



ORDINARY MEETING OF COUNCIL

To be held on

Wednesday, 26 March 2025
4:00 PM

at

Armidale Council Chambers

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ORDINARY MEETING OF COUNCIL

Held on

Wednesday, 26 February 2025
4:00 PM

at

Armidale Council Chambers

PRESENT: Councillor Sam Coupland, Councillor Kay Endres, Councillor Paul Gaddes, Councillor Eli Imad, Councillor Susan McMichael, Councillor Todd Redwood, Councillor Dorothy Robinson, Councillor Rob Taber and Councillor Bradley Widders.

IN ATTENDANCE: Mr James Roncon (General Manager), Ms Aimee Hutton (Acting Chief Officer Corporate and Community), Mr Darren Schaefer (Acting Chief Officer Assets and Services), Mr Daniel Boyce (Chief Officer Planning and Activation), Mr Alex Manners (Project Director Kempsey Road), Annie Harris (Executive Manager People and Culture), Ms Ann Newsome (Chief Financial Officer), Ms Stacey Drew (Acting Manager Governance) and Ms Melissa Hault (Executive Officer).

MINUTES

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1. CIVIC AFFIRMATION AND ACKNOWLEDGEMENT OF COUNTRY

Cr McMichael delivered the Acknowledgement of Country and Cr Endres delivered the Civic Affirmation.

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

Nil.

4. DISCLOSURES OF INTEREST

Name	Item	Nature of Interest	Reason/Intended Action
Clr Widders	12.2	<input type="checkbox"/> Pecuniary <input type="checkbox"/> Non Pecuniary – Significant Conflict <input checked="" type="checkbox"/> Non Pecuniary – Non Significant Conflict	Reason: Employee of NSW Police, New England District Intended action: Remain in the Chamber

5. CONFIRMATION OF MINUTES

5.1 Minutes of Previous Meeting held 11 December 2024

Ref: AINT/2025/02205 (ARC16/0001-9)

1/25

RESOLVED

That the Minutes of the Ordinary Council meeting held on 11 December 2024 be taken as read and accepted as a true record of the meeting.

Moved Cr McMichael

Seconded Cr Redwood

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

6. MAYORAL MINUTE

Nil.

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7. REPORTS - GENERAL MANAGER'S OFFICE

7.1 Ethical Decision Making and Conflicts of Interest *Ref: AINT/2025/03111 (ARC16/0001-9)*

2/25

RESOLVED

That Council note the report.

Moved Cr Gaddes

Seconded Cr Imad

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

7.2 Council Actions Report October 2024 - February 2025

Ref: AINT/2025/02884 (ARC16/0001-9)

3/25

RESOLVED

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

Moved Cr Imad

Seconded Cr Redwood

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

7.3 Review of the Community Engagement Strategy 2025-28

Ref: AINT/2025/02539 (ARC18/2591)

4/25

RESOLVED

That Council;

- a. Place the Armidale Regional Council Community Engagement Strategy 2025-2028 on Public Exhibition for 28 days from Monday 3 March to Monday 31 March.
- b. Engages with the Armidale region, during the public exhibition period, on their preferred methods of communication for council news and initiatives and include in a refreshed Community Engagement Strategy.
- c. That councillors and staff collaborate on improved digital systems to allow residents to report problems, receive feedback and increase participation in all forms of engagements.

Moved Cr Robinson

Seconded Cr Widders

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

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7.4 Public Exhibition of Work Health and Safety Policy *Ref: AINT/2025/01996 (ARC16/0001-9)*

5/25

RESOLVED

That Council;

- a. Endorse the draft WHS Policy and place it on public exhibition for a period no less than 28 days.
- b. Authorise the adoption of the draft WHS Policy in the event that no submissions are received, and no changes are made to the draft policy.
- c. Review the policy within two years of the date of adoption.

Moved Cr Endres

Seconded Cr Imad

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

8. REPORTS - FINANCE

8.1 Cash and Investment Report 30 November 2024 *Ref: AINT/2024/59710 (ARC17/1711)*

6/25

RESOLVED

That Council note the Cash and Investment Report for November 2024.

Moved Cr Widders

Seconded Cr Gaddes

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

8.2 Cash and Investment Report 31 December 2024 *Ref: AINT/2025/02199 (ARC17/1711)*

7/25

RESOLVED

That Council note the Cash and Investment Report for December 2024.

Moved Cr Widders

Seconded Cr Gaddes

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

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8.3 2024-25 Second Quarter Budget Review

Ref: AINT/2025/02324 (ARC17/1711)

8/25

RESOLVED

That Council:

- a. Note the 2024-2025 Second Quarter Budget Review.
- b. Note the proposed revised 2024-2025 operating surplus/ (deficit) budget as per table below:

Fund	Operating Surplus / (Deficit) ('000	Operating Surplus / (Deficit) ('000	Operating Surplus / (Deficit) ('000
	ORIGINAL	QBR 1	QBR2
General	(\$4,335)	(\$4,329)	(\$4,555)
Water	\$1,561	\$1,350	\$1,354
Sewerage	\$3,665	\$3,465	\$3,465
Consolidated Result	\$891	\$486	\$264

- c. Resolve to adopt the amendments in the 2024/25 budget in accordance with the Quarterly Budget Review Statement for the period 1 October to 31 December 2024 tabled in the attachments.

Moved Cr Gaddes

Seconded Cr Redwood

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

8.4 Cash and Investment Report 31 January 2025

Ref: AINT/2025/02705 (ARC17/1711)

9/25

RESOLVED

That Council note the Cash and Investment Report for January 2025.

Moved Cr Widders

Seconded Cr Gaddes

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

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9. REPORTS - PLANNING AND ACTIVATION

9.1 Electric Vehicle Charging Policy

Ref: AINT/2024/56795 (ARC24/9328)

10/25

RESOLVED

That Council:

- a. Endorse the draft Electric Vehicle Charging Policy for public exhibition for no less than 28 days.
- b. Receive a further report should any submissions be received as a result of the exhibition period, however, should no submissions be received, endorse the policy be adopted.

Moved Cr Redwood

Seconded Cr McMichael

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

9.2 Outcome of Public Exhibition of Concept Plans for Upgrades to the Old Court House Walkway & Courtyard

Ref: AINT/2025/00568 (ARC24/9403)

11/25

RESOLVED

That Council:

- a. Note the publicly exhibited Concept Design Plans for Upgrades to the Old Court House Walkway & Courtyard, comprising *Option 1 – with arbour* and *Option 2 - with building converted into café/kiosk* in Attachment 1.
- b. Receive and note the submissions contained in the public exhibition summary table in Attachment 2.
- c. Adopt the final Old Court House Walkway & Courtyard plans which combine Options 1 & 2 from the Concept Plans, in Attachment 3.
- d. Allocate \$600,000 of funding from Section 7.12 developer contributions fund to deliver this project.
- e. Note that grant funding of \$300,000 has been applied for under the NSW Government's Caring for State Heritage funding scheme to co-fund the upgrades shown on the concept plans and that the scope of the project will be reviewed by Council if the application is unsuccessful.

Moved Cr Robinson

Seconded Cr Imad

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

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9.3 Finalisation of Planning Agreement for Oxley Solar Farm

Ref: AINT/2025/02131 (ARC21/4544)

12/25

RESOLVED

That Council:

- a. Consider the matters raised in the submissions received during the public exhibition period of the draft Planning Agreement.
- b. Following consideration of the public submissions, enter into a Planning Agreement with the proponent of the Oxley Solar Farm development comprising:
 - i. Lump sum payment of monetary contributions of \$2,790,000, indexed annually for CPI, for Community Enhancement.
 - ii. Annual payment of \$139,500 for 20 years, to be indexed annually for CPI, for Community Enhancement.
 - iii. Lump sum payment of monetary contributions of \$240,000 towards the provision of four electric vehicle charging stations.
 - iv. Use best endeavours to purchase solar panels and steel components for the Council at the corporate rates of Oxley Solar Development Pty Ltd.
 - v. Annual sponsorship of Project Zero30 for the amount of \$20,000 for 10 years, indexed annually for CPI, for conservation and enhancement of the natural environment.
- c. Delegate authority to the General Manager to finalise the voluntary planning agreement and to execute all documents required to affect the agreement.
- d. Advise those that made a submission on the draft Planning Agreement of Council's resolution.

Moved Cr Redwood

Seconded Cr Robinson

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

9.4 Public Exhibition of Draft Acceptance and Assessment of Development Applications Policy

Ref: AINT/2025/02203 (ARC21/4893)

13/25

RESOLVED

That Council:

- a) Endorse the Draft Acceptance and Assessment of Development Applications Policy for public exhibition for a period of 28 days.
- b) Receive a further report should any submissions be received during the exhibition period, however, should no submissions be received, the policy be adopted.

Moved Cr Imad

Seconded Cr Gaddes

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

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9.5 Insurance monies owing from Armidale Livestock Selling Agents Pty Limited to Armidale Regional Council *Ref: AINT/2025/02320 (ARC23/6054)*

14/25

RESOLVED

That Council:

- a. Enforce the sum of \$35,365.00 incl GST being 50% of the insurance payable by ALSA pursuant to the terms of the lease, which is being currently held over, dated 30 August 2018.
- b. Waive the sum of \$35,365.00 incl GST being 50% of the insurance payable.
- c. Note that ALSA continue to hold over under the terms of the Lease dated 30 August 2018 and a new lease be negotiated and executed when the refurbishment works at the Armidale and Guyra facilities are complete.
- d. Delegate authority to the General Manager to execute all documents to give effect to this resolution.

Moved Cr Redwood

Seconded Cr Imad

DIVISION The result being:-

FOR: Crs S Coupland, K Endres, P Gaddes, E Imad, S McMichael, T Redwood, D Robinson and R Taber

AGAINST: Cr B Widders

The Mayor declared the motion CARRIED.

9.6 Planning Agreement for Gara Battery Energy Storage System

Ref: AINT/2025/02959 (ARC24/6678)

15/25

RESOLVED

That Council accept the following general terms of the Planning Agreement proposed by the proponent in relation to the Gara Battery Energy Storage System (Significant Development SSD-71680710):

- a. A lump sum payment of \$1,500,000 (in 2023 dollars and adjusted annually for CPI) on commencement of operation.
- b. A lump sum payment of \$300,000 (in 2023 dollars and adjusted annually for CPI) on commencement of operation for a local project such as a rural fire service shed or other identified by the developer's local community reference panel.
- c. Annual payment of \$625 (in 2023 dollars and adjusted annually for CPI) per MW capacity for 20 years from commencement of operation.
- d. Annual payment of \$850 (in 2023 dollars and adjusted annually for CPI) per MW of capacity from the 21st and subsequent years after the commencement of operation for the development's operational life.

Moved Cr Robinson

Seconded Cr Widders

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

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10. REPORTS - CORPORATE AND COMMUNITY

10.1 Integrated Planning and Reporting - Delivery Program 2022 -2026 and Operational Plan 2024-2025 Progress Report - July to December 2024

Ref: AINT/2025/01999 (ARC24/8009)

16/25

RESOLVED

That Council note the first Operational Plan 2024-2025 Progress Report, based on the period July to December 2024.

Moved Cr Robinson

Seconded Cr Gaddes

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

11. REPORTS - ASSETS AND SERVICES

11.1 Kempsey to Armidale Road Restoration Project (K2A) - Status Report for December 2024 and January 2025 Period

Ref: AINT/2025/02711 (ARC16/0001-9)

17/25

RESOLVED

That Council note the information contained in this report regarding the Kempsey – Armidale Road Restoration Project.

Moved Cr Endres

Seconded Cr Redwood

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

12. NOTICES OF MOTION

12.1 Combating Antisemitism

Ref: AINT/2025/02189 (ARC16/0025-7)

18/25

RESOLVED

That Council resolves to:

1. Acknowledge the increasing hostility and violent attacks against people of the Jewish faith in the wider Australian community and strongly condemns antisemitism.
2. Reaffirm our commitment to combatting antisemitism and all forms of prejudice and racism against minority or ethnic groups in our community.

Moved Cr Imad

Seconded Cr Redwood

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

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12.2 Strengthening Law and Order in ARC

Ref: AINT/2025/02225 (ARC16/0025-7)

19/25

RESOLVED

That Council resolves to;

1. Work in conjunction with the Country Mayors Association to lobby the NSW Government to commit to bipartisan support for bail and sentencing laws, and to increase funding for front line policing and diversionary programs such as justice reinvestment in regional NSW more broadly and the New England Police District in particular.
2. Council to hold regular bi-monthly meetings with the local police to receive updates on crime statistics, police actions and other relevant information that may be shared with the community.
3. Task a Key Pillar Working Group with establishing community initiatives such as neighbourhood watch schemes and diversionary programs and effective reporting systems.
4. Explore the cost and appropriateness of improved street lighting and CCTV coverage and surveillance in high-risk areas.

Moved Cr Imad

Seconded Cr Redwood

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

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13. COMMITTEE REPORTS

13.1 Traffic Advisory Committee - Minutes of the meeting held 3 December 2024

Ref: AINT/2024/59674 (ARC16/0168-9)

20/25

RESOLVED

That in relation to the Minutes of the Traffic Advisory Committee meeting held on 3 December 2024, that Council:

- a) Note the Minutes of the Traffic Advisory Committee meeting held on 3 December 2024.
- b) Note the temporary road closure of Canambe Street between Dumaresq and Kirkwood Street occurred on 23-26 January 2025, for the Annual Armidale Campdraft.
- c) Note the Guyra Lamb and Potato Festival was held adjacent to the New England Highway from Wednesday 15 January to Sunday 26 January 2025.
- d) Note the requirement of the Road Occupancy Licence for the New England Highway speed limit reduction to 40km/h for the Guyra Lamb and Potato Festival was provided by TfNSW. Note the road closure of Bradley Street, between Ollera Street and McKenzie Street Guyra, occurred on Saturday 25 January 2025 for the Guyra Lamb and Potato Festival car show from 6.30am until 3.30pm.
- e) Note preliminary approval has been provided of the temporary closure of Beardy Street from Dangar to Jessie Street, Armidale, in association with the Ulysses 'Show and Shine' parade from 12pm until 9pm on Thursday 27 March 2025. Further agreement from businesses is to be provided to the committee to gain full endorsement.
- f) Note that TfNSW will be organising a longer term traffic count at the intersection of Barney and Faulkner Street Armidale in consideration of community concerns. A further report to come back to the Committee once data has been collected.

Moved Cr McMichael

Seconded Cr Redwood

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

13.2 Sports Council Committee - Minutes of the meeting held 3 December 2024

Ref: AINT/2024/59783 (ARC16/0330-2)

21/25

RESOLVED

That Council:

- a. Note the Minutes of the Sports Council Committee meeting held on 3 December 2024.
- b. Endorse the committee's decision to support the expenditure of funds remaining from the Moran Oval resurfacing project.
- c. Endorse the committee's decision to support the purchase of trophies for the New England Sports Awards
- d. Note the committee's decision to endorse the 'Sports Council Terms of Reference'
- e. Note the changes to the Sports Council Priority List.

Moved Cr Redwood

Seconded Cr Gaddes

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

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13.3 Traffic Advisory Committee - Minutes of the meeting held 4 February 2025

Ref: AINT/2025/02041 (ARC16/0168-9)

22/25

RESOLVED

That in relation to the Traffic Advisory Committee Meeting held 4 February 2025, that Council:

- a) Note the Minutes of the Traffic Advisory Committee meeting held on 4 February 2025.
- b) Note the alterations made to three car parking adjacent to the IT and Regulatory offices to ensure safe access into the offices by making 2 spaces “No Parking” and one space a “Loading Zone”.
- c) Endorse the temporary road closure of Canambe Street between Dumaresq and Kirkwood Street for the Epic Horse Sale and Campdraft 2025 from 6am, Thursday 3 April until 8pm on Saturday 5 April 2025.
- d) Endorse the road closure requested for Bradley Street from Moredun Street to the southern side of the Soldier’s Memorial Hall at 163 Bradley Street for the annual Anzac Day Dawn Service on Friday 25 April 2025 between 5.30 am and 7.00 am, in accordance with the provided traffic guidance scheme.
- e) Endorse the rolling road closures requested for Bradley Street Guyra, from Ollera Street to the southern side of the Soldier’s Memorial Hall at 163 Bradley Street Guyra for the annual Anzac Day March held on Friday, 25 April 2025, between 10.00am and 12.30pm, in accordance with the provided traffic guidance scheme.
- f) That Council endorse the temporary road closures of Faulkner Street from Dumaresq Street to Beardy Street and the connecting intersections with Moore Street, Beardy Street (East Mall) and Rusden Street roundabout, Tingcombe Lane and Faulkner Street at Barney Street from 10am for the 2025 Armidale Anzac Day March and Commemoration Service to be held on Friday 25 April 2025.
- g) That Council endorse the temporary road closure of Canambe Street between Dumaresq and Kirkwood Street for the Armidale & New England Show from 6:30pm Thursday 6 March until 10pm on Sunday 9 March 2025.
- h) Endorse the Special Event Transport Management Plan for the staging of the Tour de Rocks on Thursday 24 April 2025, for the occupation and usage of Armidale Regional Council Local Government Area (LGA) local roads only, approval for the use of local roads within the other LGAs, and of any regional classified roads from TfNSW, and any further recommendations from NSW Police.
- i) Endorse the request for No Stopping Restricted Air Space Signs or appropriate on Saumarez Road to comply with CASA requirements.

Moved Cr McMichael

Seconded Cr Redwood

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

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14. QUESTIONS FOR WHICH NOTICE HAS BEEN GIVEN

14.1 Stage One of the Creeklands Masterplan *Ref: AINT/2025/02846 (ARC16/0025-7)*

23/25

RESOLVED

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

Moved Cr Robinson Seconded Cr Taber

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

14.2 Tracking progress of Resolutions from previous council terms that have not yet been implemented *Ref: AINT/2025/02867 (ARC16/0025-7)*

24/25

RESOLVED

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

Moved Cr Robinson Seconded Cr Widders

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

PROCEDURAL MOTION

25/25

RESOLVED

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

- 15.1 Tender Recommendation Curtis Park Expansion. (AINT/2025/01230) - **(General Manager's Note:** *The report considers the tender recommendation for the Curtis Park Expansion project and is deemed confidential under Section 10A(2)(c) of the Local Government Act 1993, as it deals with commercial information of a confidential nature which, if disclosed, confers a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business).*
- 15.2 Lynland Park Water Entitlements. (AINT/2025/02168) - **(General Manager's Note:** *The report considers financial matters and is deemed confidential under Section 10A(2)(c) of the Local Government Act 1993, as it deals with commercial information of a confidential nature which, if disclosed, confers a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business).*
- 15.3 Tender Recommendation Electric Vehicle Infrastructure Supply and Installation - 5 Cinders Lane. (AINT/2025/02105) - **(General Manager's Note:** *The report considers a tender process. and is deemed confidential under Section 10A(2)(c) of the Local Government Act 1993, as it deals with commercial information of a confidential nature which, if disclosed, confers a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business).*

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

Moved Cr McMichael

Seconded Cr Imad

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

Council entered Closed Session at 5:18pm.

Council returned to Open Session at 5:30pm.

RESUMPTION OF MEETING

26/25

RESOLVED

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

Moved Cr Imad

Seconded Cr McMichael

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

15. CLOSED SESSION

15.1 Tender Recommendation Curtis Park Expansion *Ref: AINT/2025/01230 (ARC24/7033)*

27/25

RESOLVED

That Council:

- a. Endorse the award of RFT A2024/85 Curtis Park Expansion, to Growth Civil Landscapes Pty Ltd ABN 35 601 437 003 for the lump sum contract price of \$813,087.66 (inc. GST).
- b. Authorise the General Manager to approve variations to contract A2024/85 in accordance with his delegation within the value of the total project funding and/ or his delegation and to authorise all documents related to the contract.
- c. Approve the allocation of a 20% contingency for the project from the General Fund.
- d. Permit the installation of a mobile café for the park to be rented to a suitable tenant, should a grant of \$140,000 be obtained from the NSW government and subject to a DA being obtained.

Moved Cr McMichael

Seconded Cr Taber

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

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15.2 Lynland Park Water Entitlements*Ref: AINT/2025/02168 (ARC20/4447)*

28/25

RESOLVED

That Council

- a. Approve the release of funds from the Water Reserve for the purchase of the Water Entitlements.
- b. Delegate authority to the General Manager to negotiate and execute the purchase of all privately owned Water Entitlements

Moved Cr McMichael**Seconded Cr Redwood****The Motion on being put to the vote was CARRIED unanimously.****15.3 Tender Recommendation Electric Vehicle Infrastructure Supply and Installation
- 5 Cinders Lane***Ref: AINT/2025/02105 (ARC25/9551)*

29/25

RESOLVED

That Council:

- a. Endorse the award of RFT A2025/03 Installation of EV chargers in Council Carpark - 5 Cinders Lane, Armidale, to EVSE Australia Pty Ltd for the lump sum contract price of \$321,463.98 (inc GST).
- b. Authorise the General Manager to sign and execute Contract documentation on behalf of Council.
- c. Authorise the General Manager to approve variations to contract A2025/03 in accordance with his delegation within the value of the total project funding and/or his delegation.
- d. Approve the allocation of a 10% contingency from the General Fund.
- e. Note that \$240,000 in funding will be provided via the Oxley Solar Farm Planning Agreement with the remainder of funding (including contingency) to be provided via General Funds.

Moved Cr Robinson**Seconded Cr Redwood****The Motion on being put to the vote was CARRIED unanimously.**

There being no further business the Mayor declared the meeting closed at 5:33pm.

ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings Oct 2024 – Mar 2025



Meeting Date	Report Title	Res #	Detail	Officer	Notes
23/10/2024	Workshop on Water	196/24	<p>RESOLVED</p> <p>a) That a workshop is held to inform councillors about water issues including the cost of the different infrastructure proposals, the methodology for the proposed willingness-to-pay consultation and the National Water Grid (NWG) funding deed for Armidale Regional Water Security Strategy Detailed Business Case.</p> <p>b) That discussions are held with the NWG consultants on the feasibility of raising Malpas before constructing Oaky and the methodology for obtaining realistic estimates of future water needs of:</p> <ul style="list-style-type: none"> i. typical residential water users and ii. intensive water users allowing for savings from smart water meters and other cost-effective water saving measures, and the changed patterns of water use after the severe drought in 2019 <p>c) That councillors are provided with all relevant reports and draft presentations at least 3 days before the workshop(s) to facilitate constructive discussions of all important issues.</p> <p>Moved Cr Robinson Seconded Cr Imad</p> <p>The Motion on being put to the vote was CARRIED unanimously.</p>	Hoult, Melissa	<p>04 Nov 2024 11:20am Bower, Jessica - Reallocation Action reassigned to Hoult, Melissa by Bower, Jessica</p> <p>15 Nov 2024 1:48pm Hoult, Melissa Part one workshop of a total of five workshops was held on Wednesday 13 November 2024. Future workshop dates TBA.</p> <p>15 Nov 2024 1:50pm Hoult, Melissa - Target Date Revision Target date changed by Hoult, Melissa from 06 November 2024 to 28 February 2025</p> <p>04 Dec 2024 1:29pm Hoult, Melissa Part two workshop of five workshops is being held Thursday 5 December 2024.</p> <p>19 Feb 2025 10:30am Hoult, Melissa Part three workshop of five workshops is being held Wednesday 12 March 2025.</p> <p>19 Mar 2025 12:15pm Hoult, Melissa Part four workshop of five workshops is being held Thursday 3 April 2025.</p>

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings Oct 2024 – Mar 2025



Meeting Date	Report Title	Res #	Detail	Officer	Notes
27/11/2024	Civic and Ceremonial Functions and Representation Policy - For Adoption (Post Public Exhibition)	214/24	<p>RESOLVED</p> <p>That Council:</p> <ol style="list-style-type: none"> Note the 24 submissions received during the public consultation period, in relation to the draft Civic and Ceremonial Functions and Representation Policy. Adopt the final Civic and Ceremonial Functions and Representation Policy which excludes the changes proposed in the draft policy, as attached to this report. As per the 2023 motion that Council commence the erection of signs acknowledging Armidale as the ancestral home of the Anaiwan people, starting with a request for designs with a 40 day Expression of Interest, from the Community Endorse community consultation across the local government area in relation to the acknowledgement of Aboriginal people and how ancestral lands should be recognised. <p>Moved Cr Widders Seconded Cr McMichael</p> <p>DIVISION The result being:-</p> <p>FOR: Crs S Coupland, K Endres, P Gaddes, S McMichael, T Redwood, R Taber and B Widders</p> <p>AGAINST: Crs E Imad and D Robinson</p> <p>The Mayor declared the motion CARRIED.</p>	Hutton, Aimee	<p>04 Dec 2024 3:35pm Hutton, Aimee</p> <p>Council officers are currently collating information to inform the design and construction of the welcome signage. This will inform the EOI which will be released in January 2025.</p>

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings Oct 2024 – Mar 2025



Meeting Date	Report Title	Res #	Detail	Officer	Notes
27/11/2024	Mayoral Minute: Endorsement of Expression of Interest for the Recruitment of a General Manager	226/24	<p>RESOLVED</p> <p>That Council endorse;</p> <ol style="list-style-type: none"> 1. The selection of Capstone as the qualified recruitment agency to manage the recruitment, selection and appointment of a new General Manager. 2. That the General Manager's Performance Review Committee work with the successful recruitment agency to commence and establish the process to be undertaken for the recruitment of a new General Manager and for the purposes of this recruitment, the General Manager's Performance Review Committee comprise: <ol style="list-style-type: none"> a. Cr Coupland b. Cr Redwood c. Cr McMichael d. Cr Imad e. Cr Gaddes 3. That Council endorse the preferred candidate for approval prior to the appointment of the General Manager. 4. That the Mayor be delegated the role of negotiating with the preferred candidate to make an offer of appointment once approval to make an offer has been resolved by Council. 	Hoult, Melissa	<p>04 Feb 2025 11:09am Hoult, Melissa - Reallocation Action reassigned to Hoult, Melissa by Hoult, Melissa</p> <p>19 Feb 2025 10:33am Hoult, Melissa GM position advertisement closed 13 February 2025. Recruiter is meeting with candidates and will have the shortlist to selection committee last week of February 2025.</p> <p>19 Mar 2025 11:28am Hoult, Melissa Candidate presentations held with Councillors Monday 17 March 2025.</p>

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings Oct 2024 – Mar 2025



Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p>5. An extension of James Roncon's term as General Manager whilst the recruitment process is finalised. This term will be four months then monthly after that as required and agreed with the Mayor.</p> <p>Moved Cr Coupland Seconded Cr Redwood</p> <p>DIVISION The result being:-</p> <p>FOR: Crs S Coupland, K Endres, P Gaddes, E Imad, S McMichael, T Redwood, R Taber and B Widders</p> <p>AGAINST: Cr D Robinson</p> <p>The Mayor declared the motion CARRIED.</p>		
27/11/2024	Appointment of Councillor representatives to Council Committees and Panels	206/24	<p>RESOLVED</p> <p>That Council:</p> <p>a. formalise the appointment of Councillor representatives to committees/panels as follows:</p> <ul style="list-style-type: none"> i. Aboriginal Advisory Committee – Cr Widders ii. Access Advisory Committee – Cr Widders iii. Local Bushfire Management Committee – Cr Taber iv. Armidale Regional Sports Council (Advisory) – Cr Endres v. Local Area Traffic Committee – Cr McMichael vi. NSW Public Library Association Zone – Cr McMichael vii. Project Zero30 – Cr Redwood 	Hoult, Melissa	<p>04 Dec 2024 1:32pm Hoult, Melissa</p> <p>Committees are starting to form. The Traffic Committee had it's first meeting on 3 December 2024 with Cr McMichael in attendance.</p> <p>19 Feb 2025 10:40am Hoult, Melissa</p> <p>Dates are still being scheduled for 2025 by the various committees. The Traffic Committee has been meeting monthly.</p>

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings Oct 2024 – Mar 2025



Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p>b. And that as other opportunities or invitations to committees present, the Mayor determine representation and report back to Council at the next available opportunity.</p> <p>Moved Cr Widders Seconded Cr McMichael</p> <p>The Motion on being put to the vote was CARRIED unanimously.</p>		
27/11/2024	Reintroduction of 'Community Plan - Key Pillar Working Groups'	207/24	<p>RESOLVED</p> <p>That Council;</p> <p>a. Set a date for the first 'Community Plan Roundtable' to establish a direction for the Key Pillar Working Groups that is consistent with the Community Plan. Invitations will be extended to other community groups to join the Roundtable process.</p> <p>b. That the 'Community Plan Roundtable' meets quarterly, serving as the reporting line for the Key Pillar Working Groups.</p> <p>c. That the General Manager forms the Key Pillar Working Groups as optional for Councillors to lead and participate in.</p> <p>d. The Mayor liaises with individual Councillors to determine their interest in KPWG membership, with a report to be presented at the February 2025 Ordinary Meeting of Council.</p> <p>Moved Cr Gaddes Seconded Cr Widders</p> <p>DIVISION The result being:-</p> <p>FOR: Crs S Coupland, K Endres, P Gaddes, E Imad, S McMichael, T Redwood, R Taber and B Widders</p>	Hoult, Melissa	<p>19 Feb 2025 1:27pm Hoult, Melissa - Reallocation Action reassigned to Hoult, Melissa by Hoult, Melissa</p> <p>19 Feb 2025 1:29pm Hoult, Melissa - Target Date Revision Target date changed by Hoult, Melissa from 11 December 2024 to 21 March 2025 - Mayor Coupland to assign Councillors to the Key Pillar Working Groups.</p>

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings Oct 2024 – Mar 2025



Meeting Date	Report Title	Res #	Detail	Officer	Notes
			AGAINST: Cr D Robinson The Mayor declared the motion CARRIED.		
11/12/2024	Public Exhibition of Integrated Planning and Reporting - Draft Community Plan 2025-2034	236/24	RESOLVED That Council: a. Endorse the Draft Advancing our Region Community Plan 2025-2034 to be placed on public exhibition for a minimum period of 28 days pursuant to the requirements of the <i>Local Government Act 1993 (NSW)</i> ; b. Note that the public exhibition period will run from Thursday, 12 December 2024 to Friday, 7 February 2025; c. Following the exhibition period a report be presented to Council, which outlines community submissions received, along with the final Advancing our Region Community Plan 2025-2034 Moved Cr Robinson Seconded Cr Gaddes The Motion on being put to the vote was CARRIED unanimously.	Giandomenico, Michaela	
11/12/2024	Appointment of council nominated members for the Regional Planning Panel	233/24	RESOLVED That items A and B be dealt with in seriatim; a) That Council nominate the Mayor and Deputy Mayor as its two representatives to the Regional Planning Panel. Moved Cr Widders Seconded Cr Redwood	Boyce, Daniel	19 Feb 2025 3:03pm Hoult, Melissa Notification of panel members provided to the Department of Planning. Awaiting confirmation from the department.

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings Oct 2024 – Mar 2025



Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p>The Motion on being put to the vote was CARRIED unanimously.</p> <p>b) That Council nominate two alternate members to the Regional Planning Panel.</p> <p>Moved Cr Widders Seconded Cr Redwood</p> <p>SUPPLEMENTARY MOTION</p> <p>The Mayor called for nominations for two alternate members for the Regional Planning Panel. Nominations were received from Crs Gaddes and Robinson. The Mayor declared Crs Gaddes and Robinson as the two alternate members of the Regional Planning Panel.</p> <p>The Motion on being put to the vote was CARRIED unanimously.</p>		
26/02/2025	Insurance monies owing from Armidale Livestock Selling Agents Pty Limited to Armidale Regional Council	14/25	<p>RESOLVED</p> <p>That Council:</p> <ol style="list-style-type: none"> Enforce the sum of \$35,365.00 incl GST being 50% of the insurance payable by ALSA pursuant to the terms of the lease, which is being currently held over, dated 30 August 2018. Waive the sum of \$35,365.00 incl GST being 50% of the insurance payable. Note that ALSA continue to hold over under the terms of the Lease dated 30 August 2018 and a new lease be negotiated and executed 	Walsh, Annabelle	<p>17 Mar 2025 2:49pm Walsh, Annabelle</p> <p>Solicitor engaged to enforce the outstanding sum.</p>

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings Oct 2024 – Mar 2025



Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p>when the refurbishment works at the Armidale and Guyra facilities are complete.</p> <p>d. Delegate authority to the General Manager to execute all documents to give effect to this resolution.</p> <p>Moved Cr Redwood Seconded Cr Imad</p> <p>DIVISION The result being:-</p> <p>FOR: Crs S Coupland, K Endres, P Gaddes, E Imad, S McMichael, T Redwood, D Robinson and R Taber</p> <p>AGAINST: Cr B Widders</p> <p>The Mayor declared the motion CARRIED.</p>		
26/02/2025	Planning Agreement for Gara Battery Energy Storage System	15/25	<p>RESOLVED</p> <p>That Council accept the following general terms of the Planning Agreement proposed by the proponent in relation to the Gara Battery Energy Storage System (Significant Development SSD-71680710):</p> <p>a. A lump sum payment of \$1,500,000 (in 2023 dollars and adjusted annually for CPI) on commencement of operation.</p> <p>b. A lump sum payment of \$300,000 (in 2023 dollars and adjusted annually for CPI) on commencement of operation for a local project such as a rural fire service shed or other identified by the developer's local community reference panel.</p>	Boyce, Daniel	

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings Oct 2024 – Mar 2025



Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p>c. Annual payment of \$625 (in 2023 dollars and adjusted annually for CPI) per MW capacity for 20 years from commencement of operation.</p> <p>d. Annual payment of \$850 (in 2023 dollars and adjusted annually for CPI) per MW of capacity from the 21st and subsequent years after the commencement of operation for the development's operational life.</p> <p>Moved Cr Robinson Seconded Cr Widders</p> <p>The Motion on being put to the vote was CARRIED unanimously.</p>		
26/02/2025	Lynland Park Water Entitlements	28/25	<p>RESOLVED</p> <p>That Council</p> <p>a. Approve the release of funds from the Water Reserve for the purchase of the Water Entitlements.</p> <p>b. Delegate authority to the General Manager to negotiate and execute the purchase of all privately owned Water Entitlements</p> <p>Moved Cr McMichael Seconded Cr Redwood</p> <p>The Motion on being put to the vote was CARRIED unanimously.</p>	Byrne, Mark	

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings Oct 2024 – Mar 2025



Meeting Date	Report Title	Res #	Detail	Officer	Notes
26/02/2025	Tender Recommendation Electric Vehicle Infrastructure Supply and Installation - 5 Cinders Lane	29/25	<p>RESOLVED</p> <p>That Council:</p> <ul style="list-style-type: none"> a. Endorse the award of RFT A2025/03 Installation of EV chargers in Council Carpark - 5 Cinders Lane, Armidale, to EVSE Australia Pty Ltd for the lump sum contract price of \$321,463.98 (inc GST). b. Authorise the General Manager to sign and execute Contract documentation on behalf of Council. c. Authorise the General Manager to approve variations to contract A2025/03 in accordance with his delegation within the value of the total project funding and/or his delegation. d. Approve the allocation of a 10% contingency from the General Fund. e. Note that \$240,000 in funding will be provided via the Oxley Solar Farm Planning Agreement with the remainder of funding (including contingency) to be provided via General Funds. <p>Moved Cr Robinson Seconded Cr Redwood</p> <p>The Motion on being put to the vote was CARRIED unanimously.</p>	Dick, Jesse	
26/02/2025	Tender Recommendation Curtis Park Expansion	27/25	<p>RESOLVED</p> <p>That Council:</p> <ul style="list-style-type: none"> a. Endorse the award of RFT A2024/85 Curtis Park Expansion, to Growth Civil Landscapes Pty Ltd ABN 35 601 437 003 for the lump sum contract price of \$813,087.66 (inc. GST). b. Authorise the General Manager to approve variations to contract A2024/85 in accordance with his delegation within the value of the 	Attwood, Lizzie	

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings Oct 2024 – Mar 2025



Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p>total project funding and/ or his delegation and to authorise all documents related to the contract.</p> <p>c. Approve the allocation of a 20% contingency for the project from the General Fund.</p> <p>d. Permit the installation of a mobile café for the park to be rented to a suitable tenant, should a grant of \$140,000 be obtained from the NSW government and subject to a DA being obtained.</p> <p>Moved Cr McMichael Seconded Cr Taber</p> <p>The Motion on being put to the vote was CARRIED unanimously.</p>		
26/02/2025	Public Exhibition of Draft Acceptance and Assessment of Development Applications Policy	13/25	<p>RESOLVED</p> <p>That Council:</p> <p>a) Endorse the Draft Acceptance and Assessment of Development Applications Policy for public exhibition for a period of 28 days.</p> <p>b) Receive a further report should any submissions be received during the exhibition period, however, should no submissions be received, the policy be adopted.</p> <p>Moved Cr Imad Seconded Cr Gaddes</p> <p>The Motion on being put to the vote was CARRIED unanimously.</p>	Tischner, Emily	<p>19 Mar 2025 12:09pm Hoult, Melissa</p> <p>E Hamilton - currently on public exhibition. Closing 2 April 2025</p>

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings Oct 2024 – Mar 2025



Meeting Date	Report Title	Res #	Detail	Officer	Notes
26/02/2025	Review of the Community Engagement Strategy	4/25	<p>RESOLVED</p> <p>That Council;</p> <ul style="list-style-type: none"> a. Place the Armidale Regional Council Community Engagement Strategy 2025-2028 on Public Exhibition for 28 days from Monday 3 March to Monday 31 March. b. Engages with the Armidale region, during the public exhibition period, on their preferred methods of communication for council news and initiatives and include in a refreshed Community Engagement Strategy. c. That councillors and staff collaborate on improved digital systems to allow residents to report problems, receive feedback and increase participation in all forms of engagements. <p>Moved Cr Robinson Seconded Cr Widders</p> <p>The Motion on being put to the vote was CARRIED unanimously.</p>	Harrison, Joanna	<p>18 Mar 2025 3:21pm Hoult, Melissa</p> <p>J Harrison - currently on public exhibition. Closing 31 March 2025.</p>
26/02/2025	Public Exhibition of Work Health and Safety Policy	5/25	<p>RESOLVED</p> <p>That Council;</p> <ul style="list-style-type: none"> a. Endorse the draft WHS Policy and place it on public exhibition for a period no less than 28 days. b. Authorise the adoption of the draft WHS Policy in the event that no submissions are received, and no changes are made to the draft policy. c. Review the policy within two years of the date of adoption. <p>Moved Cr Endres Seconded Cr Imad</p> <p>The Motion on being put to the vote was CARRIED unanimously.</p>	Wyhoon, Emma	<p>19 Mar 2025 12:10pm Hoult, Melissa</p> <p>E Wyhoon - currently on public exhibition. Closing 6 April 2025.</p>

