



BUSINESS PAPER

ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 22 November 2023
4pm

at

Armidale Council Chambers

Members

Councillor Sam Coupland (Mayor)
Councillor Todd Redwood (Deputy Mayor)
Councillor Paul Gaddes
Councillor Jon Galletly
Councillor Susan McMichael
Councillor Steven Mephram
Councillor Debra O'Brien
Councillor Margaret O'Connor
Councillor Paul Packham
Councillor Dorothy Robinson
Councillor Bradley Widders

AGENDA

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Ethical Decision Making and Conflicts of Interest

A guiding checklist for Councillors, officers and community committees

Oath or Affirmation of Office

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

Ethical decision making

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

Conflict of interest

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

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

The test for conflict of interest

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

Identifying problems

1st Do I have private interests affected by a matter I am officially involved in?

2nd Is my official role one of influence or perceived influence over the matter?

3rd Do my private interests conflict with my official role?

Local Government Act 1993 and Model Code of Conduct

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

Disclosure of pecuniary interests / non-pecuniary interests

Under the provisions of Section 440AAA(3) of the *Local Government Act 1993* (pecuniary interests) and the Model Code of Conduct it is necessary for you to disclose the nature of the

interest when making a disclosure of a pecuniary interest or a non-pecuniary conflict of interest at a meeting.

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

Item: 5.1 **Ref:** AINT/2023/28951
Title: Minutes of Previous Meeting held 25 October 2023 **Container:**
ARC16/0001-8
Responsible Officer: General Manager
Author: Melissa Hault, Executive Officer
Attachments: 1. Draft OCM Minutes - 25 October 2023

RECOMMENDATION:

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

Item:	7.1	Ref: AINT/2023/28954
Title:	Council Actions Report January 2022 - October 2023	Container: ARC16/0001-8
Responsible Officer	General Manager	
Author:	Melissa Hault, Executive Officer	
Attachments:	1. Action Items Report - 22 November 2023	

1. Purpose

The purpose of this report is to inform Councillors on the work carried out by Council Officers to implement Council resolutions.

2. OFFICERS' RECOMMENDATION:

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

3. Background

This is a standard monthly report.

4. Discussion

The resolutions outlined in the attachment have been previously adopted by Council. This report is designed to track progress on implementation from January 2022. Actions marked complete will be reported to Council once and then removed from subsequent reports.

5. Implications

5.1. Strategic and Policy Implications

The strategic and policy impacts of each of the resolutions are varied and were outlined in the original reports to Council.

5.2. Risk

The risks of each of the resolutions are varied and were outlined in the original reports to Council.

5.3. Sustainability

The sustainability impacts of each of the resolutions are varied and were outlined in the original reports to Council.

5.4. Financial

The financial impacts of each of the resolutions are varied and were outlined in the original reports to Council.

6. Consultation and Communication

This report informs Councillors and the community and increases transparency.

7. Conclusion

The information is for noting only.

Item:	9.1	Ref: AINT/2023/29185
Title:	Project Zero30 - Greenhouse Gas Account for Armidale Region	Container: ARC19/3503
Responsible Officer	Chief Officer Planning and Activation	
Author:	Todd Redwood, Councillor	
Attachments:	1. Project Zero30 Terms of Reference 2. Summary Baseline GHG Emissions Armidale Regional Local Government Area	

1. Purpose

The purpose of this report is for the Project Zero30 Board to present the Armidale Regional Local Government Greenhouse Gas Account to Council.

2. OFFICERS' RECOMMENDATION:

That Council:

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

3. Background

The Project Zero30 initiative was a partnership created in October of 2019, between the University of New England and the Armidale Regional Council. The aim of Project Zero30 is to bring the Armidale Region Local Government Area (LGA) to net zero emissions by 2030. The initiative requires regular collaboration between the Armidale Regional Council, the University of New England and the broader regional community.

