alternative routes for heavy vehicles required - RTA to arrange
- ☑ Alternative routes for heavy vehicles not required

3.10 Special event clearways

- ☐ Special event clearways required - RTA to arrange
- ☑ Special event clearways not required

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

CLASS 1 CLASS 2 CLASS 3

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

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

4.2 Advertise traffic management arrangements

- ☑ Road closures -advertising medium and copy of proposed advertisements attached
- ☐ No road closures but special event clearways in place - advertising medium and copy of proposed advertisements attached
- ☐ No road closures or special event clearways - advertising not required

4.3 Special event warning signs

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

☐ This event does not require special event warning signs

4.4 Permanent Variable Message Signs

☐ Messages, locations and times attached

☑ This event does not use permanent Variable Message Signs

4.5 Portable Variable Message Signs

☐ The proposed messages and locations for portable VMS are attached

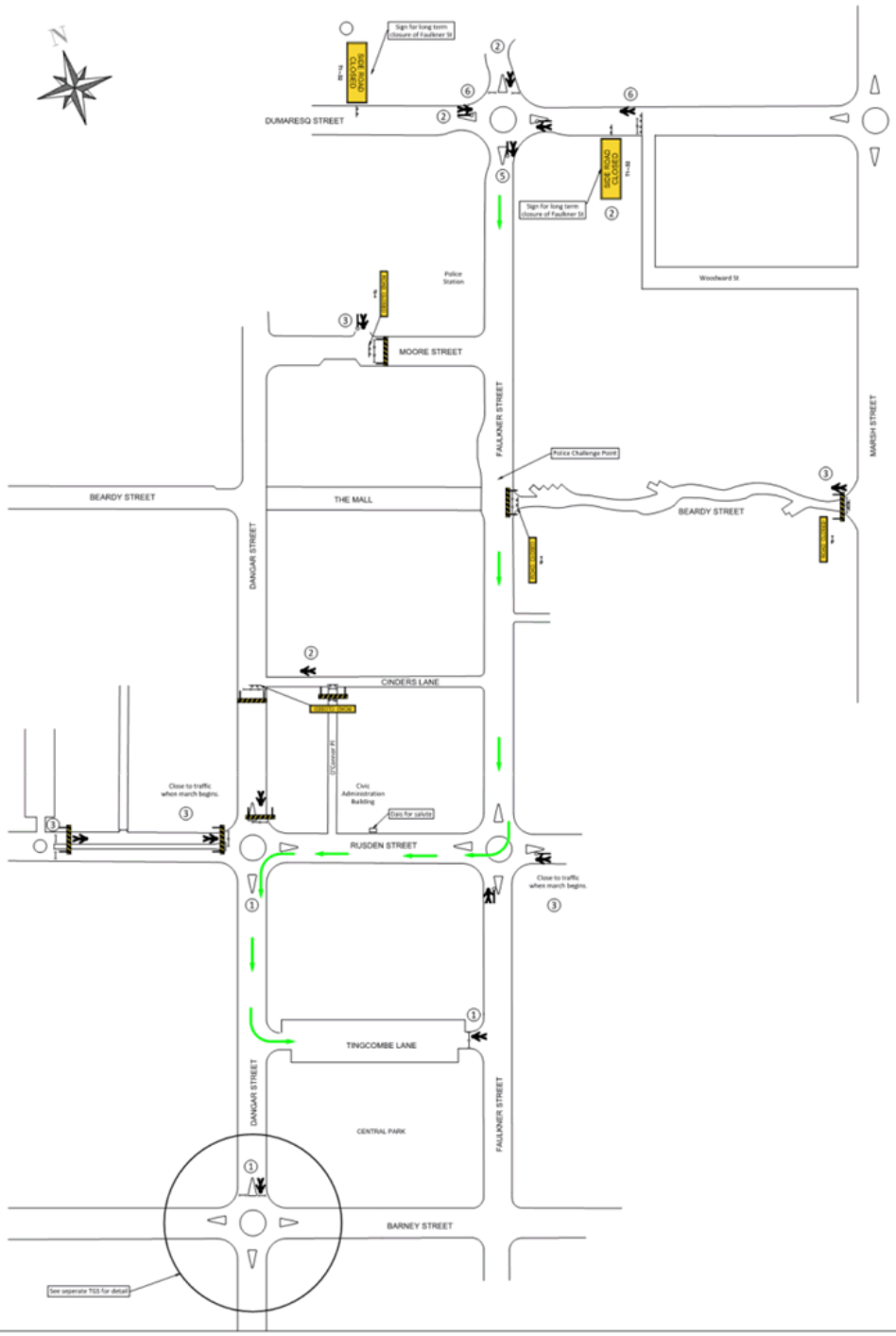
☑ This event does not use portable VMS

5 APPROVAL

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

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

Attachment 3 *Plan - TGS - 12/16 HRL Freedom of City Parade 2023*



TGS - Freedom of City Parade - 12/16 Hunter River Lancers

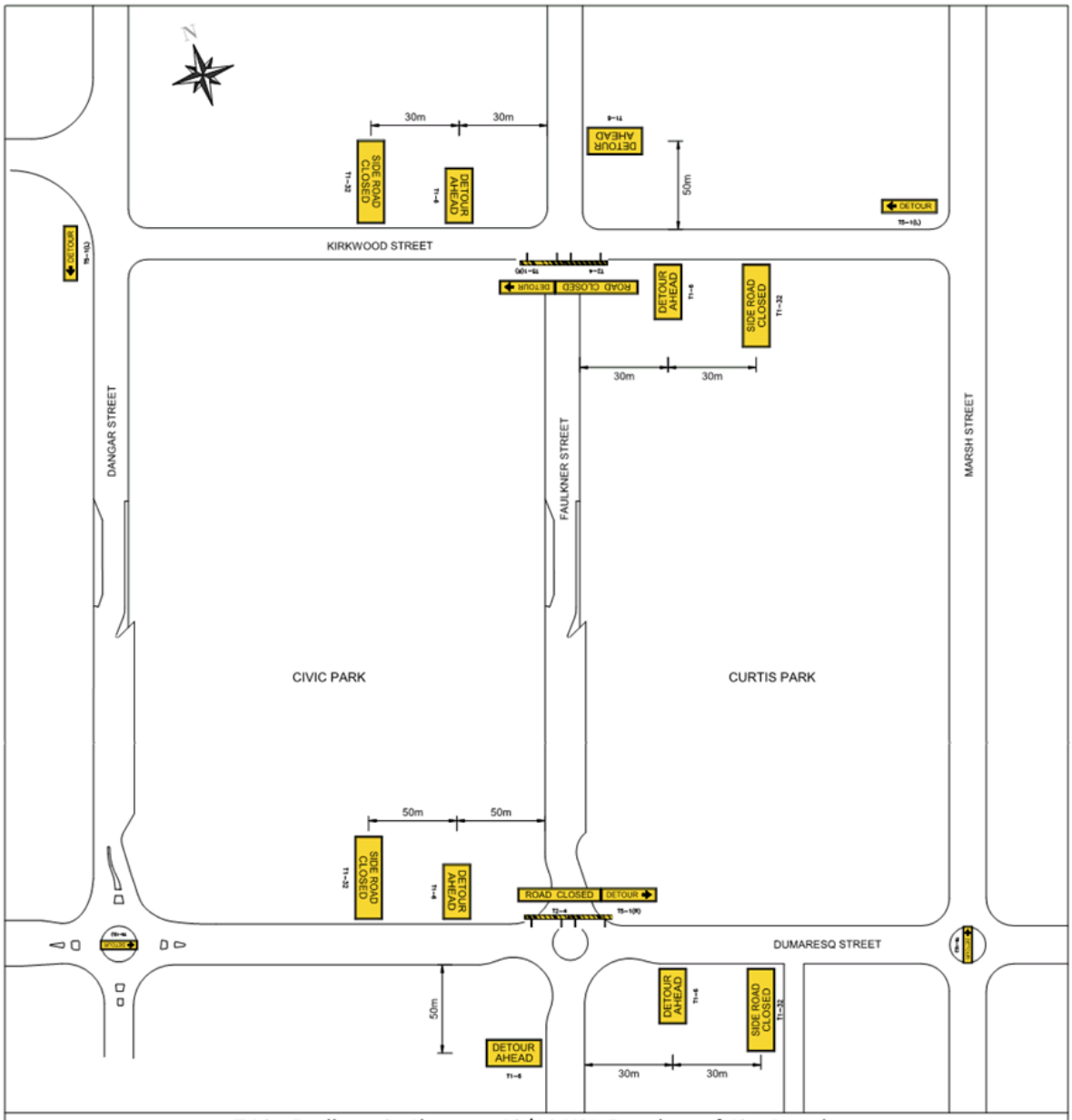
NOTES:

1. Dangar St to be closed from 10:00am to 1:30pm for the parade. See separate TGS.
2. Faulkner St between Dumaresq St and Kirkwood St to be closed from 7:00am. See separate TGS.
3. Temporary road closures to be in place at least 10mins prior to start of parade.
4. Marshals to open closures after parade has passed their location.
5. Faulkner St to be closed until rear of parade passes Moore St.
6. Traffic Controllers to close Dumaresq St when parade starts and open when end of parade has passed.

Drawn By: Graham Earl
Certificate No.: TCT0026961
Signed:
Date: 5 July 2023

APPROVED:
Name: _____
Signed: _____
Designation: _____
Certificate No. _____
Date: _____

Attachment 3 *Plan - TGS - 12/16 HRL Freedom of City Parade 2023*



TGS - Faulkner St Closure - 12/16 HRL Freedom of City Parade

Drawn By: Graham Earl

Certificate No.: TCT0026961

Signed:

Date: 5 July 2023

APPROVED:

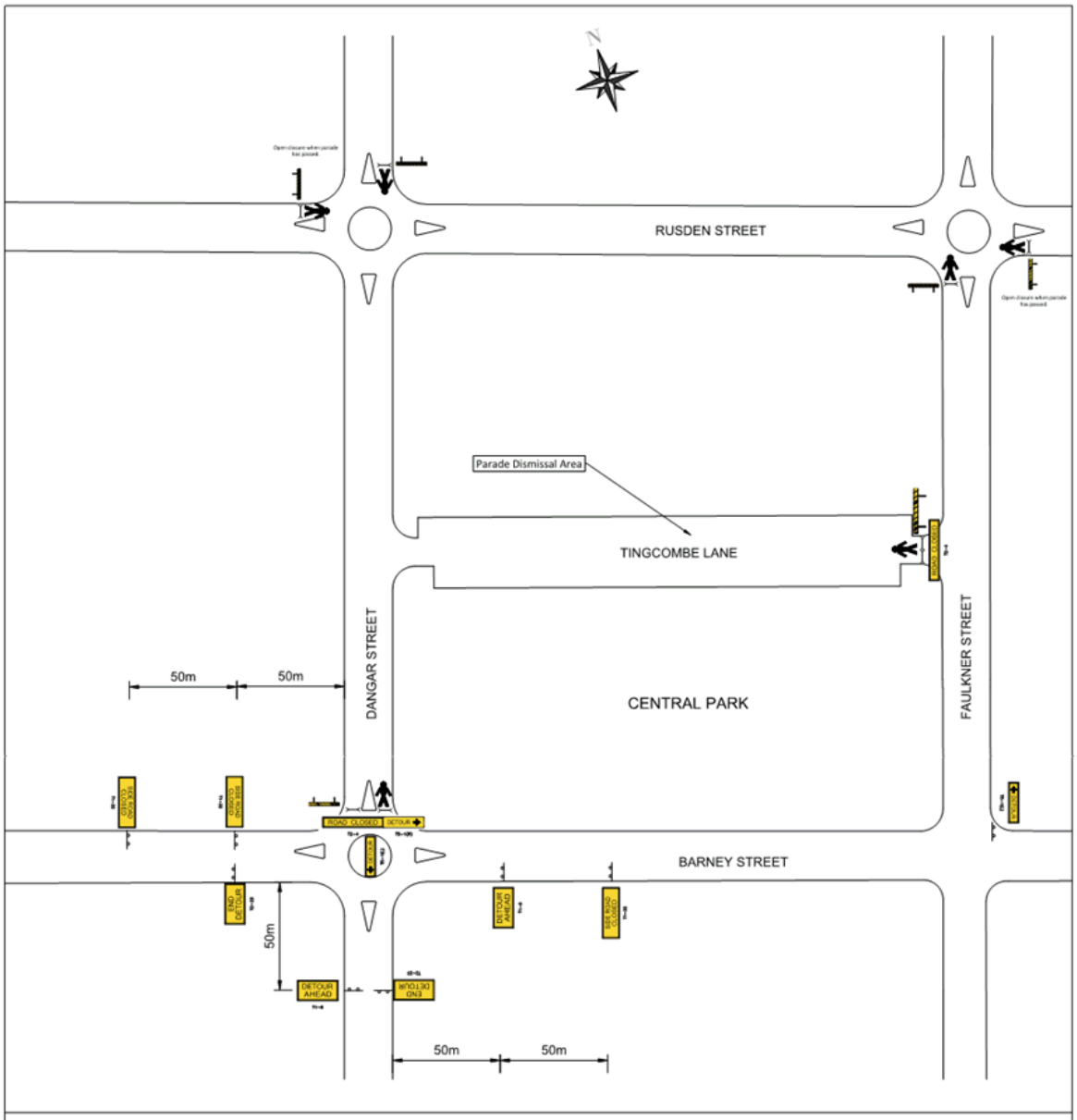
Name: _____

Signed: _____

Designation: _____

Certificate No. _____

Date: _____



TGS - Road Closures For Dismissal - 12/16 HRL Freedom Parade

NOTES:

1. Dangar St and Tingcombe Ln to be closed when the parade starts.
2. Marshals to open closures after parade has passed their location.
3. Any amendments made to this TGS must be marked on the TGS and signed off by a suitably qualified person.

Drawn By: Graham Earl
Certificate No.: TCT0026961
Signed:
Date: 5 July 2023

APPROVED:
Name:
Signed:
Designation:
Certificate No.
Date:

TGS - Parade Site Layout - 12/16 HRL Freedom of City Parade

Drawn By: Graham Earl

Certificate No.: TCT0026961

Signed:

Date: 5 July 2023

APPROVED:

Name: _____

Signed: _____

Designation: _____

Certificate No. _____

Date: _____

12/16 HRL 75th ANNIVERSARY (EXERCISE) THE FREEDOM OF ENTRY

SEQUENCE OF EVENTS

Date: 25 Oct 23
Time: NLT 2359 REGT arrives at Armidale Show Ground

Date: 26 Oct 23
Time: 0900h
Event: Welcome to Country/Smoking ceremony
Open Day. School Visits
Location: Curtis Part

Date: 27 OCT 23
Time: 0900h
Event: Open Day
Location: Curtis Part

Date: 28 Oct 23
Time: 1100h
Event: Parade-March
Location: Route/Map
Time: 1200h
Event: Open Day
Location: Central Park

Date: 29 Oct 23
Time: 0900h
Event: Parade HOTO REGT – CO
Location: Armidale Show Ground

Attachment 4 **12/16 Hunter River Lancers Freedom Parade - Sequence of Events.**

Date: 28 Oct 23
Time: 1000h-1045h
Event: Morning Tea – Host Officer, Principle/Official Guest
Location: Gaza Deport

Time: 1100h-1200h
Event: Parade-March
Location: Route/Map

Time: 1200h-1400h
Event: Open Day
Location: Central Park

12/16 HRL 75th ANNIVERSARY (EXERCISE) THE FREEDOM OF ENTRY

Route Map – **Main Event**

Parade Participants
1. Regiment
   a. 2xPMV-M
   b. ~~2xPMV-L~~
   c. 2XSRVs
2. Association
3. Cadets (x30)
4. 1 LH Tp (x4)

PMV-M	PMV-L	SRV	CADETS	LH Tp	BSQN	RSM	GUIDONS	ASQN	BAND	CO

Attachment 4 **12/16 Hunter River Lancers Freedom Parade - Sequence of Events.**

12/16 HRL 75th ANNIVERSARY (EXERCISE) THE FREEDOM OF ENTRY

Date: 28 Oct 23
Time: 1100h
Event: Parade-March
Location: Route/Map
Time: 1200h-1400h
Event: Open Day / BBQ
Location: Central Park

Time: 1800h
Event: Beersheba Dinner
Location: Ex-Serviceman's Club

Australian Government
Comcover

20 June 2023

CERTIFICATE OF CURRENCY

Comcover confirms having effected coverage as detailed below.