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings Oct 2024 – Mar 2025



Meeting Date	Report Title	Res #	Detail	Officer	Notes
26/02/2025	Outcome of Public Exhibition of Concept Plans for Upgrades to the Old Court House Walkway & Courtyard	11/25	<p>RESOLVED</p> <p>That Council:</p> <ol style="list-style-type: none"> Note the publicly exhibited Concept Design Plans for Upgrades to the Old Court House Walkway & Courtyard, comprising <i>Option 1 – with arbour</i> and <i>Option 2 - with building converted into café/kiosk</i> in Attachment 1. Receive and note the submissions contained in the public exhibition summary table in Attachment 2. Adopt the final Old Court House Walkway & Courtyard plans which combine Options 1 & 2 from the Concept Plans, in Attachment 3. Allocate \$600,000 of funding from Section 7.12 developer contributions fund to deliver this project. Note that grant funding of \$300,000 has been applied for under the NSW Government's Caring for State Heritage funding scheme to co-fund the upgrades shown on the concept plans and that the scope of the project will be reviewed by Council if the application is unsuccessful. <p>Moved Cr Robinson Seconded Cr Imad</p> <p>The Motion on being put to the vote was CARRIED unanimously.</p>	Dick, Jesse	

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings Oct 2024 – Mar 2025



Meeting Date	Report Title	Res #	Detail	Officer	Notes
26/02/2025	Finalisation of Planning Agreement for Oxley Solar Farm	12/25	<p>RESOLVED</p> <p>That Council:</p> <ul style="list-style-type: none"> a. Consider the matters raised in the submissions received during the public exhibition period of the draft Planning Agreement. b. Following consideration of the public submissions, enter into a Planning Agreement with the proponent of the Oxley Solar Farm development comprising: <ul style="list-style-type: none"> i. Lump sum payment of monetary contributions of \$2,790,000, indexed annually for CPI, for Community Enhancement. ii. Annual payment of \$139,500 for 20 years, to be indexed annually for CPI, for Community Enhancement. iii. Lump sum payment of monetary contributions of \$240,000 towards the provision of four electric vehicle charging stations. iv. Use best endeavours to purchase solar panels and steel components for the Council at the corporate rates of Oxley Solar Development Pty Ltd. v. Annual sponsorship of Project Zero30 for the amount of \$20,000 for 10 years, indexed annually for CPI, for conservation and enhancement of the natural environment. c. Delegate authority to the General Manager to finalise the voluntary planning agreement and to execute all documents required to affect the agreement. d. Advise those that made a submission on the draft Planning Agreement of Council's resolution. <p>Moved Cr Redwood Seconded Cr Robinson</p>	Goodall, John	

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ACTIONS TRACKING SUMMARY SHEET

Ordinary and Extraordinary Council Meetings Oct 2024 – Mar 2025



Meeting Date	Report Title	Res #	Detail	Officer	Notes
			The Motion on being put to the vote was CARRIED unanimously.		
26/02/2025	Electric Vehicle Charging Policy	10/25	<p>RESOLVED</p> <p>That Council:</p> <ul style="list-style-type: none"> a. Endorse the draft Electric Vehicle Charging Policy for public exhibition for no less than 28 days. b. Receive a further report should any submissions be received as a result of the exhibition period, however, should no submissions be received, endorse the policy be adopted. <p>Moved Cr Redwood Seconded Cr McMichael</p> <p>The Motion on being put to the vote was CARRIED unanimously.</p>	Walsh, Annabelle	<p>17 Mar 2025 2:44pm Walsh, Annabelle</p> <p>Policy placed on Public Exhibition on 5 March 2025 to 2 April 2025.</p>

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ACTIONS COMPLETED SUMMARY SHEET

Action items completed since February 2025 OCM



Meeting Date	Report Title	Res #	Detail	Officer	Notes
26/02/2025	Strengthening Law and Order in ARC	19/25	<p>RESOLVED</p> <p>That Council resolves to;</p> <ol style="list-style-type: none"> Work in conjunction with the Country Mayors Association to lobby the NSW Government to commit to bipartisan support for bail and sentencing laws, and to increase funding for front line policing and diversionary programs such as justice reinvestment in regional NSW more broadly and the New England Police District in particular. Council to hold regular bi-monthly meetings with the local police to receive updates on crime statistics, police actions and other relevant information that may be shared with the community. Task a Key Pillar Working Group with establishing community initiatives such as neighbourhood watch schemes and diversionary programs and effective reporting systems. Explore the cost and appropriateness of improved street lighting and CCTV coverage and surveillance in high-risk areas. <p>Moved Cr Imad Seconded Cr Redwood</p> <p>The Motion on being put to the vote was CARRIED unanimously.</p>	Imad, Eli	<p>19 Mar 2025 11:33am Hoult, Melissa</p> <p>In relation to points;, 1. Mayor & GM meet with the Country Mayors Association quarterly where issues such as support for bail and sentencing laws is discussed and lobbied to the NSW Government., 2. Councillors are scheduled for 2025 to meet with local police bi-monthly., 3. The Enriched Region Key Pillar Working Group community outcome is to provide safe prosperous place to live., 4. This is for consideration in the budget planning.</p> <p>19 Mar 2025 11:38am Hoult, Melissa - Completion</p> <p>Completed by Hoult, Melissa on behalf of Imad, Eli (action officer) on 19 March 2025 at 11:38:52 AM - Action completed.</p>
26/02/2025	Combating Antisemitism	18/25	<p>RESOLVED</p> <p>That Council resolves to:</p> <ol style="list-style-type: none"> Acknowledge the increasing hostility and violent attacks against people of the Jewish faith in the wider Australian community and strongly condemns antisemitism. 	Imad, Eli	<p>19 Mar 2025 11:39am Hoult, Melissa - Completion</p> <p>Completed by Hoult, Melissa on behalf of Imad, Eli (action officer) on 19 March 2025 at 11:39:05 AM - Report for noting.</p>

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ACTIONS COMPLETED SUMMARY SHEET

Action items completed since February 2025 OCM



Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p>2. Reaffirm our commitment to combatting antisemitism and all forms of prejudice and racism against minority or ethnic groups in our community.</p> <p>Moved Cr Imad Seconded Cr Redwood</p> <p>The Motion on being put to the vote was CARRIED unanimously.</p>		
26/02/2025	Kempsey to Armidale Road Restoration Project (K2A) - Status Report for December 2024 and January 2025 Period	17/25	<p>RESOLVED</p> <p>That Council note the information contained in this report regarding the Kempsey – Armidale Road Restoration Project.</p> <p>Moved Cr Endres Seconded Cr Redwood</p> <p>The Motion on being put to the vote was CARRIED unanimously.</p>	Juodvalkis, Anton	<p>17 Mar 2025 3:15pm O'Shea, Eilish - Completion</p> <p>Completed by O'Shea, Eilish on behalf of Juodvalkis, Anton (action officer) on 17 March 2025 at 3:15:09 PM - Report for noting only. No action required.</p>
26/02/2025	Traffic Advisory Committee - Minutes of the meeting held 3 December 2024	20/25	<p>RESOLVED</p> <p>That in relation to the Minutes of the Traffic Advisory Committee meeting held on 3 December 2024, that Council:</p> <ul style="list-style-type: none"> a) Note the Minutes of the Traffic Advisory Committee meeting held on 3 December 2024. b) Note the temporary road closure of Canambe Street between Dumaresq and Kirkwood Street occurred on 23-26 January 2025, for the Annual Armidale Campdraft. c) Note the Guyra Lamb and Potato Festival was held adjacent to the New England Highway from Wednesday 15 January to Sunday 26 January 2025. 	Ackling, Belinda	<p>19 Mar 2025 12:12pm Hoult, Melissa - Completion</p> <p>Completed by Hoult, Melissa on behalf of Ackling, Belinda (action officer) on 19 March 2025 at 12:12:16 PM - Report for noting, NAR.</p>

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ACTIONS COMPLETED SUMMARY SHEET

Action items completed since February 2025 OCM



Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p>d) Note the requirement of the Road Occupancy Licence for the New England Highway speed limit reduction to 40km/h for the Guyra Lamb and Potato Festival was provided by TfNSW. Note the road closure of Bradley Street, between Ollera Street and McKenzie Street Guyra, occurred on Saturday 25 January 2025 for the Guyra Lamb and Potato Festival car show from 6.30am until 3.30pm.</p> <p>e) Note preliminary approval has been provided of the temporary closure of Beardy Street from Dangar to Jessie Street, Armidale, in association with the Ulysses 'Show and Shine' parade from 12pm until 9pm on Thursday 27 March 2025. Further agreement from businesses is to be provided to the committee to gain full endorsement.</p> <p>f) Note that TfNSW will be organising a longer term traffic count at the intersection of Barney and Faulkner Street Armidale in consideration of community concerns. A further report to come back to the Committee once data has been collected.</p> <p>Moved Cr McMichael Seconded Cr Redwood</p> <p>The Motion on being put to the vote was CARRIED unanimously.</p>		
26/02/2025	Tracking progress of Resolutions from previous council terms that have not yet been implemented	24/25	<p>RESOLVED</p> <p>That Council note the response to the Questions for which notice has been Given provided to Cr Robinson.</p> <p>Moved Cr Robinson Seconded Cr Widders</p> <p>The Motion on being put to the vote was CARRIED unanimously.</p>	Robinson, Dorothy	<p>19 Mar 2025 12:13pm Hoult, Melissa - Completion</p> <p>Completed by Hoult, Melissa on behalf of Robinson, Dorothy (action officer) on 19 March 2025 at 12:13:52 PM - Monthly update will be provided to Councillors starting in April 2025.</p>

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ACTIONS COMPLETED SUMMARY SHEET

Action items completed since February 2025 OCM



Meeting Date	Report Title	Res #	Detail	Officer	Notes
26/02/2025	Stage One of the Creeklands Masterplan	23/25	<p>RESOLVED</p> <p>That Council note the response to the Questions for which notice has been Given provided to Cr Robinson.</p> <p>Moved Cr Robinson Seconded Cr Taber</p> <p>The Motion on being put to the vote was CARRIED unanimously.</p>	Robinson, Dorothy	<p>19 Mar 2025 12:15pm Hoult, Melissa - Completion</p> <p>Completed by Hoult, Melissa on behalf of Robinson, Dorothy (action officer) on 19 March 2025 at 12:15:32 PM - A response to the Questions for which notice has been Given was provided to Cr Robinson in the report.</p>
26/02/2025	Traffic Advisory Committee - Minutes of the meeting held 4 February 2025	22/25	<p>RESOLVED</p> <p>That in relation to the Traffic Advisory Committee Meeting held 4 February 2025, that Council:</p> <ul style="list-style-type: none"> a) Note the Minutes of the Traffic Advisory Committee meeting held on 4 February 2025. b) Note the alterations made to three car parking adjacent to the IT and Regulatory offices to ensure safe access into the offices by making 2 spaces "No Parking" and one space a "Loading Zone". c) Endorse the temporary road closure of Canambe Street between Dumaresq and Kirkwood Street for the Epic Horse Sale and Campdraft 2025 from 6am, Thursday 3 April until 8pm on Saturday 5 April 2025. d) Endorse the road closure requested for Bradley Street from Moredun Street to the southern side of the Soldier's Memorial Hall at 163 Bradley Street for the annual Anzac Day Dawn Service on Friday 25 April 2025 between 5.30 am and 7.00 am, in accordance with the provided traffic guidance scheme. 	Butcher, Claire	<p>03 Mar 2025 11:46am Butcher, Claire - Completion</p> <p>Completed by Butcher, Claire (action officer) on 03 March 2025 at 11:46:46 AM - complete</p>

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Meeting Date	Report Title	Res #	Detail	Officer	Notes
			<p>e) Endorse the rolling road closures requested for Bradley Street Guyra, from Ollera Street to the southern side of the Soldier's Memorial Hall at 163 Bradley Street Guyra for the annual Anzac Day March held on Friday, 25 April 2025, between 10.00am and 12.30pm, in accordance with the provided traffic guidance scheme.</p> <p>f) That Council endorse the temporary road closures of Faulkner Street from Dumaresq Street to Beardy Street and the connecting intersections with Moore Street, Beardy Street (East Mall) and Rusden Street roundabout, Tingcombe Lane and Faulkner Street at Barney Street from 10am for the 2025 Armidale Anzac Day March and Commemoration Service to be held on Friday 25 April 2025.</p> <p>g) That Council endorse the temporary road closure of Canambe Street between Dumaresq and Kirkwood Street for the Armidale & New England Show from 6:30pm Thursday 6 March until 10pm on Sunday 9 March 2025.</p> <p>h) Endorse the Special Event Transport Management Plan for the staging of the Tour de Rocks on Thursday 24 April 2025, for the occupation and usage of Armidale Regional Council Local Government Area (LGA) local roads only, approval for the use of local roads within the other LGAs, and of any regional classified roads from TfNSW, and any further recommendations from NSW Police.</p> <p>i) Endorse the request for No Stopping Restricted Air Space Signs or appropriate on Saumarez Road to comply with CASA requirements.</p> <p>Moved Cr McMichael Seconded Cr Redwood</p> <p>The Motion on being put to the vote was CARRIED unanimously.</p>		

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Action items completed since February 2025 OCM



Meeting Date	Report Title	Res #	Detail	Officer	Notes
26/02/2025	Cash and Investment Report 30 November 2024	6/25	RESOLVED That Council note the Cash and Investment Report for November 2024. Moved Cr Widders Seconded Cr Gaddes The Motion on being put to the vote was CARRIED unanimously.	Newsome, Ann	19 Mar 2025 12:06pm Hoult, Melissa - Completion Completed by Hoult, Melissa on behalf of Newsome, Ann (action officer) on 19 March 2025 at 12:06:32 PM - Report for noting, NAR.
26/02/2025	Council Actions Report October 2024 - February 2025	3/25	RESOLVED That Council notes the report summarising the actions taken on the resolutions of Council. Moved Cr Imad Seconded Cr Redwood The Motion on being put to the vote was CARRIED unanimously.	Hoult, Melissa	17 Mar 2025 8:51am Hoult, Melissa - Completion Completed by Hoult, Melissa (action officer) on 17 March 2025 at 8:51:21 AM - Report for noting, NAR.
26/02/2025	Ethical Decision Making and Conflicts of Interest	2/25	RESOLVED That Council note the report. Moved Cr Gaddes Seconded Cr Imad The Motion on being put to the vote was CARRIED unanimously.	Hoult, Melissa	17 Mar 2025 8:48am Hoult, Melissa - Completion Completed by Hoult, Melissa (action officer) on 17 March 2025 at 8:48:30 AM - Report no noting, NAR.
26/02/2025	Cash and Investment Report 31 December 2024	7/25	RESOLVED That Council note the Cash and Investment Report for December 2024. Moved Cr Widders Seconded Cr Gaddes	Newsome, Ann	19 Mar 2025 12:06pm Hoult, Melissa - Completion

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ACTIONS COMPLETED SUMMARY SHEET

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Meeting Date	Report Title	Res #	Detail	Officer	Notes
			The Motion on being put to the vote was CARRIED unanimously.		Completed by Hoult, Melissa on behalf of Newsome, Ann (action officer) on 19 March 2025 at 12:06:22 PM - Report for noting, NAR.
26/02/2025	Integrated Planning and Reporting - Delivery Program 2022-2026 and Operational Plan 2024-2025 Progress Report - July to December 2024	16/25	RESOLVED That Council note the first Operational Plan 2024-2025 Progress Report, based on the period July to December 2024. Moved Cr Robinson Seconded Cr Gaddes The Motion on being put to the vote was CARRIED unanimously.	Tarrant, Nicole	19 Mar 2025 12:11pm Hoult, Melissa - Completion Completed by Hoult, Melissa on behalf of Tarrant, Nicole (action officer) on 19 March 2025 at 12:11:52 PM - Report for noting, NAR.
26/02/2025	Cash and Investment Report 31 January 2025	9/25	RESOLVED That Council note the Cash and Investment Report for January 2025. Moved Cr Widders Seconded Cr Gaddes The Motion on being put to the vote was CARRIED unanimously.	Newsome, Ann	19 Mar 2025 12:06pm Hoult, Melissa - Completion Completed by Hoult, Melissa on behalf of Newsome, Ann (action officer) on 19 March 2025 at 12:06:02 PM - Report for noting, NAR.
26/02/2025	2024-25 Second Quarter Budget Review	8/25	RESOLVED That Council: a. Note the 2024-2025 Second Quarter Budget Review. b. Note the proposed revised 2024-2025 operating surplus/ (deficit) budget as per table below:	Newsome, Ann	19 Mar 2025 12:18pm Hoult, Melissa - Completion Completed by Hoult, Melissa on behalf of Newsome, Ann (action officer) on 19 March 2025 at 12:18:04 PM - Report for noting, NAR.

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ACTIONS COMPLETED SUMMARY SHEET

Action items completed since February 2025 OCM



Meeting Date	Report Title	Res #	Detail				Officer	Notes
				Fund	Operating Surplus / (Deficit) ('000	Operating Surplus / (Deficit) ('000	Operating Surplus / (Deficit) ('000	
					ORIGINAL	QBR 1	QBR2	
				General	(\$4,335)	(\$4,329)	(\$4,555)	
				Water	\$1,561	\$1,350	\$1,354	
				Sewerage	\$3,665	\$3,465	\$3,465	
				Consolidated Result	\$891	\$486	\$264	
			<p>c. Resolve to adopt the amendments in the 2024/25 budget in accordance with the Quarterly Budget Review Statement for the period 1 October to 31 December 2024 tabled in the attachments.</p> <p>Moved Cr Gaddes Seconded Cr Redwood</p> <p>The Motion on being put to the vote was CARRIED unanimously.</p>					

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Councillor and Staff Interaction Policy

ADOPTED BY COUNCIL:

1. PURPOSE

Armidale Regional Council supports Councillors' need to access Council information and staff in order to exercise their civic duties under the *NSW Local Government Act 1993* ('The Act'). Interactions between Councillors and staff are necessary to facilitate strong governance, best practice policies and decisions, and to provide customer-focused service delivery.

The Armidale Regional Council Councillor and Staff Interaction Policy provides a structure for how Councillors interact with authorised staff and supports the professional working relationship with the Executive Team. The policy aims to facilitate a progressive and productive working relationship between Councillors and Council staff.

2. APPLICATION

This policy applies to Councillors and Council employees, including contract and casual employees engaged by Council. This Policy is an enforceable component of the Armidale Regional Council Code of Conduct.

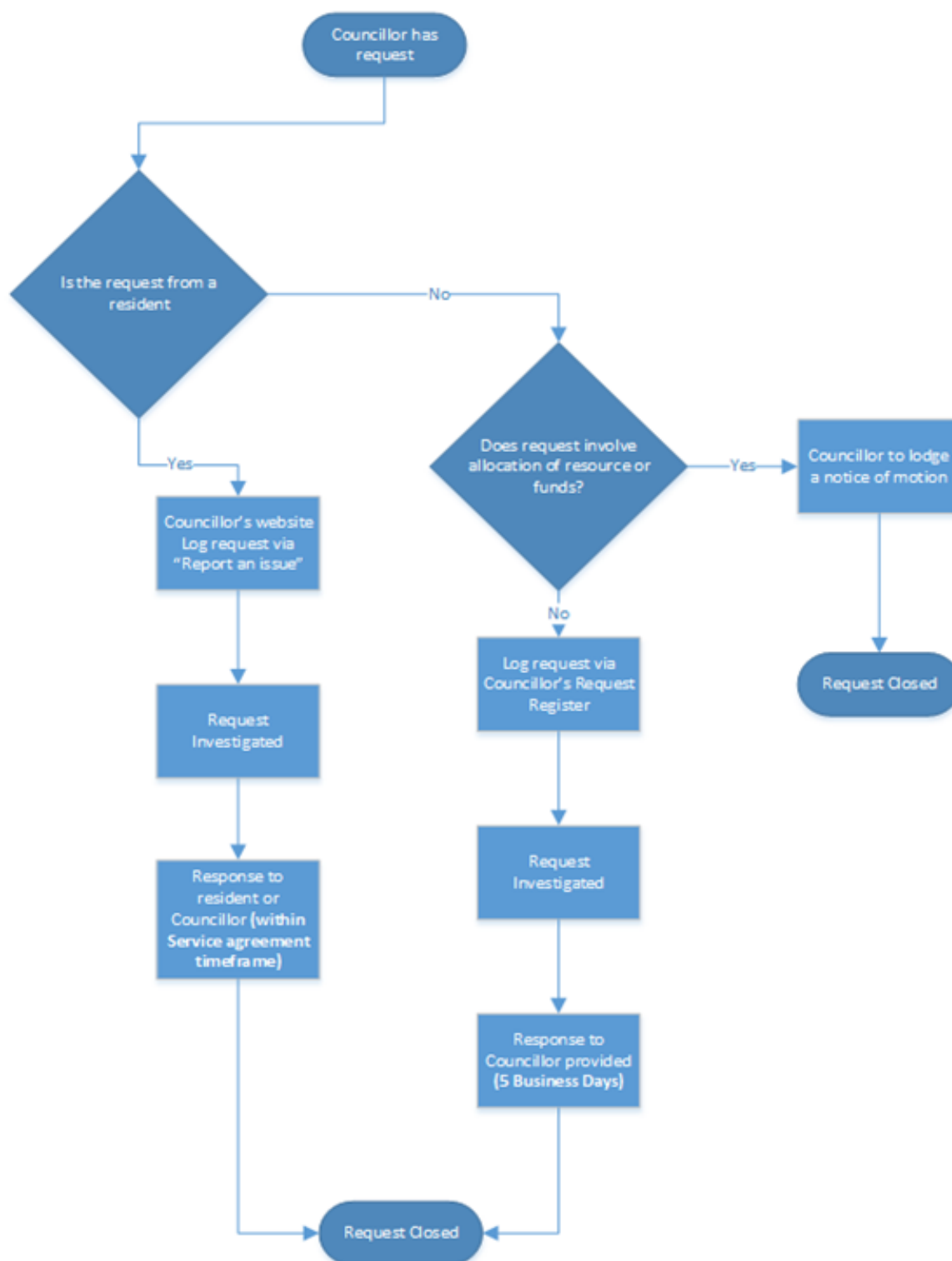
3. POLICY INTENT

Effective governance and customer-focused service delivery require a productive and professional working relationship between the elected members and the organisation. Effective governance also requires clear and effective communication protocols for Councillors and senior staff which provide for courteous and respectful communication.

The *NSW Local Government Act 1993* (the Act) defines the roles and responsibilities of the Mayor and Councillors, and specifies that the General Manager is to direct staff in the performance of their duties. Interactions between Councillors and staff are necessary to facilitate well-informed decisions and the provision of Council services.

In accordance with Council's Code of Conduct, Councillors and staff are expected to conduct their interactions with each other with respect, professionalism, objectivity, honesty and to a high standard of ethical behaviour. This Policy supplements the Code of Conduct and nominates those Council staff that Councillors may access to exercise their civic leadership and represent the views of the community. This Policy should be read and applied in conjunction with Council's Code of Meeting Practice, which supports the effective running of Council Meetings.

While this Policy and the Code of Conduct govern interactions between Councillors and staff, it does not prevent Councillors and staff from communicating generally. From time to time, Councillors and staff may be present at social and community events. In such situations, both parties should refrain from discussing matters relating to council business.



4. COMMUNITY STRATEGIC PLAN OBJECTIVES

This Policy contributes to the delivery of the Advancing our Region Community Plan objective 'Strong Region' Goal 2: Strong governance and leadership that supports our region to grow and prosper.

5. POLICY

a. ACCESS TO STAFF BY MEMBERS OF PARLIAMENT

Only members of the Executive Team are authorised to advise and interact with State and Federal Members of Parliament.

5.2 ACCESS TO STAFF OTHER THAN THE GENERAL MANAGER BY COUNCILLORS

All access to staff by Councillors, other than the General Manager, is to be authorised by the General Manager.

Only those staff authorised by the General Manager can provide advice to Councillors within the limits of their delegated responsibilities. Only those staff authorised by the General Manager may be contacted for a Public Interest Disclosure, in accordance with Section 4A of the *Public Interest Disclosures Act 1994* or a Code of Conduct matter, in accordance with Section 440 of the *NSW Local Government Act*.

The General Manager may amend these lists of nominated officers from time to time to reflect changes to positions. Further, the General Manager may nominate officers to interact with Councillors on a specific issue and temporary basis, as required.

Should a Council officer be acting in any of the nominated positions included in this schedule, the person so acting will be a nominated officer unless otherwise determined by the General Manager.

5.3 COUNCILLOR AND COUNCIL STAFF INTERACTION

Councillors should be aware that under Section 7.2 of the Armidale Regional Council Code of Conduct, Councillors must not attempt to direct Council staff in the performance of their duties or request that staff undertake work on their behalf.

In circumstances where staff are unsure whether or not they should provide information to, or respond to a request from a Councillor, they should refer the matter to their Chief Officer or the General Manager, or request that the Councillor make the request through the General Manager.

5.4 COUNCILLOR AND COUNCIL STAFF INTERACTION IN MEETINGS

To ensure the effective running of Council Meetings, Standing Committees, Advisory Committees and other meetings and events of Council, Councillors and Council staff should abide by the Armidale Regional Council Code of Conduct and Code of Meeting Practice.

Within the context of Council Meetings and in accordance with Section 249 (1)(b) of the *Local Government (General) Regulation 2005*, a Councillor may, through the General Manager, put a question to a council staff member. Further, "a Councillor or Council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents." (Section 249 (2) of the *Local Government (General) Regulation 2005*). At Standing Committee and Advisory Committee meetings Councillors may approach designated support staff, as referenced in the relevant Terms of Reference, for advice in relation to activities of that committee.

5.5 COUNCILLOR REQUESTS

Council has developed a Councillor Request System to ensure the provision of information is accurate, timely and professional. All employees are expected to follow the steps outlined in the procedure when managing requests from Councillors as they undertake their civic duties.

Councillors should wherever possible send **ALL** requests to the ClrDirect@armidale.nsw.gov.au, to ensure efficient allocation of requests and timely responses.

Action	Standard
Councillor Request Register – made using the Councillor Request Register	5 business days
Councillor requests made through channels other than the Councillor Request Register	No service standard applies
Phone calls to Chief Officers and authorised staff	Where possible calls are returned on the same day. Alternatively, messages left will be replied to on the next business day

5.6 COUNCILLOR ACCESS TO COUNCIL CIVIC CENTRE OFFICES

Councillor access to the Armidale Regional Council Civic Centre offices includes:

- Mayors office (with the consent of the Mayor)
- Councillor's Meeting Room
- Council Chambers
- Office of the Executive Officer to the Mayor (during office hours)
- Public areas

5.7 NOMINATED STAFF AUTHORISED TO INTERACT WITH COUNCILLORS

- General Manager
- Chief Officer (in area of portfolio)
- Executive Officer (for business paper related matters and appointments)
- Governance Manager (Governance matters)
- Manager Information Services or IT Support Officer (IT Support)
- Designated Public Interest Disclosure (PID) Officer

5.8 NOMINATED STAFF AUTHORISED TO INTERACT WITH COUNCILLORS IN RELATION TO CODE OF CONDUCT REVIEWS OR FORMAL COMPLAINTS

- General Manager
- Chief Officer Corporate and Community
- Manager Governance
- Designated Complaints Coordinator

6 LEGISLATIVE REQUIREMENTS

- *Local Government Act 1993*
- *Local Government (General) Regulation 2005*

7 REVIEW

This Policy will be reviewed within 6 months after the date of each Local Government General election or more frequently as required.

8 RESPONSIBLE OFFICER

Manager Governance

9 OBLIGATIONS OF STAFF

Council's staff members must:

- a) Give their attention to the business of council while on duty.
- b) Ensure that their work is carried out efficiently, economically and effectively.
- c) Carry out lawful directions given by any person having authority to give such directions.
- d) Give effect to the lawful decisions, policies, and procedures of the council, whether or not the staff member agrees with or approves of them.
- e) Ensure that any participation in political activities outside the service of the council does not conflict with their primary duty to serve the council apolitically by ensuring a neutral approach to providing advice and taking action.
- f) Not contact or engage with Councillors unless instructed by the General Manager.
- g) Not discuss with Councillors any industrial matter, grievance or day to day operational management issue.

10 OBLIGATIONS OF COUNCILLORS

Each Council is a body corporate and Councillors are the governing body of the Council. The governing body has the responsibility of directing and controlling the affairs of the council in accordance with the Local Government Act and is responsible for policy determinations.

As per the *Local Government Act 1993*, Councillors or Mayors must not:

- a) Direct council staff other than by giving appropriate direction to the General Manager in the performance of council's functions by way of council or committee resolution, or by the Mayor exercising his/her power under S226 (S352).
- b) Direct or influence or attempt to direct or influence any other member of staff of the council or a delegate of the council in the exercise of the functions of the member or delegate (Schedule 6A)
- c) Contact a council staff member on council related business unless in accordance with the policy and procedures governing interaction of councillors and council staff.
- d) Contact or issue instructions to any of council's contractors or tenderers, including council's legal advisors, unless by the mayor exercising their power under S226 of the Act. This does not apply to the chair of Council's Audit, Risk and Improvement Committee who may be provided with any information reasonably necessary for the Committee to perform its functions.
- e) Take advantage of their official position to improperly influence other councillors or staff members in the performance of their civic or professional duties for the purpose of securing private benefit for themselves or another person.
- f) Access staff only areas unless approval has been provided by the General Manager or Chief Officer.

REASONABLENESS AND VOLUME OF REQUESTS FOR INFORMATION THROUGH COUNCILLORS REQUEST SYSTEM, QUESTIONS ON NOTICE, NOTICES OF MOTION AND COMMITTEES

Council recognises the rights of every Councillor to access information in carrying out their role as a Councillor as set out in the *Local Government Act 1993*.

Council also recognises, as part of the Minister for Local Government's Performance Improvement Order (PIO) served on the Council 9 December 2020, the Minister required Council, *"within one month of the commencement of this order ensure that the General Manager develops a councillor request system to manage email requests from councillors that incorporates rules about the use of the councillor request system with a focus on ensuring that communications are respectful, the number of requests are reasonable and include provisions permitting the General Manager to impose limitations where disrespectful or excessive use of the system occurs"*.

While providing access to records and information for Councillors is an integral part of the staff organisation role within the responsibility of the General Manager, the balance between the volume and reasonableness of requests for information by individual councillors must be weighed against the amount of staff resources and associated costs of providing large volumes of information or in carrying out procedural reviews for individual Councillors. This also applies to repetition and duplication of requests.

Where there are issues regarding respect, the volume, duplication and reasonableness of requests for information by individual Councillors, the General Manager shall have responsibility for determining if the information can be supplied after assessing the impact the request will have on staff resources and other Council work. If the requests are deemed by the General Manager to breach the requirements of the Minister's Performance Improvement Order, the principles of reasonableness, or impact significantly on staff resources, then the General Manager should discuss this with the requesting Councillor in the first instance and, if no agreement can be reached, the General Manager may exercise the delegation granted by Council on 24th March to impose limitations on, prioritise or delay response to disrespectful or excessive use of the councillor request system and excessive use of Questions on Notice, Notices of Motion and Committees. Options for alternative provision of information may be proposed by the General Manager.

11 RELATED PROCEDURES

- Armidale Regional Council Code of Conduct
- Armidale Regional Council Code of Meeting Practice
- Armidale Regional Council Audit, Risk and Improvement Committee Charter

12 BREACHES

Non-compliance with this policy is considered a breach of the Armidale Regional Council Code of Conduct and will be dealt with in accordance with the Council's disciplinary policies.

APPROVAL AND REVIEW		
Responsible Business Unit	Governance	
Responsible Officer	Manager Governance	
Date/s adopted	<i>Council Executive</i> March 2025	<i>Council</i>
Date/s of previous adoptions	23 Oct 2019 28 July 2021 23 March 2022	
Date of next review	This Policy will be reviewed within 6 months after the date of each Local Government General election or more frequently as required.	
CM Reference	AINT/2025/05634	

DA NUMBER: DA-6-2025

LOCATION: 66 Varley Court ARMIDALE NSW 2350
Lot 116 DP 1300630

DEVELOPMENT DESCRIPTION: Dwelling house

COUNCIL: Armidale Regional Council : Emily Tischner

PROPERTY/SITE DETAILS / HISTORY	
FILE HISTORY	The subject site is the product of a 19 lot subdivision approved under DA-41-2022.
TITLE PLAN	The title plan has a building envelope specified, which the proposed development is located within.
SITE CHARACTERISTICS SUMMARY	The subject site has an area of 1.035 hectares and is a generally regular shaped allotment located on the southeastern side of Varley Court. The site is abutted by the Great Northern Railway on the rear boundary. The site is clear of vegetation and is generally level. The site is unaffected by environmental constraints.
OWNERS CONSENT	Owners consent has been provided.
APPLICATION DETAILS	
OVERVIEW OF PROPOSAL	The proposed development seeks approval for a 4 bedroom single storey detached dwelling house.
SUMMARY OF RELEVANT PLANNING MATTERS	Clause 4.6 Variations to Development Standards lodged with the application due to a variation to clause 4.2(A) Erection of dwelling houses and dual occupancies on certain rural residential and conservation zones

INTEGRATED AND DESIGNATED DEVELOPMENT	
Public Authority	
Is the application by/on behalf of Public Authority (this includes UNE)?	NO
Integrated Development	
Fisheries Management Act (s144, s201, s205, s219): Did the application require approval from NSW Primary Industries for certain types of development relating to fisheries?	NO
Heritage Act 1977 (s58): Did the application require approval from the Heritage Council of NSW for certain works (including demolition) relating to state heritage items or is subject to an interim heritage order?	NO
Mining Act 1992 (s63, s64): Did the application require the granting of a mining lease by NSW Resources and Geoscience?	NO
Protection of the Environment Operations Act 1977 (s43a/b/d, s47, s48, s55, s122): Did the application involve the granting of an Environmental Protection Licence (EPL) for certain developments of high environmental risk by the NSW EPA?	NO
Rural Fires Act 1977 (s100b): Did the application require approval from the NSW Rural Fire Service for certain types of high-risk development on bushfire prone land (including subdivision, and Special Fire Protection Purposes – SFPP's)?	NO

Roads Act 1993 (s138): Did the application require approval for certain works over classified roads by Transport for NSW?	NO
Water Management Act 2000 (s89, s90, s91): Did the application involve approval from the NSW Department of Industry for certain works having an impact on waterways including certain development within 40m of a watercourse?	NO
National Parks & Wildlife Act 1974 (s90): Did the application involve the granting of an Aboriginal Heritage Impact Permit (AHIP) for harm to Aboriginal objects or places by Heritage NSW?	NO
Designated Development	
Did the application meet any of the Designated Development triggers as listed under Schedule 3 of the EP&A Regulations, 2021.	NO

ENVIRONMENTAL PLANNING INSTRUMENTS

SECTION 4.15(1)(a)(i)

STATE ENVIRONMENTAL PLANNING POLICIES (SEPPs)

SEPP (Building & Sustainability Index: BASIX) 2004	A BASIX Certificate has been submitted with the application, demonstrating the proposal meets the provisions under the SEPP. Certificate Number 1775278S
SEPP (Resilience & Hazards) 2021	Remediation of land: Following an inspection of the site and a search of Council records, the subject land is not identified as being potentially contaminated and is suitable for the intended use.
SEPP (Transport & Infrastructure) 2021 Chapter 2 - Infrastructure	Development in or adjacent to rail corridors and interim rail corridors: Subdivision 2, Clauses 2.97 – 2.101 have been considered and the development does not require a referral to the relevant rail authority. Matters relating to the proximity of future dwellings to the rail line were dealt with during the assessment of DA-45-2022.
State Environmental Planning Policy (Biodiversity and Conservation) 2021 Chapter 4 Koala Habitat Protection	The proposed development will not impact on koalas or koala habitat.