The Project seeks to leverage the combined networks of UNE and ARC to identify, develop and implement both climate mitigation and adaptation activities with the aim to achieve the Federal Government's Climate Active Carbon Neutral Standard (CACNS) Category Five – Guidance, Process & Precincts. CACNS is a voluntary standard to manage greenhouse emissions and achieve carbon neutrality. It provides best-practice guidance on how to measure, reduce, offset, report and audit emissions for organisations, products & services, events, precincts and buildings.

Climate Active certification is awarded to businesses and organisations that have credibly reached a state of achieving net zero emissions, otherwise known as carbon neutrality. This means that the activities associated with running a business or producing a particular product have no net negative impact on the climate. Climate adaptation at the local level will influence carbon emissions and play an important part in achieving CACNS certification. Project Zero30 seeks to immediately address, mitigate and adapt to the challenges of a changing climate within our local community, for the benefit of the LGA.

Project Zero 30 is a region-based initiative, aiming to reduce the carbon footprint of the LGA by committing to:

- being a net renewable energy exporter and have 50% of its industry and homes exporting solar energy to the grid
- having 50% of its businesses and farms accredited under the national climate action carbon neutral standard
- having 90% of its riparian zones revegetated
- ensuring winter air quality levels below the Department of Health’s guidelines
- generate power using biochar power generation technologies
- having planted 1,000,000 trees to offset carbon usage
- being active in the bio-sequestration market
- having 25% of its buildings carbon certified
- being an eco-ag tourism destination
- being a true circular economy
- being a model for carbon transitions and adaptation
- having a greenhouse accounting system and
- utilising green logistics and transport

At the Jul 2022 Ordinary Council Meeting (OCM), Council reaffirmed its commitment to achieving the goals of Project Zero30 (145/22).

In November 2022 after an internal expression of interest, Deputy Mayor Todd Redwood was appointed to the Board of Project Zero30.

4. Discussion

Dr Md Noor E Alam Siddique, Postdoctoral Research Fellow (Zero30) has completed the Baseline Greenhouse Gas (GHG) Account for Armidale Region LGA (Attachment 2). Figure 1 shows the breakdown of the GHG Account.