Fund Member	Department of Defence
Membership Number	CC100850
Period of Cover	01 July 2023 to 30 June 2024
Class of Cover	General Liability
Scope of Cover (Summary Only) Subject to the terms and conditions of the Comcover Statement of Cover	Legal liability to pay compensation for: Injury (including death) Loss of or damage to property
Limit of Liability	$20,000,000
Location/s	As declared in the Schedule of Assets
Geographical Limits	Worldwide

This certificate is issued as a matter of information only and confers no rights upon the certificate holder.
This certificate does not amend, extend or alter the coverage afforded by the Comcover Statement of Cover.

Comcover
Risk and Insurance Branch
Department of Finance

One Canberra Avenue, Forrest ACT 2603 • Toll Free 1800 651 540

Internet www.finance.gov.au/comcover • Email comcover@comcover.com.au

Item:	**5.5**	**Ref: AINT/2023/23343**
Title:	**Special Event Traffic Management Plan - Ride For The Chopper 2023.**	**Container: ARC16/0168-8**
Author:	**Graham Earl, Technical Officer Engineering**	
Attachments:	1. Ride for the Chopper - Overview of 2023 2. Ride for the Chopper - Traffic Management Plan 2023 3. Ride for the Chopper - Maps ARC area. 4. Ride for the Chopper - Public Liability Insurance Certificate of Currency 1 May 2024	

1. Purpose

The purpose of this report is to advise of the use of roads in the Armidale Regional LGA for the purposes of the annual Ride For The Chopper bicycle ride.

2. OFFICERS' RECOMMENDATION:

That Council endorse the use of local roads within the LGA as part of the annual Ride For The Chopper bicycle ride from 19 to 21 September 2023.

3. Background

The 21st Annual Ride for the Chopper will be held over eight days in September 2023, commencing in Woolgoolga on the mid-North Coast. The Ride for the Chopper event is not a race, it is a Mass Participation Ride which will be sanctioned and insured by AusCycling.

There will be approximately 47 mountain bike riders and eight support crew in six vehicles.

4. Discussion

The Ride For The Chopper is an annual fundraiser event for the Westpac Rescue Helicopter Service.

The 2023 Ride for the Chopper will be held on the 15th – 22nd September. The event will start in Tamworth, where riders will travel via bus to Woolgoolga, before riding through Dorrigo, Armidale, Walcha and back to Tamworth.

Riding will only occur in daylight hours on pre-mapped roads, and all participants will attend pre and post ride briefings daily. The event also includes two paramedics and ambulance, as well as other first aid trained personnel.

The Ride for the Chopper is being staged over eight consecutive days as follows:

Friday 15 September Coach transport to Woolgoolga – Departing 9am from Helicopter Base, 50 Basil Brown Drive, Tamworth NSW

Saturday 16 Sept Day ride, Woolgoolga and surrounding area

Sunday 17 Sept Woolgoolga to Dorrigo via Coramba

Monday 18 Sept Day ride, Dorrigo and surrounding area

Tuesday 19 Sept Coach Transport Dorrigo to Guyra, ride Guyra to Armidale via Green Hills

Wednesday 20 Sept Day ride, Armidale and surrounding area

Thursday 21 Sept Armidale to Walcha via Dangarsleigh

Friday 20thSept Walcha to Tamworth via Woolbrook and Kootingal

5. Implications

5.1. Strategic and Policy Implications

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

5.2. Risk

The Mountain bike riders (approximately 47 in total) ride in small groups at all times. When riding on roads they ride in single file and follow all road rules. Safety approved helmets and jerseys with reflective piping are worn at all times. The two 4WD escort vehicles (lead and rear) adhere to all police requirements including warning signage and lighting.

A full risk assessment has been provided and sighted.

5.3. Sustainability

- Promote a healthy lifestyle through exercise.
- A tourism strategy to attract visitors to return and enhance the economic and cultural offerings and attractions of the region.

5.4. Financial

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

There is no financial cost to council for the running of this event.

6. Consultation and Communication

The organisers of the event are responsible for all consultation and communication in relation to this event.

7. Conclusion

The ride is a major fundraiser for the Westpac Helicopter Service and has no impact for Council.

Westpac Rescue Helicopter Service

Northern NSW Newcastle PO Box 230, New Lambton NSW 2305
Tamworth PO Box 6187, Westdale NSW 2340 | Lismore PO Box 3080, Lismore Delivery Centre NSW 2480
ABN 40 002 862 026 | CFN 11992 | Westpac Rescue Helicopter Service is operated by Northern NSW Helicopter Rescue Service Ltd

2023 Westpac Rescue Helicopter Service "Ride for the Chopper"

Friday 15th – Friday 22nd September, 2023

Overview

The 21st Annual Ride for the Chopper will be held over eight days in September 2023, commencing in Woolgoolga on the mid-North Coast. The Ride for the Chopper event is not a race, it is a Mass Participation Ride which will be sanctioned and insured by AusCycling once all approvals have been obtained from the relevant authorities.

Approximately 47 mountain bike riders and eight support crew in six vehicles will travel from Tamworth on Friday 15th to Woolgoolga, staying at the Seaview Tavern Motel on Friday 15th and Saturday 16th.

At all times when travelling on local roads there will be two support vehicles in front of all riders with appropriate warning signage and flashing lights, and three or four vehicles trailing the riders, again with appropriate warning signage and flashing lights.

A catering vehicle will be part of the support team, catering for morning tea and lunch with all waste collected and contained in the vehicle for disposal at a designated waste facility as required.

Riders will be briefed each morning by the Ride Captain or a designated person with details of the days ride, highlighting hazards, any traffic concerns that riders need to be aware of, and reinforcing safety and compliance where appropriate,

Riders will travel no more than two abreast at any time when on public roads, reverting to single file when deemed necessary by the Ride Captain who will relay the instruction to riders. Support vehicles will be in radio contact by UHF, as will the Ride Captain, to ensure awareness of any traffic or environmental risks that need to be managed during the ride.

Saturday 16th September 2023 – Woolgoolga day ride

Riders will participate in a local ride in Woolgoolga and surrounds including the forest area to the west of Woolgoolga, coordinated by the local MTB Club with minimal access required to local roads and no access to main roads.

At the conclusion of the ride in the forest riders will return to the accommodation in Clarence Street, Woolgoolga in procession as previously described, to end that days activities.

Proudly supported by NSW Ambulance NSW Health And the Community

1800 155 155 | rescuehelicopter.com.au

Westpac Rescue Helicopter Service

Northern NSW

Sunday 17th September 2023 – Woolgoolga to Dorrigo (see attached map)
Coffs City Council LGA and Bellingen Shire Council LGA

Riders will leave the accommodation in Clarence Street, Woolgoolga at 7am with support vehicles as described in previous days outline, leaving via Woolgoolga Creek Rd, Gentle Annie Rd, then minor local roads and tracks to Coramba, then Eastern Dorrigo Way and Coramba Road to Dorrigo.

Monday 18th September 2023 – Dorrigo day ride (see attached map)
Bellingen Shire Council LGA

Riders will participate in a local ride around Dorrigo and surrounds. Heading North on the Old Coast Road, riders will then travel along Tyringham Road, Muldiva Road and Emerson Road, before meeting back up with Tyringham Road and heading back to their accommodation for the evening.

Tuesday 19th September 2023 – Dorrigo to Armidale (see attached map)
Bellingen Shire Council LGA and Armidale Regional Council LGA

Riders will travel via bus to Black Mountain, and will then ride to Armidale via Lagoon Road, Black Mountain Road, Malpas Dam Road, Springmount Road, Puddledock Road, and will follow Donald Road into Armidale. Riders will be staying in accommodation at the University of New England.

Wednesday 20th September 2023 – Day ride Armidale (see attached map)
Armidale Regional Council LGA

Riders will participate in a local ride around Armidale and Black Mountain. Riders will travel along Puddledock Road, Black Mountain Road and Toms Gully Road, before returning to Armidale via Boorolong Road.

Thursday 21st September 2023 – Armidale to Walcha via Uralla (see attached map)
Armidale Regional Council LGA, Walcha Council

Riders will depart Armidale and head for Walcha, travelling via Dangarsleigh Road, Black Lane, Enmore Road, Miki Road, Gostwyck Road, Hillview Road, Blue Mountain Road, and Winterbourne Road before heading into Walcha on Emu Creek Road.

Friday 22nd September 2023 – Walcha to Tamworth (see attached map)
Walcha Council and Tamworth Regional Council

Riders will leave their accommodation at Walcha and head to Tamworth, traveling along the Oxley Highway, Scrubby Gully Road, Niangala Road, Surveyors Creek Road, Danglemar Road, Limbri Road, Back Kootingal Road, and O'Briens Lane, before heading down Calala Lane and completing the Ride for the Chopper at the Calala Inn.

1800 155 155 | rescuehelicopter.com.au

Westpac Rescue Helicopter Service

Traffic Management Plan – 2023 Ride for the Chopper

1) Event Information and Approvals

Location:	Tamworth
Date and Time:	Friday 15th September – Friday 22nd September 2023
Sponsored by:	Orica and others
Event Organiser:	Jeffrey Galbraith of the Westpac Rescue Helicopter Service (WRHS)
TMP Version:	1.0
Author:	Jeff Galbraith, WRHS

This Traffic Management Plan is approved by:

Kylie Farrugia	Major Events Manager, WRHS
	New South Wales Police Force
Events Department	Coffs Harbour Council
Events Department	Bellingen Council
Events Department	Armidale Regional Council
Events Department	Uralla Council TBC
Events Department	Tamworth Council
Road Events	RMS

Planning

These are the names of those responsible for organising and approving the event

Company Name: Westpac Rescue Helicopter Service
Phone: 02 67649400 **Fax:** 4952 0055

Event Organiser: Jeffrey Galbraith, Event Coordinator, WRHS
Phone: 026764 9400 **Mobile:** 0448 848 500 **Email:** jeff.galbraith@rescuehelicopter.com.au

Police: New South Wales Police Force
Phone: 02 9336 5883 **Email:** ONROADEVENTS@police.nsw.gov.au

Councils: Coffs Harbour City, Bellingen Shire, Armidale Shire, Uralla Shire, Tamworth Regional

RMS: Locked Bag 2030 Newcastle 2300

Proponent / Event Organiser Declaration

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

Signed: Date: 10/5/2023

Name: Jeffrey Galbraith Contact No. 02 6764 9400

Westpac Rescue Helicopter Service

2) Situation Analysis

The Ride For The Chopper is an annual fundraiser event for the Westpac Rescue Helicopter Service.

In its 21st year, the ride consists of approximately 70 mountain bike riders (men and women) plus a support crew of 12 with vehicles.

The Ride for the Chopper is being staged over eight consecutive days as follows:

Friday 15 September	Coach transport to Woolgoolga – Departing 9am from Helicopter Base, 50 Basil Brown Drive, Tamworth NSW
Saturday 16 Sept	Day ride, Woolgoolga and surrounding area
Sunday 17 Sept	Woolgoolga to Dorrigo via Coramba
Monday 18 Sept	Day ride, Dorrigo and surrounding area
Tuesday 19 Sept	Coach Transport Dorrigo to Guyra, ride Guyra to Armidale via Green Hills
Wednesday 20 Sept	Day ride, Armidale and surrounding area
Thursday 21 Sept	Armidale to Walcha via Dangarsleigh
Friday 20th Sept	Walcha to Tamworth via Woolbrook and Kootingal

Additional event information can be found at http://www.rescuehelicopter.com.au/events/ride-for-the-chopper-2023

3) Mission

The Ride for the Chopper is being staged over an 8 day period commencing on the 15th September 2023 with coach travel from Tamworth to Woolgoolga. Riders will then commence riding as listed above until they arrive back in Tamworth on the 22nd September 2023 at Calala Inn, Callala.

This event is for both men & women and is not a race, rather a personal challenge while raising funds for the Westpac Rescue Helicopter Service and enjoying each other's company.

Westpac Rescue Helicopter Service

4) Execution

The Westpac Rescue Helicopter Service prepares this TMP, consults with Government agencies and councils to ensure all resources required to manage the traffic aspects of the event are provided.

Ride Route & Maps: Attached

Physical Survey of Route

Item	Verified	Action Taken
All one way streets are described	Yes ☒ No N/A	*Insert Comment as Applicable*
Block access to Church on Sunday	Yes ☐ No ☒ N/A ☐	
Block access to local business	Yes ☐ No ☒ N/A ☐	
Block Ambulance /Fire Access	Yes ☐ No ☒ N/A ☐	
Block Heavy Vehicle Access	Yes ☐ No ☒ N/A ☐	
Block Hospital Access	Yes ☐ No ☒ N/A ☐	
Block Local Resident	Yes ☐ No ☒ N/A ☐	
Block Police Vehicle Access	Yes ☐ No ☒ N/A ☐	
Block Public Facility (oval etc)	Yes ☐ No ☒ N/A ☐	
Block Public Transport Access	Yes ☐ No ☒ N/A ☐	
Can route use alternatives such as bike tracks, paths, parks, bush tracks etc	Yes ☒ No ☐ N/A ☐	
Conflict with local construction	Yes ☐ No ☒ N/A ☐	
Distance measured is correct	Yes ☒ No ☐ N/A ☐	
Lane widths and numbers checked to ensure safety of participants and public	Yes ☒ No ☐ N/A ☐	
Restricted Turns / Movements Checked	Yes ☒ No ☐ N/A ☐	
Road Signage / Restrictions Checked	Yes ☒ No ☐ N/A ☐	
Route Impeded by Traffic Calming Devices?	Yes ☐ No ☒ N/A ☒	
Signalised Intersections Checked for event requirements / restrictions	Yes ☒ No ☐ N/A ☐	
Tidal Flows Relevant	Yes ☐ No ☐ N/A ☒	
Traffic Generators such as shopping centres, schools etc checked and notifications given	Yes ☐ No ☐ N/A ☒	

Westpac Rescue Helicopter Service

Contingency Plan

Action Taken is outlined in Risk Assessment – Attachment 2

Issues/Risks	Applicable	Action Taken
Heavy/Bad Weather	Yes ☒ No ☐	
Poor Lighting	Yes ☒ No ☐	
Flood Hazard on route	Yes ☒ No ☐	
Flood Hazard at parking area	Yes ☒ No ☐	
Parking during Wet Weather	Yes ☒ No ☐	
Bush fire Hazard	Yes ☒ No ☐	
Accident on route	Yes ☒ No ☐	
Breakdown on route	Yes ☒ No ☐	
Absence of Marshall / Volunteer	Yes ☒ No ☐	Recruit WRHS staff to assist
Absence of Event Signage	Yes ☒ No ☐	
Blockage to Public Transport	Yes ☐ No ☒	
Slow Participants	Yes ☒ No ☐	
Delayed Event	Yes ☒ No ☐	
Cancellation of Event	Yes ☒ No ☐	
Security of Participants	Yes ☒ No ☐	
Security of VIP's	Yes ☐ No ☒	N/A
Bridge Crossing Problems	Yes ☐ No ☒	

Risk Assessment: Attached

Prepare Traffic Signal Data: Does not apply

RMS Personnel Required: Does not apply

Special Event Clearways: Does not apply

Advertise Traffic Management Arrangements: Does not apply

Volunteers & Event Marshals: See item 6 below

Public Safety – Police: TBA

Police – specified conditions: TBA

Westpac Rescue Helicopter Service

Public Transport: Does not apply

Event Signs: Does not apply

Variable Message Signs Does not apply

Access for local residents, businesses, hospitals and emergency vehicles: Does not apply

Parking: Does not apply

Heavy Vehicle Alternate Routes: Does not apply

Council – special conditions:

Other Considerations: Does not apply

Obtain Approval from –

- NSW Police Force & RMS
- All Councils that the ride passes through Coffs Harbour City, Bellingen Shire, Armidale Regional, Walcha Shire, Tamworth Regional
- Notify emergency services of event – NSW Fire & Rescue and Ambulance Service of NSW
- Evidence of Public Liability Insurance listing NSW Police Force and the Roads & Maritime Service of New South Wales as interested parties
- Comply with any reasonable direction of Council's Law Enforcement Officers
- The areas to be used for the activities must be maintained in a clean and tidy condition to the satisfaction of the Council's Senior Contracts Manager, or else the Event Organiser will be required to reimburse the Council for any extraordinary cleaning costs
- The Council reserves the right to cancel the event at any time.
- The Event Organiser must adhere to any codes that Council requires for the staging of an event
- Event Organiser can approach the Council for clarification of codes and requirements of the TMP, for the purpose of conducting a successful event.