ARMIDALE REGIONAL LOCAL ENVIRONMENTAL PLAN (ARLEP 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	N/A

PART 2 PERMITTED OR PROHIBITED DEVELOPMENT

2.2 Zoning of land to which Plan applies	The subject site is zoned R5 Large Lot Residential under the <i>Armidale Regional Local Environmental Plan 2012</i> .
2.3 Zone objectives and Land Use	The objectives of the zone are;

Table	<ul style="list-style-type: none"> - To provide residential housing in a rural setting while, preserving and minimising impacts on, environmentally sensitive locations and scenic quality - To ensure that large residential lots do not hinder the proposer and orderly development of urban areas in the future - To ensure that development in the area does not unreasonably increase the demand for public services or public facilities - To minimise conflict between land uses within this zone and land uses within adjoining zones <p>The proposed development is consistent with the zone objectives.</p> <p>The proposed development is defined as a dwelling house, which is permitted with consent in the zone.</p>
2.4 Unzoned land	N/A
2.5 Additional permitted uses for particular land	There are no additional permitted uses on the subject site.
2.6 Subdivision—consent requirements	N/A
2.7 Demolition requires development consent	N/A
2.8 Temporary use of land	N/A
PART 4 PRINCIPAL DEVELOPMENT STANDARDS	
4.1 Minimum subdivision lot size	<p>The subject site is mapped as Z1 having a Minimum lot size for subdivision of 2ha.</p> <p>Though the proposed development is not for the purpose of subdivision, the subject site was created under DA-41-2022, which granted consent under Clause 4.1(3A) and Clause 4.1(3B) to create lots under the minimum lot size as specified on the lot size Map.</p> <p>This has resulted in a variation to a development standard under Clause 4.2A, which has been addressed below under Clause 4.6.</p>
4.1AA Minimum subdivision lot size for Community title schemes	N/A
4.1A Minimum subdivision lot size for strata plan schemes in certain rural, residential or environmental protection zones	N/A
4.1B Subdivision of lots in both Zones E3 and E4	N/A
4.1C Exceptions to minimum lot sizes for certain rural subdivisions	N/A
4.1D Minimum lot sizes for certain split zones	N/A

4.2	Rural subdivision	N/A
4.2A	Erection of dwelling houses or dual occupancies on land in certain rural, residential and environmental protection zones	<p><i>Objectives of this clause are;</i></p> <p>(a) <i>To minimise unplanned rural residential development</i></p> <p>(b) <i>To enable the replacement of lawfully erected dwelling houses and dual occupancies in rural and conservation areas</i></p> <p>This clause applies to land in Zone R5 Large Lot Residential.</p> <p>(3) <i>Development consent must not be granted for the erection of a dwelling house or dual occupancy on land to which this clause applies, and to which no dwelling house or dual occupancy has been erected, unless the land</i></p> <p>(a) <i>is a lot that is at least the minimum lot size shown on the lot size map in relation to that land</i></p> <p>As noted above under Clause 4.1, the subject site was lawfully created under the minimum lot size as shown on the minimum lot size Map under DA-41-2022. The subject site has an area of 1 ha which represents a 50% variation to the development standard under Clause 4.2A. A clause 4.6 variation has been prepared by the applicant and submitted with the application.</p>
4.2B	Erection of rural workers' dwellings in certain rural and environmental protection zones	N/A
4.3	Height of buildings	N/A
4.6	Exceptions to development standards	<p>Justification is required under Clause 4.6 as a result of the 50% variation to the numeric development standard under Clause 4.2A.</p> <p><i>The objectives of this clause are as follows;</i></p> <p>(a) <i>To provide an appropriate degree of flexibility in applying certain development standards to particular development,</i></p> <p>(b) <i>To achieve better outcomes for and from development by allowing flexibility in particular circumstances</i></p> <p>(3) Development consent must not be granted to development that contravenes a development standard unless the consent authority is satisfied the applicant has demonstrated that</p> <p>(a) <i>Compliance with the development standard is unreasonable or unnecessary in the circumstances, and</i></p> <p>(b) <i>There are sufficient environmental planning grounds to justify the contravention of the development standard</i></p> <p>The applicant has provided sufficient justification demonstrating that compliance with the development standard in this instance is unreasonable and unnecessary.</p> <p>There are 5 common ways in which compliance with a development standard may be demonstrated. The applicant has provided justification against 2, which is sufficient.</p> <p>(a) <i>Are the objectives of the development standard achieved notwithstanding the non-compliance?</i></p> <p>Applicant comments:</p> <p>The subject lot was part of a 19 lot subdivision approved by Council under Clause 4.1(3A) and 4.1(3B) of the ARLEP 2012.</p>

	<p>Clause 4.1(3A) and Clause 4.1(3B) permits subdivision of land zoned R5 to create lots of at least 1 ha, provide the consent authority is satisfied that each lot is, or will be serviced by a water reticulation and sewerage system</p> <p>Council approved the subdivision, creating Lot 116 (the subject lot) because it was satisfied that the lot would have water reticulation and sewerage system facilitating the erection of a dwelling. Unfortunately, no enabling subclause under Clause 4.2A permits the erection of a dwelling on the subject lot.</p> <p>Given council consent to the subdivision, the rural residential subdivision was planned and appropriately serviced to facilitate the erection of houses on the approved lots. Because this subdivision was designed to include building envelopes, the objective will be achieved, as the development is not unplanned.</p> <p>Council comments:</p> <p>With regard Clause 4.2A Council considers that the proposed development is consistent with the objectives of the clause as stated by the applicant above. The intent of the subdivision which lawfully created the subject lot was for residential development. The assessment of the development application for the subdivision DA-41-2022, was thorough and considered all relevant matters, therefore the development is not considered to be unplanned. Council was satisfied under DA-41-2022, that all relevant provisions under Clause 4.1(3A) and Clause 4.1(3B) had been satisfied.</p> <p>Would the underlying objective or purpose of be defeated or thwarted in compliance was required?</p> <p>Applicant comments:</p> <p>Yes they would be defeated if the development standard was enforced. The development of dwelling in the recently approved subdivision would be halted until an amendment of ARLEP 2012 was adopted that provided a planning approval pathway enabling the council to approved new dwelling houses in the subdivision. If Compliance with the development standard were required, no dwelling would be able to be built on the newly planned residential lots.</p> <p>Council comments:</p> <p>Strict compliance with the development standard in this instance would defeat the objective and purpose of both the standard and the objectives under the R5 Large Lot Residential zoning. The purpose of the zoning and of the standard is to allow for large lot residential development. The intent in creating the subdivision was to permit dwelling house on each future lot. Compliance with the development standard in this instance would prohibit the development of the subdivision for its intended purpose and would not align with the objectives or intent of the development standard.</p> <p>Are there sufficient planning grounds to justify contravening the development standard?</p> <p>Applicant comments:</p> <p>In the original subdivision, the Council considered the development</p>
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	<p>environmental impacts, the planning legislation, the biodiversity constraints and approved the subdivision under Clause 4.1(3A) and Clause 4.1(3B) with the intention of permitting dwelling son the lots subsequently registered. This intention was reinforced by each lot having a defining building envelope and the required infrastructure connections as part of the subdivision.</p> <p>Council comments:</p> <p>Council is satisfied that there is sufficient planning grounds to justify contravening the development standard, as detailed by the applicant above. The development application, DA-41-2022, which created the subject site, considered all the relevant matters under Section 4.15 of the Environmental Planning and Assessment Act 1979. All environmental planning matters were considered. As discussed, the intent of the creation of the subject site was for the purpose of a residential dwelling. The subject site currently exists, with the erection a dwelling house on the lot not considered to have a an adverse impact, as all impacts of residential development on these lots has been considered.</p> <p>Council is satisfied that strict compliance with the numerical standard in this instance is unnecessary and the contravention to the development standard in this instance has been adequately justified.</p>
PART 5 MISCELLANEOUS PROVISIONS	
5.1 Relevant acquisition authority	N/A
5.2 Classification and reclassification of public land	N/A
5.3 Development near zone boundaries	N/A
5.4 Controls relating to miscellaneous permissible uses	N/A
5.8 Conversion of fire alarms	N/A
5.10 Heritage conservation	The subject site is not identified as being of European heritage significance
5.11 Bush fire hazard reduction	N/A
5.12 Infrastructure development and use of existing buildings of the Crown	N/A
5.13 Eco-tourist facilities	N/A
5.16 Subdivision of, or dwellings on, land in certain rural, residential or conservation zones	<p>This clause applies to land in Zone R5 Large Lot Residential.</p> <p>Having regard to the provisions of this clause, Councils is satisfied that the proposed development will not have an impact on adjoining land uses, as the lot is in an area of land for the purpose of rural residential housing. The propoed development is consistent with the provisions of this clause.</p>
5.18 Intensive livestock agriculture	N/A
5.19 Pond-based, tank-based and oyster aquaculture	N/A

5.20	Standards that cannot be used to refuse consent – playing and performing music	N/A
5.21	Flood planning	N/A
PART 6 ADDITIONAL LOCAL PROVISIONS		
6.1	Earthworks	Having regard to this clause, Council is satisfied that the earthworks for which development consent is required will not have a detrimental impact on environmental functions and processes, neighbouring uses, cultural or heritage items or features of the surrounding land, subject to the recommended conditions.
6.3	Airspace operations	N/A
6.4	Development in areas subject to aircraft noise	N/A
6.5	Development within a designated buffer	The subject sit is not located within a designated buffer.
6.6	Essential Services	<p>Having regard to this clause, Council is satisfied that the following services that are essential for the development are available or that adequate arrangements have been made to make them available when required—</p> <p>the supply of water,</p> <p>The subject site has connection to reticulated water</p> <p>the supply of electricity</p> <p>The subject site has connection to electricity</p> <p>the disposal and management of sewage,</p> <p>A section 68 has been lodged for an on site sewer management system</p> <p>stormwater drainage or on-site conservation,</p> <p>the discharge of stormwater can be managed on site</p> <p>suitable road access</p> <p>The subject site has suitable road access from Varley Court</p>

DRAFT OR UNDER CONSULTATION - ENVIRONMENTAL PLANNING INSTRUMENTS

SECTION 4.15(1)(a)(ii)

Are any draft SEPP's or Environmental Planning Instruments required to be considered?	No.
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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 accordance with Councils Community Participation Plan the application has not been notified or advertised.
Section 2 Site Analysis and General Controls	
2.1 Site Analysis	The subject site is considered suitable for the proposed development.
2.2 Tree Preservation	No tree removal is proposed.
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?	High
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?	Only limited modification
Additional comments/conclusion	No further investigation considered necessary. Standard condition 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 site is not identified as flood prone land

Section 4 Residential Development Controls	
4.1 Urban Residential Development – Single and Dual Occupancy Dwellings	
Part 1 – General provisions	
	Noted.
Part 2 – Site requirements, lot size and floor area controls	
2.1 Lot size requirements	No lot size controls adopted.
2.2 Floor area for dwellings	No floor area controls adopted.

2.4 Max. Floor area for outbuildings in R5	No outbuildings proposed.
Part 3 – Lot and building design and external appearance	
The proposed development is for a single storey detached dwelling house. The proposed dwelling is oriented with the living areas to the north for passive solar gain, with the living areas opening on to private open space.	
Part 4 – Building Height, bulk and scale	
4.1 Design of building height, bulk, scale and visual elements (inc. roof form, roofs and feature elements)	The front façade of the dwelling has sufficient articulation and is of a reasonable height bulk and scale for the lot.
4.2 Extension of building above gutter line	No building elements extend beyond the gutter line
4.3 Maximum height of dwellings and outbuildings	Required: Max building height no more than 8.5m Complies: proposed building height 4.4m
4.4 Building on a boundary and height of a boundary wall	N/A
Part 5 Building setbacks	
5.1 Setbacks for garages and carports in all zones	Required: 1m behind the building line Complies: the proposed garage is setback 1.5m from the front building line
5.3 Setbacks in the R5 zone	Required: 20m (front) Complies: the proposed dwelling is located 24m from the front boundary Required: 10m (side) Complies: the proposed dwelling exceeds 10m from each side boundary
5.4 Allowable encroachments into setbacks	The proposed dwelling does not encroach into setbacks
5.5 Setbacks from public reserves	The proposed dwelling is not in proximity to a public reserve
5.6 Setbacks from overhead electricity supply mains	The proposed dwelling is not in proximity to overhead electricity mains
5.7 Setbacks from unmanaged vegetation	The subject site does not abut unmanaged vegetation
Part 6 Articulation zones	
6.1 (definition)	Noted.
There are no elements within the front articulation zone	
Part 7 Dwelling entry, privacy and surveillance	
7.1 Dwelling entry	Complies
7.2 Mail boxes	Complies
7.3 Security and surveillance	Complies
7.4 Privacy	Complies
Part 8 Private open space and landscaping	
8.1 Private open space	Complies, the subject site has an area of 1hectare
Part 9 Fences and Retaining Walls	
9.2 Fences in the R5 zone	Complies
Part 10 Car parking	
10.1 Car parking spaces per dwelling	Required: 1 covered car space Complies: 2 spaces provided
Part 11 Garages and carports	
11.1 Garage position to maximise solar	Complies - The garage is located on the southern side of the dwelling

access to dwelling	
11.2 Garage setbacks from the front façade of the building	Required: 1m Proposed 1.5m
11.3 Permitted number of garages for a single dwelling	Complies
11.4 Garage door widths	Complies
Part 12 Vehicle Access and driveways	
The subject site has adequate vehicular access	
Part 13 Utility Services	
As specified under Clause 6.6 of the ARLEP 2012 the proposed development has access to all utility services.	

ANY CURRENT OR DRAFT PLANNING AGREEMENT

SECTION 4.15(1)(a)(iiia)

Are there any planning agreements or draft agreements in place?	NO
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REGULATIONS

SECTION 4.15(1)(a)(iv)

Section 61: Additional matters that the consent authority must consider.	<p>Demolition: The development does not involve demolition.</p> <p>Fire Safety: The development does not involve a change of use of an existing building without rebuilding or alteration of the building.</p> <p>Temporary Structures: The development does not involve the erection of a temporary structure(s).</p> <p>Upgrade of Buildings: The development does not involve the rebuilding or alteration of an existing building.</p>
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LIKELY IMPACTS OF THE DEVELOPMENT

SECTION 4.15(1)(b)

Potential impacts on the natural environment?	
Impact on air quality?	The construction and/or operation of the proposed development will not result in any significant adverse impacts on the existing air quality or result in any pollution. Standard precautionary site management conditions recommended.
Impact on water quality?	The construction and/or operation of the proposed development will not result in any significant adverse impacts on water resources and water quality. Standard precautionary site management conditions recommended.
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.
Waste	Satisfactory arrangements are in place for proposed storage and collection of waste and recyclables. No adverse impacts anticipated.
Potential impacts on the built environments?	

Impact of noise generation?	The proposed development is not considered a noise generated development.
Impact on any places of Aboriginal heritage significance?	No known items of Aboriginal heritage significance exist on the property. As a precaution, a condition of consent has been recommended that works are to cease in the unexpected event heritage items are found. Works can only recommence when appropriate approvals are obtained for management and/or removal of the heritage item.
Impact on any places of European heritage significance?	No known items of European heritage significance exist on the property.
Amenity (i.e. hours of operation)?	The proposed development will not have any amenity impacts on adjoining properties.
Public domain, privacy, overshadowing, view sharing, lighting and visual impact?	The proposal will not have any significant adverse impacts on existing adjoining properties and satisfactorily addresses the public domain.
Construction impacts?	Construction impacts are considered capable of being managed, standard construction and site management conditions have been recommended.
Potential social impacts?	
Likely social impacts, benefits or precedents?	Given the nature of the proposed development and its location the proposal is not considered to have any significant adverse social impacts.
Potential economic impacts?	
Likely economic impacts or benefits?	The proposal is not considered to have any significant adverse economic impacts on the locality. A likely positive impact in that the development will maintain employment in the construction industry, which will lead to flow-on impacts such as expenditure in the area.

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 <u>not</u> 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.
Adjoining / nearby land uses and activities?	
Rail?	Yes. The subject site abuts the Great Northern Railway to the rear of the site.
Classified road?	No

Other incompatible land uses?	No surrounding land uses are for the purpose of large lot residential
Access to and within the site?	
Suitable vehicular circulation/access/loading/unloading/parking?	The subject site has legal access from Varley Court.
Servicing?	
Sewer connection?	No Sewer Available - OSSM
Water supply?	The site has connection to Council's reticulated water service
Stormwater?	Stormwater discharge point available.
Development Contributions Applicable?	
Section 64 Water & Sewer Development Servicing Plan (DSP's)?	Section 64 Development Servicing Charges (DSP's) are not applicable as the development does not increase demand on council's water and sewer services.
Section 7.11 Heavy Vehicles Development Contributions?	Section 7.11 development contributions are not applicable as the development does not involve heavy haulage vehicle movements.
Section 7.12 Developer Charges?	Development contributions will be required in accordance with Section 7.12 of the Environmental Planning and Assessment Act 1979 towards the provision, extension or augmentation of public amenities or public services (or towards recouping the cost of their provision, extension or augmentation) at a rate of: 1.0% as the cost of works is \$200,000 or greater. Total contributions amount \$6,960

SUBMISSIONS**SECTION 4.15(1)(d)**

Any submissions from:	
The public?	Nil – the application was not notified.
Consultation with other public authorities?	The development did not require any consultation with other public authorities.

THE PUBLIC INTEREST**SECTION 4.15(1)(e)**

Construction or safety issues?	Standard condition recommended for barrier/hoarding during construction works to ensure public safety. Roads Act Approval condition recommended for associated works on the public road.
Public Health issues (food safety, skin penetration etc)?	Standard condition recommended to ensure the development complies with the applicable obligations under the Public Health Act 2010 and the Public Health Regulation 2022.
Management plans, agreements or bonds?	The proposed development does not require a vegetation management plan or

(inc. Fire safety measures)	voluntary planning agreement or the payment of any bonds.
Principles of Ecologically Sustainable Development?	The proposed development is considered to be satisfactory having regard to ESD principles.
Planning Circulars?	The proposed development is acceptable having regard to the current NSW Government planning system circulars.
Applicable Strategic Plans?	The development is generally in accordance with Councils suite of strategic planning documents.
Other public interests (i.e. precedents)?	The proposed development has been assessed on its merits and there is no risk of adverse precedent being established which can be relied on by other developments.
Is the development in the Public Interest?	The proposed development satisfies relevant planning controls and will not adversely impact on the wider public interest.

CONCLUSIONS / RECOMMENDATION

The application has been assessed in accordance with Section 4.15 of the Environmental Planning and Assessment Act 1979.

Issues raised during assessment of the application have been considered in the assessment of the application. Where relevant, conditions have been recommended to manage the impacts attributed to these issues.

The site is considered suitable for the proposed development and the proposal adequately addresses relevant planning controls. The development is not considered to be contrary to the public's interest and will not result a significant adverse social, environmental or economic impact.

It is recommended that the application be approved, subject to the recommended conditions of consent

DA No: DA-6-2025

Signed:



Date: 4 March 2025



NOTICE OF DETERMINATION OF A DEVELOPMENT APPLICATION

APPLICATION NUMBER	DA-6-2025
APPLICANT	AMBROSE BUILDING DESIGN SOLUTIONS
DESCRIPTION OF DEVELOPMENT	Dwelling house
PROPERTY	66 Varley Court ARMIDALE NSW 2350
DETERMINATION	TBD
DATE OF DETERMINATION	TBD
DATE FROM WHICH THE CONSENT OPERATES	TBD
DATE ON WHICH THE CONSENT LAPSES	TBD (If development is not physically commenced by this date)

CONDITIONS ATTACHED TO DEVELOPMENT CONSENT NO. DA-6-2025

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.

Under section 4.18(1) of the EP&A Act, notice is given that the above development application has been determined by the granting of consent using the power in section 4.16(1)(a) of the EP&A Act, subject to the conditions specified in this notice.

Right of appeal / review of determination

If you are dissatisfied with this determination:

Request a review

You may request a review of the consent authority's decision under section 8.3(1) of the EP&A Act. The application must be made to the consent authority within 6 months from the date that you received the original determination notice provided that an appeal under section 8.7 of the EP&A Act has not been disposed of by the Court.

Rights to appeal

You have a right under section 8.7 of the EP&A Act to appeal to the Court within 6 months after the date on which the determination appealed against is notified or registered on the NSW planning portal.

The Dictionary at the end of this consent defines words and expressions for the purposes of this determination.



Emily Tischner
Senior Strategic Planner

Date: 11 March 2025

Person on behalf of the consent authority

Terms and Reasons for Conditions

Under section 88(1)(c) of the EP&A Regulation, the consent authority must provide the terms of all conditions and reasons for imposing the conditions other than the conditions prescribed under section 4.17(11) of the EP&A Act. The terms of the conditions and reasons are set out below.

PRESCRIBED CONDITIONS

For the purposes of section 4.17 (11) of the Act, the following conditions are prescribed condition of development consent:

Compliance with Building Code of Australia and insurance requirements under the home building Act

1. It is a condition of a development consent for development that involves building work that the work must be carried out in accordance with the requirements of the *Building Code of Australia*.
2. It is a condition of a development consent for development that involves residential building work for which a contract of insurance is required under the *Home Building Act 1989*, Part 6 that a contract of insurance is in force before building work authorised to be carried out by the consent commences.
3. It is a condition of a development consent for a temporary structure used as an entertainment venue that the temporary structure must comply with Part B1 and NSW Part H102 in Volume 1 of the *Building Code of Australia*.
4. In subsection (1), a reference to the *Building Code of Australia* is a reference to the Building Code of Australia as in force on the day on which the application for the construction certificate was made.
5. In subsection (3), a reference to the *Building Code of Australia* is a reference to the Building Code of Australia as in force on the day on which the application for development consent was made.
6. This section does not apply—
 - a. to the extent to which an exemption from a provision of the *Building Code of Australia* or a fire safety standard is in force under the *Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021*, or
 - b. to the erection of a temporary building, other than a temporary structure to which subsection (3) applies.

Reason: Prescribed condition under section 69 of the Environmental Planning and Assessment Regulation 2021.

Erection Signs

1. This section applies to a development consent for development involving building work, subdivision work or demolition work.
2. It is a condition of the development consent that a sign must be erected in a prominent position on a site on which building work, subdivision work or demolition work is being carried out—
 - a. showing the name, address and telephone number of the principal certifier for the work, and

- b. showing the name of the principal contractor, if any, for the building work and a telephone number on which the principal contractor may be contacted outside working hours, and
 - c. stating that unauthorised entry to the work site is prohibited.
- 3. The sign must be—
 - a. maintained while the building work, subdivision work or demolition work is being carried out, and
 - b. removed when the work has been completed.
- 4. This section does not apply in relation to—
 - a. building work, subdivision work or demolition work carried out inside an existing building, if the work does not affect the external walls of the building, or
 - b. Crown building work certified to comply with the *Building Code of Australia* under the Act, Part 6.

Reason: Prescribed condition under section 70 of the Environmental Planning and Assessment Regulation 2021.

Fulfilment of BASIX requirements

It is a condition of a development consent for the following that each commitment listed in a relevant BASIX certificate is fulfilled—

- 1. BASIX development,**
- 2. BASIX optional development, if the development application was accompanied by a BASIX certificate.**

Reason: Prescribed condition under section 75 of the Environmental Planning and Assessment Regulation 2021.

GENERAL CONDITIONS

1. Approved Plans and Documentation

The development must be carried out in accordance with the following approved plans and documents, except where the condition of this consent expressly requires otherwise.

Approved Plans				
Plan Number	Revision Number	Plan Title	Drawn By	Date of Plan
-	5	Floor Plan	S. Selby	28/11/2024
-	5	Elevations	S. Selby	11/11/2024
-	4	Site Plan	S. Selby	26/11/2024

Approved Documents			
Document Title	Version Number	Prepared by	Date of document
BASIX Certificate	Cert Number: 1775278S	PEM Group Co Pty Ltd	28/11/2024

In the event of any inconsistency between the approved plans and documents, the approved plans prevail.

In the event of any inconsistency with the approved plans and a condition of this consent, the condition prevails.

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

BEFORE RELEASE OF CONSTRUCTION CERTIFICATE**2. Structural Details**

Prior to the issue of a construction certificate, structural drawings prepared by a suitably qualified structural engineer must be submitted to and approved by the Principal Certifier. The plans must include details for:

- a) All reinforced concrete floor slabs and/or beams or raft slab (having due regard to the possible differential settlement of the cut and fill areas.
- b) Footings of the proposed structure.
- c) Structural steel beams/columns.
- d) All Footings/Slab design affected by water and/or sewer zone of influence

Reason: To ensure structural stability and safety

3. Developer Contributions

Section 7.12 Contributions

Prior to the issue of Construction Certificate, the applicant must pay a contribution as specified below (as calculated at the date of this consent) to Council in accordance with Armidale Regional Council Section 7.12 Contributions Plan 2018 (the plan) and the EP&A Act.

Proposed Cost of Development *	Levy Percentage	Total Contribution
\$696,000	1%	\$6,960

The total amount payable may be indexed at the time the payment is made, in accordance with the provisions of the plan. In order to make the payment, please go to Council's website, select "self-service" and click "application payments" under the "pay for it" section. Your reference number is:

Reason: To provide for the increased need in infrastructure and services

4. Long service Levy

Before the issue of a construction certificate, the long service levy, must be paid to the Long service Corporation under the Building Construction industry Long Service Payments Act 1986, Section 34, and evidence of the payment provided to the certifier.

Reason: To ensure the long service levy is paid.

5. PDP approval required

Approval from Council under the Plumbing and Drainage Act 2011 and Regulations 2012 and the Plumbing Code of Australia (NCC 2016) to carry out plumbing and drainage work defined as -

- Water Services (cold water, heated water, non-drinking water, fire-fighting water)
- Sanitary plumbing, and drainage
- Stormwater drainage (roof drainage, surface and subsurface drainage)

A Plumbing and Drainage Permit must be obtained by a licensed plumber prior to plumbing work commencing.

ADVICE: This is an online service for the plumbing industry - go to www.armidaleregional.nsw.gov.au

Reason: To ensure approval is obtained

6. Construction Certificate/PCA

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 the intention to commence work; and
- (ii) the specific Principal Certifying Authority (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 stamped plans, the National Construction Code and the relevant Australian Standards.

Reason: Requirement of Section 6.6 and 6.7 of the Environmental Planning and Assessment Act 1979

BEFORE WORKS COMMENCE**7. Erosion and sediment controls in place**

Before any site work commences, the principal certifier must be satisfied the erosion and sediment controls in the erosion and sediment control plan are in place. These controls must remain in place until any bare earth has been restabilised in accordance with 'Managing Urban Stormwater: Soils and Construction' prepared by Landcom (the Blue Book) (as amended from time to time).

Reason: To ensure sediment laden runoff and site debris do not impact local stormwater systems and waterways.

DURING CONSTRUCTION**8. Procedure for critical stage inspections (NSW condition)**

While building work is being carried out, the work must not continue after each critical stage inspection unless the principal certifier is satisfied the work may proceed in accordance with this consent and the relevant construction certificate.

Reason: To require approval to proceed with building work following each critical stage inspection.

9. Construction Matters

During construction of the development the following is to be adhered to:

- No building materials, soil or equipment is to be stored on Council property or roads without written consent from Council.
- Effective dust control measures are to be maintained.
- 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.
- 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) obstruction or inconvenience. The erected hoarding is to comply with AS 4687 and be erected prior to any works or demolition in site.
- The uppermost layer of soil (top soil) is to be retained onsite, stockpiled and surrounded at its base with silt fencing to ensure topsoil is maintained in a usable condition. Stockpiles are to be limited to 3m high and should not be located in areas visually prominent from the streetscape.

Reason: To maintain public safety

11. Stormwater

Stormwater from:

- All roof areas;
- Surface water from paved and impervious areas; and
- Any overflow from tanks
- Is to be collected, controlled, and conveyed in a suitable manner to a legal point of discharge.

Reason: to protect the site and adjoining properties from the effects of flooding

12 Discovery of relics and Aboriginal Objects

While site work is being carried out, if a person reasonably suspects a relic or Aboriginal object is discovered:

- a. the work in the area of the discovery must cease immediately;
- b. the following must be notified
 - i. for a relic – the Heritage Council; or
 - ii. for an Aboriginal object – the person who is the authority for the protection of Aboriginal objects and Aboriginal places in New South Wales under the *National Parks and Wildlife Act 1974*, section 85.

Site work may recommence at a time confirmed in writing by:

- a. for a relic – the Heritage Council; or

for an Aboriginal object – the person who is the authority for the protection of Aboriginal objects and Aboriginal places in New South Wales under the *National Parks and Wildlife Act 1974*, section 85.

Reason: to ensure the protection of objects of potential significance during works

13 Cut and Fill (if applicable)

While building work is being carried out, the principal certifier must be satisfied all soil removed from or imported to the site is managed in accordance with the following requirements:

(a) All excavated material removed from the site must be classified in accordance with the EPA's Waste Classification Guidelines before it is disposed of at an approved waste management facility and the classification and the volume of material removed must be reported to the principal certifier.

(b) All fill material imported to the site must be Virgin Excavated Natural Material as defined in Schedule 1 of the Protection of the Environment Operations Act 1997 or a material identified as being subject to a resource recovery exemption by the NSW EPA.

Condition reason: To ensure soil removed from the site is appropriately disposed of and soil imported to the site is safe for future occupants

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)

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 maintain the amenity of the locality

BEFORE OCCUPATION / WHEN WORKS ARE COMPLETED

13. Smoke Alarms

Prior to the issue of an occupation certificate, a smoke alarm/s must be installed and maintained within the entire building and be located in accordance with the National Construction Code. The alarm must be hard wired and comply with the Australian Standard 3786.

Reason: To comply with Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021.

14. Occupation Certificate

An Occupation Certificate must be obtained before the approved use commences, in accordance with the *Environmental Planning & Assessment Act 1979*.

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).

Reason: to ensure the health and safety of the building's occupants

15. PDP Completed

Before the issue of an Occupation Certificate, the Principal Certifier shall be provided with a copy of the Council Certificate issued to the Plumbing Contractor confirming that the contractor has had approval to do the work and has also had the required mandatory inspections completed and the required mandatory documentation submitted to the regulator as stipulated in the *Plumbing and Drainage Act 2011*

Reason: To ensure compliance with the Plumbing and Drainage Act 2011.

General advisory notes

This consent contains the conditions imposed by the consent authority which are to be complied with when carrying out the approved development. However, this consent is not an exhaustive list of all obligations which may relate to the carrying out of the development under the EP&A Act, EP&A Regulation and other legislation. Some of these additional obligations are set out in the [Conditions of development](#)

[consent: advisory notes](#). The consent should be read together with the *Conditions of development consent: advisory notes* to ensure the development is carried out lawfully.

The approved development must be carried out in accordance with the conditions of this consent. It is an offence under the EP&A Act to carry out development that is not in accordance with this consent. Building work or subdivision work must not be carried out until a construction certificate or subdivision works certificate, respectively, has been issued and a principal certifier has been appointed.

A document referred to in this consent is taken to be a reference to the version of that document which applies at the date the consent is issued, unless otherwise stated in the conditions of this consent.

Dictionary

The following terms have the following meanings for the purpose of this determination (except where the context clearly indicates otherwise):

Approved plans and documents means the plans and documents endorsed by the consent authority, a copy of which is included in this notice of determination.

AS means Australian Standard published by Standards Australia International Limited and means the current standard which applies at the time the consent is issued.

Certifier means a council or a person that is registered to carry out certification work under the *Building and Development Certifiers Act 2018*.

Construction certificate means a certificate to the effect that building work completed in accordance with specified plans and specifications or standards will comply with the requirements of the EP&A Regulation and *Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021*.

Council means ARMIDALE REGIONAL COUNCIL.

Court means the Land and Environment Court of NSW.

EPA means the NSW Environment Protection Authority.

EP&A Act means the *Environmental Planning and Assessment Act 1979*.

EP&A Regulation means the *Environmental Planning and Assessment Regulation 2021*.

Independent Planning Commission means Independent Planning Commission of New South Wales constituted by section 2.7 of the EP&A Act.

Occupation certificate means a certificate that authorises the occupation and use of a new building or a change of building use for an existing building in accordance with this consent.

Principal certifier means the certifier appointed as the principal certifier for building work or subdivision work under section 6.6(1) or 6.12(1) of the EP&A Act respectively.

Site work means any work that is physically carried out on the land to which the development the subject of this development consent is to be carried out, including but not limited to building work, subdivision work, demolition work, clearing of vegetation or remediation work.

Stormwater drainage system means all works and facilities relating to:

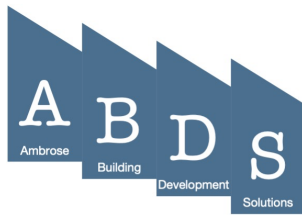
- the collection of stormwater,
- the reuse of stormwater,
- the detention of stormwater,
- the controlled release of stormwater, and
- connections to easements and public stormwater systems.

Strata certificate means a certificate in the approved form issued under Part 4 of the *Strata Schemes Development Act 2015* that authorises the registration of a strata plan, strata plan of subdivision or notice of conversion.

Subdivision certificate means a certificate that authorises the registration of a plan of subdivision under Part 23 of the *Conveyancing Act 1919*.

Subdivision work certificate means a certificate to the effect that subdivision work completed in accordance with specified plans and specifications will comply with the requirements of the EP&A Regulation.

Sydney district or regional planning panel means Northern Regional Planning Panel.



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Request to vary a development standard

Request to vary clause 4.2A in Armidale Regional Local Environmental Plan 2012.

Address: 66 Varley Court Armidale (Lot 116 DP 1300630)

Date: 9 January 2025

Site and proposed development

1. Describe the site.

Please provide the address and describe any features of the site.

The subject site, Lot 116 DP 1300630, is addressed as 66 Varley Court, Armidale, and is located in a new large lot residential subdivision south of Armidale City, in the Armidale Regional Council Local Government Area.

The lot is trapezoidal in shape, fronting Varley Court and the rear boundary adjoins the Main Northern Railway Line. The site has an area of 10350m² and shares a boundary with two other large lot residential properties.

2. Describe the proposed development.

Please provide details about the proposed development, including land use and works.

The application seeks consent for the erection of a new four-bedroom dwelling on the site. The new dwelling is an open-plan design with a total floor area of 285m².

Planning instrument, development standard and proposed variation

3. What is the environmental planning instrument/s you are seeking to vary?

Please identify the relevant Local Environmental Plan or State Environmental Planning Policy that you seek to vary.

Armidale Regional Local Environmental Plan 2012, Clause 4.2A (3)(a) minimum lot size of 2 ha for the erection of a dwelling.

4. What is the site's zoning?

Author Ambrose Hallman

Date 5 November 2023
Revision B

Please identify the land use zone that applies to the site.

R5 Large Lot Residential

5. Identify the development standard to be varied.

Please identify the name of the development standard being varied (for example, minimum lot size, floor space ratio, height of building), its relevant environmental planning instrument clause and the objectives of the development standard.

Clause 4.2A(3)(a) minimum lot size of 2 ha for the erection of a dwelling.

6. Identify the type of development standard.

Please identify if the development standard you are seeking to vary is numeric or non-numeric. For more guidance, see Part A, Chapter 1.3 of this guide.

The development standard is numeric.

7. What is the numeric value of the development standard in the environmental planning instrument?

This should be specific and address all non-compliance. Please see the relevant environmental planning instrument to determine the numeric value of the development standard for your site.

The numeric standard is 2 ha.

8. What is the difference between the existing and proposed numeric values? What is the percentage variation (between the proposal and the environmental planning instrument)?

For example: The proposal exceeds the maximum ____ development standard by ____, which is a percentage variation of ____%.

Lot 116 DP 1300630 has an area of 1 ha, 50% below the minimum lot size of 2 ha.

9. Visual representation of the proposed variation (if relevant)

If relevant, provide a diagram or image showing the proposed variation.

Not considered relevant

Justification for the proposed variation

10. How is compliance with the development standard unreasonable or unnecessary in the circumstances of this particular case?

There are 5 common ways that compliance with a development standard may be demonstrated to be unreasonable or unnecessary (items a to e). An applicant must satisfy at least one. This list is not exhaustive – there may be other ways available.

- a) Are the objectives of the development standard achieved notwithstanding the non-compliance? *(Give details if applicable)*

The objectives of Clause 4.2A are

- (1) The objectives of this clause are as follows—
(a) to minimise unplanned rural residential development,

Comment: The subject lot was part of the 19-lot subdivision approved by the Council under Clause 4.1(3A and 3B) of Armidale Regional Local Environmental Plan 2012.

Clause 4.1(3A and 3B) permits the subdivision of land zoned R5 to create lots of at least 1 ha, provided the consent authority is satisfied that each lot is, or will be, serviced by a water reticulation and sewerage system.

The Council approved the subdivision creating Lot 116 (1.035 ha) because it was satisfied that the lot would have a water reticulation and sewerage system facilitating the erection of a dwelling. Unfortunately, no enabling subclause under Clause 4.2A permits the erection of a dwelling on the subject lot.

Given that the Council consented to the subdivision, the rural residential subdivision was planned and appropriately serviced to facilitate the erection of houses on the approved lots. Because this subdivision was designed to include building envelopes, the objective will be achieved, as the development is not unplanned.

- (b) to enable the replacement of lawfully erected dwelling houses and dual occupancies in rural and conservation zones.

Comment: Not relevant

- a) Are the underlying objectives or purpose of the development standard not relevant to the development? *(Give details if applicable)*

Yes, they are considered to be relevant to the development.

- b) Would the underlying objective or purpose be defeated or thwarted if compliance was required? *(Give details if applicable)*

Yes, they would be defeated if the development standard was enforced. The development of dwellings in the recently approved subdivision would be halted until an amendment of ARLEP12 was adopted that provided a planning approval pathway enabling the Council to approve new dwelling houses in the subdivision. If compliance with the development standard were required, no dwelling would be able to be built on the newly planned rural residential lots.

- c) Has the development standard been virtually abandoned or destroyed by the council's own actions in granting consents departing from the standard? *(Give details if applicable)*

No

- d) Is the zoning of the land unreasonable or inappropriate so that the development standard is also unreasonable or unnecessary? *(Give details if applicable)*

No

11. Are there sufficient environmental planning grounds to justify contravening the development standard?

Note: Environmental planning grounds are matters that relate to the subject matter, scope and purpose of the EP&A Act including the Act's objects (see Part A, Chapter 2.6 of this guide). They must relate to the aspect of the proposed development that contravenes the development standard and not simply promote the benefits of the development as a whole. You must provide substantive justification as to why the contravening the development standard is acceptable.

In the original subdivision, the Council considered the development's environmental impacts, the planning legislation, the biodiversity constraints and approved the subdivision under Clause 4.1(3A and 3B) with the intention of permitting dwellings on the lots subsequently registered. This intention was reinforced by each lot having a defined building envelope and the required infrastructure connections as part of the subdivision.

The erection of a dwelling on the property will promote the orderly economic use and development of the land while not restricting the future expansion of the Armidale urban area. Also, allowing a rural residential dwelling in close proximity to Armidale does not significantly increase demand for services.

12. Is there any other relevant information relating to justifying a variation of the development standard? (If required)

Please provide any other information that you feel is relevant in justifying your proposed variation to the development standard.

The intention of the subdivision that created the lots was for dwellings to be subsequently constructed on the lots. This 4.6 exemption is only required because Clause 4.1(3A and 3B) permits the subdivision, but there is no enabling clause under 4.2A for the dwellings. This is the reason this 4.6 exception to development standards has been prepared to support the development application.



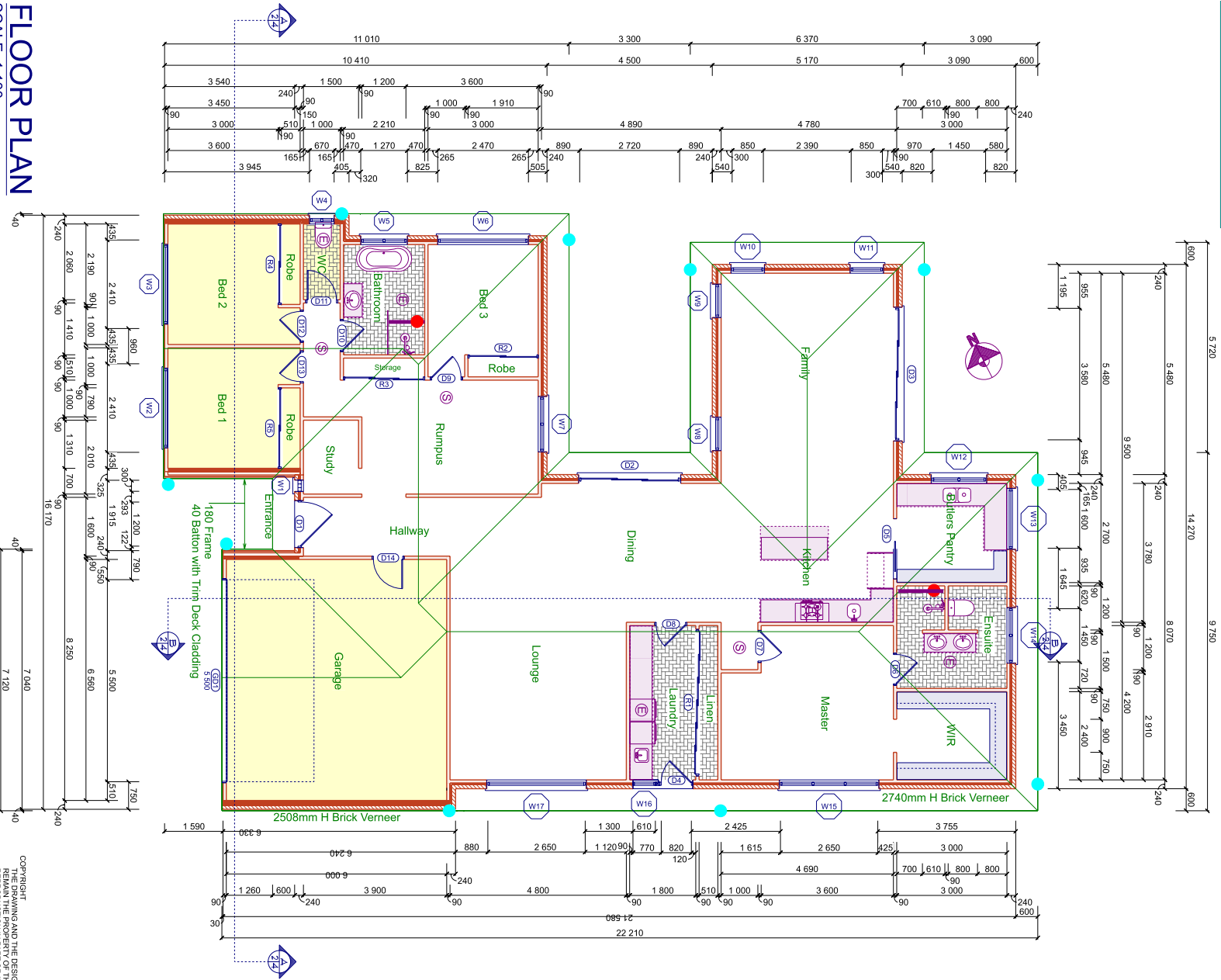
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0/11/24	For Final Approval	Customer: 2024-026 Waters Homes (Finlay)	COVER PAGE	
0/11/24	For Submission	Site Address: 66 Varley Court, Armidale, NSW 2350	Drafting the New England	N E Drafting
1/11/24	Amended For Submission (Windows)	PH: 0424 699 734 E:	PHONE: 0418 617 867	Email: info@newenglanddrafting.com
8/11/24	Amended For Submission (Cladding)	Reference No:	Printed: 29/11/2024	Page: 1
		2024-026 Waters Homes (FINLAY)		DRAWN BY: S. SELBY

AREA SCHEDULE		
NAME	COLOR	AREA
Condition Area		184 Sq m.
Garage		39 Sq m.
Roof Catchment		323 Sq m.
Total New Construction		285 Sq m.
Un-conditioned Area		16 Sq m.
Wet Area		27 Sq m.