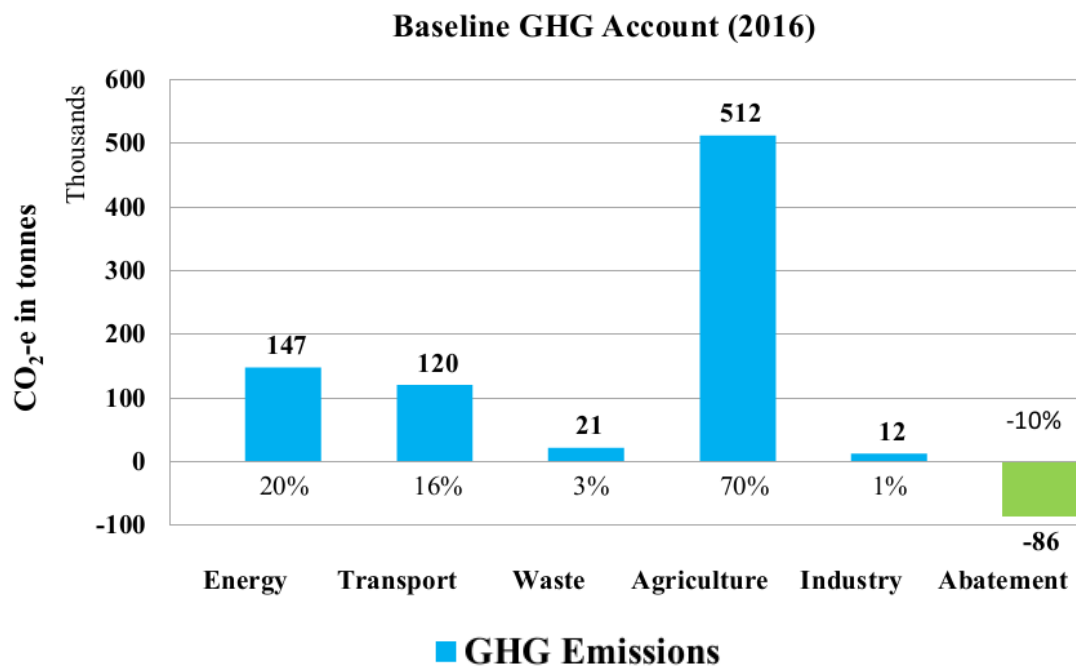


Figure 1 the Armidale Regional Local Government Area Baseline Greenhouse Gas Account

Figure 2 is used by several NSW councils to articulate what comes under council's control, what it can influence, and what council neither controls nor influences, yet has concern over outcomes (*Guide to Climate Change Risk Assessment for NSW Local Government, 2019*). This diagram provides a useful template for ARC to consider the GHG abatement where is a greatest influence.

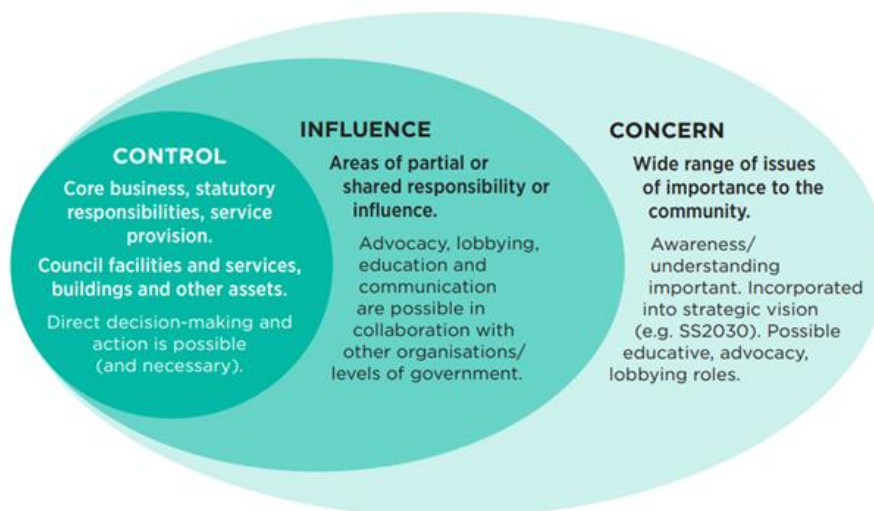


Figure 2 Spheres of influence diagram from Adapting for Climate Change: A long term strategy for the City of Sydney, also used by several other councils

There are segments of the baseline GHG account ARC will likely demonstrate concern through advocacy and encouragement of action by others, it is the areas of influence and control where our efforts and resources are best focused. These include waste management, enhanced biodiversity and the production and use of renewable energy for the region.

Waste - while waste is currently only a small contributor of GHG emissions, ARC must anticipate and plan for the effective management of significant increases in the generation of and requirement to process waste.

- Regional Landfill Carbon Neutral by 2030 as Business-as-Usual.

Biodiversity - the comparatively significant contribution of agriculture to total GHG emissions will require meaningful abatement through regeneration of biodiversity in the way of mass planting of native flora. It is estimated that a total of 6 million additional trees will be required to balance the account and turn it into positive territory. While it is unlikely that ARC will ever be in a position to take responsibility for the entirety of this regeneration, it can play an important leadership role in advocacy and coordination to industry, non-government organisations and governments. ARC could consider leading a pilot project to plan for and plant a substantial number of trees in viable areas, and potentially materialise these new habitats as saleable biodiversity offsets.

- 500 ha pilot (2023-2024) planting 100,000 trees offers potential for 3,725 tonnes CO₂-e abatement.
- 30,000 ha (2026 – 2035) planting 6,000,000 trees offers potential for 223,500 tonnes CO₂-e abatement.