5) Administration, Logistics and Communications

Table of Contact Names and Responsibilities

Duty	Responsibility	Contact Name	Contact Number
Event Organiser	Event Coordinator	Jeff Galbraith	0448 848 500
Volunteer	Ride Planner	Steve Livingstone	0403 134 583
Volunteer	Committee Chairman	Larry Brooke	0487 483 433

6) Safety Conclusion

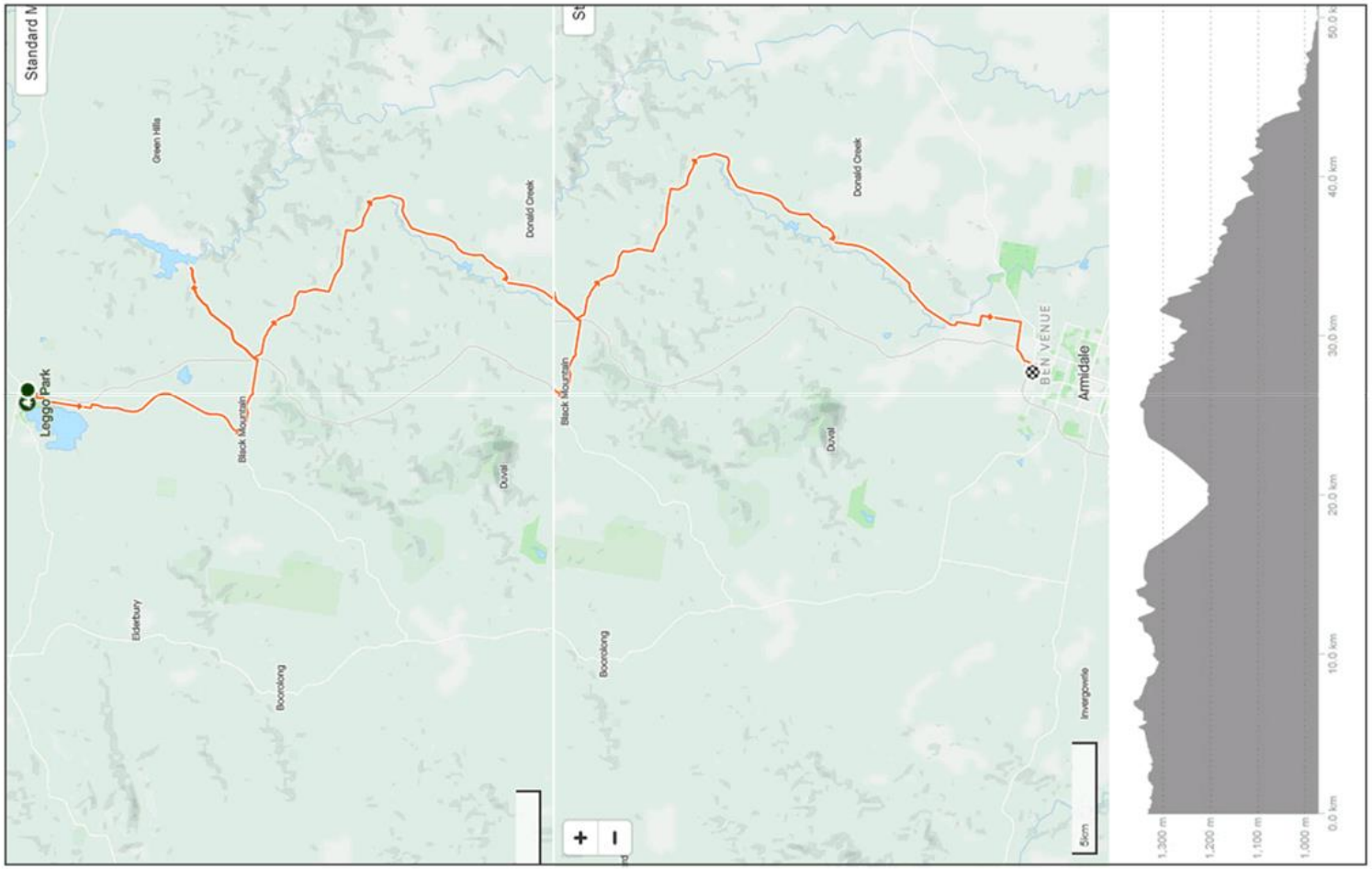
The Mountain bike riders (approximately 47 in total) ride in small groups at all times. When riding on roads they ride in single file and follow all road rules. Safety approved helmets and jerseys with reflective piping are worn at all times. The two 4WD escort vehicles (lead and rear) adhere to all police requirements including warning signage and lighting.

BUS TO GUYRA

RIDE FOR THE CHOPPER

DAY THREE RIDE DAY - GUYRA TO ARMIDALE. 19 SEPTEMBER 2023

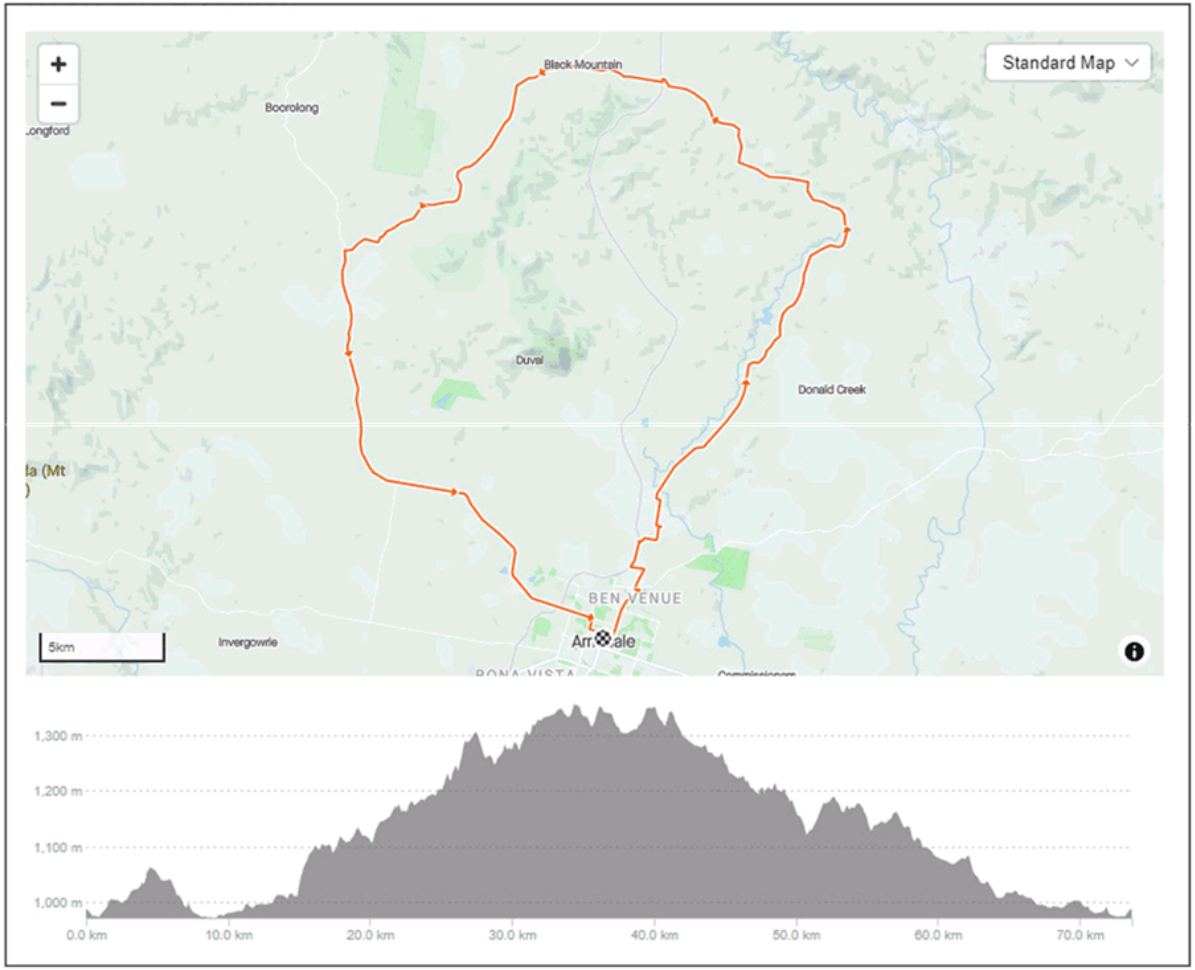
56kms, 692 metres



RIDE FOR THE CHOPPER – OPTION 1

DAY FOUR RIDE DAY – LOOP AROUND ARMIDALE. 20 SEPTEMBER 2023

73kms, 1,114 metres

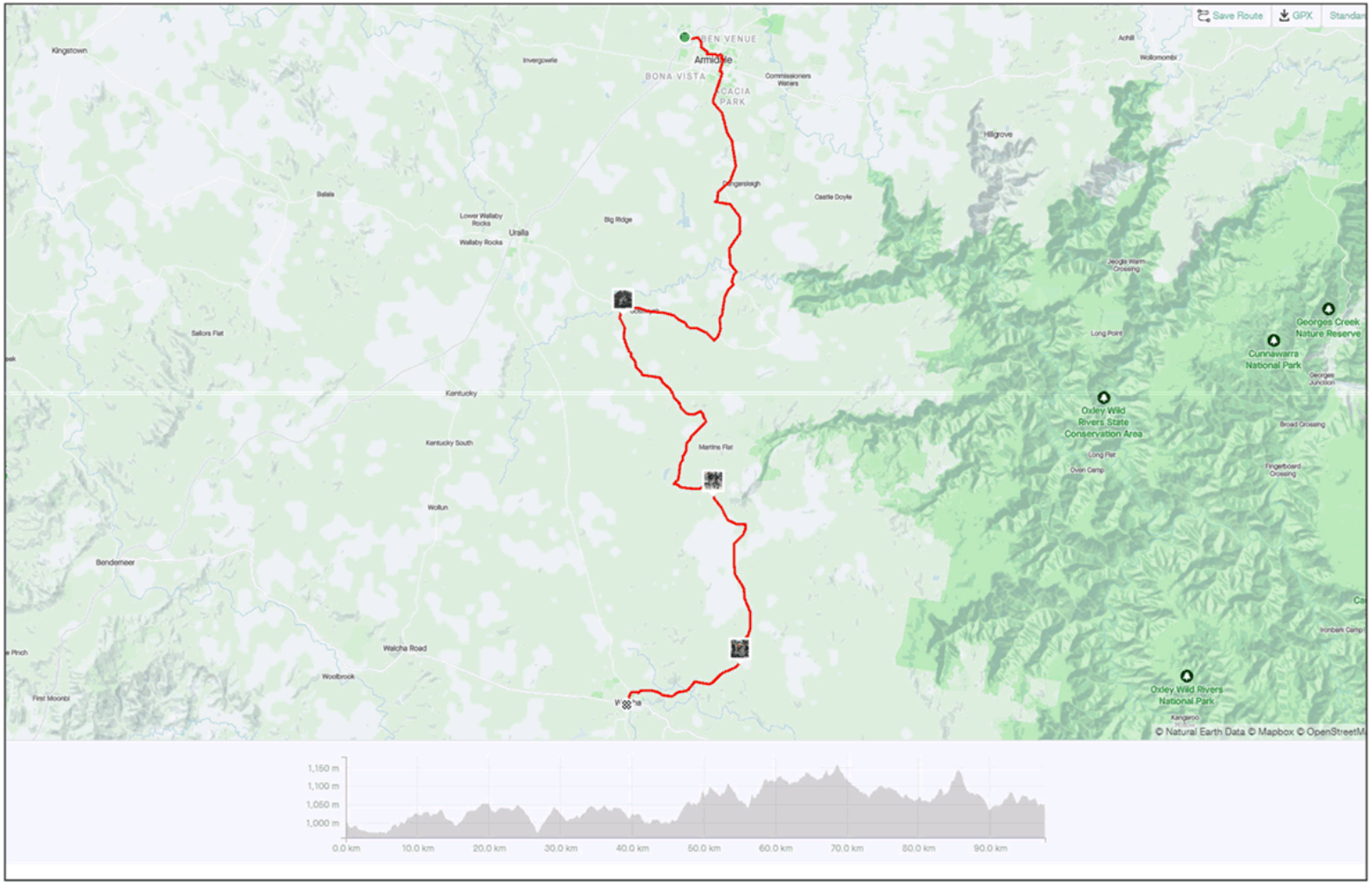


Attachment 3 *Ride for the Chopper - Maps ARC area.*

RIDE FOR THE CHOPPER

DAY FIVE RIDE DAY - ARMIDALE TO WALCHA. 21 SEPTEMBER 2023

97kms, 1,332 metres



Chubb Insurance Australia Limited
Grosvenor Place
Level 38, 225 George Street
Sydney NSW 2000

O +61 2 9335 3200
F +61 2 9335 3411
www.chubb.com/au

ABN: 23 001 642 020
AFSL: 239687

CHUBB

Certificate of Currency

This certificate (subject to the full payment of the premium) is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy below.

This certificate is not a substitute for the Policy of Insurance. The policy, not this certificate, details the rights and obligations of the Insured and the extent of the insurance cover.

To Whom It May Concern:

Class of Business	General Public and Products Liability	
Policy Number	GL000538	
Issuing Office	Sydney	
Insured	Northern NSW Helicopter Rescue Service Limited	
Policy Period	**Start**	01-May-2023
	Expiry	01-May-2024
	Both days at 4.00PM local standard time of issuing office.	
Limit of Liability	AUD 20,000,000 any one Occurrence or as otherwise stated in the Policy Wording.	
Policy Wording	Chubb Broadform Liability Policy Wording (Chubb_BF_AU1502)	
Noting		

Signed for and on behalf of Chubb Insurance Australia Limited.

Authorised Signature and Stamp

CHUBB
Chubb Insurance Australia Limited
ABN 23 001 642 020

Date Issued

19-April-2023

Katie Dick (Lee)
Casualty Underwriter, NSW/ACT

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Item:	**5.6**	**Ref: AINT/2023/23501**
Title:	**Special Event Transport Management Plan - Halloween 2023**	**Container: ARC16/0168-8**
Author:	**Catherine Creagan, Activation and Precincts Officer**	
Attachments:	1. Special Event Transport Management Plan - Halloween 23 2. Plan - TGS 2023 Halloween Carnival Armidale Mall	

1. Purpose

The purpose of this report is to seek approval for the temporary road closures required to support the Halloween event occurring on Friday 27 October 2023.

2. OFFICERS' RECOMMENDATION:

That Council endorse the temporary road closures of Faulkner Street, Armidale between Cinders Lane and Moore Street for Halloween 2023 celebrations on Friday 27 October 2023.

3. Background

Armidale Regional Council held the inaugural Halloween event in 2022 and attracted approximately 2000 people to Beardy Street Mall to activate the CBD and celebrate creativity and diversity.

Council created a show stopping event with local vendors, stilt walkers, balloon artists and a frightening haunted house that has left the local community wanting more.

Armidale Regional Council will again host Halloween celebrations for 2023, building on the success of last year's event and expanding into Faulkner Street and the East Mall.

4. Discussion

This event will promote civil activity within the community and encourage and promote active participation in the community for the residents of the LGA.

5. Implications

5.1. Strategic and Policy Implications

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

5.2. Risk

- Council's Public Liability insurance will cover this event.
- Buses and Taxis will be informed of the closure and as per usual will relocate or detour around the closure.
- Without the road closure, the Halloween event will not be able to go ahead due to the increased safety risk to patrons and the lack of space for retail and food vans.

5.3. Sustainability

No sustainability implications considered

5.4. Financial

Budget Area:	General Fund						
Funding Source:	Activation and Precincts						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
		$40,000					

Implementation and removal of the road closure to be funded from the Activation and Precincts Events budget.