LEGEND

- Smoke Alarms in accordance with NCC2022-BCA, Vol 2 (H3D6)
- Exhaust Fans to be vented to External Atmosphere NCC2022-BCA, Vol 2 (H4P5)
- Stormwater Down Pipes in accordance with NCC2022-BCA Vol 2 (H2D6) or AS3500
- Lower Ceiling Height
- Floor Waste location to be in accordance with AS3740

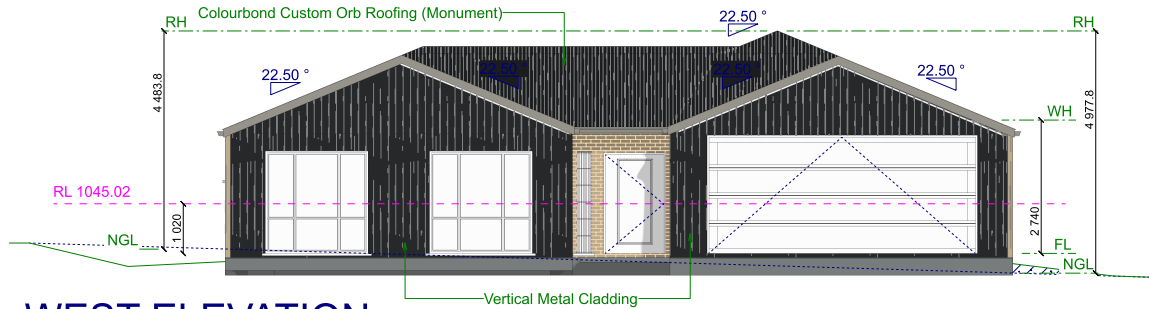


FLOOR PLAN

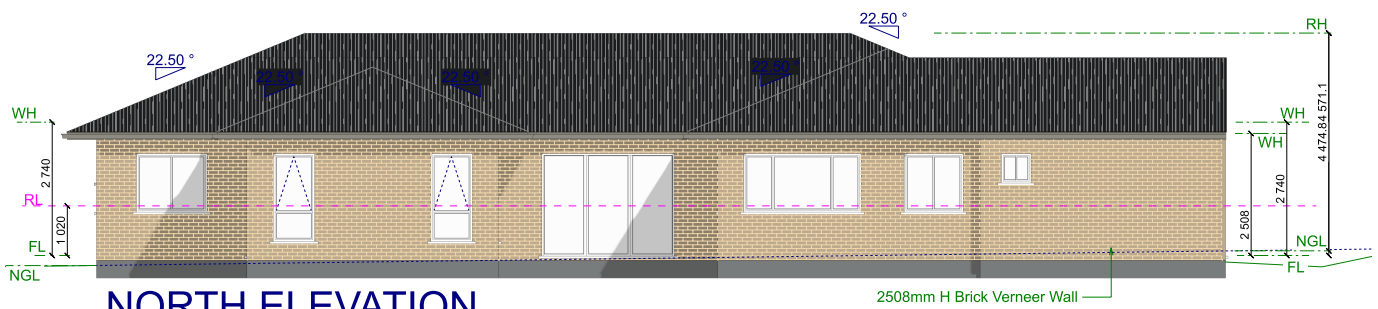
SCALE: 1:100

23/10/24 For Client Approval	Customer: 2024-026 Waters Homes (Finlay)	Drafting the New England	NE Drafting
26/10/24 Amended For Client Approval	Site Address: 66 Varley Court, Armidale, NSW 2350	PHONE: 0418 617 867	Email: info@newenglanddrafting.com
29/10/24 Amended For Client Approval	PH: 0424 699 734	Page: 2	IDRAWN BY: S. SELBY
28/11/24 For Final Approval	Reference No: 2024-026 Waters Homes (FINLAY)		
28/11/24 For Submission (Planning)			

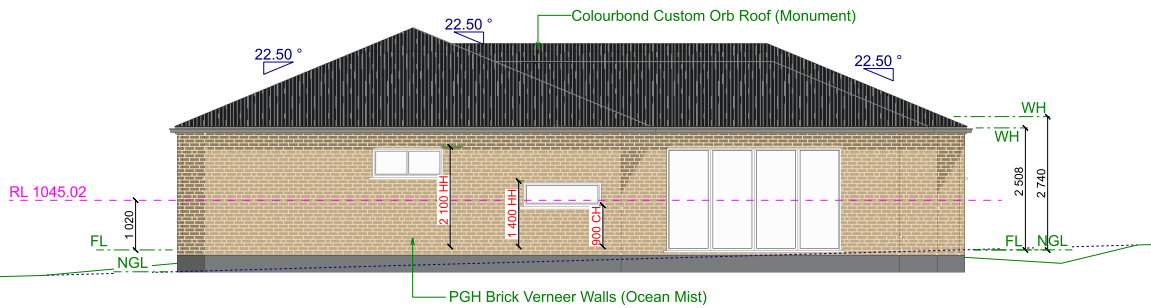
Building Envelope

**WEST ELEVATION**

SCALE: 1:100

**NORTH ELEVATION**

SCALE: 1:100

**EAST ELEVATION**

SCALE: 1:100

**SOUTH ELEVATION**

SCALE: 1:100

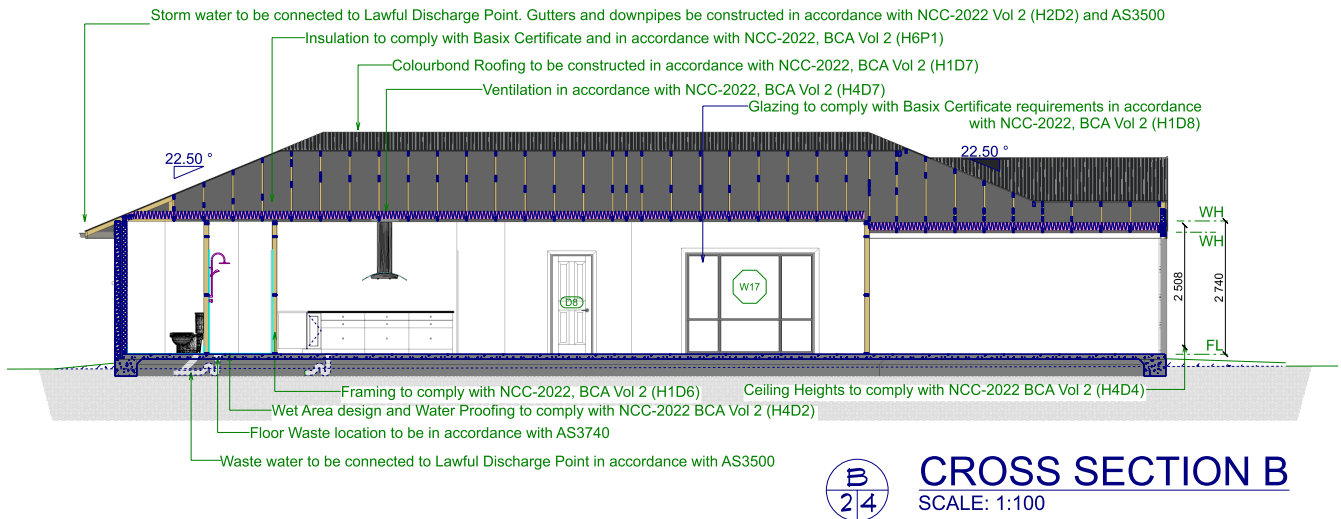
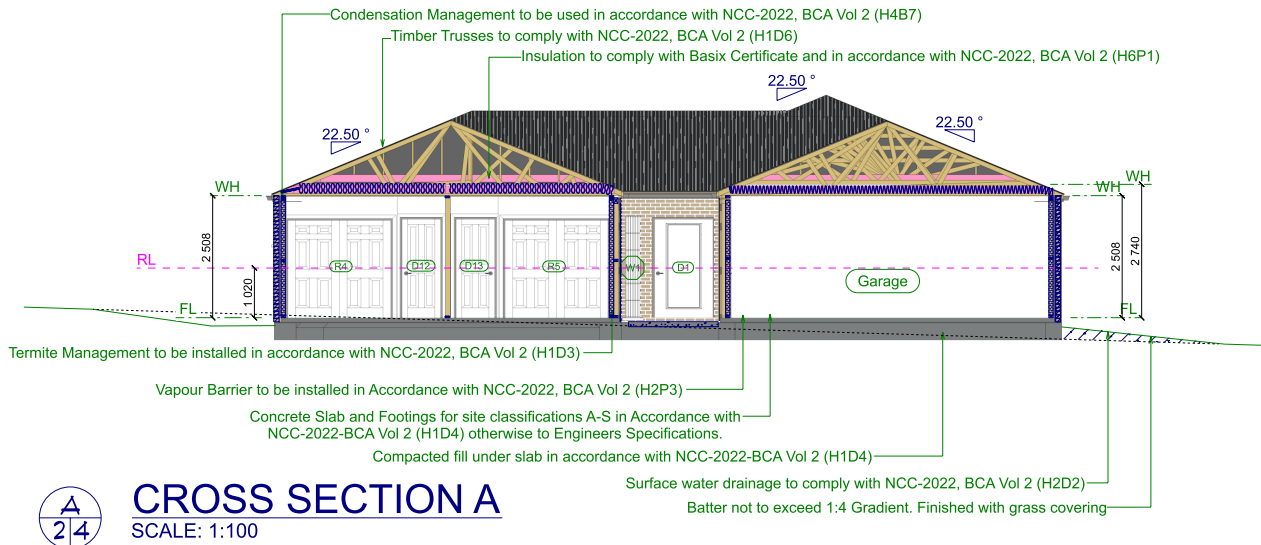
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26/10/24 Amended For Client Approval
29/10/24 Amended For Client Approval
08/11/24 For Final Approval
10/11/24 For Submission
11/11/24 Amended For Submission (Windows)

Customer: 2024-026 Waters Homes (Finlay)
Site Address: 66 Varley Court, Armidale, NSW 2350
PH: 0424 699 734 E:
Reference No:
2024-026 Waters Homes (FINLAY)

ELEVATIONS

Drafting the New England N E Drafting
PHONE: 0418 617 867 Email: info@newenglanddrafting.com
Printed: 29/11/2024 Page: 3 DRAWN BY: S. SELBY



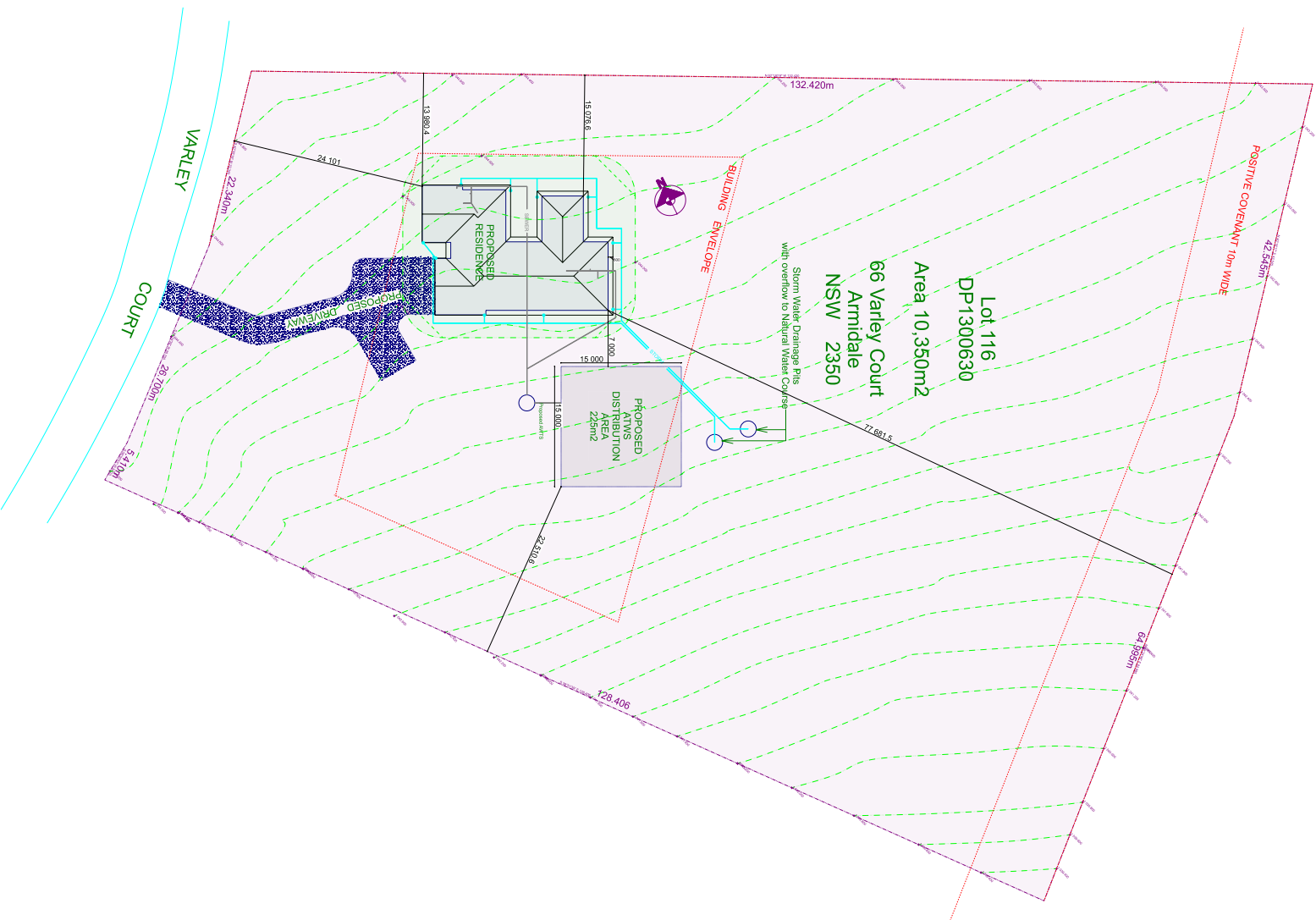
PRODUCT CODE		OPENING SCHEDULE									
		TYPE	OPENING ID	HEIGHT	WIDTH	R.O. HEIGHT	R.O. WIDTH	GLAZING AREA			
Pivot 1200 Glass-MODIFIED	DOOR		D1	2 027	1 200.2	2 065	1 276.2	1.09 Sq m.			
OXD2127-MODIFIED	SLIDING DOOR		D2	2 100	2 720	2 140	2 780	4.85 Sq m.			
OXD2135-MODIFIED	SLIDING DOOR		D3	2 100	3 580	2 140	3 640	6.38 Sq m.			
2040 x 820 Glass-MODIFIED	DOOR		D4	2 027	820.2	2 065	886.2	1.33 Sq m.			
2040 x 820 Colonial	POCKET		D5	2 040	820	2 065	1 640	0.00 Sq m.			
2040 x 820 Colonial	DOOR		D6	2 027	794	2 065	870	0.00 Sq m.			
2040 x 820 Colonial	DOOR		D7	2 027	794	2 065	870	0.00 Sq m.			
2040 x 820 Colonial	DOOR		D8	2 027	794	2 065	870	0.00 Sq m.			
2040 x 820 Colonial	DOOR		D9	2 027	794	2 065	870	0.00 Sq m.			
2040 x 820 Colonial	DOOR		D10	2 027	794	2 065	870	0.00 Sq m.			
2040 x 820 Colonial	DOOR		D11	2 027	794	2 065	870	0.00 Sq m.			
2040 x 820 Colonial	DOOR		D12	2 027	794	2 065	870	0.00 Sq m.			
2040 x 820 Colonial	DOOR		D13	2 027	794	2 065	870	0.00 Sq m.			
2040 x 820 colonial a	DOOR		D14	2 027	794	2 065	870	0.00 Sq m.			
2400 x 5500-MODIFIED	GARAGE		GD1	2 387	5 500	2 425	5 550	0.00 Sq m.			
2040 x 4320 - 6 Colonial a-MODIFIED	SLIDING DOOR		R1	2 040	3 947	2 065	3 997	0.00 Sq m.			
2040 x 1653 - 2 colonial a-MODIFIED	SLIDING DOOR		R2	2 040	1 910	2 040	1 910	0.00 Sq m.			
2040 x 2448 - 3 colonial a-MODIFIED	SLIDING DOOR		R3	2 040	2 210	2 040	2 210	0.00 Sq m.			
2040 x 1653 - 2 colonial a-MODIFIED	SLIDING DOOR		R4	2 040	2 190	2 040	2 190	0.00 Sq m.			
2040 x 1653 - 2 colonial a-MODIFIED	SLIDING DOOR		R5	2 040	2 190	2 040	2 190	0.00 Sq m.			
190 x 190 glass block-MODIFIED	GLASS BLOCK		W1	2 100	300	2 112.7	312.7	0.00 Sq m.			
QS2121T	COMBINED UNIT WITHOUT DOOR		W2	2 100	2 110	2 160	2 170	3.55 Sq m.			
QS2121T	COMBINED UNIT WITHOUT DOOR		W3	2 100	2 110	2 160	2 170	3.55 Sq m.			
QS0606	WINDOW		W4	600	610	660	670	0.20 Sq m.			
QS1212-MODIFIED	WINDOW		W5	1 200	1 210	1 260	1 270	1.10 Sq m.			
QS1224	COMBINED UNIT WITHOUT DOOR		W6	1 200	2 410	1 260	2 470	2.28 Sq m.			
QS1214	WINDOW		W7	1 200	1 450	1 260	1 510	1.35 Sq m.			
QS1808T	COMBINED UNIT WITHOUT DOOR		W8	1 800	850	1 860	910	1.09 Sq m.			
QS1808T	COMBINED UNIT WITHOUT DOOR		W9	1 800	850	1 860	910	1.09 Sq m.			
QA1808T	COMBINED UNIT WITHOUT DOOR		W10	1 800	850	1 860	910	1.14 Sq m.			
QA1808T	COMBINED UNIT WITHOUT DOOR		W11	1 800	850	1 860	910	1.14 Sq m.			
QS1214	WINDOW		W12	1 200	1 450	1 260	1 510	1.35 Sq m.			
QF0506-MODIFIED	WINDOW		W13	500	1 600	560	1 680	0.53 Sq m.			
QS0614	WINDOW		W14	600	1 450	660	1 510	0.59 Sq m.			
QS0627	WINDOW		W15	600	2 650	660	2 710	1.12 Sq m.			
QA0806-MODIFIED	WINDOW		W16	857	610	917	670	0.34 Sq m.			
QS2127T	COMBINED UNIT WITHOUT DOOR		W17	2 100	2 650	2 160	2 710	4.59 Sq m.			

OPENING SCHEDULE

SCALE: 1:150

29/10/24 Amended For Client Approval	Customer: 2024-026 Waters Homes (Finlay)	SECTION	
08/11/24 For Final Approval	Site Address: 66 Varley Court, Armidale, NSW 2350	N E Drafting	
10/11/24 For Submission	PH: 0424 699 734 E:	Email: info@newenglanddrafting.com	
11/11/24 Amended For Submission (Window)	Reference No:	PHONE: 0418 617 867	
29/11/24 Amended For Submission (Varnier)	2024-026 Waters Homes (FINLAY)	Printed: 29/11/2024 Page: 4 DRAWN BY: S. SELBY	

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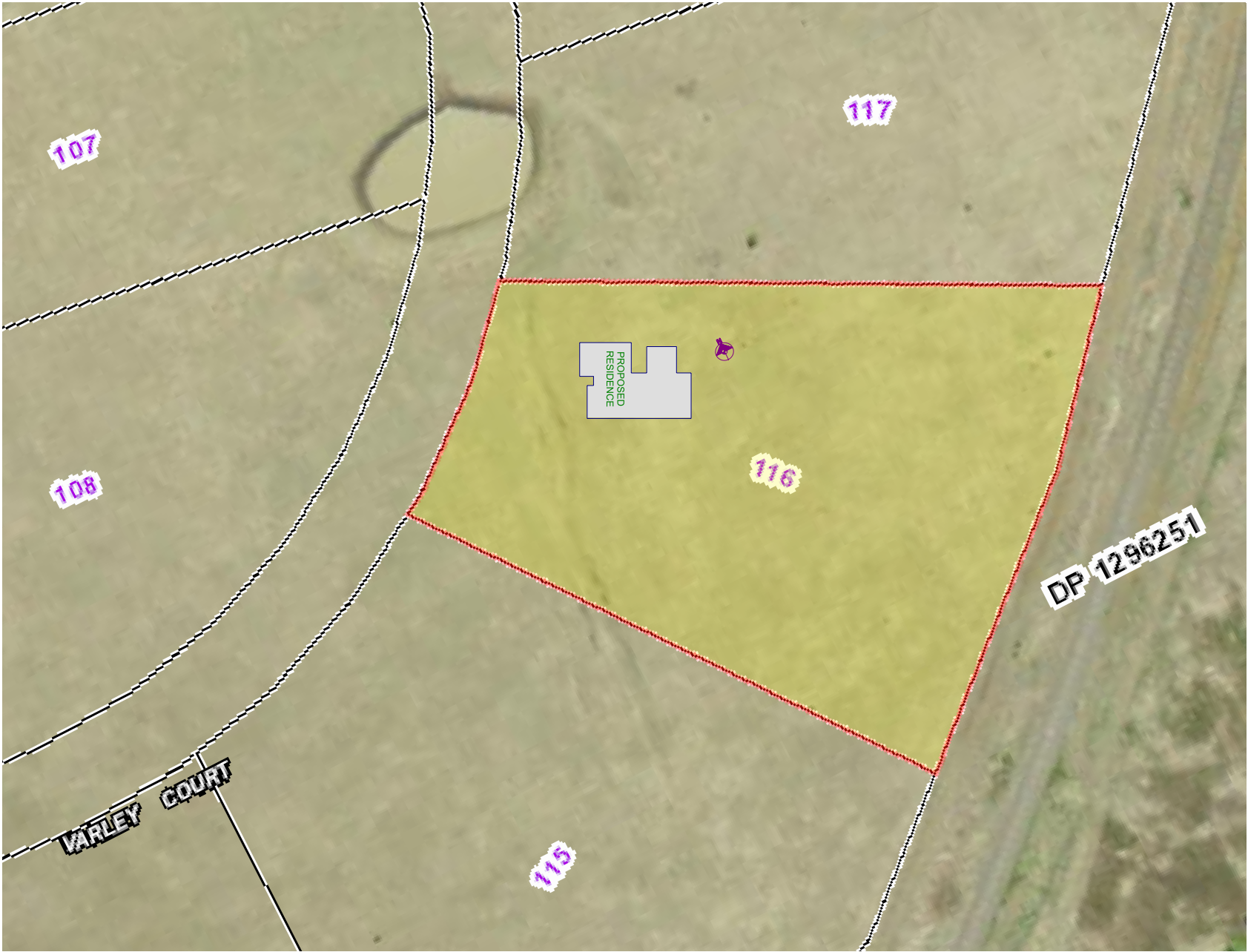
SITE PLAN

SCALE: 1:500

8/11/24	For Client Approval	Customer: 2024-026 Waters Homes (Finlay)	Drafting the New England	NE Drafting
0/11/24	For Final Approval	Site Address: 66 Varley Court, Armidale, NSW 2350	PHONE: 0418 617 867	Email: info@newenglanddrafting.com
0/11/24	For Submission	PH: 0424 699 734	Page: 5	IDRAWN BY: S. SELBY
6/11/24	Amended For Submission	Reference No: 2024-026 Waters Homes (FINLAY)	Printed: 29/11/2024	

SITE PLAN

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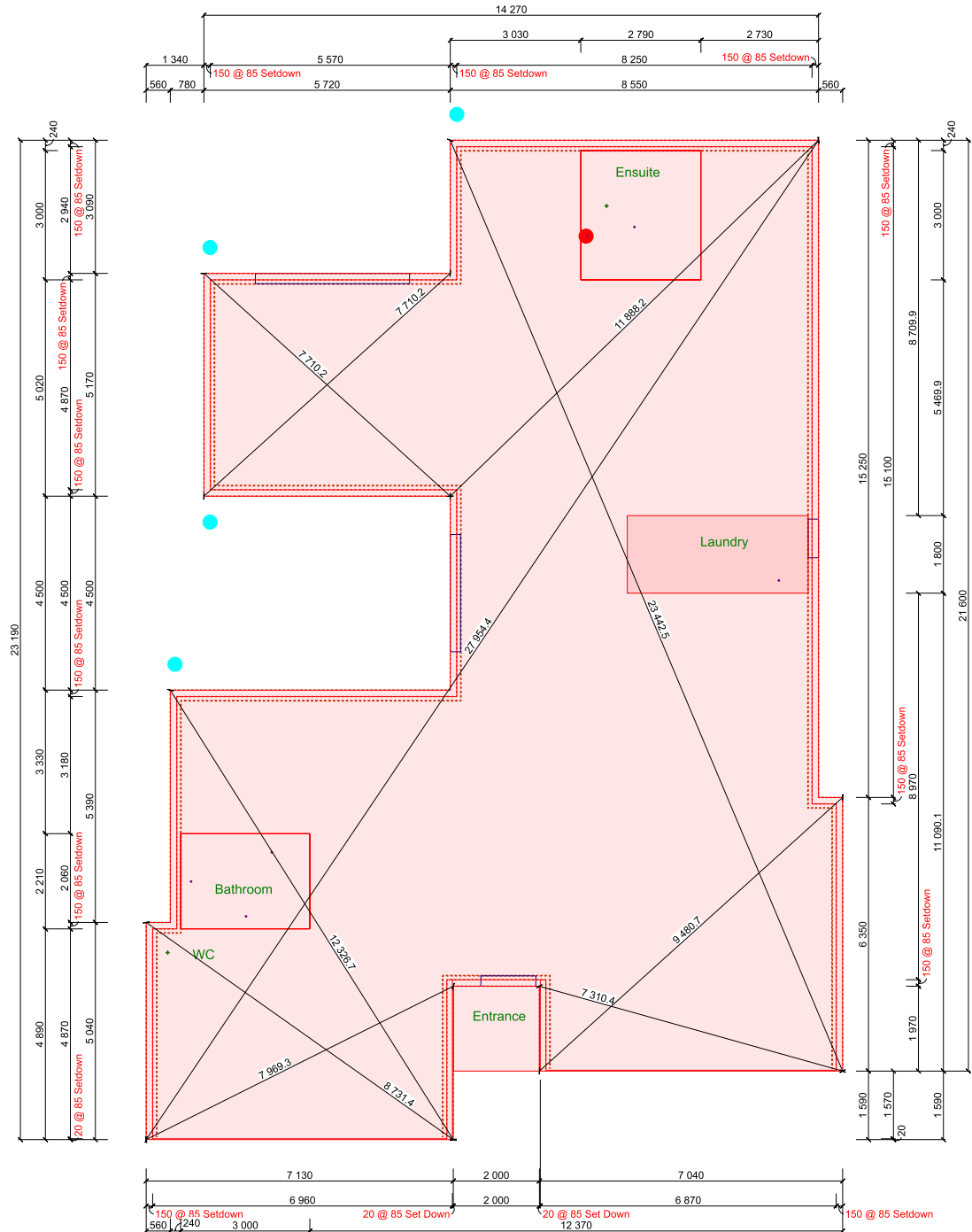


SITE ANALYSIS IMAGE

SCALE: 1:750

9/11/24 For Final Approval	Customer: 2024-026 Waters Homes (Finlay)	
0/11/24 For Submission	Site Address: 66 Varley Court, Armidale, NSW 2350	
	PH: 0424 699 734 E:	
	Reference No: 2024-026 Waters Homes (FINLAY)	
	Drafting the New England	SITE ANALYSIS
	PHONE: 0418 617 867 Email: info@newenglanddrafting.com	N E Drafting
	Printed: 29/11/2024 Page: 6	IDRAWN BY: S. SELBY

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NOTE

Concretor to check measurements
against house plan prior to starting works.

The position of fence line, retaining walls & other details is indicative only & should not be relied upon as depicting the boundary lines. This is a plan of visible services only. No council search has been undertaken. the location of the pegs have not been checked & as such should not be relied on as marking the corners of the lot. An identification survey should be carried out prior to any construction works.

CONCRETE PLAN - FLOOR SYSTEM

SCALE: 1:100

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9/11/24	For Final Approval	Customer: 2024-026 Waters Homes (Finlay)	CONCRETE PLAN
0/11/24	For Submission	Site Address: 66 Varley Court, Armidale, NSW 2350	Drafting the New England N E Drafting
		PH: 0424 699 734 E:	PHONE: 0418 617 867 Email: info@newenglanddrafting.com
		Reference No:	Printed: 29/11/2024 Page: 7 DRAWN BY: S. SELBY
		2024-026 Waters Homes (FINLAY)	

Building and Design Specifications

STANDARDS

The Builder shall ensure the building complies with the following Regulations and Standards:

- NCC2022 - Building Code of Australia
- ABCB Housing Provisions
- AS 1288 Glazing Code
- AS 1582 Roofing
- AS 1926 Swimming Pool Safety
- AS 3000 Electrical
- AS 3600 Termite Code
- NASH Standards for Residential and Low Rise Steel Framing and all other standards nominated in the NCC-BCA and ABCB Housing Provisions
- AS 1428 Design for Access
- AS 1684 Timber Framing
- AS 2870 Slabs and Footings
- AS 3500 Plumbing Code
- AS 3740 Waterproofing

STRUCTURE: NCC2022-BCA Part H1

- Deemed-to-Satisfy Provisions**
- Deemed-to-satisfy provisions:** NCC2022-BCA, Vol 2 (H1D1)
- Structural provisions:** NCC2022-BCA, Vol 2 (H1D2)
- Site Preparation:** NCC2022-BCA, Vol 2 (H1D3)
- Footings and Slabs:** NCC2022-BCA, Vol 2 (H1D4)
- Masonry:** NCC2022-BCA, Vol 2 (H1D5)
- Framing:** NCC2022-BCA, Vol 2 (H1D6)
- Roof and wall cladding:** NCC2022-BCA, Vol 2 (H1D7)
- Glazing:** NCC2022-BCA, Vol 2 (H1D8)
- Flood hazard areas:** NCC2022-BCA, Vol 2 (H1D10)
- Attachment of decks & balconies using walling plates:** NCC2022-BCA, Vol 2 (H1D11)

DAMP & WEATHER PROOFING: NCC2022-BCA Part H2

- Performance Requirements**
- Rainwater management:** NCC2022-BCA, Vol 2 (H2P1)
- Weatherproofing:** NCC2022-BCA, Vol 2 (H2P2)
- Rising damp:** NCC2022-BCA, Vol 2 (H2P3)
- Drainage from swimming pools:** NCC2022-BCA, Vol 2 (H2P4)
- Deemed-to-Satisfy Provisions**
- Deemed-to-satisfy provisions:** NCC2022-BCA, Vol 2 (H2D1)
- Drainage:** NCC2022-BCA, Vol 2 (H2D2)
- Footings and slabs:** NCC2022-BCA, Vol 2 (H2D3)
- Masonry:** NCC2022-BCA, Vol 2 (H2D4)
- Subfloor ventilation:** NCC2022-BCA, Vol 2 (H2D5)
- Roof and wall cladding:** NCC2022-BCA, Vol 2 (H2D6)
- Glazing:** NCC2022-BCA, Vol 2 (H2D7)
- External waterproofing:** NCC2022-BCA, Vol 2 (H2D8)

FIRE SAFETY: NCC2022-BCA Part H3

- Performance Requirements**
- Spread of fire:** NCC2022-BCA, Vol 2 (H3P1)
- Automatic warning for occupants:** NCC2022-BCA, Vol 2 (H3P2)
- Deemed-to-Satisfy Provisions**
- Deemed-to-satisfy provisions:** NCC2022-BCA, Vol 2 (H3D1)
- Fire hazard properties and non-combustible building elements:** NCC2022-BCA, Vol 2 (H3D2)
- Fire separation of external walls:** NCC2022-BCA, Vol 2 (H3D3)
- Fire protection of separating walls and floors:** NCC2022-BCA, Vol 2 (H3D4)
- Fire separation of garage-top-dwellings:** NCC2022-BCA, Vol 2 (H3D5)
- Smoke alarms and evacuation lighting:** NCC2022-BCA, Vol 2 (H3D6)

HEALTH AND AMENITY: NCC2022-BCA Part H4

- Performance Requirements**
- Wet areas:** NCC2022-BCA, Vol 2 (H4P1)
- Room heights:** NCC2022-BCA, Vol 2 (H4P2)
- Personal hygiene and other facilities:** NCC2022-BCA, Vol 2 (H4P3)
- Lighting:** NCC2022-BCA, Vol 2 (H4P4)
- Ventilation:** NCC2022-BCA, Vol 2 (H4P5)
- Sound insulation:** NCC2022-BCA, Vol 2 (H4P6)
- Condensation and water vapour management:** NCC2022-BCA, Vol 2 (H4P7)
- Deemed-to-Satisfy Provisions**
- Deemed-to-satisfy provisions:** NCC2022-BCA, Vol 2 (H4D1)
- Wet areas:** NCC2022-BCA, Vol 2 (H4D2)
- Materials & installation of wet area components & systems:** NCC2022-BCA, Vol 2 (H4D3)
- Room heights:** NCC2022-BCA, Vol 2 (H4D4)
- Wet areas:** NCC2022-BCA, Vol 2 (H4D5)
- Facilities:** NCC2022-BCA, Vol 2 (H4D6)
- Light:** NCC2022-BCA, Vol 2 (H4D7)
- Ventilation:** NCC2022-BCA, Vol 2 (H4D7)
- Sound insulation:** NCC2022-BCA, Vol 2 (H4D8)
- Condensation management:** NCC2022-BCA, Vol 2 (H4D9)

SAFE MOVEMENT & ACCESS: NCC2022-BCA Part H5

- Performance Requirements**
- Movement to and within a building:** NCC2022-BCA, Vol 2 (H5P1)
- Fall prevention barriers:** NCC2022-BCA, Vol 2 (H5P2)
- Deemed-to-Satisfy Provisions**
- Deemed-to-satisfy provisions:** NCC2022-BCA, Vol 2 (H5D1)
- Stairway and ramp construction:** NCC2022-BCA, Vol 2 (H5D2)
- Barriers and handrails:** NCC2022-BCA, Vol 2 (H5D3)

ENERGY EFFICIENCY: NCC2022-BCA Part H6

- Performance Requirements**
- Thermal performance:** NCC2022-BCA, Vol 2 (H6P1)
- Energy usage:** NCC2022-BCA, Vol 2 (H6P2)
- Deemed-to-Satisfy Provisions**
- Deemed-to-satisfy provisions:** NCC2022-BCA, Vol 2 (H6D1)
- Application of part H6:** NCC2022-BCA, Vol 2 (H6D2)

ANCILLARY PROVISIONS & ADDITIONAL CONSTRUCTION REQUIREMENTS: NCC2022-BCA Part H7

- Performance Requirements**
- Swimming pool access:** NCC2022-BCA, Vol 2 (H7P1)
- Swimming pool reticulation system:** NCC2022-BCA, Vol 2 (H7P2)
- Heating appliances:** NCC2022-BCA, Vol 2 (H7P3)
- Building in alpine areas:** NCC2022-BCA, Vol 2 (H7P4)
- Building in bushfire prone areas:** NCC2022-BCA, Vol 2 (H7P5)
- Private bushfire shelters:** NCC2022-BCA, Vol 2 (H7P6)
- Deemed-to-Satisfy Provisions**
- Deemed-to-satisfy provisions:** NCC2022-BCA, Vol 2 (H7D1)
- Swimming pools:** NCC2022-BCA, Vol 2 (H7D2)
- Construction in alpine areas:** NCC2022-BCA, Vol 2 (H7D3)
- Construction in bushfire prone areas:** NCC2022-BCA, Vol 2 (H7D4)
- Heating appliances, fireplaces, chimneys and flues:** NCC2022-BCA, Vol 2 (H7D5)

LIVEABLE HOUSING DESIGN: NCC2022-BCA Part H8

- Performance Requirements**
- Liveable housing design:** NCC2022-BCA, Vol 2 (H8P1)
- Deemed-to-Satisfy Provisions**
- Deemed-to-satisfy provisions:** NCC2022-BCA, Vol 2 (H8D1)
- Liveable housing design:** NCC2022-BCA, Vol 2 (H8D2)

BUILDER NOTES:

This Plan is to be read in conjunction with the associated Basic and BAL Certificate where applicable for these plans.

Site Classification to be determined prior to commencement.

1. All levels and plan dimensions to be verified by Builder on site.
2. All service locations to be verified by Builder on site.
3. Any evident discrepancies to be remedied by Builder with the approval of the designer.
4. Do not scale - use written dimension only.

Scope of Works

Construction of Residence

The land is located at the South Eastern side of Armidale in a Rural Residential area in close proximity of the New England Railway Line.. The land size is approx 10,350m2 and slopes mildly to the South East towards the rear of the property.

This developement requires the construction of a New 4 Bedroom Brick Verner residence with a double car garage and study.

Works required:

- Cut and fill of the existing sight for the House location.
- Construction of Waffle pod slab.
- Construction of New Residence.
- Installation of AWTS
- Plumbing Connections as required.
- Electrical Connections as required.
- Removal of Debris

NOTE:

Other Works may be required to obtain the required outcome of the construction. New England Drafting holds No Liability for the amount of information or lack of contained within the Scope of Works. It is only a General outline of the works required.

Construction Materials

Foundations:

Concrete Waffle Pod Slab with Piers as required to Engineers

External Walls:

Brick Verner 90mm Treated Pine with 10mm Plasterboard lining. Condensation management membrane nad Insulation to comply.

Internal Walls:

90mm treated pine
10mm Plaster Board

Roofing:

Colourbond Custom Orb (Colour Monument)

Flooring:

Carpet to all bedrooms
Tiles to all wet areas
Vinyl floor tiles to all other areas

Windows:

As per Opening Schedule

Doors:

As per Opening Schedule

Engineers Notes

The Engineer engaged to carry out the design of the slabs and footings shall design the system in accordance with AS 2870, NCC, the Soil Test and all other site conditions such as cutfill which may exist on the site.