Energy – currently with the use of energy responsible for the second highest GHG emissions, increased availability and use of renewable energy should be considered as part of the blended abatement strategy:

- 3-5 MW solar project (8-12 ha land required, 15,000-20,000 panel farm, \$7-10 million) offers potential for 173,010 tonnes of CO₂-e abatement.
- Increase solar panel installation (only 23% in 2022, Target: 90-100% by 2030).

5. Implications

5.1. Strategic and Policy Implications

Future Region

Goal 2 F2. A clean, green, and responsible region

F2.1 Proactively adapt to and mitigate the local impacts of climate change

Deliver actions from Project Zero30

Completing the GHG Account for the Armidale Regional LGA is a major milestone in the Project Zero30 and aligns with *Advancing our region Your Community Plan 2022-2032* and *Delivery Program 2022-2026*.

5.2. Risk

- Reputational risk – the main risks associated with this report are reputational risks. The community having identified climate change and the transition to net zero as a major area of concern will expect that Council now considers its role in abating the GHGs for our region. This report does not make any recommendations on abatement measures that Council should pursue, however, it does make some suggestions about areas Council could consider.

5.3. Sustainability

There is a tension between what ARC should do in terms of environment sustainability and what Council can reasonably do given its historic poor financial position and inherent limitations as a local government authority maintaining its assets in an inflationary environment. This is a wicked problem that Council should approach in a balanced fashion.

5.4. Financial

This report presents the GHG Account and recommends a workshop. There are no financial implications.

6. Consultation and Communication

There has been extensive community consultation on the *Advancing our region Your Community Plan 2022-2032* and *Delivery Program 2022-2026* which both commit Council to Project Zero30.

7. Conclusion

This report provides the Armidale Regional Local Government Greenhouse Gas Account to Council and recommends a workshop to develop abatement actions that Council can reasonably undertake.

Item:	10.1	Ref: AINT/2023/24955
Title:	Code of Conduct Complaint Statistics	Container: ARC23/6215
Responsible Officer	Chief Officer Corporate and Community	
Author:	Simone Mooketsi, Manager Governance and Strategy	
Attachments:	Nil	

1. Purpose

The purpose of this report is to present to Council the annual the code of conduct complaints statistics in accordance with Council's obligations under clause 11.1 of the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW 2020* (the Procedures).

2. OFFICERS' RECOMMENDATION:

That Council:

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

3. Background

The *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW 2020* (the Procedures) are issued by the Office of Local Government (OLG). Council's Complaints Coordinator must report annually to the Council and to the OLG on a range of complaint statistics within 3 months of the end of September of each year. The reporting format used is provided by the OLG.

4. Discussion

The required reporting concerns complaints about Councillors and the General Manager made under the *Model Code of Conduct for Local Council in NSW 2020* and requires submission of:

- a. the total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September (the reporting period);
- b. the number of code of conduct complaints referred to a conduct reviewer during the reporting period;
- c. the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints;
- d. the number of code of conduct complaints investigated by a conduct reviewer during the reporting period;
- e. without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period;
- f. the number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews; and

- g. the total cost of dealing with code of conduct complaints made about Councillors and the General Manager during the reporting period, including staff costs.

Council received two (2) Code of Conduct complaints during the year and there are no outstanding Code of Conduct matters in relation to any Councillor or the General Manager. Council's expenditure for conduct reviews for the period was nil.

Resultantly Councils report for the previous reporting period is as follows:

- a. the total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September (the reporting period) – One (1).
- b. the number of code of conduct complaints referred to a conduct reviewer during the reporting period - One (1)
- c. the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints – Nil.
- d. the number of code of conduct complaints investigated by a conduct reviewer during the reporting period – One (1).
- e. without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period – 1 referred back to the General Manager for resolution, 1 referred back to the agency to which the complaint related for resolution at the initial assessment phase by the Complaints Coordinator.
- f. the number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews – Nil.
- g. the total cost of dealing with code of conduct complaints made about councillors and the general manager during the reporting period, including staff costs – \$7,700.