6. Consultation and Communication

Consultation and Communication will be conducted by Councils website and social media.

Buses and Taxis will be informed of the closure and as per usual will relocate or detour around the closure.

7. Conclusion

Council supports the annual event as it complies with policies and procedures previously set in conjunction with council staff.

ARMIDALE Regional Council

Special Event Transport Management Plan

1 EVENT DETAILS

1.1 Event summary

Event Name: Halloween in the Mall

Event Location: Beardy street mall

Event Date: **Thursday 27th October** Event Start Time: 4pm Event Finish Time: **8pm**

Event Setup Start Time: **9am** Event Pack down Finish Time: **9pm**

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

1.2 Contact names

Event Organiser

Phone: 6770 3815 Fax: Mobile: 0467946475

E-mail: lpurkiss@armidale.nsw.gov.au

Event Management Company (if applicable) .....

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

Police .....

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

Council

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

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

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

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

ARMIDALE Regional Council

1.3 Brief description of the event (one paragraph)

Halloween in the Mall, food stalls, market stalls, kids activities, haunted house, entertainment, amusement rides

THIS EVENT BRING BETWEEN 2000- 4000 PEOPLE TO THE MALL SO ROAD CLOSURES ARE NECESSARY FOR SAFETY

2 RISK MANAGEMENT - TRAFFIC

CLASS 1 CLASS 2 CLASS 3

2.1 Occupational Health & Safety - Traffic Control

☐ Risk assessment plan (or plans) attached.

2.2 Public Liability Insurance

☐ Public liability insurance attached.

2.3 Police

☐ Police written approval attached

2.4 Fire Brigades and Ambulance

☒ Fire brigades notified

☒ Ambulance notified

3 TRAFFIC AND TRANSPORT MANAGEMENT

CLASS 1 CLASS 2 CLASS 3

3.1 The route or location

☒ Map attached

3.2 Parking

☐ Parking organised

☒ Parking not required

3.3 Construction, traffic calming and traffic generating developments

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

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

3.4 Trusts and Authorities

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

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

3.5 Public transport

☐ Public transport plans created

☒ Public transport not required

ARMIDALE Regional Council

Class 1

3.6 Reopening roads after moving events

- ☐ This is a moving event - details attached.
- ☒ This is a non-moving event.

3.7 Traffic management requirements unique to this event

- ☐ Description of unique traffic management requirements attached
- ☒ There are no unique traffic requirements for this event

3.8 Contingency plans

- ☐ Contingency plans attached

3.9 Heavy vehicle alternate routes

- ☐ Alternative routes for heavy vehicles required – contact RMS
- ☐ Alternative routes for heavy vehicles not required

3.10 Special event clearways

- ☐ Special event clearways required – contact RMS
- ☐ Special event clearways not required

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

CLASS 1

CLASS 3

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

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

CLASS 2

4.2 Advertise traffic management arrangements

- ☒ Road closures
- ☐ No road closures but special event clearways in place - advertising medium and copy of proposed advertisements attached
- ☐ No road closures or special event clearways - advertising not required

4.3 Special event warning signs

- ☐ Special event information signs are described in the Traffic Control Plan/s
- ☒ This event does not require special event warning signs

4.4 Permanent Variable Message Signs

- ☐ Messages, locations and times attached
- ☐ This event does not use permanent Variable Message Signs

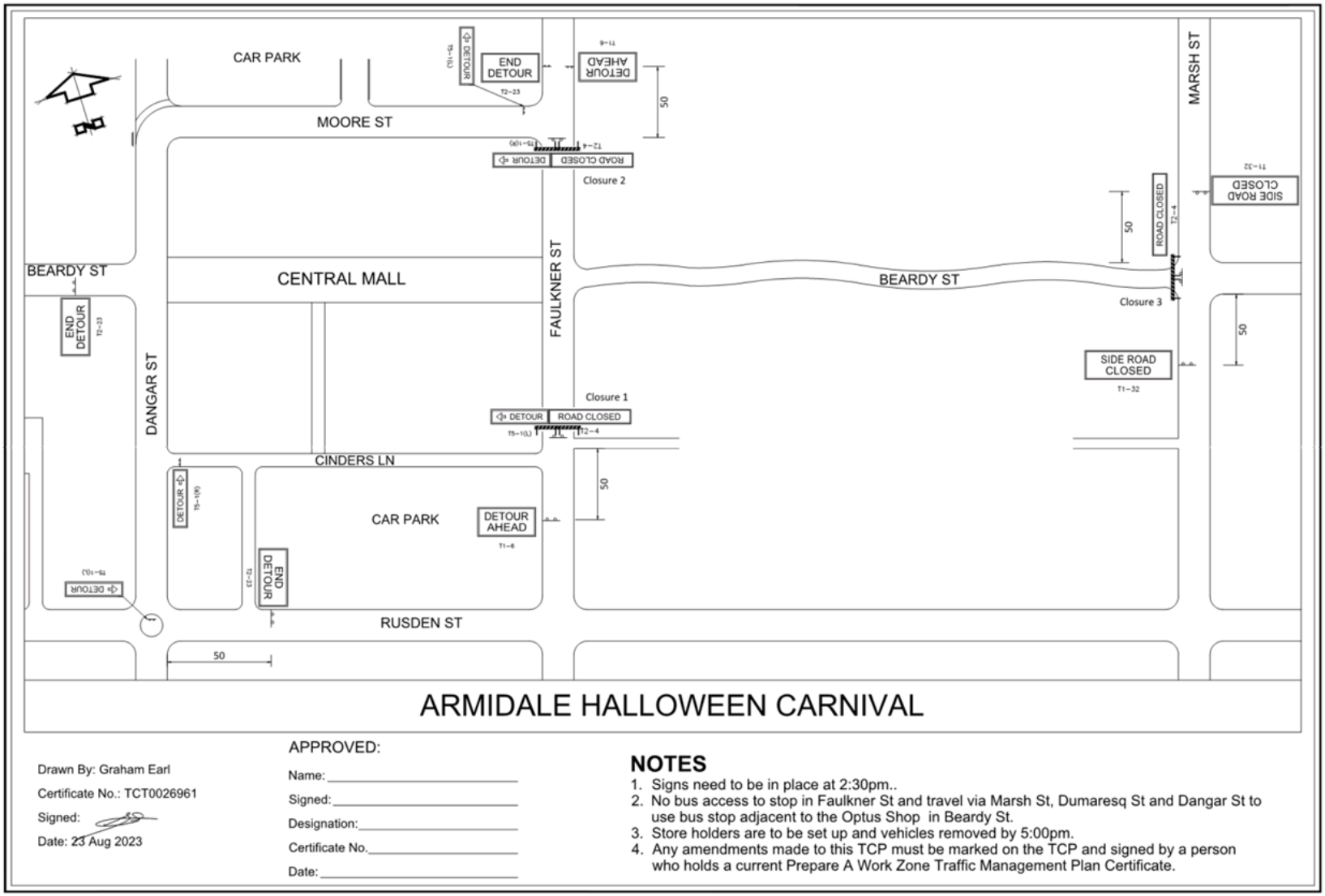
4.5 Portable Variable Message Signs

- ☐ The proposed messages and locations for portable VMS are attached
- ☐ This event does not use portable VMS

5 APPROVAL

Approved by Laura Purkiss, Event Organiser Date:25/7/23

Attachment 2 **Plan - TGS 2023 Halloween Carnival Armidale Mall**



Armidale Regional Council
Traffic Advisory Committee
Tuesday, 5 September 2023 Page 88

Item:	**5.7**	**Ref: AINT/2023/23542**
Title:	**Special Event Traffic Management Plan - Guyra Troutfest 2023**	**Container: ARC16/0168-8**
Author:	**Graham Earl, Technical Officer Engineering**	
Attachments:	1. Notice of Intention to Hold a Public Assembly - Bradley Street Guyra - Dorothy Vickery on behalf of Troutfest 2. Plan - TGS Bradley St Events Closure.	

1. Purpose

This report is to advise of a request to close Bradley Street, Guyra for the purpose of conducting a street festival in conjunction with the 2023 Troutfest

2. OFFICERS' RECOMMENDATION:

That Council endorse the closure of Bradley Street between McKenzie Street and Ollera St, Guyra on Saturday 30th September for the Troutfest 2023 from 7:00am to 4:00pm.

3. Background

The Troutfest is an annual event that attracts anglers from all over the state to participate in a fishing competition over the October long weekend.

4. Discussion

The festival will have street stalls and exhibits to encourage visitors to the area by highlighting the region and its attractions. The festival will also promote community engagement and enjoyment.

5. Implications

5.1. Strategic and Policy Implications

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

5.2. Risk

The event will be conducted on closed roads to minimise interaction between traffic and pedestrians.

5.3. Sustainability

There are no sustainability concerns with the event.

5.4. Financial

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

The road closure will be installed by suitably qualified members of the local VRA. There is no financial cost to Council associated with the closure.

6. Consultation and Communication

The organiser are responsible for all the communication and consultation associated with the event.

7. Conclusion

The Troutfest is a major attraction that brings people to the region to participate in a fishing competition. The street festival will provide an additional attraction and promote the region to visitors.

Attachment 1 *Notice of Intention to Hold a Public Assembly - Bradley Street Guyra - Dorothy Vickery on behalf of Troutfest*

Attachment 1 **Notice of Intention to Hold a Public Assembly - Bradley Street Guyra - Dorothy Vickery on behalf of Troutfest**

Schedule 1 - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

ARC

17 AUG 2023

RECEIVED

To the Commissioner of Police

1 I Dorothy Vickery (name)
of Canoona / 512 Baldersleigh Rd (address)
on behalf of TROUTFEST (organisation)
notify the Commissioner of Police that
on the 30 (day) of 9 (month) 2023 (year), it is intended to hold

either:

(a) a public assembly, **not** being a procession, of approximately
600 (number) persons,
which will assemble at Bradley St, Guyra 2365 (Place)
at approximately 7.00 am/~~pm~~
and disperse at approximately 4.00 am/~~pm~~

or

(b) a public assembly, being a procession of approximately
..... (number) persons,
which will assemble at approximately ..... am/pm, and at
approximately ..... am/pm the procession will commence and shall proceed
.....
.....
.....

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

2 The purpose of the proposed assembly is Troutfest Festival Street Stalls & exhibits for the purpose of high lighting the Guyra region & community engagement

PAGE 1 TRAFFIC MANAGEMENT FOR A SPECIAL EVENT - TRAFFIC MANAGEMENT PLAN TEMPLATE
C:\USERS\DOTV\APPDATA\LOCAL\PACKAGES\MICROSOFT.WINDOWSCOMMUNICATIONSAPPS_8WEKYB3D8BBWE\LOCALSTATE\FILES\S0\4\ATTACHMENTS\ARC TRANSPORT MANAGEMENT PLAN & NOTICE OF INTENTION TO HOLD A PUBLIC GATHERING ORIGINAL 2023[4638].DOC

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

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

The type and dimensions are as follows:

.....

.....

.....

(II) There will be 3-4 (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.

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

NIL

.....

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

Street stalls

.....

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

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

572 Baldersleigh Rd
GUYRA Postcode 2365

Telephone No. 02 67791086

6 Signed Dorothy Vickery OAM

Capacity/Title President

Date 25-7-23

PAGE 2 TRAFFIC MANAGEMENT FOR A SPECIAL EVENT - TRAFFIC MANAGEMENT PLAN TEMPLATE
C:\USERS\DOTV\APPDATA\LOCAL\PACKAGES\MICROSOFT.WINDOWSCOMMUNICATIONSAPPS_8WEKYB3D8BBWE\LOCALSTATE\FILES\S0\4\ATTACHMENTS\ARC TRANSPORT MANAGEMENT PLAN & NOTICE OF INTENTION TO HOLD A PUBLIC GATHERING ORIGINAL 2023[46638].DOC

Special Event Transport Management Plan

1 EVENT DETAILS

Event Name <.> Troutfest

Event Location: <> Bradley St Guyra.

Event Date: < > Event Start Time: <> Event Finish Time: <> 9am -> 3pm.

Event Setup Start Time: <> Event Packdown Finish Time: <> 7am, 3pm

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

Event Organiser* <

Phone:< > Mobile:.. <> E-mail: < >

Event Management Company (if applicable)

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

Police ARMIDALE POLICE

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

Council ARMIDALE REGIONAL COUNCIL

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

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

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

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

2 RISK MANAGEMENT - TRAFFIC

CLASS 1 CLASS 2 CLASS 3

- ☐ **Risk assessment plan (or plans) attached**
- ☒ Public liability insurance arranged. **Copy of Policy attached.**
- ☐ Police approval
- ☐ Fire brigades notified **02 67715076**
- ☐ Ambulance notified **02 6771 1710**

3 TRAFFIC AND TRANSPORT MANAGEMENT

CLASS 1 CLASS 2 CLASS 3

- ☐ **Map attached**
- ☐ Parking organised - details attached.
- ☒ Parking not required <> off street parking available as well as public carparks.
- ☐ Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
- ☒ There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
- ☐ This event uses a facility managed by a Trust or Authority; written approval attached
- ☒ This event does not use a facility managed by a trust or Authority
- ☐ Public transport plans created - details attached
- ☒ Public transport not required
- ☐ This is a moving event - details attached.
- ☒ This is a non-moving event.
- ☐ Description of unique traffic management requirements attached
- ☒ There are no unique traffic requirements for this event
- ☐ Contingency plans attached

Class 1

- ☐ Alternative routes for heavy vehicles required - RTA to arrange
- ☒ Alternative routes for heavy vehicles not required

- ☒ Special event clearways required - RTA to arrange
- ☐ Special event clearways not required

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

CLASS 3

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

CLASS 2

- ☒ Road closures -advertising medium and copy of proposed advertisements attached
- ☐ No road closures but special event clearways in place - advertising medium and copy of proposed advertisements attached
- ☐ No road closures or special event clearways - advertising not required

CLASS 1

- ☐ Special event information signs are described in the Traffic Control Plan/s
- ☒ This event does not require special event warning signs

- ☐ Messages, locations and times attached
- ☒ This event does not use permanent Variable Message Signs

- ☐ The proposed messages and locations for portable VMS are attached
- ☒ This event does not use portable VMS

5 APPROVAL

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

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

Business Pack Insurance Certificate of Currency

QBE Insurance (Australia) Ltd
Head Office
Level 18, 388 George Street
Sydney NSW 2000
ABN: 78 003 191 035
AFS Licence No: 239545

QBE

Policy Number 23U114100BPK

Issued By
QBE Insurance (Australia) Ltd

Period of Insurance
From 30/06/2023
To 30/06/2024 at 4pm

This certificate confirms this policy is in force for the period shown, subject to the policy terms, conditions and exclusions. It is a summary of cover only (for full details, refer to the current Policy Wording/Product Disclosure Statement and schedule). It does not alter, amend or extend the policy. The information is current only at the date of printing.