The Engineer shall take into consideration trees and underground pipes which exist or may exist in the future. The Engineer shall collect information on all the piping systems, sewer mains, plumbers sewer drainage pipes, stormwater pipes etc, slab heating (Electric or hydronic if applicable) and design his slab/footings accordingly.

The Engineer shall liaise directly with the Sewer Authority, Plumber, Client and Builder to obtain the above information.

The Engineer engaged to carry out the design of the slabs/subfloor shall take full responsibility for the above. New England Drafting does not accept any responsibility for the Engineers work.

Design Work by Engineer

- Slab Engineering
- Soil Classification
-
-

Identified Site Issues

- No apparent site issues identified

Bracing Plan

Bracing Plan by Engineer if required

These are only some of the issues to be considered in the footing design. This is not a complete list of issues. The Engineer shall investigate all the issues which may effect the design and ensure that the design is appropriate and structurally sound.

Special Notes

Lot 307 DP1210769 (4 McArthur Close, Armidale, NSW 2350) is subject to Section 88B of the Conveyancing Act.

This plan set has been created pursuant to Section 88B of the Conveyancing Act. The Plan drawer holds no responsibility for non compliance of this Instrument as uncontrollable Variables may alter actual outcomes.

In relation to Noise reduction this plan set complies with Positive Covenant 5. Use of Double Glazed Windows throughout.

In relation to Noise reduction this plan set complies with Positive Covenant 6 Not less than 70% of External wall is Brick Face Actual (70%)

Calculation	
Total Wall Area	2.4 H x 71.32 L = 171.16m2 (100%)
Opening Area	34.84m2 (20%)
Remaining area after deduction	136.32m2 (80%)

Owners Notes

Owners should maintain their buildings in accordance with the CSIRO's Homeowners Maintenance Manual.

Clay soils will swell, and shrink with variations in moisture content. This movement may cause damage to the building. In order to minimise the damage we recommend the following precautions be taken -
a. Provide adequate site drainage to ensure water will not pond against or near the building.
b. Grade the site within 2m of the building, away from the building, to ensure that no water ponds near the building.
c. Maintain sewage and stormwater systems to ensure no leakages occur. If they occur, repair them promptly.
d. Trees and shrubs should not be planted or allowed to exist, closer than 0.75 times their mature height.
e. Avoid establishing garden beds next to the building.
f. Gardens and lawns should be watered adequately but not excessively. Uniform consistent watering can be important to prevent damage to the foundations during dry spells or droughts.

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SPECIFIED IN THE TITLE BOX.

07/11/24 For Final Approval
10/11/24 For Submission

Customer: 2024-026 Waters Homes (Finlay)
Site Address: 66 Varley Court, Armidale, NSW 2350
PH: 0424 699 734 E:
Reference No:
2024-026 Waters Homes (FINLAY)

BUILDING INFORMATION

Drafting the New England N E Drafting
PHONE: 0418 617 867 Email: info@newenglanddrafting.com
Printed: 29/11/2024 Page: 8 DRAWN BY: S. SELBY

Advancing our region

Your Community Plan

2025-2034

Prepared by
Armidale Regional Council
with, and on behalf of,
the community

ARMIDALE
Regional Council

Acknowledgement of Country

We acknowledge the traditional custodians of this land and pay our respects to Elders past, present and emerging. The Armidale Regional Community pays tribute to their love of land, love of people, and love of culture.



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Our Community's Plan

The Advancing Our Region Community Plan sets out the vision and goals for our region. It is a 10-year plan that aims to clearly identify the community's main priorities and future aspirations, and the strategies required to achieve them.

This plan is not Armidale Regional Council's plan, it is our community's plan - and responsibility to deliver the Plan rests with the entire community including Council, other levels of government, community organisations, industry, residents and ratepayers.

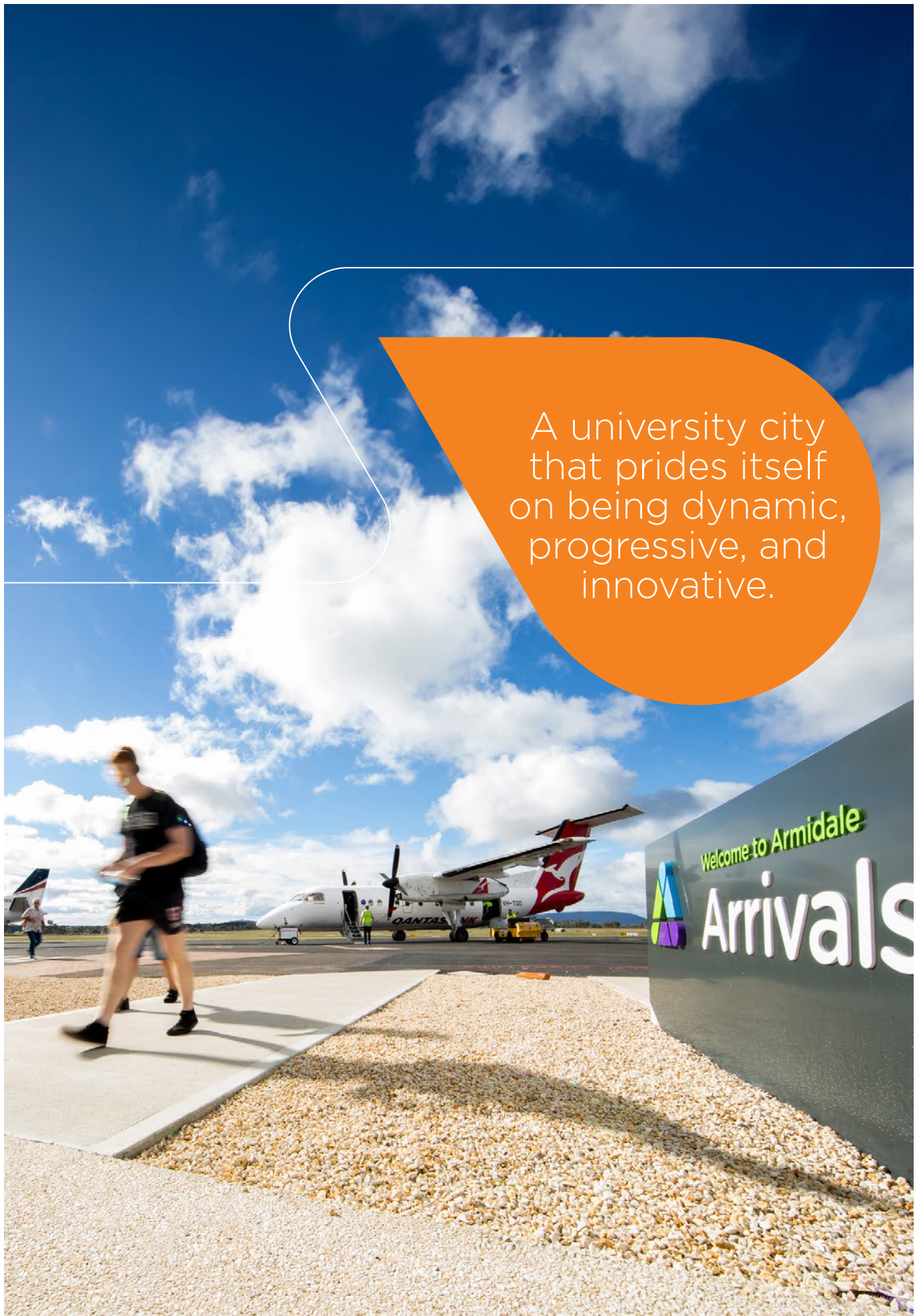
Armidale Regional Council is the caretaker of the 'Advancing our Region Community Plan' (the Plan) and ensures it is developed with, and on behalf of, the community, but we all have a role to play in delivering the Plan and making our region the best it can be.

The Plan has been shaped by over 1,800 community contributions gathered during a 2021 engagement program, and an additional 72 contributions collected during the 2024 Community Plan review engagement program. The goals and strategies of this Plan are guided by the feedback that was received in 2021 and 2024, this ensures that the future directions of the community align with its aspirations.



The Plan is presented in six themes:





Armidale Region

Armidale – Australia’s highest city, is centrally located between Brisbane and Sydney. With a cosmopolitan culture, it is a university city that prides itself on being dynamic, progressive, and innovative.

Armidale Regional Council is located in NSW in the picturesque New England High Country region and boasts spectacular waterfalls, World Heritage listed national parks, a fascinating and diverse cultural heritage, and a thriving arts scene. It enjoys great natural beauty, with vast and productive agricultural land, cohesive local towns and villages, and a progressive Armidale city that provides many essential services to the region.

Our Opportunity

The Armidale region has faced significant challenges over the past 20 years, with stagnant population and job growth due to a lack of private and government investment.

However, several key opportunities have been identified to drive growth and improve the quality of life for residents. One major opportunity lies in the development of key industries such as Controlled Environment Horticulture, Renewable Energy, and Manufacturing. These industries have the potential to create thousands of new jobs and attract investment to the region. Additionally, the community is focused on enhancing water security, which will support industrial expansion and population growth.

Another significant opportunity for the Armidale region is its central role in the New England Renewable Energy Zone (REZ), the largest in Australia. This zone will play a vital role in replacing coal-fired power stations in NSW and is projected to offset more than 11 million tonnes of CO2 annually. The community is actively working to ensure that energy projects within the REZ provide environmental and community benefits. By leveraging these opportunities, the Armidale region aims to attract investment, create jobs, and improve the quality of life for all residents.

Armidale region at a glance

30,166

Estimated population (2024)



52.6%

Male



47.4%

Female

(2021)



36

Median Age

56.0%

Employed

5.7%

Unemployed

(2021)

27%

Unpaid work
(volunteer)

\$1.99 billion

Gross Regional Product
(2023)

\$256.3 million

Income generated from tourism
(2022/23)

Distance to:

500kms→ Sydney

350kms→ Newcastle

200kms→ Coffs Harbour

500kms→ Brisbane



2,900

Local businesses (2023)



Sustainability

Largest regional renewable
energy generator

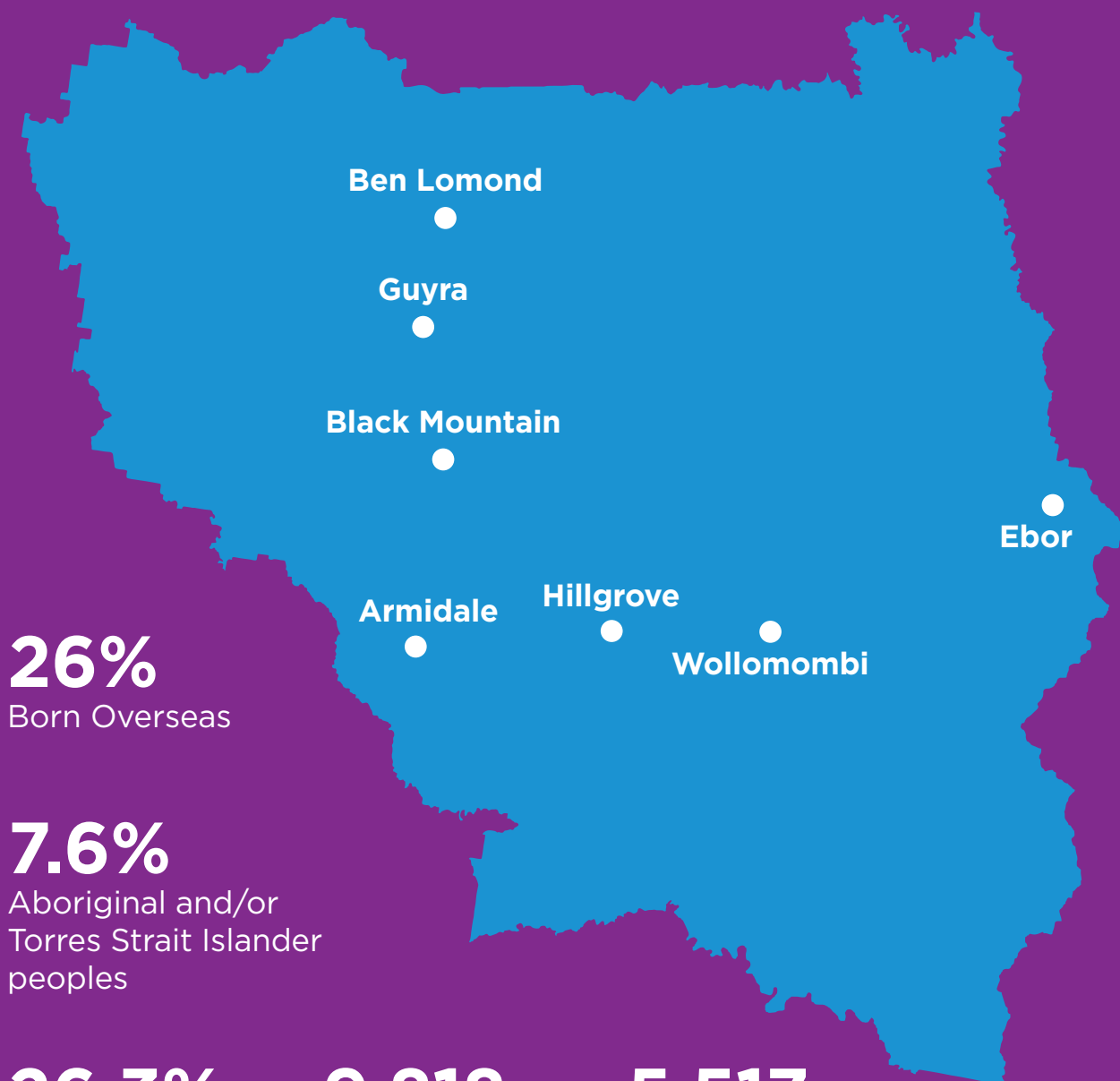


Largest industry

Education & Training



Local Government Area



What we love and value about our region



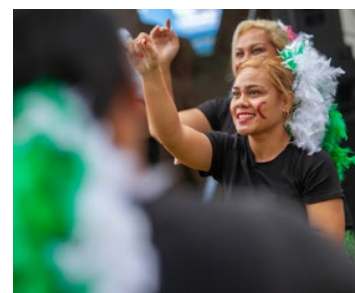
Our Natural Environment:

Our climate, seasons, natural beauty, wildlife and National Parks.



Our Location:

Halfway between Sydney and Brisbane, and a short drive to the coast.



Our Community:

The people, diversity and volunteers that make up our community.



Parks & Playgrounds:

Our many beautiful outdoor spaces including parks, gardens, local playgrounds.



Arts, Culture & Heritage:

Beautiful architecture, local history and the many arts organisations, events and performances in the region.



Education & Training:

Long-established university, TAFE digital hub, variety of local schools.





Our community's 2034 vision for our region (rankings)

1. Economically robust and diverse
2. Environmentally sustainable
3. Led through good governance
4. Strong tourism sector
5. A cohesive community

2032 vision

1. Economically robust
2. Environmentally sustainable
3. Led through good governance
4. Strong tourism sector
5. A cohesive community

What we want improved in our Region (rankings)

1. Transport and infrastructure
2. Environmental sustainability
3. Economic development
4. Tourism
5. Health

2021 rankings

1. Transport and Infrastructure
2. Environmental Sustainability
3. Economic Development
4. Shopping
5. Tourism

The six pillars of the Community Plan

There are six key pillars in the Advancing our Region Community Plan.

Within each pillar are two goals – these are the key community aspirations that we seek to achieve.

The following sections of the Plan feature each of the Pillars, their prioritised goals, and several supporting strategies.

The impact of climate change

Climate change is having a broad-reaching impact on our lives including our health and wellbeing, natural environment, built environments and local economy. Many of the strategies in this Plan are impacted by climate change, both directly and indirectly, and will require consideration of the resources and response necessary to mitigate and plan for climate change risks.

We want a harmonious region which celebrates the diversity and uniqueness of our communities, provides opportunities for all people to reach their potential, encourages engagement with our environment, cultures and lifestyles, while supporting growth, opportunity and innovation.



The Plan identifies these strategies and the impact of climate change by this symbol.

Thriving Region

Economy and Tourism

Goal 1: A strong economy, sustainable growth, and opportunity

- Support existing and new businesses and industries in the Region
- Plan for sustainable growth and deliver infrastructure that enables jobs and improves liveability
- Champion local employers to provide employment and training opportunities
- Ensure local education and entrepreneurship opportunities support a thriving community

Goal 2: A destination of choice, renowned for its beauty, heritage, and unique attractions

- Enhance our reputation as a destination of choice in NSW
- Provide attractions and events that enhance our region's offering to locals and Tourists
- Encourage locals to shop in the region, and make our region the choice for shopping in the broader New England area

Connected Region

Transport and Technology

Goal 1: Quality infrastructure that makes it safe and easy to travel around our region

- Build and maintain quality, safe, and accessible road transport infrastructure including roads, footpaths, kerbs, bus stops and parking facilities
- Support the implementation and usage of active transport infrastructure across the region

Goal 2: Transport and technology that enable connectivity both locally and outside the region

- 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
- Promote and encourage the establishment and uptake of sustainable transport options and services
- Utilise our access to high-speed data and advancing technology to increase connectivity within and outside our region



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Future Region

Sustainability and Resilience

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

- 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

- 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 quality
- Ensure the community is provided with safe, secure and accessible water that is sustainably managed now and into the future
- Prepare for, respond to, and assist in the recovery from natural disasters

Enriched Region

Community and Culture

Goal 1: Access to the services and support that facilitate quality of life

- Ensure health and community service provisions meet the needs of our growing and ageing population
- Recognise and support the diverse and changing needs of our community, including those who are disadvantaged
- Foster safety and security within our community and support the provision of basic needs

Goal 2: A proud, inclusive, and cohesive community that celebrates our region in all its diversity and culture

- Support artistic endeavours, events, and celebrations, creating a thriving arts and culture scene
- Provide public access to facilities that enhance our learning, social and culture fulfilment
- Celebrate our local Aboriginal history and traditions, and support cultural understanding and development
- Celebrate our rich regional history and heritage
- Create an inclusive and cohesive community that celebrates differences and similarities
- Encourage, support, and promote community groups and volunteers in their invaluable contributions to community life

Liveable Region

Places and Spaces

Goal 1: Public spaces and infrastructure that facilitate health, community connections and opportunities

- Provide appropriate, planned and maintained community facilities that allow people to meet, congregate and learn
- Enhance the public spaces and natural landscapes that are a part of our region's identity and provide beauty, vibrancy, community connection and healthy ecosystem
- Foster towns and villages that are vibrant, well-serviced and supported to achieve their localised priorities
- Enhance and maintain sporting facilities to meet the needs of our local community and neighbouring regions, and to entice regional, state, and national events
- Enhance and maintain recreation spaces to offer quality of life, entertainment and family-friendly activities to residents and visitors

Goal 2: Proactive, responsible, and innovative regional planning that grows us sustainably

- Plan for and enable growth that supports a sustainable local economy
- Ensure adequate and available land and housing to meet community needs
- Preserve and enhance our architecture and heritage
- Protect prime agricultural land and support future innovations and industries

Strong Region

Engagement and Responsibility

Goal 1: An informed and actively engaged community, that builds partnerships and shapes its future

- Help the community to be informed and have input into decisions about its region and future
- Create partnerships between our community, levels of government and businesses that contribute to our growth and development
- Empower the community and our leaders to make positive change and to unify the region

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

- Provide a strong, transparent, sustainable, and responsive governance for our region
- Ensure that strategic directions are informed by, and with, the community and are delivered in consideration of available resources
- Manage public resources responsibly and efficiently for the benefit of the community
- Make open and transparent decisions that are informed by stakeholders, leading practices, systems, and technologies



Thriving Region

Economy and Tourism

We will broaden our economic base and develop initiatives to grow existing and new business, and we will attract new residents and tourists to our region.

What the community said it wants:

- Opportunities and support for business/industry
- A growing and evolving region
- An attractive region that retains our young people and attracts new residents
- Abundant employment and career opportunities, leading to prosperity for all
- A thriving tourism sector – the choice for tourists coming to the New England
- A region known for its events, beauty, lifestyle opportunities and attractions



Thriving Region


Economy and Tourism

Our Goals

A strong economy, sustainable growth, and opportunity

Ref.	How will we get there?	Who can help?
T1.1	 Support existing and new businesses and industries in the Region	<ul style="list-style-type: none"> • Local businesses • Business groups • Council • Developers • Industry • Media • Residents • Education and training providers
T1.2	Plan for sustainable growth and deliver infrastructure that enables jobs and improves liveability	
T1.3	 Champion local employers to provide employment and training opportunities	
T1.4	Ensure local education and entrepreneurship opportunities support a thriving community	

A destination of choice, renowned for our beauty, heritage, and unique attractions

Ref.	How will we get there?	Who can help?
T2.1	Enhance our reputation as a destination of choice in NSW	<ul style="list-style-type: none"> • Council • Local businesses • Local Members • Residents • Community groups • Tourism and events industry • Natural assets managers • Business groups
T2.2	 Provide attractions and events that enhance our region's offering to locals and tourists	
T2.3	Encourage locals to shop in the region, and make our region the choice for shopping in the broader New England area	

How do we know we have arrived?

	Baseline	Target Trend	Source	Ref.
Regional population	30,166 (2024 Estimated Population)	Increase	Australian Bureau of Statistics (ABS) Forecast ID	T1.1, T1.2, T1.3
Number of employed residents	14,966 (2023)	Increase	Australian Bureau of Statistics (ABS) National Institute of Economic and Industry Research (NIEIR)	T1.4, T1.1
Growth in Gross Regional Product	\$1.99b (2023)	Increase	National Institute of Economic and Industry Research (NIEIR)	T1.3
Number of local businesses	2,900 (2023)	Increase	Counts of Australian Businesses Entries and Exits, Australian Bureau of Statistics (ABS)	T1.3, T2.3
Number of people with formal education beyond high school	14,672 (2021)	Increase	Australian Bureau of Statistics (ABS)	T1.4
Income generated from tourism in the region	\$256.3m (2022/23 Financial Year)	Increase	National Institute of Economic and Industry Research (NIEIR)	T2.1
Domestic visitor numbers	871,553 (2022/2023 Financial Year)	Increase	Tourism Research Australia	T2.1
Satisfaction with council run events	Question to be introduced to Community Satisfaction Survey	Increase	Community Satisfaction Survey	T2.2
Number of TAFE courses offered • On campus • Online	18 On Campus (2024) 126 Online (2024)	Maintain/ Increase	TAFE NSW	T1.4
Number of General Practitioners (GPs) in the Local Government Area (LGA) registered via Health Share	39 (2025)	Maintain/ Increase	Health Share	T1.3





A dynamic
destination for
tourists and
residents.



Connected Region

Transport and Technology

We will provide and improve high quality connections within, and outside of the region.

What the community said it wants:

- Quality transport infrastructure including roads, footpaths, kerbs and cycleways
- Excellent transport links to other regions, public transport and lifestyle infrastructure



Connected Region




Transport and Technology

Our Goals

Quality infrastructure makes it safe and easy to travel around our region

Ref.	How will we get there?	Who can help?
C1.1	Build and maintain quality, safe, and accessible transport infrastructure including roads, footpaths, kerbs, bus stops, parking facilities and cycleways	<ul style="list-style-type: none"> • Council State and Federal Government Community groups • Residents
C1.2	 Support the implementation and usage of active transport infrastructure across the region	

Transport and technology that enable connectivity both locally and outside the region

Ref.	How will we get there?	Who can help?
C2.1	 Provide access and advocate for public and private transport services that link our community to our local towns and villages, other regions, our local attractions, and lifestyle infrastructure	<ul style="list-style-type: none"> • Council State and Federal Government Community groups • Community services UNE Local businesses Transport industry • Residents
C2.2	 Promote and encourage the establishment and uptake of sustainable transport options and services	
C2.3	 Utilise our access to high-speed data and advancing technology to increase connectivity within and outside our region	

How do we know we have arrived?

	Baseline	Target Trend	Source	Ref.
Satisfaction with local roads (sealed and unsealed)	2.52/5 (unsealed) (2023) 2.74/5 (sealed) (2023)	Increase	Community Satisfaction Survey	C1.1
Number of vehicle crash injuries and fatalities	43 (2023)	Decrease	Transport NSW (Road Traffic Crashes NSW)	C1.1
Growth in active network – footpaths, cycleways	437 metres (2023-24 Financial Year)	Increase	Council data	C2.2
Average Number of weekly train services from Sydney	7 (2024)	Maintain/Increase	Transport NSW data	C2.1
Average number of passengers on flights per month	8318 (2023-24 Financial Year)	Maintain/Increase	Council data	C2.1
Total number of public electric car charging units	1 (2024)	Increase	Council data	C2.3
Satisfaction with footpaths and cycleways	2.90/5 (2023)	Increase	Community Satisfaction Survey	C1.1
Number of people who walk or cycle to work	478 (2021)	Increase	Australian Bureau of Statistics (ABS)	C2.2
Satisfaction with car parking	2.99/5 (2023)	Increase	Community Satisfaction Survey	C1.1
Percentage of people with internet connections	89.6% (2021)	Maintain/Increase	Australian Bureau of Statistics (ABS)	C2.3



A photograph of a young child riding a bicycle away from the camera on a paved path. The child is wearing a blue hoodie, blue jeans, and a black helmet with a red stripe. The path is lined with green trees and foliage. A large blue semi-circle graphic is overlaid on the right side of the image, containing the text "A region that is safe and connected." in white.

A region
that is safe
and connected.



Future Region

Sustainability and Resilience

We will enhance the natural beauty of the region, and will create a region that is sustainable and resilient.

What the community said it wants:




- Preservation of our valued natural environment
- Protected biodiversity
- Sustainable management of our resources including water
- To recognise and proactively stem climate change
- Support renewable and alternative energy
- Promote carbon neutrality
- A safe and healthy environment
- Ecological sustainability
- Clean air





Our Goals

A flourishing natural environment that is protected and enhanced

Ref.	How will we get there?	Who can help?
F1.1	 Promote and support biodiversity protection and management	<ul style="list-style-type: none"> • Council • Community Groups • State and Federal government agencies • Farmers • Residents
F1.2	 Protect and enhance our waterways, catchments and creek lands	
F1.3	 Foster collaborations that improve understanding and action to protect our natural environment	

A clean, green, and responsible region

Ref.	How will we get there?	Who can help?
F2.1	 Proactively adapt to and mitigate the local impacts of climate change	<ul style="list-style-type: none"> • Council • Community Groups • State and Federal government agencies • Industry • Local businesses • Community groups • Residents • Media • Emergency services
F2.2	 Promote and increase use and awareness of renewable resources and alternative energy sources	
F2.3	 Collect, handle, dispose, recycle and reuse waste responsibly and innovatively	
F2.4	 Create a cleaner, healthier environment with good air quality	
F2.5	 Ensure the community is provided with safe, secure and accessible water that is sustainably managed now and into the future	
F2.6	 Prepare for, respond to, and assist in the recovery from natural disasters	

How do we know we have arrived?

	Baseline	Target Trend	Source	Ref.
Annual Green House Gas (GHG) emissions reduction calculated using principles from ISO14064	In Progress	Increase	Council data	F2.4
Solar power usage rates - number of Small Generation Units (SGU) Solar in Armidale and Guyra	5,200 (2024)	Increase	Solarquotes	F2.2
Number of threatened ecological communities and species in Armidale Plateau IBRA Bioregion (includes Armidale, Guyra, Uralla and Walcha)	121(2024)	Maintain/ Decrease	NSW Department of Planning and Environment & NSW Environment, Energy and Science	F1.1
Average number of exceedances per month of the Air NEPM	173 (2023)	Decrease	National Environment Protection Measure of Ambient Air Quality Standards (Air NEPM)	F2.4
Number of approved wood heaters installed in the Armidale Region	32 (2023)	Decrease	Council data	F2.4
Amount of domestic waste sent to landfill	16,891T (2023/24 Financial Year)*	Decrease	Council data	F2.3
Amount of waste able to be recovered / recycled	14,109T (2023/24 Financial Year) 45.5% Resource Recovery Rate	Increase	Council data	F2.3
Water consumption rates	199.83L/person/day (2024)	Maintain/ Decrease	Council data	F2.5
Number of exceedances per winter of the World Health Organisation PM2.5 Air Quality Guidelines	163 (2023)	Decrease	NSW DPE and PurpleAir PM2.5 measurements	F2.4
Meeting the requirements set out in NSW Public Health Act (2010) and the Australian Drinking Water Guidelines (ADWG, 2011)	95% met (ADWG, 2011) the values in the water quality results reported in NSW Health Drinking Water Database	Maintain/ increase	NSW Health Drinking Water Database ARC Annual Drinking Water Quality Reports	F2.5

*Total for both landfills (including asbestos). Does not include VENM/timber used for daily cover





A region
that is
sustainable
and resilient.



Liveable Region

Places and Spaces

We will develop and maintain pristine places and spaces, and provide facilities to foster an active and healthy community.

What the community said it wants:

- Beautiful and practical parks, playgrounds and gardens
- Improved reserves, open and green spaces
- Vibrant and independent villages
- Effective regional planning to support the community to grow, develop and attract more residents and investment
- Affordable and available housing



Liveable Region

Places and Spaces

Our Goals

Public spaces and infrastructure that facilitate health, community connections and opportunities

Ref.	How will we get there?	Who can help?
L1.1	 Provide appropriate, planned and maintained community facilities that allow people to meet, congregate and learn	<ul style="list-style-type: none"> • Council • State and Federal governments • Natural asset and crown land managers • Community groups • Residents • Local Members • Community and sporting groups
L1.2	 Enhance the public spaces and natural landscapes that are a part of our region's identity and provide beauty, vibrancy, community connection and a healthy ecosystem	
L1.3	Foster towns and villages that are vibrant, well-served and supported to achieve their localised priorities	
L1.4	Enhance and maintain sporting facilities to meet the needs of our local community and neighbouring regions, and to entice regional, state, and national events	
L1.5	 Enhance and maintain recreation spaces to offer quality of life, entertainment and family-friendly activities to residents and visitors	

Proactive, responsible, and innovative regional planning that grows us sustainably

Ref.	How will we get there?	Who can help?
L2.1	 Plan for and enable growth that supports a sustainable local economy	<ul style="list-style-type: none"> • Council State and Federal agencies • Local Members • Developers • Residents • Community groups • Community services • Housing services • Farmers • Renewable Energy Industry
L2.2	Ensure adequate and available land and housing to meet community needs	
L2.3	Preserve and enhance our architecture and heritage	
L2.4	 Protect prime agricultural land and support future innovations and industries	

How do we know we have arrived?

	Baseline	Target Trend	Source	Ref.
New dwelling approvals	106 (2023)	Increase	Council data	L2.1
Number of new dwellings in R1 or R2 zones	127 (2024)	Increase	Council data	L2.2
Number of new dwellings in R5 and other rural/ environmental zones	17 (2024)	Decrease	Council data	L2.2
Occupancy of private dwellings	85.9% (2021)	Increase	Australia Bureau of Statistics (ABS)	L2.2
Number of listed heritage items (as per planning definition)*	272 (2024)	Maintain/ Increase	Council data	L2.3
Satisfaction with parks, reserves, and playgrounds	3.74/5 (2023)	Maintain/ Increase	Community Satisfaction Survey	L1.1
Satisfaction with sporting facilities	3.64/5 (2023)	Maintain/ Increase	Community Satisfaction Survey	L1.4
Area of National Parks and Reserves in the Region	149,383h (2024)	Maintain	NSW Planning and Environment	L1.2
Average timeframe for development approvals and housing development	74 Days (2024)	Maintain/ Decrease	Council data	L2.1
Community satisfaction with open spaces	Question to be introduced to Community Satisfaction Survey	Increase	Community Satisfaction Survey	L1.5
Total number of service requests	4496 (2024)	Maintain/ Decrease	Council data	L2.1

*Heritage item means a building, work, place, relic, tree, object or archaeological site the location and nature of which is described in Schedule 5 of the Local Environmental Plan (LEP)







Enriched Region

Community and Culture

We will improve the quality of life for our community and celebrate its culture and diversity.

What the community said it wants:

- A cohesive, engaged, supportive, family-friendly and welcoming community
- A community that embraces cultural inclusiveness and diversity
- Celebration and engagement with our first nation's people
- Support for a thriving arts and cultural scene
- Specialist health and community services to improve quality of life
- A safe and welcoming community
- Services for disadvantaged sectors of the community



Enriched Region

Community and Culture

Our Goals

Access to the services and support that facilitate quality of life

Ref.	How will we get there?	Who can help?
E1.1	Ensure health and community service provisions meet the needs of our growing and ageing population	<ul style="list-style-type: none"> • Health providers • Community services • Community groups • Local Members • State and Federal government agencies • Council • Residents
E1.2	Recognise and support the diverse and changing needs of our community, including those who are disadvantaged	
E1.3	Foster safety and security within our community and support the provision of basic needs	

A proud, inclusive, and cohesive community that celebrates our region in all its diversity and culture

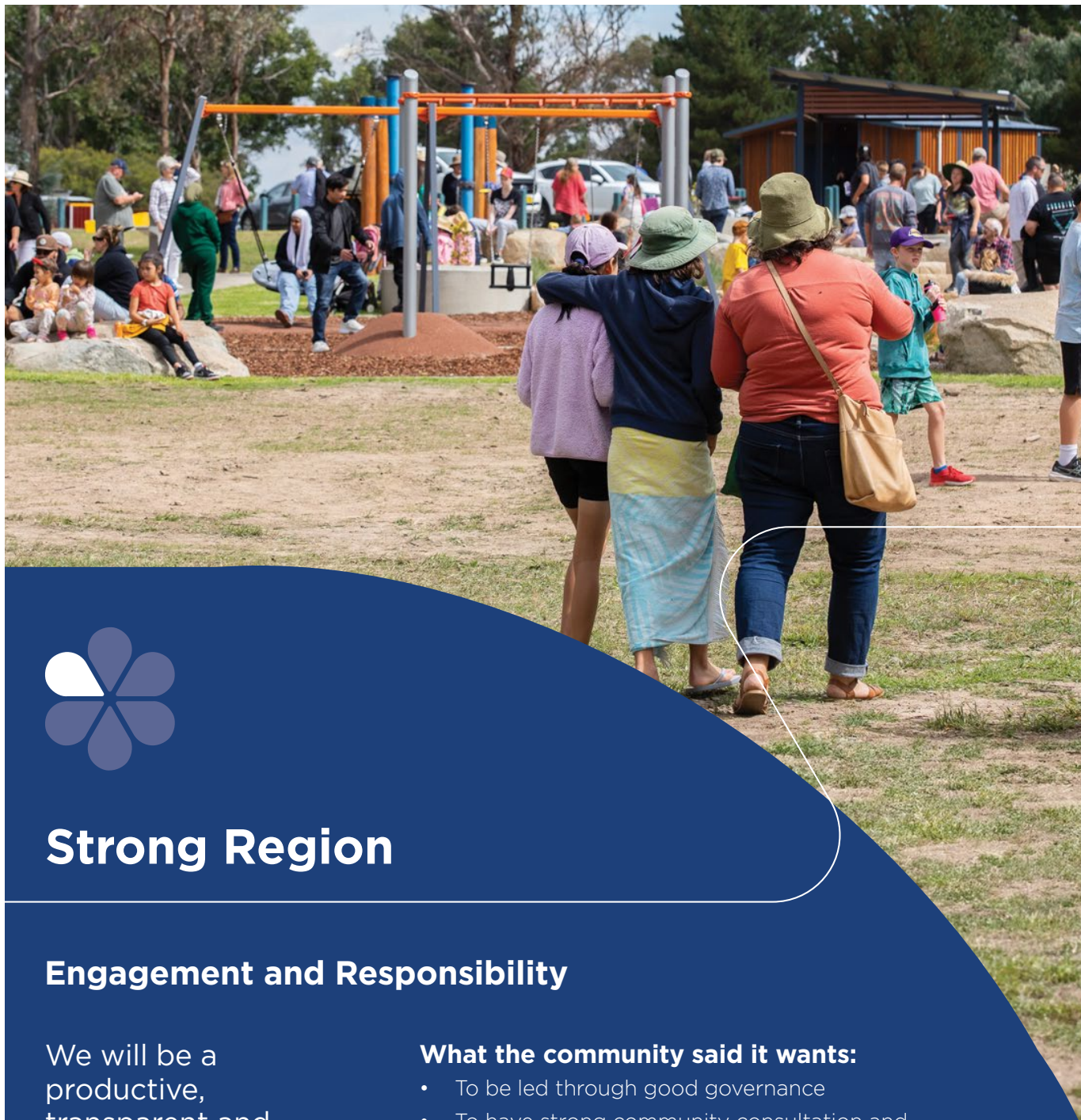
Ref.	How will we get there?	Who can help?
E2.1	Support artistic endeavours, events, and celebrations, creating a thriving arts and culture scene	<ul style="list-style-type: none"> • Arts and cultural groups • Local businesses • Arts and Cultural organisations • Artists • Council • Consumers • State and Federal governments • Aboriginal community • Local members • Residents • Community groups and organisations • Local businesses • Industry • Community services
E2.2	Provide public access to facilities that enhance our learning, social and culture fulfilment	
E2.3	Celebrate our local Aboriginal history and traditions, and support cultural understanding and development	
E2.4	Celebrate our rich regional history and heritage	
E2.5	Create an inclusive and cohesive community that celebrates differences and similarities	
E2.6	Encourage, support, and promote community groups and volunteers in their invaluable contributions to community life	

How do we know we have arrived?

	Baseline	Target Trend	Source	Ref.
Total Emergency Department Presentations – Armidale Hospital	19,240 (2022/23 Financial Year)	Decrease	Australian Institute of Health and Welfare	E1.1
Index of disadvantage - Socio-Economic Indexes for Areas (SEIFA)	976 (2021)	Decrease	Socio-Economic Indexes for Areas (SEIFA)	E1.2
Satisfaction with disability inclusion and access	3.19/5 (2023)	Increase	Community Satisfaction Survey	E1.2
Regional homelessness rates	100 (2021)	Decrease	Australia Bureau of Statistics (ABS)	E1.3
Satisfaction with libraries	4.36/5 (2023)	Maintain	Community Satisfaction Survey	E2.2
Satisfaction with arts, culture and heritage facilities and services	3.64/5 (2023)	Increase	Community Satisfaction Survey	E2.4
Number of Closing the Gap targets improved on in the Region	*Completion of year 12 or equivalent: 1.8% *Employment: 86.7% *No long-term health condition: 58.6% *Indigenous Languages (spoken at home): 1.8% *Personal Income: \$479 (2021)	Increase all	Australia Bureau of Statistics (ABS)	E2.3
Non-proficiency in English language	5% (2021)	Decrease	Australia Bureau of Statistics (ABS)	E1.2
Number of volunteers registered - Rural Volunteer Referral Service	644 (2024)	Increase	Council data	E2.6
Yearly visitation numbers at the Aboriginal Cultural Centre & Keeping Place	Approx. 12,000-15,000 visits (2023)	Maintain/ Increase	Aboriginal Cultural Centre & Keeping Place data	E2.1, E2.6, E2.4, E2.5, E2.6
Yearly visitation numbers at NERAM	90,000 visits (2023-2024)	Maintain/ Increase	NERAM Annual Report	E2.4







Strong Region

Engagement and Responsibility

We will be a productive, transparent and strong community always putting the needs of our community first.