5. Implications

The reporting to Council and the Office of Local Government of annual statistics fulfils Council's statutory requirements. Part 11 of the Procedures for the *Administration of the Model Code of Conduct for Local Councils in NSW 2020* requires the annual reporting complaint statistics.

5.1. Strategic and Policy Implications

The *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW 2020* apply.

5.2. Risk

Consideration of this report and submission to the Office of Local Government of the annual report ensures that reporting obligations under the Procedures are met.

5.3. Sustainability

Nil.

5.4. Financial

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

6. Consultation and Communication

Council must report annually on code of conduct complaint statistics to the Office of Local Government (OLG) and consults with the department on this requirement, if appropriate.

7. Conclusion

Council's consideration of this report and the referral of the statistics to the Office of Local Government ensures that Councils reporting obligations under the Procedures are fulfilled.

Item:	10.2	Ref: AINT/2023/28556
Title:	Customer Service Promise - Draft for Public Exhibition	Container: ARC17/2008
Responsible Officer	Chief Officer Corporate and Community	
Author:	Kate Shannon, Customer Service Team Leader	
Attachments:	1. Draft Customer Service Promise	

1. Purpose

The purpose of this report is to place the Customer Service Promise on public exhibition.

The Customer Service Promise defines the standards the community can expect when dealing with council and supports the delivery of a high quality, consistent customer experience.

2. OFFICERS' RECOMMENDATION:

That Council:

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

3. Background

There is currently no consistent standard across the organisation in relation to customer service. Having a clearly defined set of standards will support the delivery of high quality, consistent customer service, and will provide a tool for Council staff to hold each other accountable.

4. Discussion

Council is committed to being open, honest, fair, and accountable in all our dealings with customers and strive to provide timely, efficient, and consistent services. To make this relevant and achievable across all areas of council, a set of standards have been developed that all staff will strive for and be measured against.

The Customer Service Promise also provides information for the community about how to interact with Council in the most effective way and sets out behavioural expectations for the public when dealing with Council staff to create an effective and positive customer experience.

The Promise has been developed from consultation with Council staff. Further, multiple attempts have been made to consult with community directly, however this has been met with a limited response to date. A public exhibition period will allow an opportunity for the community to review our proposed benchmarks and provide feedback as to whether this will support consistent customer experiences in line with their expectations.

5. Implications

5.1. Strategic and Policy Implications

Adoption of the Customer Service Promise will support the delivery of the Community Plan, Strong Region, Goal 1 – *an informed and actively engaged community the builds partnerships and shapes its future.*

Following the adoption of a Customer Service Promise, a Customer Experience Strategy will be developed which will outline more specific goals in relation to improving overall customer experience through the use of new technologies and the improvement of processes both in person and online.

5.2. Risk

Reputational risk – The adoption of a Customer Service Promise gives Council staff a tool to perform against, reducing the risk of reputational damage created through poor customer service.

5.3. Sustainability

No sustainability implications are evident with the adoption of the Customer Service Promise

5.4. Financial

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

No financial implications are relevant to the adoption of the Customer Service Promise as it is largely a behaviour-based commitment. Budget for software and digital technology that enhances customer experience (e.g. ability to self-serve, providing a better interface that reduces friction or via process efficiency to reduce time) will have their licencing and subscription centralised within the existing IT software budget. Efforts will be made to quantify the proportion of this budget dedicated to improving customer experience throughout the organisation.

6. Consultation and Communication

During February and March 2023 a number of focus groups were conducted with staff, across all areas of Council. These sessions asked the question, what is good customer service, and what do you think we are doing well, and what could we do better. Feedback from these focus groups was collated and informed the draft Customer Service Promise. The draft Promise has since been circulated to staff for review and feedback.