The Insured

TROUTFEST
ABN Number Not Provided

Cover Details

Location CANOONA 572 BALDERSLEIGH RD, GUYRA NSW 2365 **Risk Number** 1
Business FISHING CLUB
Interested Party None Noted

Broadform Liability Section

Particulars	Total Sum Insured	Limit
Limit of liability, any one occurrence		$20,000,000
Property in Your physical and legal control	As per the policy wording	

Excess $500 for property damage claims only
$0 for personal injury claims

End of Certificate

QM1826-1207

Date Printed 10/07/2023

Page 1 of 1

RISK ASSESSMENT

CLOSING ROAD FOR PEDESTRIAN ACCESS

FOOTPATHS LEFT CLEAR

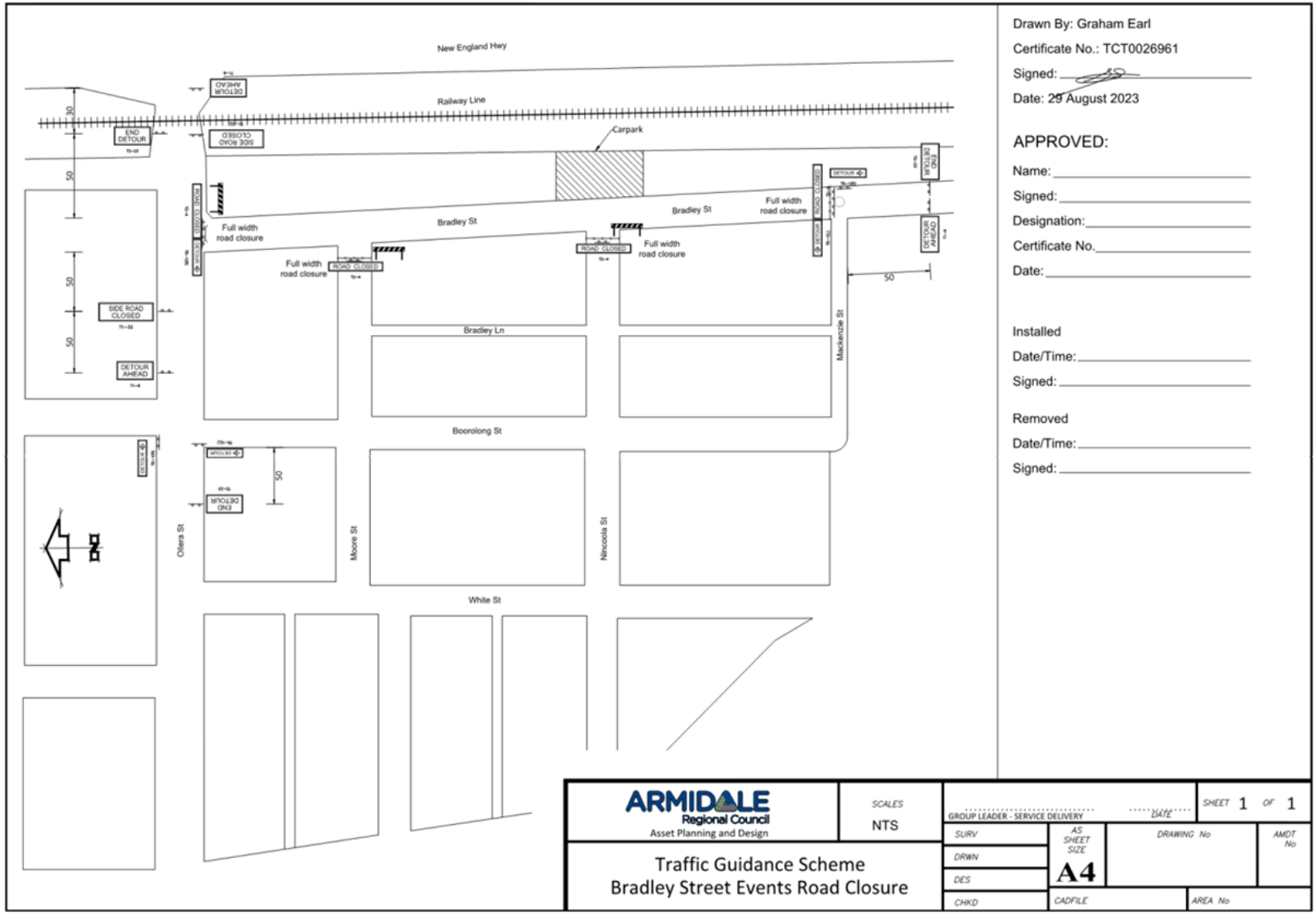
STALLS IN ALLOCATED SPACES WITH AREAS FOR PEDESTRIANS TO NEGOTIATE

ROAD CLOSURES MANAGED BY SES/VRA

FIRE AND AMBO TO BE NOTIFIED

MAP OF GUYRA WITH ROAD CLOSURE HIGHLIGHTED

Attachment 2 **Plan - TGS Bradley St Events Closure.**



Armidale Regional Council
Traffic Advisory Committee
Tuesday, 5 September 2023 Page 101

Item:	**7.1**	**Ref: AINT/2023/17272**
Title:	**Woodward Street Parking Arrangements**	**Container: ARC16/0168-8**
Author:	**Simon Porter, Design Engineer**	
Attachments:	1. Woodward St Parking Agreement.	
	2. File Note - Woodward St, Burton's Saddlery Car Park Issues.	
	3. Standard parking arrangement requirements AS2890.5	
	4. Letter Owner Woodward St - Parking Arrangements	

1. Purpose

The current parking arrangements in Woodward Street, adjacent to Burtons Saddlery (118 Dumaresq Street) and the Armidale Food Emporium (90-96 Marsh Street), require alteration to address existing road safety concerns and limit the potential for future damage to private property. This report is provided to traffic committee to make comment on the proposed alteration to the parking arrangements.

2. OFFICERS' RECOMMENDATION:

That Council:

a. Endorse converting the 90° parking along Woodward Street to parallel parking and alter the existing kerb line to move the parking away from the adjacent building (Burtons Saddlery).

b. Consider converting the street to one way traffic flow to reduce vehicle conflicts.

3. Background

The investigation of the existing parking arrangements along Woodward was triggered by a customer enquiry from the owner of Burtons Saddlery. This enquiry was made after a number of vehicle impacts to the saddlery wall. The design team actioned a review of the site and its compliance under Australian Standard AS2890 for Parking Facilities. This was undertaken with the view of identifying Council's obligations to provide compliant parking as well as to limit future impacts to 118 Dumaresq Street (Burtons Saddlery) and limit future vehicle crashes and near misses within the roadway.

While the current investigation was triggered in November 2022 there are records of communications relating to this issue as far back as February 2015.

4. Discussion

The existing carpark has been identified as non-compliant. There is not suitable width to retain the 90 degree angle parking and the proximity to the nearby retaining wall would require some form of edge protection / Australian standard compliant barrier. The preliminary design assessment has indicated that there are three options to address the issues being:

1. Close the parking - Not acceptable to Council and likely have a detrimental effect on the Armidale Food Emporium
2. Convert the parking to be parallel parking (which will be able to be compliant) - preferred option.
3. Convert the parking to be angle parking (which may be able to be compliant) – this would require reconstruction of the retaining wall and would be a substantial cost

Improvements also considered were to provide additional width and reduce conflict within Woodward Street by converting the traffic flow to one way.

5. Implications

5.1. Strategic and Policy Implications

The discussion, actions and recommendations in relation to Woodward Street Parking align with Advancing Our Region - Your Community Plan 2022-2032 and with Council Delivery Program 2022-2026 as part of:

Connected Region – Transport and Technology

- C1. Quality infrastructure makes it safe and easy to travel around our region
  - C1.1 Build and maintain quality, safe, and accessible road transport infrastructure including roads, footpaths, kerbs, bus stops and parking facilities.
- C2. Transport and technology that enable connectivity both locally and outside the region
  - C2.1 Provide access to public and private transport services that link our community to our local towns and villages, other regions, our local attractions, and lifestyle infrastructure.

5.2. Risk

A series of identified risks and considerations is provided in the table below:

Risk	Consideration
Legal claim for damages relating to private property damage	The existing parking arrangements are non-compliant and there is the potential for some liability to rest with Council should private property damage occur.
Safety	There is a risk to public safety as the existing arrangement is non-compliant and near misses have been identified.
Breaching lease conditions	There is an existing lease between the Armidale Food Emporium and Coles to utilise car parking on public land to fulfil the DA conditions.
Continued damage to Council assets	There is the risk that if the parking arrangements are not altered there will be continued damage to Council railing and the existing retaining wall.
Reputational	This issue has been unresolved for more than eight years. The continuation of inaction has the potential to erode Council's reputation.
Property Damage and safety of the building	Recurrent vehicle impacts to private property presents a risk to public safety. This includes the safety of those impacting the building as well as those within the building itself.

5.3. Sustainability

NIL

5.4. Financial

There are currently no allocated funds for the works. There would ultimately be a reallocation of operational funds to undertake detailed design and construction once an agreement is reached with all stakeholders.

The works are currently unfunded under the operational plan and budget 2023-2024 and are not included in the delivery program 2022-2026. Once a preferred option is accepted it is to be incorporated into the Transport team's delivery program and its priority is to be assessed against the current planned works.

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

6. Consultation and Communication

Consultation has been undertaken with the planning and activation team, the owners of Burtons Saddlery and the owners of Armidale Food Emporium.

Notification and details of the proposal were provided to Armidale Food Emporium and Coles via letter sent on the 14th of June 2023. A response and request for a meeting was received from Armidale Food Emporium. No response was received from Coles.

A meeting was held on the 27th of June with Simon Porter (ARC), Amber Macfarlane (Armidale Food Emporium) and David Bokeyar (Armidale Food Emporium). Options were discussed and details provided. Further communication via email has occurred since this meeting (see attached).

An update was provided to Lee Burton (the owner of Burtons Saddlery) on the 5th of July. The preferred option was discussed with the owner who did not have any objections to the proposal. The owner also proposed looking at the conversion of the roadway to one way traffic flow.

Following comment by the traffic committee it is planned to finalise the preferred option and present this to the owner of Armidale Food Emporium, Burtons Saddlery and the planning and activation team. This will then be prioritised and implemented by the Transport section.

7. Conclusion

The preferred outcome is to convert the existing car parking spaces to parallel parking with the trial and potential future implementation of one way traffic flow along Woodward Street. This is believed to be the lowest cost option, with the exclusion of "do nothing" while also providing resolution to the existing non compliances and risks onsite. There are currently thirteen 90° degree angle parks. The change to a parallel parking arrangement would result in a loss of five parking spaces leaving a total of eight. Following comment by the traffic committee it is planned to finalise the preferred option and present this to the owner of Armidale Food Emporium, Burtons Saddlery and the planning and activation team. This will then be prioritised and implemented by the Transport section.

ADC - Registered
1 3 JUN 2006

WRF PROPERTY LTD

LEVEL 3
11 QUEENS ROAD
MELBOURNE VIC 3004

LOCKED BAG 105
SOUTH MELBOURNE VIC 3205

TELEPHONE: 61 3 9866 7019
FACSIMILE: 61 3 9866 7029

EMAIL:
property@wrf.com.au
INTERNET:
www.wrf.com.au
ABN 51 095 920 648

7 June 2006

Rhonda Stachiw
Armidale Dumaresq Council
135 Rusden Street
Armidale NSW 2350

Dear Rhonda,

Car Park Licence Agreement, East End Coles, Armidale NSW

Please find enclosed the Car Park Licence Agreement in final form executed by WRF Property Ltd (the Owner) and Coles Supermarkets Australia (the Tenant.)

The agreement is dated as at today, and will commence on this date now that all three parties have executed the document.

There are no immediate obligations on Council from the date of commencement other than to provide access and maintain the car parking however from hereon in you will be required to maintain and repair (in accordance with 3.6), install signage at your discretion and upgrade the lighting as per the plan to be served by the Owner (in accordance with 4.1).

You are aware that Annexure C – Transferee Deed has been removed from the Agreement and will be served as a separate document on our resignation expected to take place by the end of this month. This will be undertaken in accordance with the assignment provisions under clause 9.

Yours sincerely,

GEORGINA DOWSLEY
ASSET MANAGER

2.3 If the Expiry Date extends beyond 23 October 2017, the Council may terminate this agreement to the extent it relates to the WRF Propertyby giving 12 months written notice to the Tenant and Owner.

3. Council's rights and obligations

3.1 ***Management and operation:*** The Council must manage and operate the Council Property and the WRF Property as a free parking area in accordance with part 5 of chapter 16 of the *Local Government Act 1993*. The Council may exercise its absolute discretion in respect of the manner in which it manages and operates the Council Property and the WRF Property as a free parking area in accordance with this clause.

3.2 ***Access:*** The Council must:

(a) provide public access to the free parking area;

(b) ensure unfettered and unrestricted ingress and egress from the Council Property to Marsh Street and Dumaresq Street; and

(c) keep the Council Property and the WRF Property open and accessible for use by the Tenant and its employees, agents, contractors and customers during the Usual Trading Hours of the Shopping Centre.

3.3 ***Penalty notices and fines:*** The Council may issue penalty notices and fines to persons whose vehicles are parked contrary to relevant arrangements for the use of the free parking area. The Council may retain all revenue from penalty notices and fines issued in accordance this clause.

3.4 ***Trolley Bays:*** The Council must provide trolley bays for the use of the Tenant and its employees, agents, contractors and customers on the Council Property in accordance with the Plan. The Council must not unreasonably restrict or interfere with the Tenant's use of the trolley bays.

3.5 ***Licensed Areas (as defined in the Lease):*** The Council must not unreasonably restrict or interfere with the Tenant's use of the loading dock, parcel pick up area, compactor and trolley bays located in or around the Council Property and the WRF Property.

3.6 ***Maintenance and repair:*** The Council must:

(a) keep the Council Property and WRF Property in a clean and tidy condition, including clean the Council Property and WRF Property with a mechanical sweeper at least 2 times per week at least 2 days apart;

(b) maintain and repair the surface of the Council Property and undertake all line marking required on the Council Property; and

(c) during the Usual Trading Hours of the Shopping Centre, ensure that the Council Property is adequately lit (as at the date of this agreement, the parties agree that the Council Property is adequately lit);

(d) provide necessary physical barriers, signs and notices required to ensure that the Council Property operates effectively as a car park with unfettered and unrestricted ingress and egress to the WRF Property; and

(e) specify physical barriers, signs and notices required on the property adjacent to the Council Property.

3.7 ***Pylon sign:*** The Council must permit the Tenant or the Owner to erect and to use an approved pylon sign from time to time on the Council Property to identify the Tenant's business or the Shopping Centre, provided that such pylon signage complies with the requirements of the relevant planning authority.

3.8 ***Signage:*** The Council may install signs to meet Council's assessment of needs in respect of the Council Property, provided that those signs:

(a) do not relate to a competitor of the Tenant or a tenant who is not a tenant of the Shopping Centre; or

(b) which (by reason of size, type, location or content) unreasonably detract from the Tenant's business and the Tenant's signs erected on the Council Property and WRF Property.

3.9 ***Staff Parking Spaces:*** The Council must not impose a fine or make it an offence for the Tenant's staff to use the Staff Parking Spaces as a free parking area.

3.10 ***2-hour period:*** The Council must not, without the consent of the Owner and the Tenant (such consent not to be unreasonably withheld or delayed), impose a fine or make it an offence to park a vehicle for a period of 2 hours or less (except in relation to the Short-term Parking Spaces) on the Council Property and the WRF Property. It is unreasonable for the Owner and the Tenant to withhold or delay its consent if the time period proposed by the Council in respect of the parking of vehicles on the Council Property and the WRF Property are consistent with time periods imposed by the Council in respect of other parking areas of supermarkets and shopping centres controlled by the Council within the Armidale Central Business District.

3.11 ***Layout:*** The Council must not, without the consent of the Owner and the Tenant, change the layout and location of the car parks on the WRF Property and the Council Property or change the method of access to or egress from the WRF Property and the Council Property.

3.12 ***Contractors or agents:*** The Council may engage contractors or agents to exercise its rights or perform its obligations under this clause.

3.13 ***Roads Act 1993:*** Nothing in this clause prevents the Council from carrying out its obligations in accordance with the *Roads Act 1993*.

3.14 ***Use:*** The Council must not use the Council Property or the WRF Property other than in accordance with this clause.

3.15 ***Owner's consent:*** The Owner consents to the Council accessing the WRF Property to exercise its rights and perform its obligations in accordance with this clause.

3.16 ***Insurance:*** During the term of this agreement, the Council must (at its cost) maintain a public liability insurance policy on usual terms (including liability arising from the use of a mechanical sweeper or other equipment) in respect of the Council Property for no less than $10 million for any one event with a reputable and substantial insurer. Within a reasonable time after receipt of a request from the Owner or the Tenant, the Council must provide to the Owner and the Tenant evidence of the existence and currency of the Owner's public liability insurance.

4. Owner's rights and obligations

4.1 ***Specific obligation:*** Within 3 months after the date of this agreement, the Owner must provide to the Council a lighting plan in respect of the Council Property showing the provision of lighting on the Council Property as at the date of this agreement.