What the community said it wants:

- To be led through good governance
- To have strong community consultation and partnerships.
- A regional council that provides the stewardship for growth, development and prosperity
- Facilitation of a unified and inclusive region
- A region that maintains affordable rates and charges, quality services and financial sustainability








Our Goals

An informed and actively engaged community, that builds partnerships and shapes its future

Ref.	How will we get there?	Who can help?
S1.1	Help the community to be informed and have input into decisions about its region and future	<ul style="list-style-type: none"> • Council • Residents • Media • Local members • State and Federal agencies • Community groups • Community organisations • Local businesses • Industry
S1.2	Create partnerships between our community, levels of government and businesses that contribute to our growth and development	
S1.3	Empower the community and our leaders to make positive change and to unify the region	

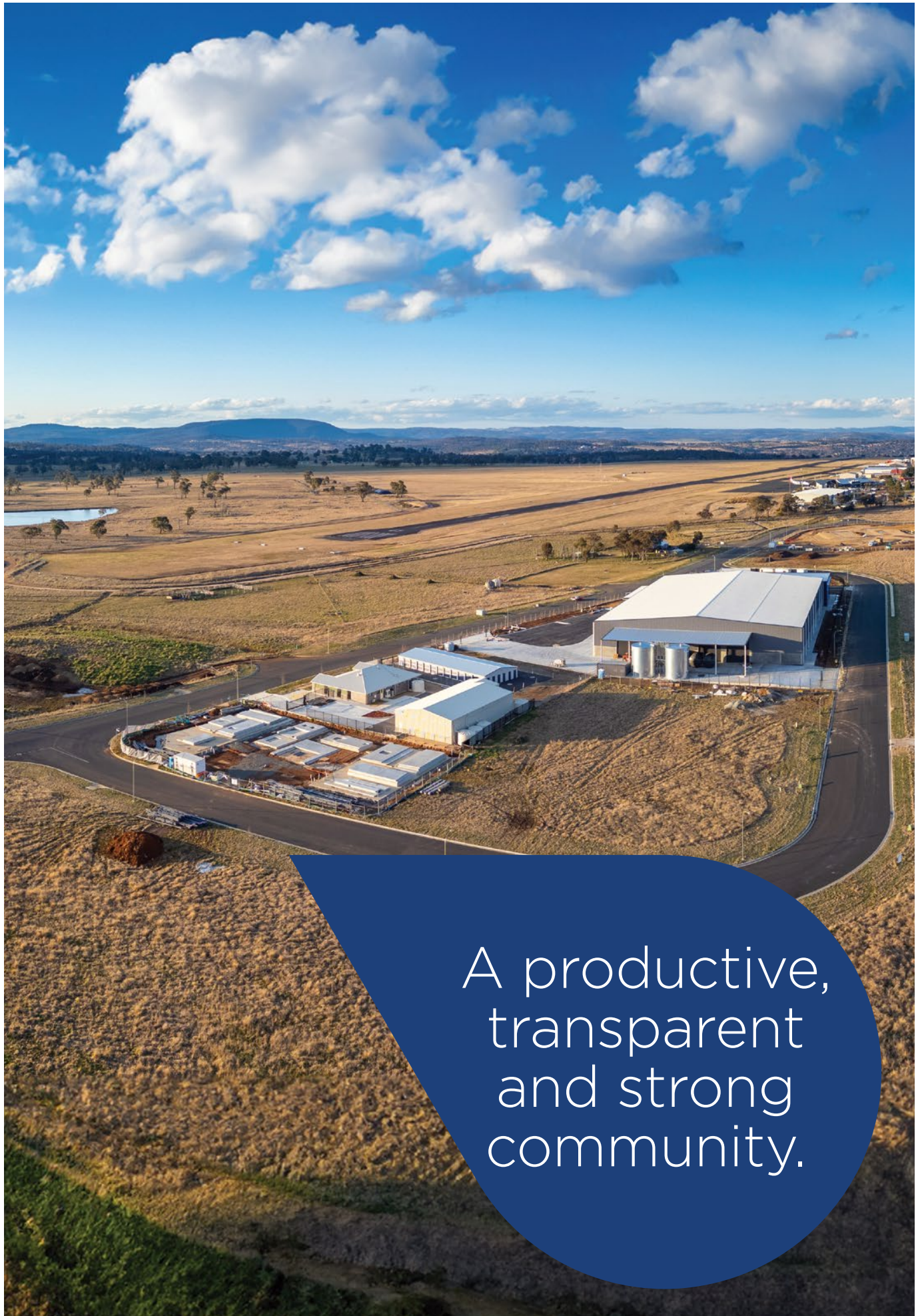
A destination of choice, renowned for our beauty, heritage, and unique attractions

Ref.	How will we get there?	Who can help?
S2.1	Provide a strong, transparent, sustainable, and responsive governance for our region	<ul style="list-style-type: none"> • Council • Residents • Local members • State and Federal governments
S2.2	 Ensure that strategic directions are informed by, and with, the community and are delivered in consideration of available resources	
S2.3	 Manage public resources responsibly and efficiently for the benefit of the community	
S2.4	 Make open and transparent decisions that are informed by stakeholders, leading practices, systems, and technologies	

How do we know we have arrived?

	Baseline	Target Trend	Source	Ref.
Improvement on Community Plan measures	Met: 29 Not Met: 12 Unknown: 14 Total = 55 (2024)	Increase	State of the Region Report	S1.3, S2.4
Number of Delivery Program Council Initiatives achieved	68 Complete 70 Progressing 17 Future Year Initiative 1 Not Progressing Total = 156 (2024)	Increase	State of the Region Report	S2.2, S2.4
Satisfaction with community information and consultation	2.67/5 (2023)	Increase	Community Satisfaction Survey	S1.1
Number of Armidale Regional Council Financial Sustainability Ratios met	6/7 (2023/24 Financial Year)	Increase	Armidale Regional Council Annual Financial Statements	S2.3
Dollar figure of Federal and State Government infrastructure investment in the region (Council-led grants)	\$16.6m (2023/24 Financial Year)	Maintain/ Increase	Council data	S1.2
Satisfaction with Council (Overall, including rates and charges, service delivery, and confidence with Council's efficiency when responding to service requests and public consultation)	2.76/5 (2023)	Increase	Community Satisfaction Survey	S2.1
Satisfaction with Council's allocation of resources	2.36/5 (2021)	Increase	Community Satisfaction Survey	S2.3





A productive,
transparent
and strong
community.

What is the Community Plan?

The Community Plan (or Community Strategic Plan) is part of a broader strategic framework, called Integrated Planning and Reporting, which transforms community aspirations and priorities into meaningful action at the local government level.

The Integrated Planning and Reporting Framework's highest order plan is the Community Plan, which Council initiates, prepares, maintains, and monitors with and on behalf of, the community.





The purpose of the Community Plan is to identify the community's main priorities and aspirations and plan strategies for achieving them. The Community Plan outlines:

Key Questions	Relationship with the Community Plan
Where are we now?	2025
Where do we want to be?	Goals (2034)
How will we get there?	Strategies
How will we know when we have arrived?	Measures

Council has endeavoured to create equitable and accessible processes to allow residents and ratepayers equal opportunity to participate in the Plan formation without discrimination.

The ten-year Community Plan informs Council's Delivery Program (4-year plan), Resourcing Strategy, and Operational Plan (1-year plan).

Council encourages organisations, agencies and community groups within the region to consider and utilise the Plan in their own strategic decision making.



State and Regional Priorities Alignment

The Armidale Region does not operate in isolation, and we must consider the priorities of the State and Federal governments, local organisations, businesses and other councils. These stakeholders all play a part in achieving the aspirations of the community. There are a number of overarching priorities and plans that guide our state and region and that have been considered in the preparation of this Community Plan.

The first is the NSW Premier's Priorities* including the following:

- More teachers in our schools
- More healthcare workers and beds in our hospitals
- A thriving manufacturing sector with well-paid jobs
- A world-class education system
- Enforceable minimum safe staffing levels in our public hospitals
- A focus on delivering cleaner and more reliable energy

*As per Chris Minns MP Message from the Premier on the NSW Government's website



New England North West Regional Plan 2041 Priorities

The second set of overarching priorities is the New England North West Regional Plan. Alignment with these priorities and the Advancing Our Armidale Region Community Plan is demonstrated below. The Plan also considers the elements of the Quadruple Bottom Line, which is demonstrated in the following table.

	Thriving Region	Connected Region	Future Region	Liveable Region	Enriched Region	Strong Region
Growth, change and opportunity						
Coordinate land use planning for future population growth, community need and regional economic development	✓			✓		
Productive and innovative						
Protect the viability and integrity of rural land				✓		
Expand agribusiness and food processing sectors	✓					
Sustainably manage mineral resources						
Enhance the diversity and strength of Central Business Districts and town centres	✓			✓		
Coordinate the supply of well-located employment land	✓			✓		
Support a diverse visitor economy	✓				✓	
Sustainable and Resilient						
Adapt to climate change and natural hazards and increase climate resilience	✓	✓	✓	✓		✓
Lead renewable energy technology and investment	✓		✓			
Support a circular economy			✓			
Sustainably manage and conserve water resources			✓			
Protect regional biodiversity and areas of High Environmental Value			✓	✓		
Housing and place						
Provide well located housing options to meet demand				✓		
Provide more affordable and low cost housing				✓		
Understand, respect and integrate Aboriginal culture and heritage					✓	
Support the aspirations of Aboriginal people and communities in local planning				✓	✓	
Celebrate local character				✓	✓	
Public spaces and green infrastructure support connected and healthy communities			✓	✓		
Connected and accessible						
Leverage new and upgraded infrastructure	✓	✓		✓		
Improve state and regional freight connectivity		✓				
Improve active and public transport networks		✓				
Utilise emerging transport technology		✓				
Quadruple Bottom line						
Social		✓		✓	✓	
Environmental	✓	✓	✓	✓	✓	✓
Economic	✓	✓				✓
Civic Leadership						✓

Council's Role in Delivering the Plan

T1.1	Support existing and new businesses and industries in the Region	Provider, Partner & Advocate
T1.2	Plan for sustainable growth and deliver infrastructure that enables jobs & improves liveability	Provider & Partner
T1.3	Champion local employers to provide employment and training opportunities	Partner & Advocate
T1.4	Ensure local education and entrepreneurship opportunities support a thriving community	Partner & Advocate
T2.1	Enhance our reputation as a destination of choice in NSW	Provider & Partner
T2.3	Provide attractions and events that enhance our Region's offering to locals and Tourists	Provider, Partner & Advocate
T2.4	Encourage locals to shop in the Region, and make our Region the choice for shopping in the broader New England area	Partner & Advocate
C1.1	Build and maintain quality, safe, and accessible road transport infrastructure including roads, footpaths, kerbs, bus stops and parking facilities	Provider, Partner & Advocate
C1.2	Support the implementation and usage of active transport infrastructure across the region	Deliver & Advocate
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.	Partner & Advocate
C2.2	Promote and encourage the establishment and uptake of sustainable transport options and services	Provider, Partner & Advocate
C2.3	Utilise our access to the high-speed data and advancing technology to increase connectivity within and outside our region	Advocate
F1.1	Promote and support biodiversity protection and management	Provider, Partner & Advocate
F1.2	Protect and enhance our waterways, catchments and creek lands	Provider, Partner & Advocate
F1.3	Foster collaborations that improve understanding and action to protect our natural environment	Partner & Advocate
F2.1	Proactively adapt to and mitigate the local impacts of climate change	Provider, Partner & Advocate
F2.2	Promote and increase use of renewable resources and alternative energy sources	Provider, Partner & Advocate
F2.3	Collect, handle, dispose, recycle and reuse waste responsibly and innovatively	Provider & Partner
F2.4	Create a cleaner, healthier environment with good air quality	Provider, Partner & Advocate
F2.5	Ensure the community is provided with safe, secure and accessible water that is sustainably managed now and into the future	Provider, Partner & Advocate
F2.6	Prepare for, respond to, and assist in the recovery from natural disasters	Provider, Partner & Advocate
L1.1	Provide appropriate, planned and maintained community facilities that allow people to meet, congregate and learn	Deliver
L1.2	Enhance the public spaces and natural landscapes that are a part of our region's identity and provide beauty, vibrancy, community connection and a healthy ecosystem.	Deliver & Partner

L1.3	Foster towns and villages that are vibrant, well-serviced and supported to achieve their localised priorities	Provider, Partner & Advocate
L1.4	Enhance and maintain sporting facilities to meet the needs of our local community and neighbouring regions, and to entice regional, state, and national events	Deliver & Partner
L1.5	Enhance and maintain recreation spaces to offer quality of life, entertainment and family-friendly activities to residents and visitors	Deliver & Partner
L2.1	Plan for and enable growth that supports a sustainable local economy	Deliver
L2.2	Ensure adequate and available land and housing to meet community needs	Partner & Advocate
L2.3	Preserve and enhance our architecture and heritage	Provider, Partner & Advocate
L2.4	Protect prime agricultural land and support future innovations and industries	Provider, Partner & Advocate
E1.1	Ensure health and community service provisions meet the needs of our growing and ageing population	Partner & Advocate
E1.2	Recognise and support the diverse and changing needs of our community, including those who are disadvantaged	Provider, Partner & Advocate
E1.3	Foster safety and security within our community and support the provision of basic needs	Provider, Partner & Advocate
E2.1	Support artistic endeavours, events, and celebrations, creating a thriving arts and culture scene	Partner & Advocate
E2.2	Provide public access to facilities that enhance our learning, social and culture fulfilment	Deliver & Partner
E2.3	Celebrate our local Aboriginal history and traditions, and support cultural understanding and development	Provider, Partner & Advocate
E2.4	Celebrate our rich regional history and heritage	Provider, Partner & Advocate
E2.5	Create an inclusive and cohesive community that celebrates differences and similarities	Provider, Partner & Advocate
E2.6	Encourage, support, and promote community groups and volunteers in their invaluable contributions to community life	Provider, Partner & Advocate
S1.1	Help the community to be informed and have input into decisions about its region and future.	Provider, Partner & Advocate
S1.2	Create partnerships between our community, levels of government and businesses that contribute to our growth and development	Partner & Advocate
S1.3	Empower the community and our leaders to make positive change and to unify the region	Provider, Partner & Advocate
S2.1	Provide a strong, transparent, sustainable, and responsive governance for our region	Deliver
S2.2	Ensure that strategic directions are informed by, and with, the community and are delivered in consideration of available resources	Deliver
S2.3	Manage public resources responsibly and efficiently for the benefit of the community	Deliver
S2.4	Make open and transparent decisions that are informed by stakeholders, leading practices, systems, and technologies	Deliver





Integrated Planning & Reporting Submissions Report

Restore & thrive

www.armidaleregional.nsw.gov.au

TRIM:

Council's Strategic Directions - Integrated Planning and Reporting

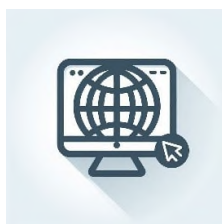
Following the election of a new Council, it is a requirement under legislation that Council review its Community Plan (or Community Strategic Plan).

This document outlines the submissions received from the community during the public exhibition period from **11 December 2024 to 8 February 2025**.

Public Exhibition

The Community Plan was placed on public exhibition for review for 60 days to receive community feedback.

Council's engagement with the public included:



Website

The Community plan was placed on the 'your say' website (yoursay.armidale.nsw.gov.au) requesting community members to write in their submissions.



Social Media

Notification of Community Plan on review

TRIM:

Formal Submissions

Council appreciates the time and effort taken by those who provided feedback on the Draft Integrated Planning and Reporting documents. There were 3 formal submissions made by community members, community groups and broader organisations. These are submissions that are addressed to the General Manager and are sent to the Council email address or post office address.

All Formal Submissions are attached to the Council report. Below is a list of the submissions and the 'Council Staff Comments and Recommendations' in response.

Submitter	Council Staff Comments and Recommendations
<p><i>Submission #1</i></p> <p>New England Greens</p> <p>(Submission PDF Page 2)</p>	<p>Council thanks the submitter for their feedback and acknowledges their suggestions regarding the Community Plan. In response to the recommendations:</p> <ul style="list-style-type: none"> • In response to the submitters suggestion to include data from previous years as well as the current year in the 'how we know we have arrived' section, the data that is included in the Community Plan is baseline data which is then used to measure trends in reporting documents such as the Annual Report and the State of the Region Report. It is in these reporting documents where data from previous and current years are shown. • The suggestion regarding mentioning the opportunities created by the Renewable Energy Zone has been taken into consideration and will be forwarded to the Regional Activation Team to refer to when developing the Delivery Program. The Community Plan is a strategic document that outlines the goals and aspirations of the community, which are used when developing the Delivery Program and Operational Plan. • The suggestion from the submitter to change the wording for T1.3 (Champion local employers to provide employment and training opportunities) to include specific wording surrounding the need for sufficient health and services to support a growing population will be taken into consideration when developing the Delivery Program. • Council takes the submitters suggestion for a measure on the number of doctors practicing as GPs in the 'how we know we have arrived' section of Thriving Region into consideration and has implemented a measure under the section for 'GPs in the local government area registered via health share.' • Council considered the suggestion for involving more electronic displays and apps to assist and welcome visitors as well as mentioning the Active Transport Strategy into consideration, and these suggestions will be forwarded to the Regional Activation team for further consideration when developing the Operational Plan. The Community Plan is a strategic document that outlines the

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	<p>goals and aspirations of the community, which are used when developing the Delivery Program and Operational Plan.</p> <ul style="list-style-type: none"> • The suggestion to add the word 'affordable' into the current listed measure for F2.5 (Ensure the community is provided with safe and accessible water that is sustainably managed now and into the future) was taken into consideration and concluded to be covered through the wording 'sustainably managed'. The suggestion to include wording around energy efficiency and low-cost renewable electricity deals for the community under F2.2 (Promote and increase use of renewable resources and alternative energy sources) has been considered and will be taken into further consideration with the development of the Delivery Program and Operation Plan. • The suggestion to include a further initiative under F2.2 (Promote and increase use of renewable resources and alternative energy sources) for 'obtain funding for attractive subsidies to replace wood heaters with affordable, climate-friendly heating and deliver a comprehensive education program on the health impacts of wood heater pollution,' will be taken into further consideration when developing the Delivery Program. • Council acknowledges the submitters wish to highlight the issue of wood heater pollution. Council is currently partnering with UTAS (University of Tasmania) on a replacement and education around this issue. and Council and these suggestions will be forwarded to the appropriate Council officer for future consideration. Council recognises that action needs to be taken and has included recognition of the importance of clean air (F2.4 – Create a cleaner, healthier environment with good air quality). • The suggestions to include reporting and tracking for service requests to help improve community satisfaction will be considered further during the development of the Delivery Program and Operational Plan. • The suggestion to include a measure in Liveable Region for 'Percentage of service requests marked as resolved and average time to resolve them' has been taken into consideration and a new measure titled 'Number of Service requests' has been introduced. • The submitters suggestion to add a new initiative under the Enriched Region section - 'Develop and apply for funding for a program similar to Glen Innes' Attract-Connect-Stay to encourage (and) support essential workers to move to the ARC local government area' – has been acknowledged, however, this was investigated last financial year and at this point Armidale Region Council does not fit the criteria for the program. Council will continue to investigate further actions that can be taken regarding this suggestion. • In response to the submitters suggestion to include a measure on 'number of doctors practicing as GP's' under Enriched Region, Council has taken this feedback into consideration and has included
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	<p>a new measure relevant to this under Thriving Region 'how we know we have arrived.'</p> <ul style="list-style-type: none"> • The suggestion to change the current wording for 'Satisfaction with Council (overall)' in the 'how do we know we have arrived' section of Enriched Region has been taken into consideration and wording for this measure has been changed to 'Satisfaction with Council (overall, including rates and charges, service delivery and confidence with Council's efficiency when responding to service requests and public consultation). • Council thanks the submitter for their suggestion to include wording around 'quality of life' in S1.2 (Create partnerships between our community, levels of government and businesses that contribute to our growth and development). This suggestion was taken into consideration, with the change of wording being determined as non-essential. • The suggestion to add a new goal for 'how we will get there' under the Strong Region section has been taken into consideration and has been forwarded to the appropriate Council officer to be considered further during the development of the Delivery Program. • Council thanks the submitter for the suggestion of changing the headings of the six pillars of the Community Plan, however, community feedback during consultation was overwhelmingly positive towards the current pillar titles. After careful consideration, council officers have determined that the pillar titles will remain as they are in order to provide consistency across documents for the community and council officers.
<p>Submission #2</p> <p>Visions for the Armidale Creeklands INC</p> <p>(Submission PDF Page 8)</p>	<p>Council thanks the submitter for their feedback and acknowledges their suggestions regarding the Community Plan and the importance of our natural environment. In response to the recommendations:</p> <ul style="list-style-type: none"> • Concerns of the creeklands/Dumaresq Creek - Council recognises that action needs to be taken. Council has included recognition of the importance of our waterways in the following Future Region reference (F1.2 – Protect and enhance our waterways, catchments and creeklands). • Council has taken into account the submitters feedback in regards to the image of the bike path along the creeklands. Council acknowledges the actions needed to be taken to improve our creeklands and this feedback has been forwarded on to the respective departments. The image under 'Liveable Region' has now been changed to an image that incorporates the water within our region's parks, with an image of the creek in the creeklands being present on page 40. • The suggestion from the submitter to include additional metrics for a 'criteria for minimum flow rate of water along Dumaresq Creek as well as measuring and reporting dissolved oxygen as an indicator of

TRIM:

	the health of our creekland water' has been acknowledged and forwarded to the appropriate Council officer for consider for the future.
<p><i>Submission #3</i></p> <p>Annette Kilarr</p> <p>(Submission PDF Page 13)</p>	<p>Council thanks the submitter for their feedback and acknowledges their suggestions regarding the Community Plan. In response to the recommendations:</p> <ul style="list-style-type: none"> • Council thanks the submitter for their positive feedback regarding the layout of the Community Plan. • Council acknowledges and accepts the submitters recommendation to change the colour of the symbol that is used to identify the strategies and the impact of climate change. The symbol has now been changed to green throughout the document. • The suggestion from the submitter to 'reflect language around engagement with the community and capacity building of our water literacy and resource understanding' under the Future Region Section has been taken onboard and Council will look to engage deeper with the community with a focus on building water literacy in the near future. • Council acknowledges the submitters concerns over the Community Plan not having a specific goal to do with the New England Renewable Energy Zone (NEREZ). The Community Plan is an aspirational document which is designed to present a broad understanding of where the community wants to be in 10 years time, so strategies can be put in place to achieve those goals. The Delivery Plan lays out the Council Initiatives that provide strategies for how the goals in the Community Plan will be achieved. The Community Plan goal F2.2 – Promote and increase use and awareness of renewable resources and alternative energy sources – outlines the importance of renewable resources. The submitters suggestion to include NEREZ in the wording of the Community Plan will be taken into consideration when developing the Delivery Program. • Council acknowledges the submitters recommendation to include a strategy statement about Project Zero30 in the Community Plan. Council recognises the importance in responding to the threats of climate change and has included recognition of this in the Community Plan (F2.1 – Proactively adapt to mitigate the local impacts of climate change). As explained above, the Community Plan is an aspirational document therefore Council will consider this recommendation when developing the Delivery Program. • The suggestion to incorporate a strong specific commitment statement to the revegetation and reparation of the landscape as part of all land use and development will be considered in the development of the Delivery Program, which will contain more specific statements than the Community Plan which is a broader, aspirational document. • Council acknowledges the submitters concerns with Drought

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	<p>Resilience and recognises the importance of preparing for, responding to, and recovering from natural disasters including droughts. Council has included recognition of this in the Community Plan (F2.6 – Prepare for, respond to, and assist in the recovery from natural disasters).</p> <ul style="list-style-type: none"> • Council acknowledged the submitters recommendation to ensure that ‘sustainable’ is always preceded ‘environmentally,’ and the suggestion was forwarded to the relevant department, who concluded this suggestion to be non-essential. • Council thanks the submitter for their suggestion to include the climate change symbol on the further goals in the Community Plan. After careful consideration, the following measures will now incorporate the symbol: <p>T1.3 – Plan and enable sustainable job and economic growth.</p> <p>T2.2 – Promote and enhance the extraordinary natural assets, beauty, climate, and location that our region enjoys.</p>
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Submission by New England Greens Armidale Regional Council (ARC) Community Plan 2024-34

Thank you for another opportunity to comment on ARC's draft Community Plan (CP). Some key objectives and goals are set out in this plan, including strong community consultation. To achieve this important aim, ARC must demonstrate it is willing to listen to the community and respond appropriately.

Currently, there is a perception that ARC treats consultations as 'tick-box' exercises and pays scant attention to what the community wants. ARC should counter this perception by providing clearer information on the changes made in response to the previous consultation (e.g. the CP '2032 vision' Shopping is changed to Health). Where possible, clearer explanations should be provided of why some ideas could not be included.

It is notable that the first submission on the CP aptly described it as 'Motherhood Statements'. Is the Community Plan intended to represent a collection of motherhood statements?

Our previous submission urged ARC to take advantage of the opportunities created by the Renewable Energy Zone (REZ). Page 7 of the draft plan states: *"The community is actively working to ensure that energy projects within the REZ provide environmental and community benefits. By leveraging these opportunities, the Armidale region aims to attract investment, create jobs, and improve the quality of life for all residents."*

The REZ will indeed provide environmental and community benefits, including employment opportunities and some opportunities for low-cost electricity. Despite this, the current strategy of "supporting existing and new businesses" is very vague. How will council support them? Will ARC provide substantial subsidies? Given the current cost-of-living crisis, a large proportion of our community might disagree with this!

The above example illustrates why even high level plans need clear descriptions of exactly what is intended, together with clearer indications of aims and targets and how ARC intends to get there.

Aiming just to *"deliver infrastructure that enables jobs and improves livability"* is insufficient. Better services, including health and medical services, and a council that responds to service requests such as fixing dangerous road surfaces or pot-holes are equally important, if not more important.

In the current cost-of-living crisis, council should also consider how to constrain costs and help our residents to make ends meet.

The NE Greens comments that we submitted in response to the previous consultation are provided below. They have been expanded, where necessary, to highlight the importance of the issues that were raised, in the hope that these suggestions will help create a Community Plan with genuine and substantial input from the community.

General Recommendation:

How do we know we have arrived? Show Data from Previous as well as current CP.

For example, page 21 of the CP includes census information on the number of people who walk or cycle to work – 478 in 2022, compared to 733 in 2016. Showing data from at least one previous plan is a good indicator of trends and the effectiveness of previous strategies to shed light on whether alternative strategies might need to be considered.

Recommendations for specific items in the plan from our previous submission with additional comments and explanations.

Thriving Region

T1.1 Mention the opportunities created by the Renewable Energy Zone: "Take advantage of the New England Renewable Energy Zone and other opportunities to attract new job creating investment to the region"

Feb 2025 Submission, 2024-34 Community Plan

New England Greens, [REDACTED]

T1.3. Include the need for sufficient health and other services to support a growing population:

“Plan and enable sustainable job and economic growth and attract sufficient health and other professionals to support the needs of a growing population”.

How do we know we have arrived?

Add: number of doctors practicing as GPs per capita and a target of increasing to the same level as metropolitan areas.

Additional Comments/Explanation: All the above are essential for a Thriving Region, so they should be included unless there is a very good reason to omit them.

Connected Region

C1.1 Connection should involve electronic displays (e.g. at the airport, in the Mall) and apps to assist and welcome visitors, show vacant parking spots etc. Suggested wording: “Maintain and build quality, safe, and accessible road transport infrastructure and associated services, including roads, footpaths, kerbs, bus stops and parking facilities and information displays (e.g. electronic displays for information and accommodation/other booking and apps to help drivers to find vacant parking spots)”

C1.2 Mention the Active Transport Strategy: “Support the implementation and further development of an Active Transport Strategy to increase active transport usage and set priorities for implementation of the strategies”.

How do we know we have arrived?

Add: Community involvement in updating and enhancing the Active Transport Strategy and the total number of recommendations in the Strategy that have been implemented, including the results of any initiatives to measure active transport use.

Additional Comments/Explanation: The current Plan confuses *active transport use* with *use of active transport infrastructure*. Apart from census data on cycling to work, the only currently-available data on active transport use in Armidale is the heat map from Strava. This map shows several popular on-road routes that have no dedicated infrastructure. C1.2 should be amended to encompass all active transport use because of the health and environmental benefits, not just the active transport that takes place on dedicated infrastructure.

Sustainable Region (was Future Region)

Add: “affordable” to F2.5

Ensure the community is provided with safe, **affordable** and accessible water that is sustainably managed now and into the future.

Reword F2.2 to include energy efficiency and low-cost renewable electricity

“Promote **energy efficiency**, **facilitate low-cost renewable electricity deals for the community** and increased use of renewable energy”

Add: obtain funding for attractive subsidies to replace wood heaters with affordable, climate-friendly heating and deliver a comprehensive education program on the health impacts of wood heater pollution.

How do we know we have arrived?

1) Report climate impacts over 20 years (the critical period to slow the global temperature rise if we are to have any hope of limiting warming to 1.5 or even 2 degrees) as well as 100 years. If this is not covered in ISO14604, seek advice on the best ways to include the 20-year climate impacts of methane, black carbon, carbon monoxide and other short-lived climate pollutants (SLCP). For non-scientists [this video](#) provides a useful lay summary. [This report](#) includes examples of how to calculate 20-year climate impacts.

2) Explain that there is no safe level of PM2.5 pollution and consequently adverse health impacts are related to average wintertime PM2.5 exposure:

Change “Number of exceedances per month of the Air NEPM” to: “Average PM2.5 levels and number of exceedances of the Air NEPM from April to October”

Add: Percentage of our electricity consumption generated from renewable resources

Feb 2025 Submission, 2024-34 Community Plan

New England Greens, [REDACTED]

Add: Number of households taking up subsidies to replace wood heaters with clean, climate-friendly alternatives

Add: Average response time (days) to resolve complaints about the detrimental impact of other people's wood heater pollution on residents' health or lifestyle

Add: Percentage of residents able to answer questions about the health impacts of wood heater pollution in a community survey.

Liveable Region**How will we get there?**

Add: Gauge and improve community satisfaction with services by improving the reporting and tracking of service requests, based on a searchable list that gives reporters the choice to make their requests public with space for other residents to support their request, space for council staff to respond to both public and private requests and space for the reporter to mark the issue as resolved.

How do we know we have arrived?

Add: Percentages of service requests marked as resolved and the average time to resolve them (by request category, if desired).

Healthy & Cohesive Region (was Enriched)**How will we get there?**

Add: Develop and apply for funding for a program similar to Glen Innes' [Attract-Connect-Stay](#) to encourage as support essential workers to move to the ARC local government area.

How do we know we have arrived?

Add: number of doctors practicing as GPs per capita and a target of increasing to the same level as metropolitan areas.

Informed & Consultative Region (was Strong)**S1.2** Reword to include quality of life:

Create partnerships between our community, levels of government and businesses that contribute to our growth, development and quality of life

Add: Gauge and improve community satisfaction with services by improving the reporting and tracking of service requests, based on a searchable list that gives reporters the choice to make their requests public with space for other residents to support their request, space for council staff to respond to both public and private requests and space for the reporter to mark the issue as resolved

Add: Encourage active discussion of issues placed on public exhibition by making all submissions public (via links on the 'YourSay' website) as soon as they have been vetted for publication, similar to the process used by the NSW Government, [e.g the 35 submissions on Proposals to increase voter engagement, participation and confidence](#) (August 2024)

How do we know we have arrived?**Replace**

Satisfaction with Council (overall) with

Satisfaction with Council (overall, including rates and charges, service delivery and public confidence in the efficacy and fairness in responding to service requests and public consultations).

Appendix: NE Greens Submission, 4 Nov 2024, ARC CP2024-34

Appendix: New England Greens Submission, emailed 4 Nov 2024 ARC Community Plan 2024-34

Thank you for the opportunity to comment on the Armidale Regional Council Community Plan.

We appreciate the amount of time and effort spent on creating ARC's Community Plan 2022-32 and would like to offer some suggestions to improve and refocus the revised plan to better serve the needs of our community.

[Shape your region Armidale Community Plan Engagement Summary](#) used meaningful categories:

- 1. Economy and growth** – opportunities and support for business/industry; a growing and evolving region; an attractive region that retains our young people and attracts new residents with abundant employment/career opportunities, leading to prosperity for all.
- 2. Environment and sustainability** – recognising and proactively responding to climate change; supporting renewable and alternative energy; promotion of carbon neutrality; a safe and healthy environment, with ecological sustainability and clean air.
- 3. Tourism** – a thriving tourism sector; the choice for tourists coming to the New England; known for its events, beauty, lifestyle opportunities and attractions.
- 4. Community and culture** – a cohesive, proud, engaged, supportive, family-friendly and welcoming community that practices cultural inclusiveness and diversity, celebrates and engages with our Aboriginal community, and supports a thriving arts and cultural scene.
- 5. Retail** – vibrant shopping and business centres; a destination for regional shoppers; a thriving and unique Mall offering a diverse shopping and dining experience.
- 6. Leadership** – a regional council that provides the stewardship for growth, development and prosperity that facilitates a unified and inclusive region, and maintains affordable rates and charges, quality services and financial sustainability.
- 7. Transport** – quality transport infrastructure including roads, footpaths, kerbs and cycleways, with excellent transport links to other regions, public transport and lifestyle infrastructure.

B. Changing meaningful categories into obscure headings in the final 2022-32 plan detracts from its value

'Connected Region' fittingly describes transport and technology, 'Thriving' could mean economy and tourism, but 'Future' does not represent environment. Health and community services and community consultation were top priority issues that people wanted council to focus on in the [Engagement Summary](#), so should be included in the revised category headings listed in the updated plan. This is particularly important because in the 2021 census, 46% of our residents reported having a long-term health condition, significantly higher than the 39% for NSW as a whole.

C. We recommend changing some obscure headings into more meaningful ones

Thriving – economy and tourism

Connected – transport & technology

Sustainable – environmentally responsible, sustainable and resilient

Liveable – best possible quality of life

Healthy & Cohesive – quality health & community services and facilities,

Informed & Consultative – meaningful community consultation, responsible leadership, wise management of public resources

D. Recommendations for specific items in the plan

Thriving Region

T1.1 Mention the opportunities created by the Renewable Energy Zone: "Take advantage of the New

Feb 2025 Submission, 2024-34 Community Plan

New England Greens, [REDACTED]

England Renewable Energy Zone and other opportunities to attract new job creating investment to the region”

T1.3. Include the need for sufficient health and other services to support a growing population:

“Plan and enable sustainable job and economic growth and attract sufficient health and other professionals to support the needs of a growing population”.

How do we know we have arrived?

Add: number of doctors practicing as GPs per capita and a target of increasing to the same level as metropolitan areas.

Connected Region

C1.1 Connection should involve electronic displays and apps to welcome visitors, find parking spots etc:

Build and maintain quality, safe, and accessible road transport infrastructure including roads, footpaths, kerbs, bus stops and parking facilities (e.g. electronic information displays and apps to help drivers to find vacant parking spots)

C1.2 Mention the Active Transport Strategy: “Support the development implementation of an Active Transport Strategy to increase active transport and set priorities for new active transport infrastructure across the region”.

How do we know we have arrived?

Add: Active Transport Strategy adopted by council and the total number of recommendations in the Strategy that have been implemented.

Sustainable Region (was Future Region)

Add: “affordable” to F2.5

Ensure the community is provided with safe, **affordable** and accessible water that is sustainably managed now and into the future.

Reword F2.2 to include energy efficiency and low-cost renewable electricity

“Promote **energy efficiency, facilitate low-cost renewable electricity deals for the community** and increased use of renewable energy”

Add: obtain funding for attractive subsidies to replace wood heaters with affordable, climate-friendly heating

How do we know we have arrived?

Replace Co2e with CO₂e (the O should be a capital letter) and report climate impacts over 20 years (the critical period to slow the global temperature rise if we are to have any hope of limiting warming to 1.5 or even 2 degrees) as well as 100 years: Annual greenhouse gas emissions tonnes CO₂e per capita, over both the short term (20-years) as well as the long term (100 years).

Note that there is no safe level of PM2.5 pollution and consequently adverse health impacts are related to average wintertime PM2.5 exposure, so that: “Number of exceedances per month of the Air NEPM” should be changed to: “Average PM2.5 levels and number of exceedances of the Air NEPM from April to October”

Add: Percentage of our electricity consumption generated from renewable resources

Add: Number of households taking up subsidies to replace wood heaters with clean, climate-friendly alternatives

Add: Average response time (days) to resolve complaints about the detrimental impact of other people’s wood heater pollution on residents’ health or lifestyle

Liveable Region

How will we get there?

Add: Gauge and improve community satisfaction with services by improving the reporting and tracking of service requests, based on a searchable list that gives reporters the choice to make their requests public with space for other residents to support their request, space for council staff to respond to both public and private requests and space for the reporter to mark the issue as resolved.

Feb 2025 Submission, 2024-34 Community Plan

New England Greens, [REDACTED]

How do we know we have arrived?

Add: Percentages of service requests marked as resolved and the average time to resolve them (by request category, if desired).

Healthy & Cohesive Region (was Enriched)**How will we get there?**

Add: Develop and apply for funding for a program similar to Glen Innes' [Attract-Connect-Stay](#) to encourage as support essential workers to move to the ARC local government area.

How do we know we have arrived?

Add: number of doctors practicing as GPs per capita and a target of increasing to the same level as metropolitan areas.

Informed & Consultative Region (was Strong)**S1.2** Reword to include quality of life:

Create partnerships between our community, levels of government and businesses that contribute to our **growth, development and quality of life**

Add: Gauge and improve community satisfaction with services by improving the reporting and tracking of service requests, based on a searchable list that gives reporters the choice to make their requests public with space for other residents to support their request, space for council staff to respond to both public and private requests and space for the reporter to mark the issue as resolved

Add: Encourage active discussion of issues placed on public exhibition by making all submissions public (via links on the 'YourSay' website) as soon as they have been vetted for publication, similar to the process used by the NSW Government, [e.g the 35 submissions on Proposals to increase voter engagement, participation and confidence](#) (August 2024)

How do we know we have arrived?**Replace**

Satisfaction with Council (overall) with

Satisfaction with Council (overall, including rates and charges, service delivery and public confidence in the efficacy and fairness in responding to service requests and public consultations).



February 9, 2025

To: The General Manager
Armidale Regional Council
PO Box 75A
Armidale, NSW 2350

Via email to: council@armidale.nsw.gov.au

We are pleased to have the opportunity to comment on Armidale Regional Council's most recent draft of 'Your' Community Plan.

At the outset, the committee of our Incorporated Community Association does NOT feel that the Plan incorporates sufficient of 'Our' ideas to improve our city. Within its 46 pages, the Plan needs to show more of the passion for our city that resides in our community as expressed by the community. Our members have lived here, on average, for more than 30 years and we are well aware of the floods, droughts and fires that can impact our city. We also have dreams of seeing our city flourish.