In September 2023 an Expression of Interest (EOI) was released for community members to nominate themselves for a Customer Experience Panel. The aim was to have a panel of between 15-20 people who collectively represented the diversity of our region and could provide feedback on the Promise in the first instance. Unfortunately, only 4 nominations were received. The EOI period was extended in October 2023, however only received 1 more nomination. It

was elected not to proceed with the Customer Experience Panel, as the 5 nominees did not reflect the diversity of our community.

In lieu of a community panel who can provide comment, to get community feedback before the document is finalised, it is recommended that the document be placed on public exhibition.

It is recommended that the Customer Service Promise be placed on public exhibition for a period not less than 28 days to seek input from the community, and submissions be considered before the final document is returned to Council for adoption.

7. Conclusion.

Adoption of the Customer Service Promise will facilitate the delivery of high quality, professional customer service that meets the expectations of the community.

Item:	10.3	Ref: AINT/2023/29533
Title:	Review of ARIC Charter	Container: ARC23/5778
Responsible Officer	Chief Officer Corporate and Community	
Author:	Simone Mooketsi, Manager Governance and Strategy	
Attachments:	1. Revised draft ARIC Terms of Reference	

1. Purpose

This report is an action item of the 25 October 2023 Ordinary Council Meeting (OCM) and presents for Council adoption a revised Terms of Reference for Council's Audit Risk and Improvement Committee (ARIC).

2. OFFICERS' RECOMMENDATION:

That Council

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

3. Background

On 27 September 2023 Ordinary Council Meeting (OCM), Council deferred the approval of the revised ARIC Charter (now Terms of Reference) for further deliberation.

Following the September OCM, a Councillor workshop was held on Monday 9 October and matters around ARIC composition were discussed. Specifically, the option for greater Councillor participation, where guidance could be sort by referring to the model Terms of Reference from the Office of Local Government. Officers undertook to provide Councillors with information around the model Terms of Reference to help inform their deliberations.

With the above discussion and information provided, the original report, recommendation and charter as deferred from the September OCM was tabled at the October OCM.

At the 25 October 2023 OCM Council's governing body resolved that Council:

- a. Refer the Terms of Reference back to Council staff for revision to allow for a non-voting Councillor member.
- b. That the new Terms of Reference be based on the model terms from the Office of Local Government and customise these to allow for the option of a non-voting Councillor member.
- c. That revised Terms of Reference be brought to the November Ordinary Council Meeting for review and consideration.

In accordance with this resolution, a new Terms of Reference which includes an optional Councillor member has been prepared based on the Model Terms of Reference published by the NSW Office of Local Government is presented to this meeting for consideration.

4. Discussion

Amendments made in 2016 to the *Local Government Act 1993* require each council in NSW to establish an Audit, Risk and Improvement Committee as a third line of defence to continuously review and provide independent advice and assurance on council's first and second lines of risk defence (s428A).

The current ARIC Charter was adopted by Council at the 9 December 2020 meeting. At the same meeting of Council, the current members of ARIC were appointed by Council for a term of three years expiring 31 December 2023. Therefore, it is ideal to review the Charter at this time so that any updates required for currency can be adopted by Council prior to completion of the current term of membership and to ensure alignment with all requirements of the Guidelines.

5. Implications

5.1. Strategic and Policy Implications

There are no policy implications for Council associated with this report.

The ARIC Terms of Reference and the ARIC contributes to the delivery of the *Advancing Our Region Community Plan 2022-2032* S2.1 Provide a strong, transparent, sustainable and responsive governance for our region.

The Delivery Plan 2022-2026 S2.1.3 requires Council "*implement robust Audit and Risk and Improvement processes and frameworks and undertake the requirements of the Internal Audit and Risk Management Framework for Local Councils*".

5.2 Risk

- Legislative and Regulatory Risk.

The *Local Government Act 1993* and the *Local Government (General) Regulation 2021* and these Guidelines require each council in NSW to have an audit, risk and improvement committee (ARIC), a robust risk management framework, and an effective internal audit function. Councils will be required to comply with these requirements from 1 July 2024 and, commencing with the 2024/25 Annual Report, to attest to their compliance with the requirements in their annual reports.