4.2 ***General obligations:*** The Owner must:

(a) arrange cleaning of those parts of the WRF Property not reasonably accessible to a mechanical sweeper of the type and capabilities a reasonable council with the responsibilities of the Council would use;

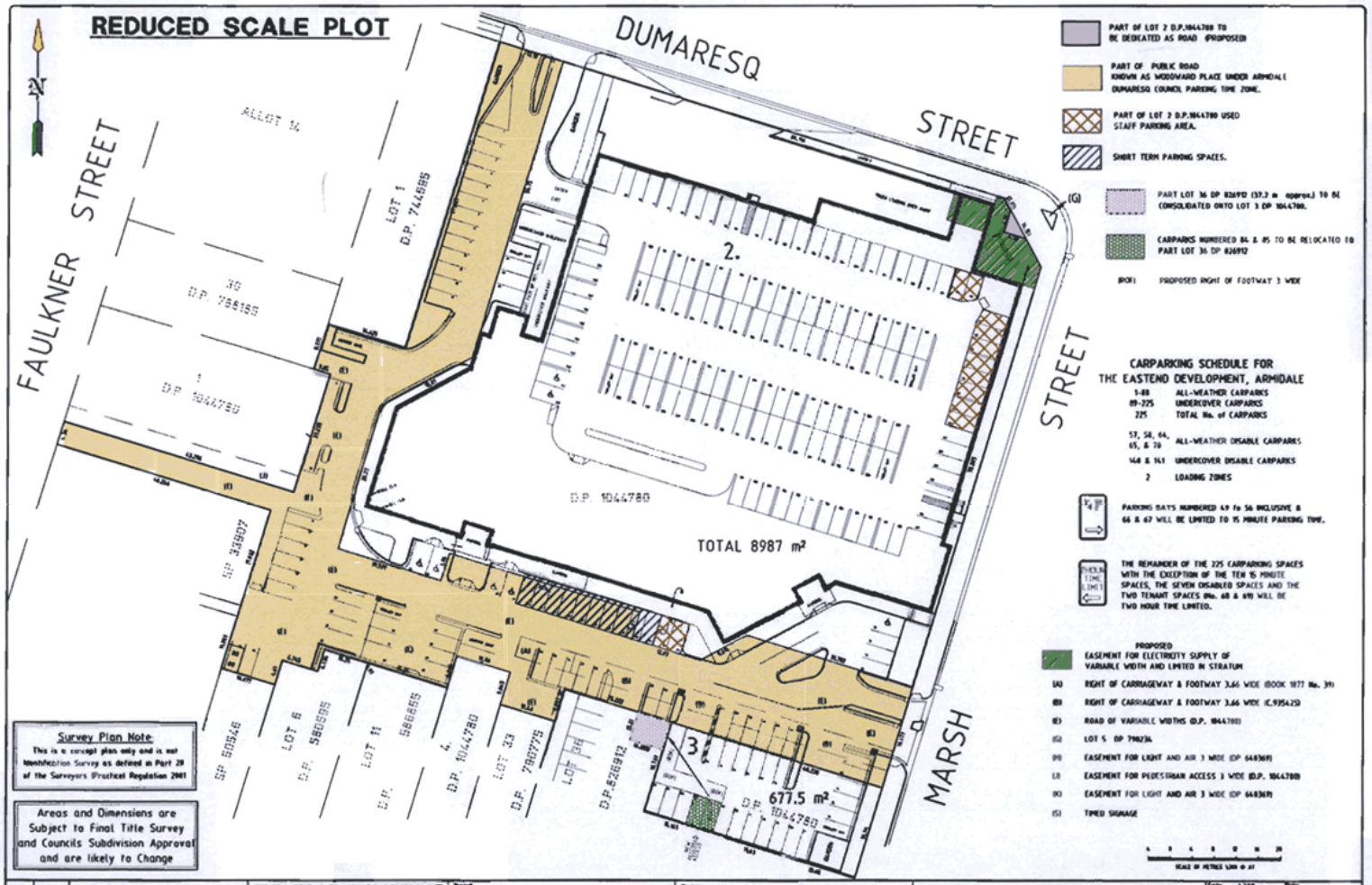
(b) pay to the Council any fees, charges or expenses incurred in respect of this agreement (which have first been agreed by the Owner);

(c) pay to the Council the costs of any physical barriers, trolley bays, signs and notices required by the Owner on or adjacent to the Council Property and the WRF Property in accordance with this agreement; and

(d) pay the costs of all maintenance, insurances and other recurrent costs associated with the Council Property and the WRF Property, other than the cost of an obligation of the Council in accordance with this agreement.

4.3 ***Remedies for Council's failure to maintain or repair:*** If the Council fails to comply with clause 3.6(c) or clause 3.6(d), without limiting the remedies available to the Tenant, the Tenant may notify the Owner (with a copy to the Council) that it requires the Owner to comply with clause 3.6(c) or clause 3.6(d) (as the case may be). If the Tenant notifies the Owner in accordance with this clause, the Owner must comply with clause 3.6(c) or clause 3.6(d) (as the case may be) and the Council must provide access to the Council Property for the purpose of the Owner complying with clause 3.6(c) or clause 3.6(d). If the Owner complies with clause 3.6(c) or clause 3.6(d) in accordance with this clause, upon receipt of a

Attachment 1 *Woodward St Parking Agreement.*



ARMIDALE Regional Council

File Note

File Number:
Date: 16/12/2022
Title: Woodward Street Parking Analysis
Copy:

01/12/22
A request has been received for the design section to review the parking arrangements on Woodward Street directly opposite to the Burtons Saddlery. This has been received following a number of impacts to the existing steel pipe railing and building behind the car parks. The parking is planned to be reviewed in accordance with AS 2890.5 for on street parking. A comparison will also be made to AS 2890.1 for off street parking given the nature of the site (not a typical street/roadway).

From the requirements of AS 2890.5 the 90 degree angle parking should have a minimum length of 11.3 m for short term parking with wheel stops at right angles to the parking lane (<50 km/hr and 200 v/hr – assumed, length to centreline). This is not achievable at the location.

From the requirements of AS 2890.1 the 90 degree angle parking should have a minimum length of 5.4 m when wheel stops are used at right angles to the parking lane. In addition to wheel stops the standard also specifies barriers at this location due to the proximity to a drop from the retaining wall as well as the nearby wall of the saddlery building. There should also be a minimum of 1100 mm from the back of the wheel stop to the high wall or barrier. To achieve these requirements alterations would need to be made to the parking spaces. This would include relocating the wheel stops to achieve the required overhang clearance and installing an appropriate load rated barrier (minimum 1300 mm high). The aisle width at this location is also only 6.0 m which is slightly less than the required 6.6 m for high turnover areas adjacent to shopping centres, like this location.

From this assessment there are three clear options available for the existing parking arrangements:

1. Close the parking as it does not meet the requirements of AS 2890.5 or AS 2890.1
2. Convert the parking to another arrangement that is compliant (parallel parking for example)
3. Redesign and alter the parking to meet the requirements of AS 2890.1 for 90 degree angle parking

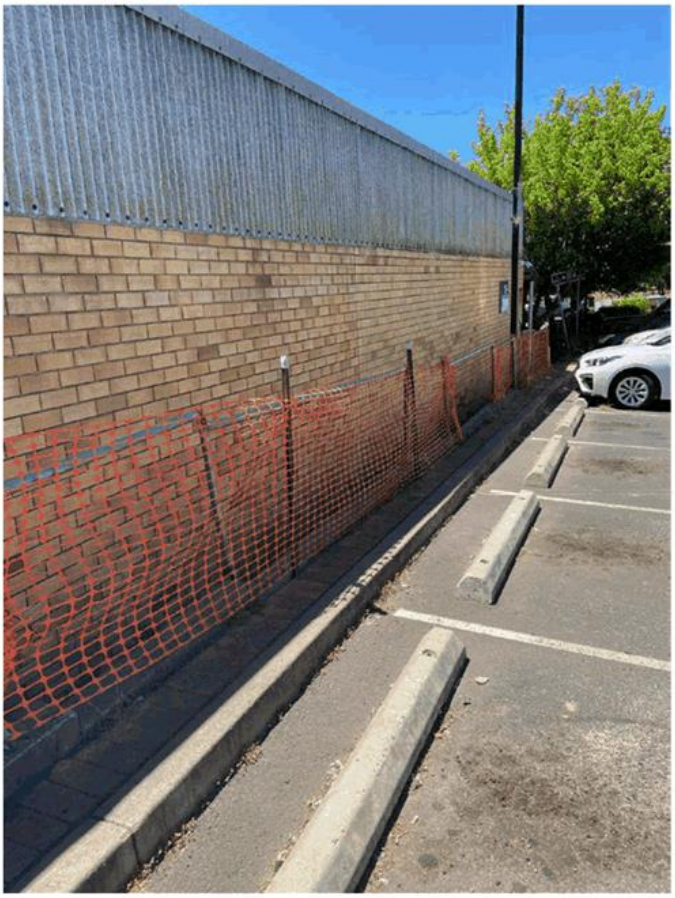
16/12/22
Further to the notes above further information has been received for a compliant car park safety barrier from Safe Direction. The quote provided was $6720.34 for protection of the full length of the car park bays adjacent to the building. However, the footing requirements would not be supported by the adjacent retaining wall. It is not feasible to shorten the car park bays and provide an independent footing. Providing deeper footings independent from the wall could be investigated however, this is likely to be cost prohibitive. Ultimately, either option 1 or 2 are considered to be a better alternative to retaining the car parking bays. The quote and footing details have been attached to this file note.

P 1300 136 833
E council@armidale.nsw.gov.au
W armidaleregional.nsw.gov.au
135 Rusden Street PO Box 75A Armidale NSW 2350

ABN 39 642 954 293

ARMIDALE Regional Council

If option 1 is selected than there will be a loss of approximately 13 car parking spaces. If option 2 is selected there is space for approximately 5 parking spaces.



P 1300 136 833
E council@armidale.nsw.gov.au
W armidaleregional.nsw.gov.au
135 Rusden Street PO Box 75A Armidale NSW 2350

ABN 39 642 954 293

Attachment 3 *Standard parking arrangement requirements AS2890.5*

Parking Arrangements Woodward St
AS2890.5 **On street Parking**

Classification of on street angle parking facilities: High - Short term parking e.g. at shopping centres (Table 3.2)

Assumed less than 200 vehicles per hour one way (considered best case scenario but unlikely to meet)				
	30 degree	45 degree	60 degree	90 degree
Required Width	5	3.7	3	2.6
Required Length (min length park to low kerb)	7	8.3	9.4	10.2

Classification of on street angle parking facilities: High - Short term parking e.g. at shopping centres (Table 3.2)

Assumed 200-800 vehicles per hour one way (considered likely actual scenario)				
	30 degree	45 degree	60 degree	90 degree
Required Width	5	3.7	3	2.6
Required Length (min length park to low kerb)	10.5	11.8	12.9	13.7

Parallel Parking	L	Lo	Lu	
Minimum Length	6		6.3	
Total Car parking spaces	6.3	4.366667	5.36666667	7.63333333
Existing length	32.5			

*note no current traffic counts are in ATLYST - check spreadsheets

Off Street Parking Arrangements Woodward St
AS2890.1 **Off street Parking**

Classification of off street parking facilities: 3A - Short term parking e.g. at shopping centres (Table 1.1)

Assumed less than 200 vehicles per hour one way (considered best case scenario but unlikely to meet)				
	30 degree	45 degree	60 degree	90 degree
Required Width	2.5	2.6	2.6	2.7
Required Length	4.1	4.8	5.1	4.8

Parallel Parking	L	Lo	Lu	
Minimum Length	5.9	6.2	5.4	
Total Car parking spaces	11.6	3.542372881	5.542373	7.457627
Existing length	32.5			

Replacement of Block Wall and installation of railing

Item	UOM	QTY	RATE	Amount	Contingency	GST	Sub Total (excl)	Sub Total (Incl)
Design	item	1	$ 15,000.00	$ 15,000.00	$ 2,250.00	$ 1,500.00	$ 17,250.00	$ 18,750.00
Excavation and Material Disposal	m3	39	$ 70.80	$ 2,761.20	$ 276.12	$ 276.12	$ 3,037.32	$ 3,313.44
Concrete Ret Wall Construction	m3	10.8	$ 673.20	$ 7,270.56	$ 727.06	$ 727.06	$ 7,997.62	$ 8,724.67
Safety / Car Park Railing	item	1	$ 6,720.00	$ 6,720.00	$ 672.00	$ 672.00	$ 7,392.00	$ 8,064.00
Kerb Replacement (inclusive of pavement)	metre	32.5	$ 350.00	$ 11,375.00	$ 1,706.25	$ 1,137.50	$ 13,081.25	$ 14,218.75
Wheel Stops	item	13	$ 200.00	$ 2,600.00	$ 390.00	$ 260.00	$ 2,990.00	$ 3,250.00
Linemarking and signage	item	1	$ 4,000.00	$ 4,000.00	$ 600.00	$ 400.00	$ 4,600.00	$ 5,000.00
PM	item	1					$ 6,468.52	$ 6,468.52
Profit Allowance	item	1					$ 28,267.52	$ 28,267.52
Total							$ 91,084.23	$ 96,056.90

Where the parking arrangements are classified as on street parking there is no compliant angle parking. However, the argument could be made that the facility is more like off street parking given the nature of the streetscape and surrounding environment. In this instance the widths would be within the requirement for angle parking however, this width is still insufficient to provide railing and protect the edge / drop off from the retaining wall.

As per the above there are three options considered by council (compliant with australian standards).
Option 1 - Close the parking - Not acceptable to council nor the site owner
Option 2 - Convert the parking to another arrangement that is compliant (parallel) - Councils preferred option
Option 3 - Redesign and alter the parking requirements to ensure that angle parking is compliant - involved reconstruction of the retaining wall - Unaffordable to council

Additional considerations: Change to the traffic flow may be beneficial to reduce near misses and occurances on Woodward Street. As such a change to one way traffic flow is to be investigated.

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ARMIDALE Regional Council

14/06/2023

Your ref:
Our ref: ARC18/2833

Armidale Food Emporium Pty Ltd (the owner)
C/- Forsyths,
PO Box 114,
ARMIDALE NSW 2350

To the owner,

East End Shopping Centre, Armidale, NSW - Car Parking Arrangement

Armidale Regional Council (ARC) have been made aware of an existing safety and non-compliance issue relating to the car parking along Woodward Street immediately adjacent to Burtons Saddlery. In particular it has been identified that there is an unprotected edge with non-compliant railing. The railing and the building behind the railing has been impacted by out of control vehicles on more than one occasion.

ARC have a duty to resolve this issue and during investigation determined that the 90 degree parking arrangement cannot be made compliant given the existing width of parks and the adjacent retaining wall. We propose to remove the 90 degree parking arrangement and replace it with parallel parking with a potential loss of at least 5 parking spaces. As per clause 3.11 of the original car park lease agreement "the council must not, without consent of the owner and the tenant, change the layout and location of car parks…". This letter is seeking consent to make these changes and request that the owner provide feedback to ARC within 14 business days of the date on this letter.

Once council has received initial comment on the proposed changes, the parking arrangements will be redesigned and the final design will be provided to the owner and tenant for final comment prior to installation.