In brief, decisions taken early in Armidale's life created the current situation in our creeklands:

- In 1898, through engineering, Armidale created its first major water supply 13 km upstream which intercepts natural flows along Dumaresq creek.
- It is clear that we need to apply some clever design and water 'engineering' to overcome this constraint – of course without increasing the risk of flooding.
- We suggest we can do this via creating off-stream water storages (like Lake Zot at UNE which was doubled in size during our most recent serious drought) and using that water to recreate healthy environmental flows along our creeklands.
- Another possibility is to recycle water upstream to the western edge of the city using the 5ML of overflow water that comes each day from our Water Treatment Plant and enters the eastern end of Dumaresq Creek. (We suggested this concept to Council in October 2019 which, at the time, was estimated to cost \$360,000).
- If these are not feasible, perhaps constructing off-stream wetlands and billabongs will enable healthy environmental flows to be re-created.

Since 2017, our association has worked hard to put forward ideas for more healthy water flows along the main artery of our city, Dumaresq Creek.

It was a presentation in 2017 that our association made to the then Administrator, Dr Ian Tiley, that led him to commission (in 2018) a Master Plan for the Armidale Creeklands.

When it was [finally released for comment](#) in 2020, 23 community organisations made constructive comments on the draft Master Plan. Many of our suggestions made at that time, seem to have been studiously ignored by Council. The 60 pages of community

submissions were buried within 1200 (!) pages of attachments at the Council meeting chaired by then Administrator Viv May which approved the Master Plan.

Nevertheless, the Plan enabled Council to put before our local member, Adam Marshall, a proposal to fund Stage 1 of the Master Plan. Happily, in June 2021, [\\$3m was awarded by the NSW government for this stage](#). Still, it was only in January 2025 that we have learned that Council is finally getting started on implementing this stage. It would have been pleasing if Council acknowledged our community association's critical role in enabling the creation of a Master Plan and the subsequent granting of \$3m for Stage 1.

In July 2024, we expressed our desire to be taken more seriously by Council with our blog which included the heading: [Is Community Input Valued?](#) In that blog, we summarised just some of our ideas about improving our creeklands. It is not obvious that any of these ideas have made it into your draft Community Plan.

Below, we re-state just a few of our ideas to improve our city and its creeklands which we submitted regarding Council's draft Local Strategic Planning Statement

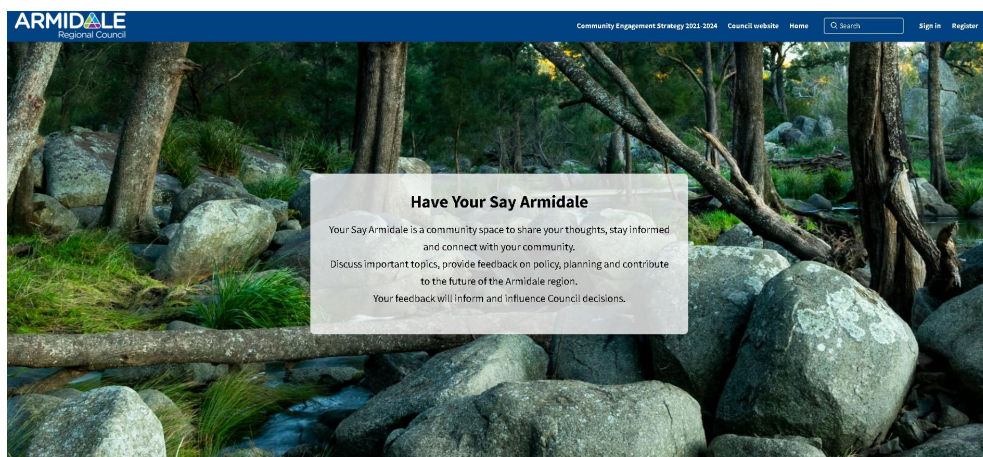
- "We continue to hope that one day, Armidale Regional Council will realise that improving the creeklands precinct with more healthy flowing water is the key to improving so much about our city, its beauty and its attractiveness to visitors and residents"
- "A healthy vibrant creeklands should improve environmental outcomes but also be a driver for tourism as well as an asset for improved community health and wellbeing".
- "... this plan should mention the vital importance of returning environmental water to allow our drain to become a healthy, beautiful stream with accompanying billabongs, pools and constructed wetlands".
- "We agree that (water security) is the number one priority for our region. We add that environmental water should also be a focus so we can keep our main artery along our creeklands healthy and beautiful even during dry times".
- "Adding a nature play area to Curtis Park would ... make a lot of sense for attracting more visitor and resident interest in the heart of our creeklands precinct". (Thankfully, that is now going ahead!).

Some further comments on specifics of the draft Community Plan are listed below.

Things we approve of in the Community Plan:

We are pleased with the image you have chosen to promote interest in this Community Plan on Council's Have Your Say webpage.

It is a lovely, natural image of a waterway – perhaps Blue Hole downstream of Armidale?



We would LOVE to see some of these features re-created one day along the Armidale Creeklands – native trees, granite boulders, healthy stream of water, etc. Perhaps some of these elements can be included in the implementation of Stage 1 of the Master Plan? We can only hope.

We indicate below, using **green highlighting**, the components of the plan which most appeal to us.

On Page 10:

Our Natural Environment:

Our climate, seasons, natural beauty, wildlife and National Parks.

Parks & Playgrounds:

Our many beautiful outdoor spaces including parks, gardens, local playgrounds.

Page 11: Our 2024 vision

1. Economically robust and diverse
2. **Environmentally sustainable**
3. Led through good governance
4. **Strong tourism sector**
5. A cohesive community

Page 12:

Climate change risks

Page 14:

Under Goal 1 - **A flourishing natural environment that is protected and enhanced:**
Protect and enhance our waterways, catchments and creek lands

Page 15:

Under Goal 1 - Public spaces and infrastructure that facilitate health, community connections and opportunities: **Enhance the public spaces and natural landscapes that**

are a part of our region's identity and provide beauty, vibrancy, community connection and healthy ecosystem

Page 17: Provide attractions and events that enhance our region's offering to locals and tourists

Page 21: Build and maintain quality, safe, and accessible transport infrastructure including roads, footpaths, kerbs, bus stops, parking facilities and cycleways

Page 25: Protect and enhance our waterways, catchments and creek lands

Page 29: Enhance the public spaces and natural landscapes that are a part of our region's identity and provide beauty, vibrancy, community connection and a healthy ecosystem

Something we think confirms our desire for more water flows:

Page 28: This image of the bike path along creeklands shows NO visible water.



Our point about this image is: where is the water? Why can't our creeklands be enhanced with healthy flowing water as we have proposed over so many years and submissions?

Additional metrics that might be added?

On Page 26, we suggest adding criteria for minimum flow rate of water along Dumaresq Creek as well as measuring and reporting dissolved oxygen as an indicator of the health of our creeklands water. If these two were implemented, residents would start to better understand our dilemma – that Dumaresq Creek is primarily a drain which becomes a stagnant series of pools in dry times. This is NOT the way to improve the recreational and tourism potential of our city!

Yours sincerely,

Jim Scott, President

Visions for Armidale Creeklands Inc.

[REDACTED]

Submission to: 'Advancing Our Region Community Plan 2025-2034'

General Manager
Armidale Regional Council,
PO Box 75A, Armidale,
NSW 2350
council@armidale.nsw.gov.au

Re: Submission to Draft: Advancing Our Region Community Plan 2025-2034

From: Annette Kilarr

Dear General Manager James Roncon and Armidale Regional Council

Thank you for the opportunity for community input to the '**Advancing Our Region Community Plan 2025-2034**' I made a similar submission to Council's previous consultation in October/November. The submission here has been updated and is to the 2025-2034 iteration and for that record for this current submission process. I have made 8 RECOMMENDATIONS for some alteration to the Community Plan 2025-2034

The Plan overall is a good one and the structure of the plan around the 6 Key pillars of Thriving Region, Connected Region, Future Region, Liveable Region, Enriched Region, Strong Region - with two sets of Goals for each (a total of 47) - is set out clearly.

Importantly, in preparation of this document the Community Plan incorporates the 2019 Climate Emergency Declaration and the impact of Climate Change. As it states on p, 7, "Climate change is having a broad-reaching impact on our lives including our health and well-being, natural environment, built environments and local economy. Many of the strategies in this plan are impacted by climate change both directly and indirectly, and will require consideration of the resources and response necessary to mitigate and plan for climate change risks. The Plan for **2025-2034** now identifies these strategies and the impact of climate change with a two leafed symbol surrounded by a circle of arrows. This leaf and circle of arrows symbol highlights all Council initiatives that are:

- directly, or indirectly, impacted by Climate Change
- contribute positively towards Climate Change adaptation

The symbol in this document appears on 22 of the Key pillar goals and 'demonstrates the broad reach of the impacts of Climate Change and acknowledges where consideration or action must be taken in relation to Climate Change by Council, its staff and the community'.

I note that in the Plan for 2025-2034 this symbol is no longer green but appears as the same colour as whichever key pillar it is in.

RECOMMENDATION 1: Please keep this symbol - which highlights those strategies which are either impacted by Climate Change or positively contribution towards Climate Change adaption - in the green colour. This would provide a much clearer highlight throughout the document.

This Community Plan is the result of one of the most comprehensive community engagements by ARC ever undertaken (pers communication Council staff). I would note that **Environmental Sustainability** ranks as the **#2 priority** in both:

- Our community's 2032 *vision* for our region and;
- What we want *improved* in our region.

In the following I make some observations for consideration and incorporation into the next iteration of the Community Plan (CP), building on this foundation.

Water

Water and water security for ourselves, for the environment and for a future proposed increase in population and future industries (should that go ahead) are key decisions required of the recently elected Council. Maria Hitchcock of NEV2030 has also recently noted that the increasing number of severe weather events is causing a change in demographics across the Country noting that "Armidale is well placed to become a climate refugee destination with our cooler summers and relatively disaster free environment" (NEV2030 weekly update 1/11/2024). Our population may likely increase not only by economic growth per se, but because the environment here becomes significantly more amenable than other places. As such water security for our future needs careful consideration and our community and business "water literacy" needs vast improvement. This would need greater understanding and transparency around our projected rainfall in the next 10 -50 years , the workings of the catchments, the industrial, horticultural, agricultural and community users of water (current and proposed) and the relative proportions, an equitable payment process and much greater emphasis on water conservation and landscape re-hydration. It is important that not only is Council fully informed, vigilant and transparent to its community in relation to any decisions concerning water supply but that it clearly engages the community and business in this.

RECOMMENDATION 2. Some of the wording in the CP in the Future goals section under "a clean, green and responsible region" should reflect language around engagement with the community and capacity building of our water literacy and resource understanding.

Renewable Energy Zone

The New England Renewable Energy Zone is a State significant development that is already having a significant impact on our region and will continue to do so. A renewable energy transition in some form is essential if we are going to have any chance of slowing the warming effects of fossil fuel use. This provides us with some problems but also some significant opportunities. The previous Council and current Mayor have advocated for our community with the idea of a “Future Fund” the details of which will be further workshopped by our new Council before coming to Public Exhibition. This will provide a mechanism for Community Benefit via Voluntary Partner contribution Agreements with energy developers utilising this as a Capital fund from which the interest is spent via Council and some Community determination . At the same time there will be a different and also significant pool of money that will become available via EnergyCo as compensation for the new transmission line developments. The process for how these funds will be allocated is yet to be determined. In addition to that, the renewable energy transition itself is requiring people to understand and operate in a different energy and market system. In all of these cases there is a strong case to be made for building our communities’ “energy literacy” which again needs vast improvement. We could also collectively improve acceptance of the transition changes and impacts by engaging the community to identify opportunities and enable sustainable benefit sharing. These opportunities include local economic development in conjunction with numerous other opportunities that will benefit the broader community and environment.

RECOMMENDATION 3. The CP does not have a community statement/goal around how it aims to approach the NE REZ and this should be addressed with the above considerations in mind. The current CP does not have the word “Renewable Energy Zone” in any of its goals or strategies., this should be addressed.

Project Zero 30

Project Zero30 was endorsed by Council, most recently in May 22. Project Zero 30 aims to reduce the carbon footprint of the LGA by committing to the following.

Project Zero 30 aims 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

RECOMMENDATION 4. The CP should have one of its goals with a strategy statement about Project Zero30. In addition, while some of the commitments of Project Zero30 from above DO appear in the CP goals, not ALL of them do. It would be appropriate if a cross-check was undertaken and that ALL of these commitments were incorporated somewhere into the CP strategies.

Vegetation Planting

Vegetation planting and having a commitment to the reparation of riparian zones across the Shire aligns with re-hydrating the landscape, and with one of the commitments of Project Zero30. It is also something that should be incorporated into and expected of all agricultural enterprise and development projects including the Renewable Energy projects.

RECOMMENDATION 5. A strong specific commitment statement to the revegetation and reparation of the landscape as part of all land use and development should be incorporated into the CP

Climate Change

Since writing of the plan in 2021/2022 the current projections for global warming have increased further. While we are currently enjoying beautiful weather the science is clear that another 2019 drought and fire scenario will be on us soon enough. While there are some goals in the CP that address response to disasters there is more place for deliberately addressing Climate Risk and Resilience before the next events – what are our collective plans for preparing for the event of another drought for example? How are we building community and caring for each other. Recently some consultants from Meridian Urban came to Armidale and Uralla (funded by Council I believe) as part of a Federal Government initiative for Regional Drought Resilience Planning. This

consultation was not very well advertised or attended however should this also be incorporated into the Community Plan? Or into the Delivery Program? I am not sure where it fits but its aims seemed to be important in that it was pro-actively seeking to engage the community with climate change effects searching for a collective visioning for our future and the possible positive outcomes we could create for the environment, our community, our economy in the face of these future disasters.

RECOMMENDATION 6. Incorporate wording that specifically makes a commitment to Regional Drought Resilience Planning into the CP.

Environmentally Sustainable Growth

Whenever the CP talks of growth, environmentally sustainable growth should be at the forefront. Environmental Sustainability is a clear high-level value of our Community as demonstrated by ARC's community engagement outcomes.

As stated earlier, **Environmental Sustainability** ranks as the **#2 priority** in both:

- Our community's 2032 *vision* for our region and;
- What we want *improved* in our region

RECOMMENDATION 7. Ensure that the word "sustainable" is always preceded by the word "environmentally"- and so appears as "environmentally sustainable" throughout the CP document.

RECOMMENDATION 8. Goals that should ALSO be marked with a (preferably green) two leaf symbol with circle of arrows.

As mentioned above, the **two leaf symbol with circle of arrows**.symbol in this document currently appears on 22 of the Key pillar goals and 'demonstrates the broad reach of the impacts of Climate Change'.

RECOMMENDATION 8 is that this symbol should also appear on the following goals:

- T1. 2 – Support existing businesses and local industries to grow, prosper, change and adapt.
- T1.3 – Plan and enable sustainable job and economic growth
- T2.1 – Promote a regional approach to tourism that grows our reputation as a destination of choice in NSW
- T2.2 – Promote and enhance the extraordinary natural assets, beauty, climate, and location that our region enjoys
- L2.2 – Ensure adequate and available housing to meet community needs
- E1.1 – Ensure health and community service provision meets the needs of our growing and ageing population

- E1.2 – Recognise the diverse needs of our community including those that are disadvantage
- E1.3 – Foster safety and security within our community and support the provision of basic needs
- S1.1 – Help the community to be informed and have input into decisions about its region and future.
- S1.3 – Empower the community and our leaders to make positive change and to unify the region.

Thank you for your consideration of this submission and for all the work that you do as Armidale Regional Council.

Yours sincerely Annette Kilarr



Convenor of Climate Action – Sustainable Living Armidale (SLA)
Moderator of the Climate Action Armidale Facebook group,
Member of Renewable Energy Education Action and Community Health (REEACH) SLA,
Member Black Gully Festival Coordinating Committee.
Member of the Climate Action Network Australia (CANA)
Previous Co-Chair of the Climate Emergency Working Group (CEWG) of the
Environmental Sustainability Advisory Committee (ESAC) of Council (2019-2022).
Resident of New England (Armidale and Uralla) for 32 years



BUSINESS PAPER

TRAFFIC ADVISORY COMMITTEE

To be held on

Tuesday, 4 March 2025
10:00AM

at

Function Room

Committee Members:

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

Council Staff:

Mr Simon Porter (Design Engineer)
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 March 2025

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Item:	4.1	Ref: AINT/2025/03655
Title:	Action from previous meeting held 4 February 2025.	Container:
	ARC16/0168-9	
Author:	Belinda Ackling, Divisional Assistant Operations	
Attachments:	Nil	

1. Purpose

To note the actions of the previous meeting.

OFFICERS' RECOMMENDATION:

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

- a) Note the alterations made to three car parking adjacent to the IT and Regulatory offices to ensure safe access into the offices by making 2 spaces "No Parking" and one space a "Loading Zone".

Noted

- b) Endorse the temporary road closure of Canambe Street between Dumaresq and Kirkwood Street for the Epic Horse Sale and Campdraft 2025 from 6am, Thursday 3 April until 8pm on Saturday 5 April 2025.

Endorsed and advice provided

- c) Endorse the road closure requested for Bradley Street from Moredun Street to the southern side of the Soldier's Memorial Hall at 163 Bradley Street for the annual Anzac Day Dawn Service on Friday 25 April 2025 between 5.30 am and 7.00 am, in accordance with the provided traffic guidance scheme.

Endorsed and advice provided

- d) Endorse the rolling road closures requested for Bradley Street Guyra, from Ollera Street to the southern side of the Soldier's Memorial Hall at 163 Bradley Street Guyra for the annual Anzac Day March held on Friday, 25 April 2025, between 10.00am and 12.30pm, in accordance with the provided traffic guidance scheme.

Endorsed and advice provided

- e) That Council endorse the temporary road closures of Faulkner Street from Dumaresq Street to Beady Street and the connecting intersections with Moore Street, Beady Street (East Mall) and Rusden Street roundabout, Tingcombe Lane and Faulkner Street at Barney Street from 10am for the 2025 Armidale Anzac Day March and Commemoration Service to be held on Friday 25 April 2025.

Endorsed and advice provided

- f) That Council endorse the temporary road closure of Canambe Street between Dumaresq and Kirkwood Street for the Armidale & New England Show from 6:30pm Thursday 6 March until 10pm on Sunday 9 March 2025.

Endorsed and advice provided

- g) Endorse the Special Event Transport Management Plan for the staging of the Tour de Rocks on Thursday 24 April 2025, for the occupation and usage of Armidale Regional Council Local Government Area (LGA) local roads only, approval for the use of local

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roads within the other LGAs, and of any regional classified roads from TfNSW, and any further recommendations from NSW Police.

Endorsed and advice provided

- h) Endorse the request for No Stopping Restricted Air Space Signs or appropriate on Saumarez Road to comply with CASA requirements.

Endorsed and advice provided

Note: Signs are an audit compliance issue only, RO's do monitor so ranger compliance is not required. There are no signs for this as it is not a restricted airspace, Committee may want to consider additional/repeater signs.

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Item:	5.1	Ref: AINT/2025/03378
Title:	Special Event Transport Management Plan The Armidale Autumn Festival 2025	Container: ARC24/9455
Responsible Officer	Divisional Assistant Operations	
Author:	Joanna Harrison, Engagement & External Relations Coordinator	
Attachments:	<ol style="list-style-type: none"> 1. TRAFFIC MANAGEMENT PLAN Armidale Autumn Festival 2025 2. Armidale City Council Autumn Festival 2025 Running Race TGS010 3. Armidale City Council Autumn Festival 2025 Faulkner St Closure TGS09 4. Armidale City Council Autumn Festival 2025 TGS04 5. Armidale City Council Autumn Festival 2025 TGS06 6. Armidale City Council Autumn Festival T2025 GS05 	

1. Purpose

The Armidale Autumn Festival has a long history and tradition in the city of Armidale and has evolved into a celebration of civic pride. The parade is a highlight of the festival. This year also marks the return of the popular running race, The Campus to City Center from UNE to Civic Park. This report requests the endorsement of road closures and traffic management to facilitate the running of Autumn Festival activities.

• OFFICERS' RECOMMENDATION:

That the Traffic Advisory Committee endorse the requested road closures and traffic management for the 2025 Autumn Festival including:

- Dangar and Faulkner Street including Tingcombe Lane, from Barney Street to Rusden Street be closed from 7am to approx. 1.30pm for the staging of the Autumn Festival Parade.
- Faulkner Street between Dumaresq and Kirkwood Streets will be closed from 7am Friday 4 April 2025 and remain closed for the duration of the Autumn Festival and open from 7pm.

To facilitate the street parade (including the marshalling area) that commences at 12pm and concludes at 2pm the following additional road closures are requested from 11.30am onwards to the conclusion of the parade. (See map Figure 1)

- Dangar Street between Barney and Moore Streets
- Moore Street
- Faulkner Street Between Moore and Dumaresq Streets
- Dumaresq Street between Faulkner and Dangar Streets
- Dangar Street between Dumaresq and Kirkwood Streets

Traffic management (See figure 2) in the form of Stop/go management at Intersections for the Campus to City Center that commences at Sport UNE to Civic Park across road intersections that include:

- Elm Avenue
- Niagara Street

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- Markham Street
- Dangar Street

2. Background

The Armidale Autumn Festival is an Armidale institution that commenced in the 1990s. Originally, the festival was owned and operated by individuals and community groups' in-conjunction with Council support. Some years ago, Council became the main owner and operator of the festival, now in partnership with a committee of community stakeholders.

3. Discussion

The street parade plays a pivotal role in the success of the festival and provides a high level of community participation. The return of the Campus to City Canter also provide additional community participation from our more active members of the community.

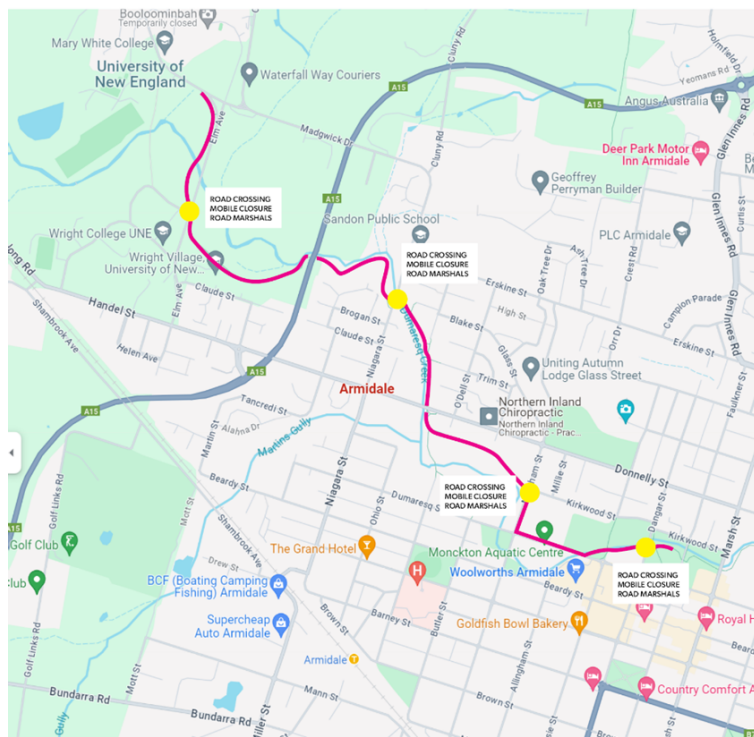
Figure 1



Figure 2

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4. Implications

4.1. Strategic and Policy Implications

The Armidale Autumn Festival aligns to the Armidale Regional Council Delivery Program 2022-2026 in these particular areas:

Enriched Region – Community and Culture

Goal 2 – A proud, inclusive and cohesive community that celebrates our region in all its diversity and culture

E2.5.1 Encourage, promote, or deliver community events that bring people together and celebrate our community

5. Risk

Safety and Traffic:

The event route will have an impact on the CBD through road closures etc. This will be managed by an external contractor Ahoy Traffic Management due to the size of the road closure and parade route supervision required.

5.1. Sustainability

The new Armidale Autumn Festival route, that was successfully adopted in 2023 will promote a more sustainable level of impact on the CBD and the high demand retail areas. The management of traffic control costs is a significant consideration in making the event sustainable into the future.

5.2. Financial

Budget	Engagement & External Relations
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Area:							
Funding Source:	Armidale Regional Council 2023/24 Budget						
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
210713	Road closure	\$56,000	\$17,000	\$17,000		\$17,000	-\$39,000

The cost for the Armidale Autumn Festival has been included in the 2023/24 Budget for \$56,000. The road closure is expected to cost \$17,000 in resources and signage using external contractors Ahoy Traffic Management.

6. Consultation and Communication

Several meetings with participating organisations and groups assisted in identifying the key features and benefits of the Autumn Festival that kept its strengths.

The previous Autumn Festival Committee representatives have all expressed a desire to return to the success of previous years with a preference not to adjust the parade format or route.

Additional consultation has been undertaken with Armidale Schools and Community Groups.

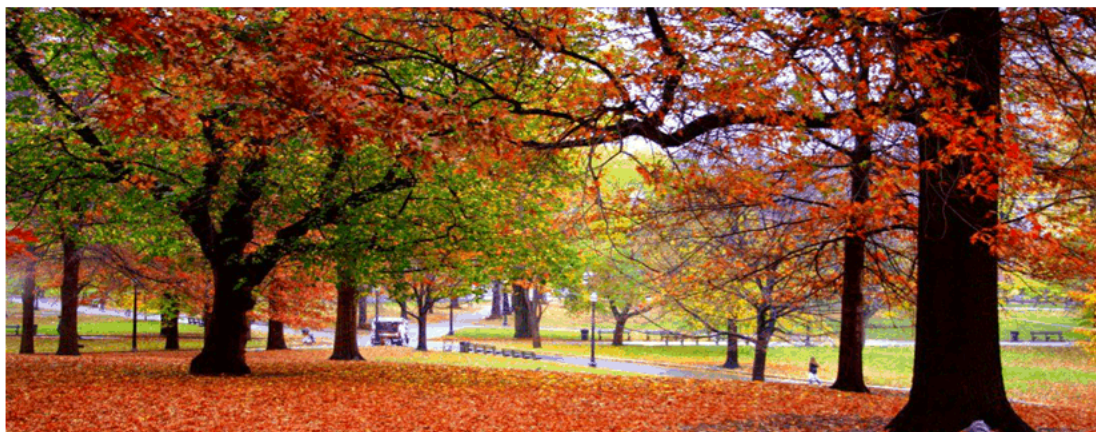
Once a parade route is finalised additional consultation will be undertake on affected stakeholders.

7. Conclusion

The conclusion is that the Traffic Committee approve the two options for implementation pending budget updates and community group participation numbers.



Autumn Festival
Armidale Friday 4th – Saturday 5th April 2025



TRAFFIC MANAGEMENT PLAN 1

CONTACT INFORMATION

Ahoy Traffic Control PTY LTD

Suite 3, Level 1

Graton Street, Coffs Harbour NSW 2450

MOB: 0455 673 684

Email: daz.ahoy@gmail.com

DOCUMENT INFORMATION

Prepared for Armidale Regional Council	Job Reference ARC24/9455
Project Name Armidale Autumn Festival	Date 17/01/2025
Author Darin Downton	Qualification No TCWT 0017949
Approved by Walter Schelberger	Qualification No TCWT 1006400

DOCUMENT HISTORY AND REVISION

Version	Date	Description of Revision	Prepared by	Reviewed by
AD 1	17/01/2025	Initial Draft	Darin Downton	Walter Schelbuger
AD 2				

REFERNECES

REFERENCED DOCUMENTS	DEFINITION
TCAWS V6.1	Traffic Control at Work Sites Manual V6.1 2021
Australian Standards	Manual of Uniform Traffic Control Devices 1742.3 2019
AGTTM	Austroads Guide to Temporary Traffic Management 2019
G10	QA Specification for Traffic Management
Traffic Volume Viewer	https://roads-waterways.transport.nsw.gov.au/about/corporate-publications/statistics/traffic-volumes/aadt-map/index.html#/z=6
NSW Traffic Sign Register	https://roads-waterways.transport.nsw.gov.au/cgi-bin/index.cgi?action=searchtrafficsigns.form
Work Health and Safety	Work Health and Safety Act 2011
Permit Activation	https://myrol.transport.nsw.gov.au

Attachment 1

TRAFFIC MANAGEMENT PLAN Armidale Autumn Festival 2025

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TRAFFIC MANAGEMENT PLAN Armidale Autumn Festival 2025

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1. PURPOSE

Ahoy Traffic PTY LTD has been engaged by **Armidale Regional Council** to prepare a Traffic Management Plan (TMP) for the Proposed the 2025 Armidale Autumn Festival at Armidale NSW

The purpose of the TMP is to provide specific instruction for the following scope of work to ensure the parade for the Armidale Autumn Festival is adequately planned, to describe how Ahoy Traffic Control PTY LTD will implement the work in accordance with the requirements of Armidale Autumn Festival parade as well as the requirements of Ministers Condition of Approval (MCoA) and also to ensure the parade traffic management is in accordance with Drawings, Specifications, Guidelines and Codes of Practice.

2. OBJECTIVES

The key objective of the TMP is to ensure that traffic impacts during the parade are minimised and within the scope permitted by the planning approval. This includes minimising delays, ensuring consideration is given to the needs of all road users and maintaining safety for both workers and the public.

To achieve these objectives, we will undertake the following:

- Ensure appropriate controls and procedures are implemented during the parade to address potential traffic impacts.
- Keep traffic delays to a minimum.
- To ensure the safety of parade participants and residents
- Maintain the flow of traffic through the area.
- Ensure property access.
- Ensure all measurements comply to legislation.

3. PROJECT INFORMATION AND OVERVIEW

3.1 Festival Location

The location of Festival - Armidale NSW

3.2 Festival Access

Please Refer to TGS

3.3 Surrounding Road Network

The parade is located in the rural NSW city of Armidale; the area is within the CBD of Armidale.

Waterfall way connecting the Coast to the Hinterland the New England Hwy connecting Sydney and Brisbane

3.4 Scope of Work

Autumn Festival pre - parade traffic management Saturday 5 April.

1. Dangar Street (between Rusden and Moore St) barrier off carparks from 6am (Close 10am) to remove carpark barriers before parade
2. Moore Street (between Dangar and Faulkner St) barrier off carparks from 6am (Close 10am) to remove carpark barriers before parade
3. Faulkner Street (between Moore and Dumaresq St) barrier off carparks from 6am (Close 10am) to remove carpark barriers
4. Dumaresq Street (between Faulkner and Dangar St) barrier off carparks from 6am (Close 10am) to remove carpark barriers. **This road closure to remain in place after the parade until 6pm.**

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TRAFFIC MANAGEMENT PLAN Armidale Autumn Festival 2025

5. Close Dangar Street (between Barney and Rusden Streets) from 10am. Open once parade finishes.
6. Dangar Street (between Dumaresq and Kirkwood Street) This is where everyone will exit parade, adjacent to Ex-Services Club. Rolling closure once parade commences.
7. Close Faulkner Street (Between Rusden and Barney St) from 9am for parade marshalling
8. Close Tingcombe Lane from 6am to end of parade. For parade marshalling area.

Closure of Faulkner Street (Between Kirkwood and Dumaresq Street) Commences on Friday 6am and Saturday opening from 7pm Council's outdoor team will manage this.

Parade – commences 12pm should run for approx. 1.5 hr.

1. Closures as per above for parade with rolling opening once parade has passed through. Any additional road closures off parade route to be closed. Eg Cinders Lane
2. Manage pedestrian and vehicle movements on Dangar Street adjacent to Armidale Ex-Services Club to safely manage the exiting of the parade and meeting place for pick-ups.
3. Carpark closures adjacent to the parade areas

Autumn Festival Campus to City Canter running race. The outdoor team are going to manage this.

The parade runs from UNE along the Bike track and finishes in Civic Park. Which is the park where the Autumn festival is held.

The run goes across the following intersection with the outdoor team stopping traffic with a stop go sign

Campus to City Canter running race

The intersection crossings are: (See map in the TGS) .

Elm Ave

Niagara Street

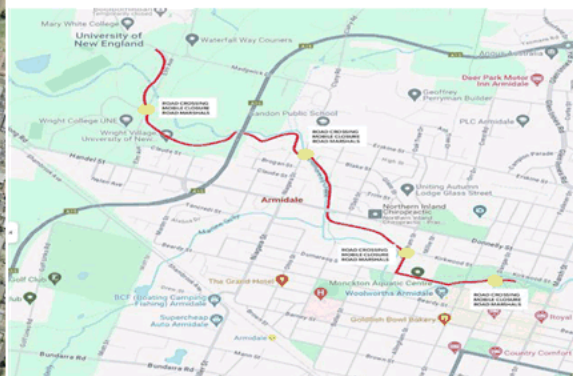
Markham Street

Dangar Street

Figure 1 Autumn Festival Route



Figure 2 Autumn Festival Running Route



3.5 Project Strategy

During activities associated to the festival, to ensure that impact on the surrounding road network is to be kept to a minimum,

- Design the works to minimise lane closures in both number and duration.
- Schedule the works to exclude lane closure during Public Holiday Weekends and School Holidays and minimise closures during daylight hours.
- Provide safe passage for pedestrians and cyclists.
- Schedule the work to minimise the lane and road occupancy closures.

Attachment 1

TRAFFIC MANAGEMENT PLAN Armidale Autumn Festival 2025

- Ensure appropriate controls and procedures are implemented during construction activities to address potential traffic impacts along the segment of roads affected.
- Incorporate traffic control measures for construction vehicle movements and works programs to minimise traffic and transport impacts on the surrounding road network.
- Maintaining the traffic capacity on Br during Peak Periods and that any delays are minimal in Off Peak Periods; and
- Ensure appropriate measures are implemented to comply with all relevant legislation and other requirements as described in this plan.

4. ROLES AND RESPONSIBILITIES

Responsibilities are defined in position descriptions, and Senior Management delegates authority appropriate to these roles.

Each employee shall receive induction to the site that includes specific health, safety, environment, and quality considerations. As needed, training is provided in processes pertinent to their job to an appropriate level of competency.

4.1 Festival Manager

The Festival Manager are responsible for the following:

- Ensures the Fiesta's road safety and traffic management objectives are achieved and ensuring traffic management.
- Ensures that all the incidents caused by site activity, and incidents on public roadway that are unrelated to the Fiesta activity are reported and
- Co-ordinates incidents to **Armidale Regional Council, Police, Ambulance.**

4.2 Festival Manager

The Festival Manager are responsible for the following:

- Ensuring traffic management is properly planned, organised, directed, and controlled.
- Ensuring traffic management is properly resourced with people, equipment, facilities, and systems.
- Ensuring traffic management meets the requirements of the contract including The Project Deed and RMS Specification G10.
- Ensuring traffic management complies with all other legislation.
- Ensuring traffic management is achieving its objectives.
- Co-ordinates the field resources.
- Supports the delivery of the road safety and traffic management objectives.

4.3 Traffic Team Leader

The Team Leader will be responsible for the following:

- Ensure compliance to the approved TGSs.
- Issues the required TGSs and, where relevant, road occupancy approvals and speed zone authorisations to the traffic control crew / or subcontractor.
- Ensures adequate plant, equipment and human resources are made available for the installation and maintenance of temporary control devices.
- Conducts pre-start inspections and regular night/weekly inspections of traffic control arrangements, and ensure all deficiencies are rectified.
- Assist with the implementation of mitigation measures to address unsafe road conditions, and unusual traffic congestion.

Attachment 1

TRAFFIC MANAGEMENT PLAN Armidale Autumn Festival 2025

- Assist with the management of unplanned incidents, providing initial response to make the site safe; and
- Records unplanned incident details, and when traffic controls are in operation, including the installation and removal of regulatory signage.

4.4 Health and Safety Manager/Advisor

The Health and Safety Manager will be responsible for the following:

- Develop and implement site specific health and safety plans in accordance with standard guidelines.
- Enforce site and workplace safety policies.
- Evaluate policies and procedures to maintain a safe site and workplace.
- Conduct site inductions and training to educate staff in safe operating procedures to assist in accident prevention.
- Investigate accidents and incidents to assist site staff to prevent similar occurrences in the future; and
- Provide recommendations to safety issues.

4.5 Competencies

Armidale Regional Council have engaged **Ahoy Traffic Control** to design this Traffic Management Plan and associated controls for the Festival. All Ahoy Traffic Staff will have the following Accreditations.

Role	Name	
Project Manager	RIIRIS402E	Carry out the Risk Management Process
	RIICWD503E	Prepare a Work-zone Traffic Management Plan
	RIIWS205E	Control traffic with stop-slow bat
	RIIWS302E	Implement traffic management plan.
	RIIWS201E	Work safely and follow WHS policies and procedures.
	RIICOM201E	Communicate in the workplace.
	RIIWS206	Control Traffic with Portable Traffic Control Devices
	RIIRIS301E	Apply Risk Management Processes
	RIIWS303	Position, set up and program Portable Traffic Control Devices
Project Engineer	RIIRIS402E	Carry out the Risk Management Process
	RIICWD503E	Prepare a Work-zone Traffic Management Plan
Traffic Team Leader	RIIRIS402E	Carry out the Risk Management Process
	RIICWD503E	Prepare a Work-zone Traffic Management Plan
	RIIWS205E	Control traffic with stop-slow bat
	RIIWS302E	Implement traffic management plan.
	RIIWS201E	Work safely and follow WHS policies and procedures.
	RIICOM201E	Communicate in the workplace.
	RIIWS206	Control Traffic with Portable Traffic Control Devices
	RIIRIS301E	Apply Risk Management Processes
	RIIWS303	Position, set up and program Portable Traffic Control Devices
Traffic Controllers	RIIWS205E	Control traffic with stop-slow bat
	RIIWS302E	Implement traffic management plan.

Attachment 1

TRAFFIC MANAGEMENT PLAN Armidale Autumn Festival 2025

	RIIWS201E	Work safely and follow WHS policies and procedures.
	RIICOM201E	Communicate in the workplace.
	RIIWS206	Control Traffic with Portable Traffic Control Devices
	RIIRIS301E	Apply Risk Management Processes
	RIIWS303	Position, set up and program Portable Traffic Control Devices

4.6 Site Contacts and Complaints

Role	Name	Contact Details
Festival Manager	Joanna Harrison	02 67703870
Festival Site Manager		
Traffic Operations Manager	Darin Downton	0455 673 684
Health and Safety Manager		
Community Liaison Officer		
TMP Designer	Darin Downton	0455 673 684
Traffic Controller on Site	Walter Schellberger	0437263437
Traffic Controller		

Complaints can be in writing to Armidale Regional Council jharrison@armidale.nsw.gov.au Darin Downton daz.ahoy@gmail.com or by phoning above numbers

5. TEMPOARY TRAFFIC MANAGEMENT

5.1 General Requirements

This Festival Strategy will outline the proposed Festival measures and methodologies to enable completion of the Festival in accord with the principal design specifications to ensure works are carried out in a safe, effective, and efficient manner to bring minimal impact to the local road network.