The Office of Local Government has issued the *Guidelines for Risk Management and Internal Audit for Local Government in NSW* to assist councils and joint organisations to implement these requirements. The Guidelines describe the model terms of reference and the requirement to be reviewed annually by the committee and once each council term by the governing body. Any substantive changes are to be approved by the governing body.

6. Consultation and Communication

The draft Terms of Reference was provided to ARIC for their consideration at the 15 August 2023 meeting and was endorsed by ARIC for approval by Council at the September OCM.

At the 27 September 2023 OCM it was resolved to defer this item to the October OCM and a workshop with all councillors be held within two weeks to discuss the ARIC Terms of Reference.

A Councillor workshop was held on Monday 9 October.

The deferred item was considered by Council at the 25 October OCM and the Terms of reference referred back to Council Officers to make changes in accordance with the resolution of Council's governing body.

Public exhibition requirements do not apply to the ARIC Terms of Reference.

7. Conclusion

The ARIC Terms of Reference have been revised in accordance with the resolution of the October OCM and are presented for consideration and adoption by Council, subject to any feedback.

Item:	11.1	Ref: AINT/2023/27349
Title:	Fee Waive Request for the closure of Canambe Street	Container:
	ARC16/0168-8	
Responsible Officer	Chief Officer Assets and Services	
Author:	Belinda Ackling, Divisional Assistant Operations	
Attachments:	1. Request to waive fees for the Armidale Horse & Pony Club Jamboree 2024	

1. Purpose

The purpose of this report is to present the request to waive the fees identified for the installation and removal of a road closure for Armidale Horse & Pony Club, Zone 13 Jamboree to be held from Friday 12 January 2024 to the 14 January 2024.

2. OFFICERS' RECOMMENDATION:

That Council decline the fee waiver request submitted by the Armidale Horse & Pony Club.

3. Background

The Jamboree is a yearly event hosted by a different club each year within the Zone Area, the Armidale Horse & Pony Club will host the 2024 Zone 13 Jamboree from Friday 12 January 2024 to Sunday the 14 January 2024 with participants expected to arrive on Thursday 11 January 2024.

The club expects 150 riders and their families to participate in the event and camp at the Armidale showgrounds over the 3 days.

The club has requested the closure of Canambe Street Armidale between Dumaresq and Kirkwood Streets to enable children and their horses a safe crossing between the Showground and the Exhibition Centre where many horses will be housed, and camping will take place.

The Traffic Advisory Committee has identified that this is the best measure to ensure the safety of children and horses crossing Canambe Street Armidale.

4. Discussion

Fees and charges apply to offset the cost of staff wages and the hire of signage will be used to offset the cost for maintenance and reasonable upgrades and as such are a significant means of cost of recovery.

It is expected that the cost to establish and maintain street closures would be minimal for the event, and alternatively, could also be cost effective if sought from local traffic control organisations.

5. Implications

5.1. Strategic and Policy Implications

Adopted fees and charges under the Local Government Act can only be varied by council resolution.

5.2. Risk

Consideration must be given to the economic risk by supporting the above request. The fees and charges costings are set to reduce the additional financial burden to council by utilising staff and plant on activities that would interfere in the ability to meet identified work objectives.

5.3. Sustainability

Not applicable.

5.4. Financial

It is not proposed to support the event through the waiving of fees, however, the projected cost to provide the service has been estimated at \$526.71 including:

- Proposal to utilise staff and other internal resources including but not limited to plant and signage.
- The potential of staff overtime or banking of time in lieu.

6. Consultation and Communication

The organiser has been advised of the process to waive adopted fees and charges.

7. Conclusion

The adopted fees and charges are based on reasonable costs to utilise staff and other internal resources. The proposal to waive fees is not recommended due to the low expected cost of the service and the potential for competitive provision of traffic control services by local suppliers.