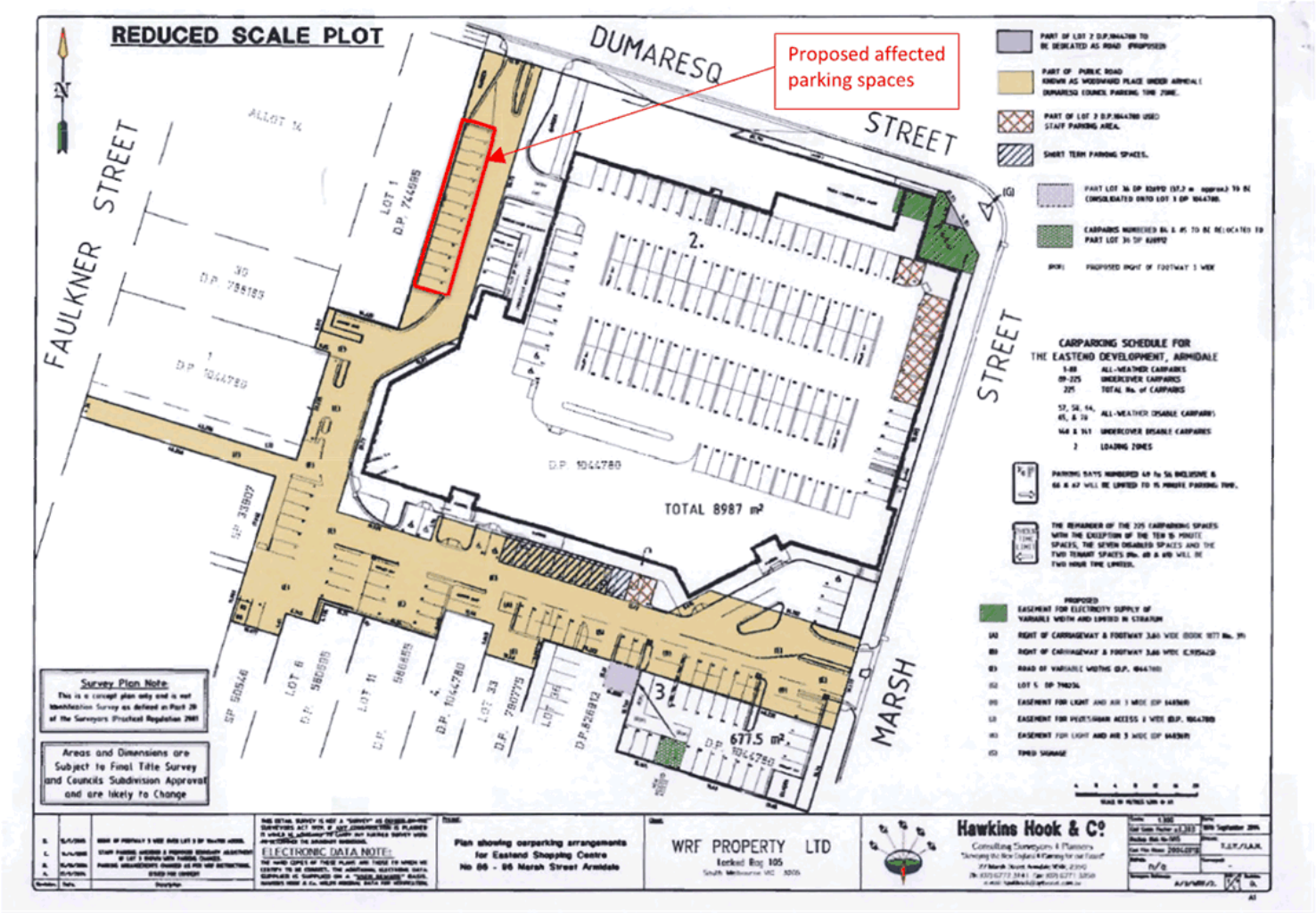
Please contact me on (02) 6770 3659 or by email at sporter@armidale.nsw.gov.au if I can be of further assistance.

Yours sincerely

Simon Porter
A/ Coordinator Design and Resourcing

Encl:

Attachment 4 **Letter Owner Woodward St - Parking Arrangements**



Armidale Regional Council
Traffic Advisory Committee
Tuesday, 5 September 2023 Page 113

Item:	**7.2**	**Ref: AINT/2023/23395**
Title:	**Notification of Ulysses Annual Toy Run.**	**Container: ARC16/0168-8**
Author:	**Graham Earl, Technical Officer Engineering**	
Attachments:	1. Ulysses Annual Armidale Toy Run - 9 December 2023 - Allan Piddington	

1. Purpose

The purpose of the report is advise of the annual Ulysses Toy Run.

2. OFFICERS' RECOMMENDATION:

That Council note the use of Council roads for the New England Bushrangers Ulysses Club to conduct their annual toy run.

3. Background

The New England Bushrangers Ulysses Club conduct its annual toy run for the Salvation Army to present toys to disadvantaged children of the community.

4. Discussion

The New England Bushrangers Ulysses Club has provided a Special Events Transport Management Plan to hold the annual Toy Run on Saturday 9 December 2023, to raise donations for the Salvation Army.

The activities will commence at 12 noon from Technology Park at UNE and, with the assistance of a police escort, proceed to the Bunnings carpark and finishing at 2:00pm.

5. Implications

5.1. Strategic and Policy Implications

Not applicable

5.2. Risk

There is minimal risk. All riders are to comply with the relevant road rules and will be under police escort.

5.3. Sustainability

Not applicable.

5.4. Financial

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

There are no financial implications to Council for the activity.

6. Consultation and Communication

The Ulysses club is responsible for all community consultation and commication.

7. Conclusion

This event is an annual event and has minimal impact on the community.

Attn Belinda Ackling

ARC
10 AUG 2023
RECEIVED

64 Beardy Street
Armidale NSW 2350
8th August 2022

Armidale Dumaresq Council
Rusden Street,
Armidale NSW 2350

Dear Sirs,

Re Ulysses Annual Armidale Toy Run 9th December 2023

I wish to advise the Local Traffic Committee that the New England Bushrangers Ulysses Club would like to hold our annual Toy Run on the 9th December 2023. Motorcycles will travel from Technology Park UNE to the Car Park at Bunnings, where the Salvation Army will be presented with toys and donations for distribution to local families.
Motorcycles will be travelling together under Police escort, but will obey the road rules at all time and not hold up traffic.
All Donations of Cash & Toys will be given to the Salvation Army at ~~the Information Centre Car Park~~ BUNNINGS.
We would love you to be involved.

Yours faithfully

Allan Piddington
Coordinator / Member Ulysses Club No 21459

Special Event Transport Management Plan

1 EVENT DETAILS

1.1 Event summary

Event Name **Ulysses Club Toy Ride**

Event Location: Technology Park to Bunnings Car Park

Event Date: Saturday 9 December 2023 : Event Start Time: 12.00pm Event Finish Time: 2pm

Event Setup Start Time: 12.00pm Event Packdown Finish Time: 2.00pm

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

1.2 Contact names

Event Organiser* **Allan Piddington**

Phone: 0267722288 Mobile: 0428722706 E-mail: allan@piddingtons.com.au

Event Management Company (if applicable)

Phone:..... Fax: ..... Mobile: 0428722706 E-mail: allan@piddingtons.com.au

Police ARMIDALE POLICE

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

Council ARMIDALE DUMARESQ COUNCIL

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

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

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

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

1.3 Brief description of the event (one paragraph)

Ulysses Club Toy Ride is under Police escort with no road closures and is in aid to raise donations for the Salvation Army. The activities will commence at 12.00pm from Technology Park at UNE and proceed to the Bunnings Car Park and finishing at 2.00pm.

2 RISK MANAGEMENT - TRAFFIC

CLASS 1 CLASS 2 CLASS 3

2.1 Occupational Health & Safety - Traffic Control

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

2.2 Public Liability Insurance

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

2.3 Police

☐ Police written approval attached **Letter to be sent to the Armidale Police –**

2.4 Fire Brigades and Ambulance

☐ Fire brigades notified **02 67715076**

☐ Ambulance notified **02 6771 1710**

3 TRAFFIC AND TRANSPORT MANAGEMENT

CLASS 1 CLASS 2 CLASS 3

3.1 The route or location

☑ **Map attached**

3.2 Parking

☐ Parking organised - details attached.

☑ Parking not required

3.3 Construction, traffic calming and traffic generating developments

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

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

3.4 Trusts and Authorities

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

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

3.5 Public transport

☐ Public transport plans created - details attached

☑ Public transport not required

3.6 Reopening roads after moving events

☐ This is a moving event - details attached.

☑ This is a non-moving event. Bikes will ride in from UNE, no roads will be closed and bikes will obey all road rules on route to the event at Civic Park/Tourist Information Centre.

3.7 Traffic management requirements unique to this event

☐ Description of unique traffic management requirements attached

☑ There are no unique traffic requirements for this event

Class 1

3.8 Contingency plans

☐ Contingency plans attached

3.9 Heavy vehicle alternate routes

☐ Alternative routes for heavy vehicles required - RTA to arrange

☑ Alternative routes for heavy vehicles not required

3.10 Special event clearways

☐ Special event clearways required - RTA to arrange

☑ Special event clearways not required

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

CLASS 1 / CLASS 2 / CLASS 3

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

☐ Plans to minimise impact on non-event community attached

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

4.2 Advertising traffic management arrangements

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

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

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

4.3 Special event warning signs

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

☑ This event does not require special event warning signs

4.4 Permanent Variable Message Signs

☐ Messages, locations and times attached

☑ This event does not use permanent Variable Message Signs

4.5 Portable Variable Message Signs

☐ The proposed messages and locations for portable VMS are attached

☑ This event does not use portable VMS

5 APPROVAL

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

Privacy and Personal Information Protection Notice (S.10 PPIPAct 1998)
Your information will be stored and used by Armidale Dumaresq Council, 135 Rusden St, Armidale 2350
Purpose of Collection: Traffic Management for a Special Event
Intended Recipients of your information: Local Traffic Committee
You have the right to access and amend your personal information by contacting the Public Officer at the address above.
Your personal information is required: By law

Consequences if you do not supply your information:

1, Allan Piddington being the co-ordinator of the Toy Run, wish to organise and be responsible for the organising of this toy run.

8/8/23

Allan Piddington,

64 Beardy Street, Armidale NSW 2350

0428722706

vero

Certificate of Currency

Public and Products Liability Insurance

To whom it may concern, this certificate:

- is issued as a matter of information only and confers no rights upon the holder;
- does not amend coverage afforded by the policy/number listed;
- is a summary only of the cover provided. For full particulars, reference must be made to the current policy wording;
- is current at the date of issue.

Policy Number	LCL020161758
Insurer:	AAI Limited ABN 48 005 297 807 AFSL 230859 trading as Vero Insurance
Policy Wording:	Vero General and Products Liability Insurance Policy V8145 01/07/22 A
Named Insured:	Ulysses Club Incorporated & volunteer workers
Business:	Principally but not limited to Motorcycle Social Club including all associated activities incidental to or associated therewith, including ownership and/or occupation of premises.
Period of Insurance:	From 4.00pm on 31/12/2022 to 4.00pm on 31/12/2023 Times are Local Standard Time (LST)
Limit of Liability:	
General / Public Liability	$20,000,000 any one Occurrence
Products liability	$20,000,000 in the aggregate during any one Period of Insurance in respect of claims arising from Products.

Signed for and on behalf of AAI Limited trading as Vero Insurance ABN 48 005 297 807

AAI Limited ABN 48 005 297 807 AFSL 230859 trading as Vero Insurance Issue Date: Issue Date: 15-12-2022 1 of 1

Armidale Regional Council
Traffic Advisory Committee
Tuesday, 5 September 2023 Page 121

Item:	**7.3**	**Ref: AINT/2023/23396**
Title:	**Transport Plan - Koala Tableau.**	**Container: ARC16/0168-8**
Author:	**Graham Earl, Technical Officer Engineering**	
Attachments:	1. Koala Transport Plan	

1. Purpose

This report is to advise that Armidale Live/Renew Armidale have prepared a plan to enable the transportation of the large koala statue to various events.

2. OFFICERS' RECOMMENDATION:

That Council note the transport plan of the Armidale Live/Renew Armidale group to enable the movement of large Koala to various events.

3. Background

The giant koala structure was created to highlight the plight of the koala. It was first used at this year's Autumn Festival and parade. The movement of the structure was a cause of concern due to its size, and this plan is presented to address those concerns.

4. Discussion

The document contains the design rules that Armidale Live/Renew Armidale will use to ensure that the Koala Tableau can be moved around Armidale within the regulations.

It is understood that, due to the unusual size and structure of the Koala Tableau, the police may still wish to be informed prior to its movement.

5. Implications

5.1. Strategic and Policy Implications

Not applicable.

5.2. Risk

Not applicable

5.3. Sustainability

Not applicable.

5.4. Financial

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

Not applicable.

6. Consultation and Communication

Not applicable.

7. Conclusion

The plan is for notation only.

Armidale Live Koala Tableau Transport Plan

26 July 2023

Introduction

This document contains the design rules that Armidale Live/Renew Armidale will use to ensure that the Koala Tableau can be moved around Armidale within the regulations and therefore not require prior approval from the traffic committee.

We understand that, due to the unusual size and structure of the Koala Tableau, the police may still wish to be informed prior to its movement ongoing and will await instruction from the ARC Traffic Committee in this regard and any other requirements.

The Plan

The koala will have the two heads removed and be transported independently. Its body will be attached permanently to the top of a registered domestic trailer.

Dimensions

In order to avoid a prior approval requirement or the writing and implementation of Traffic Management Plans, the road rules require:

- A maximum width of 2.6 metres
- A maximum overhang at the back of the trailer of 1.2m
- A maximum overhang on the sides of the trailer of 150mm
- A maximum height of 4.3m

The maximum length requirements are not limiting for this project.

The Koala is 2.4m wide, 4.2m long and without heads attached and no wheels is 3.06m high.

To fit the rules, the trailer will need to be less than 1.24 metres high, at least 2.37m wide and at least 3 metres long, though this last measure can be decreased by a small amount at the cost of an overhang at the front of the trailer or by attaching a red flag to the back of the tableau.

Other Considerations

Whilst a 4.3m height restriction should be sufficient for avoiding overhead wires, lighting, etc, there may be bridges, underpasses etc that do not provide this capacity. Chosen routes will need to identify and avoid those structures.

Because of the high wind load of the tableau, speeds will need to be kept as low as possible whilst respecting the safety and utility provided to other road users.

Once a suitable trailer is purchased the tableau will be bolted permanently to the trailer. If a borrowed trailer is used, it will be securely attached with ropes.

Armidale Regional Council
Traffic Advisory Committee
Tuesday, 5 September 2023 Page 124

Item:	**7.4**	**Ref: AINT/2023/23401**
Title:	**Road Closure - Faulkner Street, Armidale for the launch of the E-Scooter Trial.**	**Container: ARC16/0168-8**
Author:	**Graham Earl, Technical Officer Engineering**	
Attachments:	1. Briefing Note - E-Scooter trial (road closure) 2. Plan - TGS - Faulkner Street, Dumaresq to Kirkwood Closure	

1. Purpose

This report is to provide an update on the E-Scooter trial that is be conduct in Armidale.

2. OFFICERS' RECOMMENDATION:

That Council endorse the road closure of Faulkner Street, Armidale between Dumaresq Street and Kirkwood Street for the launch of the E-Scooter trial.

3. Background

In response to the growing popularity of e-scooters and the need to safely manage their use, the former Minister for Infrastructure, Cities and Active Transport Rob Stokes announced that Transport for NSW will enable a trial of e-scooter shared schemes.

The E-scooter Trial project provides an opportunity for Armidale to lead regional NSW in trialling an emerging mode of transport, bringing new technologies, vibrancy and jobs to our region. The increased use of electric scooters and other modes of transport also contribute to reducing the Green House Gas Emissions, and important goal of Advancing our Region Community Plan 2022-2032.

The trial is expected to run for 12 months.

4. Discussion

Councils interested in coordinating a trial within their local area were invited to submit their expression of interest to Transport for NSW (TfNSW). The trial would encompass a range of different shared scheme experiences – this could include travel along a single major strategic road (point to point), for tourism purposes, to provide first/last kilometre experiences, or simply to meet community interest and curiosity.

Armidale Regional Council (ARC) put in an expression of interest (EOI) to participate in the trial and the EOI was accepted by TfNSW.

Councils that qualified for the trial initiated the process of finding a suitable provider to operate the trial in the area. In August 2022, ARC went to market to invite providers to submit a proposal for the NSW E-scooter Shared Scheme Trial.

Proposals had to be in line with the NSW Government trial parameters and regulations, demonstrating how the requirements are going to be met, how the trial would operate, approach to communicating with Council and the wider community, data sharing etc. Beam Mobility has been successful in the proposal submission and will be the e-scooter provider in Armidale.

- The trial launch date has been set for **7 September 2023**. ARC and Beam are organising the event and request the Curtis Park section of Faulkner St to be closed on the day. We are waiting TfNSW to confirm if the Minister is coming for the launch so we can set a time for the

event. Ideally, we would close the road very early in the morning and reopen it when the event is finished.

- Beam would like to organise an event on Sunday **10 September 2023** at the Armidale farmers market to promote the trial, and for that day we need the Curtis Park section of Faulkner St to be closed. The markets run from 8:30am to 1pm so ideally, we would close the road very early in the morning and reopen it when the event is finished.

5. Implications

5.1. Strategic and Policy Implications

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

5.2. Risk

- Community backlash during the trial period.
- Incidents or accidents that may result in claims.

5.3. Sustainability

There are no sustainability concerns associated with this event.

5.4. Financial

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

The road closure will be financed by TfNSW as part of the E-Scooter trial.

6. Consultation and Communication

Weekly meetings are being held between ARC, TfNSW and Beam to discuss Comms related matters.

Public information will be provided by Council social media and web sites. Beam and TfNSW are also providing information on their platforms.

7. Conclusion

There can be no more significant path, or task for our community, than to shape an even better place; one that is attractive to new investment and talent. The Armidale Regional Council is committed to attracting 4,000 additional jobs by 2040 and to inviting in new investment opportunities that align with the community's vision for the future.

ARMIDALE Regional Council

Briefing Note

Date:	23 August 2023
To:	Councillors
Via:	Chief Officer Assets and Services – Alex Manners
From:	Lilian Colmanetti
Topic:	Armidale E-scooter Trial – Road closure (Faulkner St)

Project background

In response to the growing popularity of e-scooters and the need to safely manage their use, the former Minister for Infrastructure, Cities and Active Transport Rob Stokes announced that Transport for NSW will enable a trial of e-scooter shared schemes.

Councils interested in coordinating a trial within their local area were invited to submit their expression of interest to Transport for NSW (TfNSW). The trial would encompass a range of different shared scheme experiences – this could include travel along a single major strategic road (point to point), for tourism purposes, to provide first/last kilometre experiences, or simply to meet community interest and curiosity.

Armidale Regional Council (ARC) put in an expression of interest (EOI) to participate in the trial and the EOI was accepted by TfNSW. It was originally intended that the Connected KPWG would auspice this project and this information had been the shared with the group in one of their early meetings. Given the inactivity of the KPWG the GM had to remove it from that group and the e-scooter trial project has continued to be worked on at a staffing level. In the absence of the KPWG involvement in the project, when the launch of the trial is confirmed, the Mayor will now lead in this space.

The Armidale Region is well positioned to become an exemplar post-COVID model for centres in Regional NSW. In many ways, the COVID situation has accentuated trends already taking place which are relevant to community planning and development in a positive way, and this is creating market attractiveness for regional centres.

Armidale is already established around a sound base of education, rural industry, distinct tourism flavour, research, and the other attributes unique to New England. Armidale's assets, history and scale alone provide an opportunity to move in a new strategic direction and exploit existing, and new opportunities developing in this changing world.

There can be no more significant path, or task for our community, than to shape an even better place; one that is attractive to new investment and talent. The Armidale Regional Council is committed to attracting 4,000 additional jobs by 2040 and to inviting in new investment opportunities that align with the community's vision for the future.

The E-scooter Trial project provides an opportunity for Armidale to lead regional NSW in trialling an emerging mode of transport, bringing new technologies, vibrancy and jobs to our region. The increased use of electric

scooters and other modes of transport also contribute to reducing the Green House Gas Emissions, and important goal of Advancing our Region Community Plan 2022-2032.

The trial is expected to run for 12 months.

Project status

Councils that qualified for the trial initiated the process of finding a suitable provider to operate the trial in the area. In August 2022, ARC went to market to invite providers to submit a proposal for the NSW E-scooter Shared Scheme Trial.

Proposals had to be in line with the NSW Government trial parameters and regulations, demonstrating how the requirements are going to be met, how the trial would operate, approach to communicating with Council and the wider community, data sharing etc. Beam Mobility has been successful in the proposal submission and will be the e-scooter provider in Armidale.

On the 22nd Aug 2023 the Minister for Transport Jo Haylen has officially announced the roll out of the e-scooter trial in Armidale.
https://www.nsw.gov.au/media-releases/e-scooters-roll-into-armidale

Next steps (only relate to the launch events)

- The trial launch date has been set for **7 September 2023**. ARC and Beam are organising the event and we need the Curtis Park section of Faulkner St to be closed on the day. We are waiting TfNSW to confirm if the Minister is coming for the launch so we can set a time for the event. Ideally, we would close the road very early in the morning and reopen it when the event is finished.

- Beam would like to organise an event on Sunday **10 September 2023** at the Armidale farmers market to promote the trial, and for that day we need the Curtis Park section of Faulkner St to be closed. The markets run from 8:30am to 1pm so ideally, we would close the road very early in the morning and reopen it when the event is finished.

- Please note the road closures required for the above activities will be delt with via the Traffic Advisory Committee and will not make it to the OCM prior to the event

Key stakeholders

- Armidale community
- Armidale Regional Council
- TfNSW
- Beam Mobility

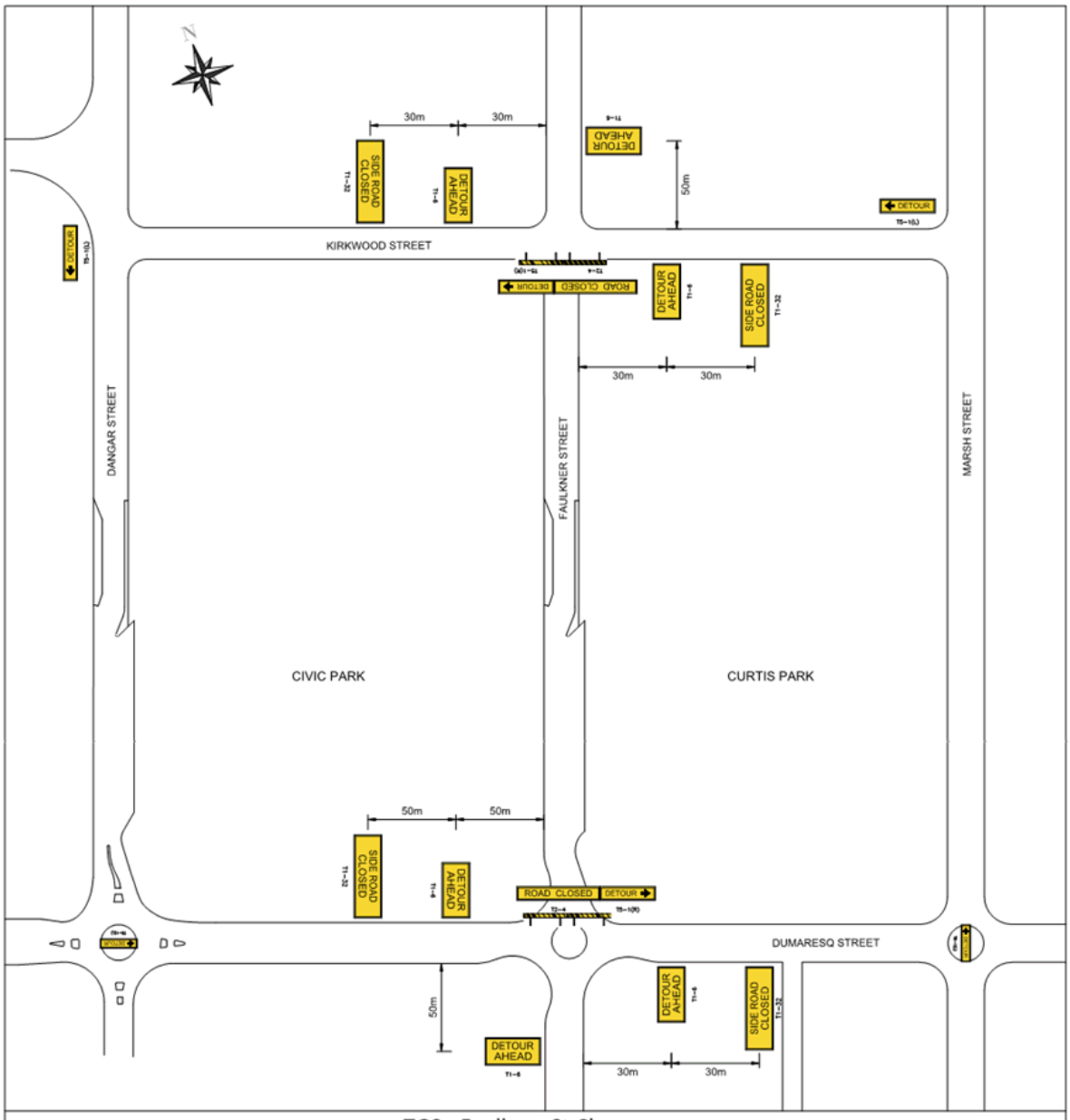
Key risks

- Community backlash during the trial period.
- Incidents or accidents that may result in claims.

Communications Strategy

- Weekly meetings are being held between ARC, TfNSW and Beam to discuss Comms related matters.

Attachment 2 ***Plan - TGS - Faulkner Street, Dumaresq to Kirkwood Closure***



TGS - Faulkner St Closure

Drawn By: Graham Earl

Certificate No.: TCT0026961

Signed:

Date: 5 July 2023

APPROVED:

Name:_____

Signed:_____

Designation:_____

Certificate No._____

Date:_____

Ethical Decision Making and Conflicts of Interest

A guiding checklist for Councillors, officers and community committees

Oath or Affirmation of Office

Councillors are reminded of the Oath or Affirmation taken of office, made under section 233A of the *Local Government Act 1993* when elected.

Ethical decision making

- Is the decision or conduct legal?
- Is it consistent with Government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Do you stand to gain personally at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

Conflict of interest

A conflict of interest is a clash between private interest and public duty. There are two types of conflict:

- ***Pecuniary*** – regulated by the *Local Government Act 1993* and Office of Local Government
- ***Non-pecuniary*** – regulated by Codes of Conduct and policy. ICAC, Ombudsman, Office of Local Government (advice only). If declaring a Non-Pecuniary Conflict of Interest,
  Councillors can choose to either disclose and vote, disclose and not vote or leave the Chamber.

The test for conflict of interest

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of 'corruption' – using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest.

Identifying problems

1st Do I have private interests affected by a matter I am officially involved in?
2nd Is my official role one of influence or perceived influence over the matter?
3rd Do my private interests conflict with my official role?

Local Government Act 1993 and Model Code of Conduct

For more detailed definitions refer to the *Local Government Act 1993,* Chapter 14 Honesty and Disclosure of Interest and Model Code of Conduct.

Disclosure of pecuniary interests / non-pecuniary interests

Under the provisions of Section 440AAA(3) of the *Local Government Act 1993* (pecuniary interests) and the Model Code of Conduct it is necessary for you to disclose the nature of the interest when making a disclosure of a pecuniary interest or a non-pecuniary conflict of interest at a meeting.

A Declaration form should be completed and handed to the General Manager as soon as practible once the interest is identified. Declarations are made at Item 3 of the Agenda: Declarations - Pecuniary, Non-Pecuniary and Political Donation Disclosures, and prior to each Item being discussed: The Declaration Form can be downloaded at Disclosures and Declarations of Interest at Meetings.

MINUTES

TRAFFIC ADVISORY COMMITTEE

Held on

Tuesday, 5 September 2023

at

Function room

In attendance

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

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

Others:
Nil

1. Apologies / Leave Of Absence
   Belinda Ackling
2. Confirmation of Previous Minutes -

CONFIRMATION OF THE MINUTES OF THE TRAFFIC ADVISORY COMMITTEE MEETING HELD ON 1 AUGUST 2023

RESOLVED

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

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

3. Declarations of Interest
   Nil

4. Business Arising

4.1 Action from previous meeting held 4 July 2023. *Ref: AINT/2023/23379 (ARC16/0168-8)*

Noted

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

b) Endorse the extension to the No Stopping zone by 15m south on the eastern side of Glenelg Road, in front of 126 Handel Street.
   Completed
c) Endorse the request to extend the length of the No Stopping zone by 15m west on the southern side of Donnelly Street, in front of 116A Donnelly Street, Armidale.
   Completed
d) Endorse the change of parking restriction from No Stopping to No Parking adjacent to the UNE Clinics on the hospital grounds in Butler Street between Barney St and Rusden Street, Armidale. To provide a drop-off zone.
   Completed
e) Change of parking restriction in Rusden St, Armidale at Armidale Rural Referral Hospital as part of the 16 Cities bus route review.
   Further investigation to be undertaken

5. Special Events

5.1 Special Event Transport Management Plan NESCC Rallysprint 2023*Ref: AINT/2023/12972 (.*

RESOLVED

That Council endorse the requested road closures for the New England Sporting Car Club (NESCC) Metz Gorge Rallysprint to be held on 1st October 2023.

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

5.2 Special Event Transport Management Plan - Armidale Triathlon Club 2023/24 Season *Ref: AINT/2023/23230 (ARC16/0168-8)*

2. OFFICERS' RECOMMENDATION:

That Council endorse the use of local roads for the use by Armidale Triathlon Club for the running and cycling legs of their annual race season 2023/2024;

5.3 Special Event Transport Management Plan - Duval Dam Buster Trail Run.*Ref: AINT/2023/2*

RESOLVED

That Council endorse the use of the trails around Dumaresq Dam and local roads by the Armidale Athletics Club to conduct the annual Duval Dam Busters Trail Run.

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

5.4 Special Event Traffic Management Plan - 12/16 Hunter River Lancers 75th Anniversary Parade. *Ref: AINT/2023/23314 (ARC16/0168-8)*

2. OFFICERS' RECOMMENDATION:

That Council endorse the rolling road closures of Faulkner Street Rusden Street and Dangar Street on 28th October 2023, associated with the Freedom of the City parade route from Curtis Park to Central Park.

5.5 Special Event Traffic Management Plan - Ride For The Chopper 2023.*Ref: AINT/2023/2334.*

2. OFFICERS' RECOMMENDATION:

That Council endorse the use of local roads within the LGA as part of the annual Ride For The Chopper bicycle ride from 19 to 21 September 2023.

5.6 Special Event Transport Management Plan - Halloween 2023*Ref: AINT/2023/23501 (ARC16*

RESOLVED

That Council endorse the temporary road closures of Faulkner Street, Armidale between Cinders Lane and Moore Street for Halloween 2023 celebrations on Friday 27 October 2023.

Moved Cr Heithbrink **Seconded Cr McMichael**

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

5.7 Special Event Traffic Management Plan - Guyra Troutfest 2023*Ref: AINT/2023/23542 (ARC.*

RESOLVED

That Council endorse the closure of Bradley Street between McKenzie Street and Ollera St, Guyra on Saturday 30th September for the Troutfest 2023 from 7:00am to 4:00pm.

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

6. Correspondence

7. General Business

7.1 Woodward Street Parking Arrangements *Ref: AINT/2023/17272 (ARC16/0168-8)*

RESOLVED

That Council:

a. Endorse converting the 90° parking along Woodward Street to parallel parking and alter the existing kerb line to move the parking away from the adjacent building (Burtons Saddlery) subject to further consultation.

b. Note the proposal to conduct consultation and further investigation regarding a proposal to convert Woodward Street, Armidale to become a one-way traffic flow to reduce vehicle conflicts;

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

7.2 Notification of Ulysses Annual Toy Run. *Ref: AINT/2023/23395 (ARC16/0168-8)*

Note

That Council note the use of Council roads for the New England Bushrangers Ulysses Club to conduct their annual toy run.

7.3 Transport Plan - Koala Tableau. *Ref: AINT/2023/23396 (ARC16/0168-8)*

RESOLVED

a. That Council note the transport plan of the Armidale Live/Renew Armidale group to enable the movement of large Koala to various events, subject to the following conditions:

I. That the organisers provide registration and insurance details of the trailer;
II. That organisers make sure all oversize over mass requirements are met; and
III. That organisers reach out to Police for an inspection of the unit once together.

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

7.4 Road Closure - Faulkner Street, Armidale for the launch of the E-Scooter Trial.*Ref: AINT/2(*

Note

The request for Council to endorse the road closure of Faulkner Street, Armidale between Dumaresq Street and Kirkwood Street for the launch of the E-Scooter trial is no longer required, the opening will now take place in the VIC carpark.

7.5 TfNSW request for line marking

Ref: ARC16/0168

After further inspection TfNSW has request the installation and maintenance of line marking at the current Mobile Speed Camera Sites for Regulatory Unit at the cost of TfNSW will pay for this.

The site of the edge line to be marked is 2.0km West Of Stratton Road. - 300m before and 100m after GPS Co Ords on same side of road at Guyra Road, Wandsworth . 151.5207, - 30.07587.

1/23 **RESOLVED**

That Council on behalf of TfNSW undertake the installation of line marking at a current Mobile Speed Camera Site for the Regulatory Unit at Guyra Road, Wandsworth. TfNSW will fund maintenance of the line marking.

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

There being no further business the Chairman declared the meeting closed at 11.15am.