Consideration given to the Festival Staging is as follows:

- Maintain traffic movements (including pedestrians, vehicles, public transport, cyclists, and disabled persons).
- Access and egress to the construction site and work areas.
- Vehicle Movements on or around site.
- Required utilities adjustments (if any).
- Environmental impacts including dust mitigation.
- Interface with existing traffic alignment at Project boundaries.

The Traffic Guidance Scheme for the works detailed will include the following:

- Traffic Management Through the work area.
- Safe Clearances between workers and traffic.
- Removal procedures of the Traffic Guidance Scheme
- Traffic Controller Staff details

Ahoy Traffic will ensure that process described within the sections of this (TMP) satisfies the following Principal requirements:

- Project contract documents
- Project approvals and associated environmental management documents.
- Statutory obligations
- Stakeholder requirements and concerns
- Project constraints – managerial and physical

Attachment 1

TRAFFIC MANAGEMENT PLAN Armidale Autumn Festival 2025

- Project policies and procedures.

TRAFFIC MANAGEMENT SAFETY REQUIREMENTS

6.1 Maintenance and Adjacent Projects

There are no other projects within the vicinity of this Festival.

If there becomes a possibility that closures may conflict with other ongoing or maintenance. To mitigate this, anticipated closure dates will be approved by Armidale Regional Council.

6.2 Cyclists and Pedestrians

Please refer to TGS

6.3 Staging Of works and Traffic Volume

Ahoy Traffic has been engaged for Road Closure work in Armidale, on my site visit traffic volume was Medium, with 2 lanes, more traffic before and after school, On Inspection Road surface was dry speed zone for this area is 50 km. 2 VMS boards to be placed to notify Residents of upcoming Festival and road Closures.

8. WORKING HOURS

Saturday 5.30am – 4pm

Sunday 5am – 3pm

8.1 Public Holidays and Embargo Periods:

No Work is to be undertaken unless it is conducted at the Compound and pre- approval is given.

Emergency Works are Exempt and will be undertaken as required. Armidale Regional Council will be notified immediately by the Festival Staff.

9. CONSTRUCTION AND STAGING TIMELINE

STAGES	ESTIMATED TIME	DATE
	TOTAL ESTIMATED PROJECT TIME	ESTIMATED COMPLETION DATE

10. RISK MANAGEMENT

Temporary Traffic Management Risk Assessments will be conducted prior to the commencement of any traffic management works in accordance with Specification RMS G10 and TfNSW Traffic Control at Worksites Manual V6 2021. This will identify and address the risks associated with the road safety, traffic management and local network issues specific to the site.

Attachment 1

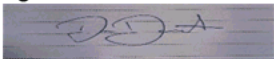
TRAFFIC MANAGEMENT PLAN Armidale Autumn Festival 2025

Site Induction will be undertaken to prepare workers for the implementation of Temporary Traffic Management at this project. Documented guidance is within this Traffic Management Plan. Additional trainings will be undertaken if an issue of safety arises.

The Project Manager will reinforce the use of specific site documentation, Inspections and Audits.

All appropriate steps will be taken to identify any foreseeable work zone hazard/s that pose a risk to the health and safety of persons at the work zone. Risk management is integral to both our planning and operational processes where managers, supervisors and workers must understand the nature of hazards in their workplaces and systematically identify, analyse, evaluate, treat, monitor, and review risk

Risk Assessment

Activity: Festival	Project name:	Autumn Festival
Description: Road Closure traffic volume Light traffic	Project location:	Armidale
Required safety equipment: Signs Traffic lights and PPE	Name of person completing form: Darin Downton Operations Manager Ahoy Traffic	
Certificates, Licenses & inspections: Inspection onsite 13/1/2025	Date of risk assessment: 15/1/2025	
Emergency requirements: Be familiar with site emergency procedures including exits, first aid, assembly points, location and use of fire equipment.	Signature: 	

1. ONSITE IDENTIFICATION – Prior to commencing work activity review your tasks and identify hazards on the next page by using the key	
Eliminate	Removing the risk of live traffic
Substitute	Replacing People with devices to perform the work required
Isolate	Separating workers from traffic with a form barrier or protection
Engineer	Providing a physical change to protect workers
Training & Admin	That Rely on the road user following directions
PPE	Increasing worker visibility with PPE

Risk evaluation matrix								
Risk ratings: Very high VH High H Medium M Low L			Consequence					
			Insignificant C6	Minor C5	Moderate C4	Major C3	Severe C2	Catastrophic C1
Likelihood	Almost certain	L1	M	H	H	VH	VH	VH
	Very likely	L2	M	M	H	H	VH	VH
	Likely	L3	L	M	M	H	H	VH
	Unlikely	L4	L	L	M	M	H	H
	Very unlikely	L5	L	L	L	M	M	H
	Almost unprecedented	L6	L	L	L	L	M	M

Attachment 1

TRAFFIC MANAGEMENT PLAN Armidale Autumn Festival 2025

Answer the questions below, it may require the Traffic Control Plan to be altered, only team leaders with a red or orange card are able to sign off on changes.

	Location risk assessment at every traffic control site	Circle
1	Are traffic controllers and/or signs in shade?	N
2	Are there any overhead and/or underground power lines that might be at risk to workers/vehicle?	N
3	Will work be undertaken outside peak hours?	N
4	If not, will the control measures cater for the peak traffic?	Y
5	Will vehicles be entering or leaving the work site from a private or commercial driveway?	N
6	If yes will extra safety control measures be required to cater for those vehicles?	
7	Will the location of any intersections, on-loading or off-loading ramps within the worksite increase the risk to workers?	N
8	Is the time of day significant? (Night work, low setting sun, fog, rain) Daytime	
9	Will control measures be safe for the approach speeds of traffic?	Y
10	Is there adequate sight distance for road users to signs and traffic controllers?	Y
11	Will schools and/or bus stops be affected?	N
12	Will pedestrians and/ or cyclists be affected?	N
13	When setting up and pulling down can you safely pull off the road to implement T.C.P?	Y
14	Has the traffic control plan been altered, additional signs and/or modification to the sign location? Record action taken:	N

RISK ASSESSMENT

HAZARD	RISK	ACTION	TIME	WHO
Traffic queues & speed	M	Monitor traffic throughout the shift. Assess and take appropriate action where needed.	At all times	By all traffic controllers
Vehicles, and Workers	H	Make sure all are inside the Fiesta site. Assist in, out and around at all times. Maintain safe separation distances	At all times	By all traffic controllers
Pedestrians, Cyclists, Driveways	L	Assist in and out and around at all times	At all times	By all traffic controllers
Side road streets	L	To be correctly signed and traffic controllers in position	At all times	By all traffic controllers
Bus stops,	L	Assist in and out and around at all times. Give buses right of way where ever possible.	At all times	By all traffic controllers
Weather conditions: Fine/overcast/fog/rain	M	Wear appropriate PPE, have escape route, team leader to assess if conditions are safe to work under	At all times	By all traffic controllers
Time of day, setting sun, sun rising or night work	L	Have appropriate PPE, make sure traffic controllers can clearly be seen	At all times	By all traffic controllers

11. TRAFFIC AND ROAD USER MANAGEMENT

Ahoy Traffic Control will implement approved Temporary Traffic Management measures for Festival or any road related areas such as local roads, driveways, facilities, and Utility maintenance etc.

These measures will include Traffic Guidance Schemes (TGS) and Vehicle Movement Plans (VMP) as required and will encompass vehicle movement and Workers on Foot Plan for both construction resources and the public.

Property access impacted by the construction will also be identified on the TGSs (if required).

TGSs for any activity associated with the Works, including the use of temporary warning signs, will be required to be developed based on the following documents and in the order of hierarchy listed below:

1. RMS G10
2. TfNSW Traffic Control at Worksites Manual V6.1 2022
3. AS 1742.3 - 2020 "Traffic Control Devices for Works on Roads"
4. Austroads Guide to Temporary Traffic Management (AGTTM)
5. Traffic Management Plan

Property accesses, side roads and any other structural or geographical features affecting position of signs and devices are to be shown on TGSs. TGSs are to be designed and implemented to allow for and accommodate the passage of heavy vehicles through all the road occupancies.

11.1 For Works which are Accommodated by Standard TGS

Ahoy Traffic Management will use the standard TGSs and examine it for suitability. TGS will be approved and signed by Traffic Manager or Traffic Engineer, who holds the "RIICWD503D/E Prepare Work Zone Traffic Management Plan" qualification. Ahoy Traffic Control will not initiate any works which will involve any obstruction to traffic until these TGS's have been approved by the **Armidale Regional Council**

11.2 For Works requiring a Vehicle Movement Plan (VMP) **Not Required**

Vehicle Movement Plans (VMPs) will be developed to provide for civil traffic movements associated with the Works, deliveries of materials and equipment, construction, and light vehicles, to safely manoeuvre into and out of live traffic streams, and turn at work areas, stockpile sites, local roads and turn around. VMP/s will also reflect the parking, turning areas and vehicle entry and exit points (Gates to be marked) to the worksite and indicate clearly that these are the only points where interface with the road traffic is permitted. Entry and exit points are only to be via marked gates.

12. PERMIT PROCEDURES

Local Government: Permission for the occupation of a Local Government Road space will need a Section 138 and this must be available prior to the beginning of any works. Time frames for a Section 138 is a minimum of 14 working days. **This permit will be required with additional costing to the client: Salvatore**

Transport for NSW: Permission for the occupation of a NSW Government Road space will need a Road Occupancy License (ROL) and this must be available prior to any works being undertaken. Strict guidelines and rules will apply.

Time frames for an ROL are a minimum of 10 working days.

ROL Activation can be undertaken via <https://myrol.transport.nsw.gov.au>.

Any permissions not gained prior to the delivery of this TMP, must denote the stage of permit application or references to.

13. INSPECTIONS AND MONITORING

In addition to the inspections conducted by the Traffic Management Team, a member of the Festival team, holding appropriate TCWT (Prepare a Work Zone Traffic Management Plan Card PWZ), will be required to inspect the Temporary Traffic Management during the duration of the Project, focusing on compliance against the TGS/VMP and identifying safety hazards, to enable the implementation of corrective solutions.

Inspections will include:

- Daily pre-start and pre-close inspections.
- Regular inspections of traffic control devices shall be carried out at least 3 times daily and recorded on the Daily TTM Inspection Checklist – a copy contained in the appendix.
- Weekly Inspections of the Project will be undertaken upon opening of the site at the start of the working week. This must be recorded on the Weekly TTM Inspection Checklist – a copy is contained in the appendix.
- All Records must be available for inspection and review during the project. These records will be held on site by in the Site Office and an electronic copy is forwarded to head office.
- Traffic delays shall be assessed and recorded. Ahoy Traffic Control supervisory staff shall be notified of any delays that exceed the contract requirements or ROL Specifications.
- A Register of Complaints and subsequent actions shall be maintained and forwarded to the Project Manager weekly or as needed to rectify issues. Ahoy Traffic Control shall be advised immediately of any traffic incident or complaint. If the issue cannot be corrected immediately and it is of a contractual nature, then it should be elevated to the Traffic Management Team.

14. COMMUNICATION STRATEGY

TIME FRAME OR DATE	INFORMATION FOR RELAY	STAKE HOLDERS OR TARGET AUDIENCE	COMMUNICATION METHOD Email Meetings Letterbox Drops	PREDICTED OUT COMES
Stage 1	Information regarding upcoming Festival	Residents and Stakeholder	Letterbox drop or door knock communications VMS Board needs to be placed To inform Road User possible Festival road Closures	Community information to improve neighbouring relations, during the construction process
Stage 2	Vehicular Movements and Plan	Suppliers and workers	Emails	Inform of the approved routes for ingress and egress
Stage 3	Site Procedures	All Site Marshalls Suppliers (if applicable)	Site Toolbox Meeting	Site Procedures and inductions
Stage 4	Vehicles	Staff	UHF (Ch XX)	Ingress and Egress to site Marshalling Areas (Traffic Controllers or Site Manager)

Traffic management information will be communicated to the community as detailed above, this includes local and regional communications. The Community Relations Manager on behalf of the Project and in consultation with Transport will provide timely, accurate, relevant, and accessible information about changed traffic arrangements and potential delays to road users and local communities with provision for feedback through a complaints line during construction.

15. EMERGENCY PROCEDURES AND RESPONSE

Emergency Services Number List:

NO	CONTACT	NUMBER
1	Police Emergency	000
2	Police (non-emergency)	02 67383510
3	Emergency Medical	000
4	Fire	000
5	Poison Control	13 11 26
6	Water	0427 784 304
7	Transport for NSW	02 67786450
8	Essential Energy	1300 274 737
9	Gas	NA
10	Health and Safety Manager -	
11	Company Manager-	04
12	Dial before you Dig	1100

The Communications Manager and WHS Manager will be responsible for providing up to date information to the respective emergency services regarding any changes or restrictions to traffic flows during the project.

The wider project team will be responsible for adhering to these requirements and notifying the Communications Manager and Safety Manager of any restrictions or adjustments as necessary.

Arrangements to manage impacts on emergency services include:

- Notification and communication with affected emergency services and public in unity with the Communication Strategy
- Updating the team and work crews of any requirements to be undertaken to enable access through site for emergency services.
- Notification of out of hours works or works that may restrict access including suggested detour routes.
- Provision for emergency service access through construction zones and subsequent notification to emergency services of any changes to these conditions
- Communication with the project workforce to ensure understanding of emergency access and response requirements.
- Training of staff to ensure understanding of expectation and requirements.
- If practical, move support vehicles off the road if wet weather closes in.
- Traffic controllers must not commence works on a live carriage way in foggy conditions, postpone works until fog lifts.
- Traffic controllers must not use and or deploy stop/slow bats or red (stop) portable traffic signals if there is visible water spray from tyres of passing traffic
- No work is to be conducted in hazardous weather, conditions (low visibility conditions will be assessed prior to the commencing work by TC supervisor(s)
- ☑ Follow site emergency procedure in case of hazardous inclement weather conditions i.e. Bush Fire, Fog, Dust, Smoke
- Please refer to SWMS for Dangerous goods, Incidents, and or Procedures.

16. SAFETY PLANS

New South Wales Police Force, Emergency Services,;

- Shall comply with any instruction or direction by the New South Wales Police Force, Emergency Services, in relation to any proposed closure to a lane or shoulder.
- Shall not restrict, close, interfere with or obstruct the free flow of traffic on any lane or shoulder of the existing roadway, the works or a Local Road contrary to the instructions of the New South Wales Police Force, Emergency Services, Transport NSW and the TMC; and

16.1 Managing Unplanned incidents

The occurrence of unexpected incidents within the project boundary or any adjacent site will potentially have a negative impact on the operation of the road network and might temporarily restrict construction activities. Ahoy Traffic Control will follow the plan and emergency response procedures which are incorporated in this TMP. Ahoy Traffic Control will provide traffic management by qualified personnel for emergencies and develop strategies to manage:

- Construction Unplanned incidents on the road network
- site emergencies/unplanned incidents.

The types of emergencies / unplanned incidents that may occur include, but are not limited to:

- Motor vehicle crash's
- Medical or Ambulance
- Inclement weather conditions, Flooding and Bush fires

Traffic controllers shall be relieved after two hours work and may be either rested or placed on other duties for a period of at least 15 minutes before being returned to traffic control duties. Please book enough crew members to ensure compliance with Period of duty requirements. Or feel free to ask our Traffic management team for advice to ensure compliance with Safe Work NSW requirements.

17. Traffic Management Plans


Armidale City Council
Autumn Festival TGS01


Armidale City Council
Autumn Festival TGS01


Armidale City Council
Autumn Festival TGS01

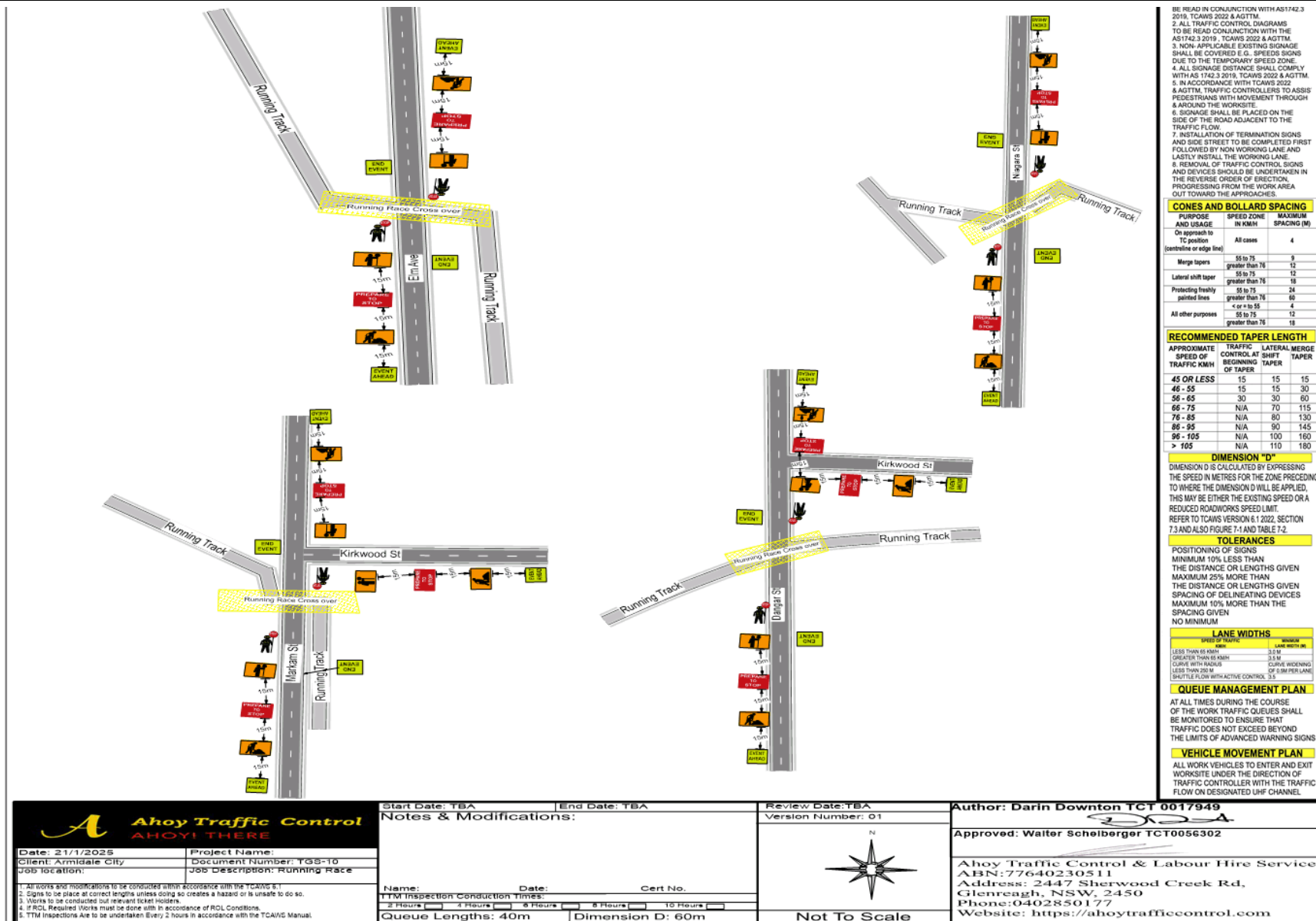

Armidale City Council
Autumn Festival Faulkr


Armidale City Council
Autumn Festival Bike F


Armidale City Council
Autumn Festival Runni

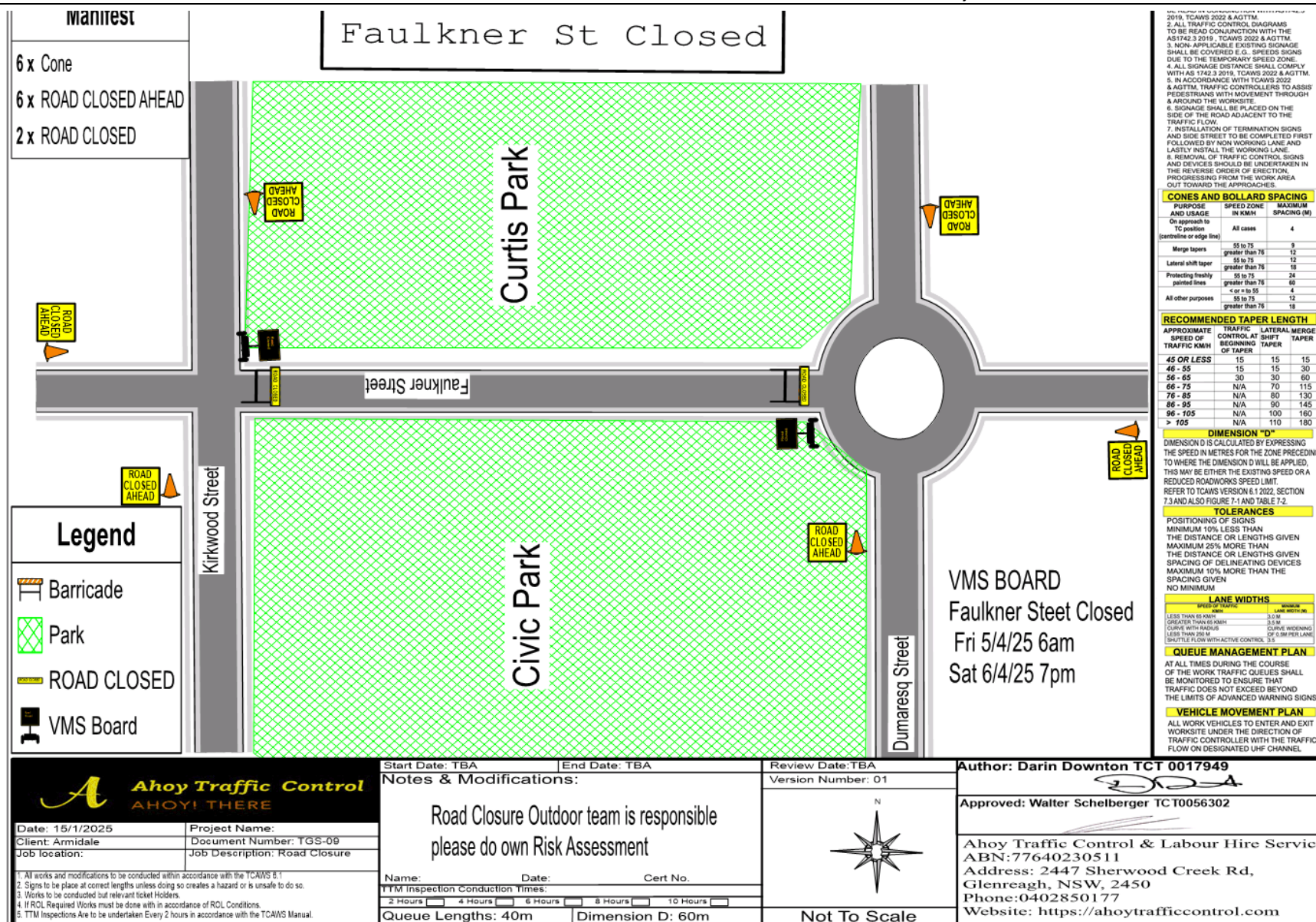
Attachment 2

Armidaire City Council Autumn Festival 2025 Running Race TGS010



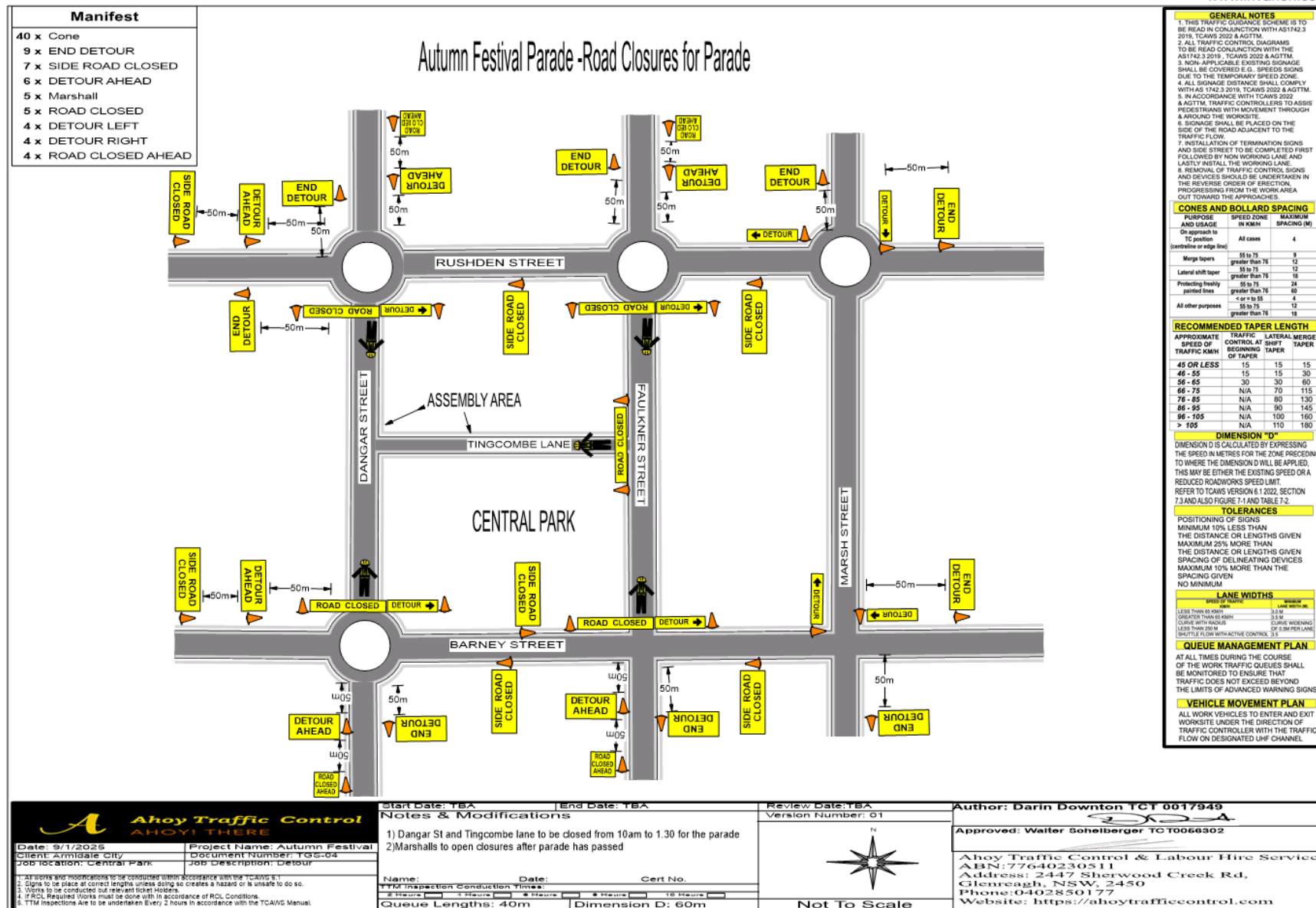
Attachment 3

Armidale City Council Autumn Festival 2025 Faulkner St Closure TGS09



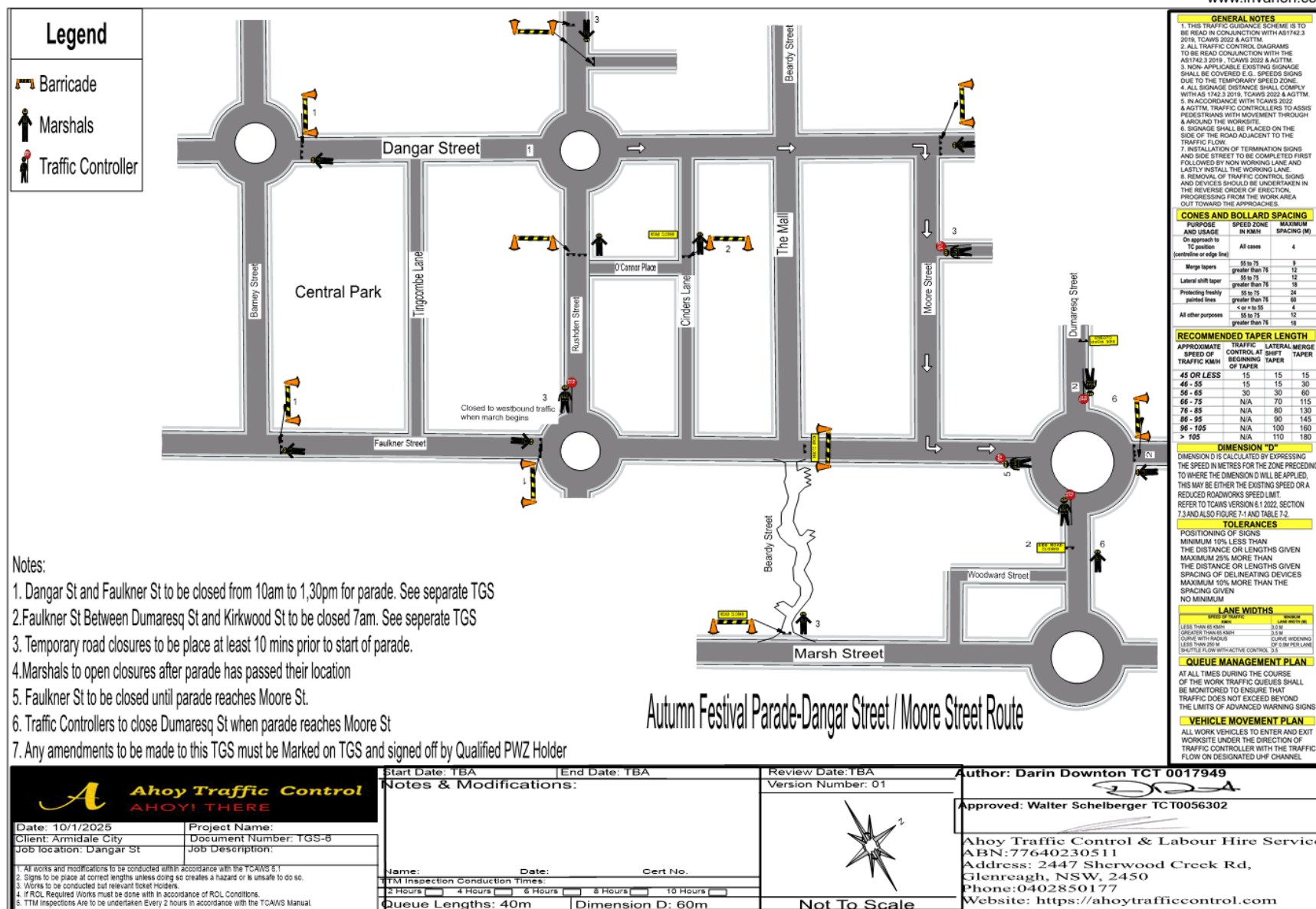
Attachment 4

Armidaire City Council Autumn Festival 2025 TGS04



Attachment 5

Armidale City Council Autumn Festival 2025 TGS06



Attachment 6

Armidale City Council Autumn Festival T2025 GS05

Manifest	
20 x Cone	
4 x ??	
4 x END DETOUR	
4 x SIDE ROAD CLOSED	
3 x DETOUR LEFT	
3 x DETOUR RIGHT	
2 x ROAD CLOSED	
2 x ROAD CLOSED AHEAD	

Autumn Festival Faulkner st Detour

GENERAL NOTES	
1. THIS TRAFFIC GUIDANCE SCHEME IS TO BE READ IN CONJUNCTION WITH AS1742.3 2019, TCAWS 2022 & AGTMM.	
2. ALL TRAFFIC CONTROL DIAGRAMS TO BE READ CONJUNCTION WITH THE AS1742.3 2019, TCAWS 2022 & AGTMM.	
3. NON-APPLICABLE EXISTING SIGNAGE SHALL BE COVERED E.G. SPEED SIGNS DUE TO THE TEMPORARY SPEED ZONE.	
4. ALL SIGNAGE DISTANCE SHALL COMPLY WITH AS 1742.3 2019, TCAWS 2022 & AGTMM.	
5. IN ACCORDANCE WITH TCAWS 2022 & AGTMM, TRAFFIC CONTROLLERS TO ASSIST PEDESTRIANS WITH MOVEMENT THROUGH & AROUND THE WORKSITE.	
6. SIGNAGE SHALL BE PLACED ON THE SIDE OF THE ROAD ADJACENT TO THE TRAFFIC FLOW.	
7. INSTALLATION OF TERMINATION SIGNS AND SIDE STREET TO BE COMPLETED FIRST FOLLOWED BY NON WORKING LANE AND LASTLY INSTALL THE WORKING LANE.	
8. REMOVAL OF TRAFFIC CONTROL SIGNS AND DEVICES SHOULD BE UNDERTAKEN IN THE REVERSE ORDER OF ERECTION, PROGRESSING FROM THE WORK AREA OUT TOWARD THE APPROACHES.	

CONES AND BOLLARD SPACING		
PURPOSE AND USAGE	SPEED ZONE IN KM/H	MAXIMUM SPACING (M)
On approach to TC position (centreline or edge line)	All cases	4
Merge tapers	55 to 75	9
	greater than 75	12
Lateral shift taper	55 to 75	12
	greater than 75	18
Protecting freshly painted lines	55 to 75	24
	greater than 75	40
All other purposes	< or = to 55	4
	55 to 75	12
	greater than 75	18

RECOMMENDED TAPER LENGTH		
APPROXIMATE SPEED OF TRAFFIC KM/H	TRAFFIC CONTROL AT BEGINNING OF TAPER	LATERAL MERGE TAPER
45 OR LESS	15	15
46 - 55	15	30
56 - 65	30	60
66 - 75	N/A	70
76 - 85	N/A	80
86 - 95	N/A	90
96 - 105	N/A	100
> 105	N/A	110

DIMENSION "D"

DIMENSION D IS CALCULATED BY EXPRESSING THE SPEED IN METRES FOR THE ZONE PRECEDING TO WHERE THE DIMENSION D WILL BE APPLIED. THIS MAY BE EITHER THE EXISTING SPEED OR A REDUCED ROADWORKS SPEED LIMIT. REFER TO TCAWS VERSION 6.1 2022, SECTION 7.3 AND ALSO FIGURE 7-1 AND TABLE 7-2.

TOLERANCES

POSITIONING OF SIGNS
MINIMUM 10% LESS THAN THE DISTANCE OR LENGTHS GIVEN
MAXIMUM 25% MORE THAN THE DISTANCE OR LENGTHS GIVEN
SPACING OF DELINEATING DEVICES
MAXIMUM 10% MORE THAN THE SPACING GIVEN
NO MINIMUM

LANE WIDTHS

SPACING (M)	MINIMUM	MAXIMUM
LESS THAN 45 KM/H	3.0 M	3.0 M
GREATER THAN 45 KM/H	3.0 M	3.5 M
CURVE WITH RADIUS LESS THAN 250 M	CURVE WEENING	OF 0.6M PER LANE
SHUTTLE FLOW WITH ACTIVE CONTROL	3.5	

QUEUE MANAGEMENT PLAN

AT ALL TIMES DURING THE COURSE OF THE WORK TRAFFIC QUEUES SHALL BE MONITORED TO ENSURE THAT TRAFFIC DOES NOT EXCEED BEYOND THE LIMITS OF ADVANCED WARNING SIGNS

VEHICLE MOVEMENT PLAN

ALL WORK VEHICLES TO ENTER AND EXIT WORKSITE UNDER THE DIRECTION OF TRAFFIC CONTROLLER WITH THE TRAFFIC FLOW ON DESIGNATED UHF CHANNEL

<p>Ahoy Traffic Control AHOY! THERE</p> <p>Date: 10/1/2025 Client: Armidale City Job location: Faulkner St</p> <p>Project Name: Document Number: TGS-05 Job Description: Detour</p> <p>1. All works and modifications to be conducted within accordance with the TCAWS 6.1 2. Signs to be placed at correct lengths unless doing so creates a hazard or is unsafe to do so. 3. Works to be conducted but relevant ticket holders. 4. If ROL Required Works must be done with in accordance of ROL Conditions. 5. TTM Inspections are to be undertaken Every 2 hours in accordance with the TCAWS Manual.</p>	Start Date: TBA	End Date: TBA	Review Date: TBA	Author: Darin Downton TCT 0017949
	Notes & Modifications:		Version Number: 01	<p>Not To Scale</p>
	Name: _____ Date: _____ Cert No. _____			
	TTM Inspection Conduction Times: 2 Hours <input type="checkbox"/> 4 Hours <input type="checkbox"/> 6 Hours <input type="checkbox"/> 8 Hours <input type="checkbox"/> 10 Hours <input type="checkbox"/>			
	Queue Lengths: 40m		Dimension D: 60m	
<p>Approved: Walter Schelberger TCT0056302</p> <p>Ahoy Traffic Control & Labour Hire Service ABN: 77640230511 Address: 2447 Sherwood Creek Rd, Glenreagh, NSW, 2450 Phone: 0402850177 Website: https://ahoytrafficcontrol.com</p>				

Armidale Regional Council
Traffic Advisory Committee
Tuesday, 4 March 2025

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Item:	5.2	Ref: AINT/2025/03466
Title:	Special Event Transport Management Plan - Austin Page College Coast Run 2025	Container: ARC16/0168-9
Author:	Claire Butcher, Transport Administration Officer	
Attachments:	1. 2025 TMP - Austin Page College Coast Run 2. Risk Management Register 2025 Austin Page College Coast Run 3. UNE - General and Products Liability 20m CoP 24-25 Austin Page College Coast Run	

1. Purpose

The purpose of the report is to provide notice for the conduct of the annual Austin Page College Coast Run to be conducted Friday 22 August and Saturday 23 August 2025.

2. OFFICERS' RECOMMENDATION:

- a. That Council Endorse the use of Armidale Regional Council local roads only, in accordance with the submitted Traffic Management Plan, and subject to any special conditions required by NSW Police in the Section 40 approval.
- b. That Council be provided copies of required approvals from Transport for NSW, Bellingen, Coffs Harbour and Clarence Valley Councils for the use of respective roads under their management.

3. Background

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

It is in its 46th year, and involves around 40 students from Austin Page College, running in relay from Armidale to Coffs Harbour over two days.

The 46th Annual Austin Page College Coast Run is being held over two consecutive days commencing at Austin Page College, Armidale, Friday 22 August 2025, and concluding at the Coffs Harbour Jetty, Saturday 23 August 2025.

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

4. Discussion

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

One group of six runners will begin the run from Marsh Street and Grafton Road (single lanes both directions, sealed road) intersection at 0600hrs on Friday, 22 August 2025. The remaining runners will leave at approximately 0700hrs on the same day from Austin Page College crossing Elm Avenue (pedestrian crossing) to continue along the bike path and footpath leading to Civic Park.

Armidale Regional Council
Traffic Advisory Committee
Tuesday, 4 March 2025

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

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

They aim to leave Dorrigo by 0600hrs on Saturday, 23 August 2025, heading north on the Coramba Road (single lanes both directions, sealed road) for 13 km to Megan then across to Brooklana (single lane unsealed road) and continuing north to Coramba (single lanes both directions, sealed road) where they will stop for lunch for approximately 1 hour. After which they will continue along Coramba Road (single lanes both directions, sealed road) south to Coffs Harbour, which runs directly into High Street (single lanes both directions, sealed road). They will encounter two sets of traffic lights before reaching Marina Drive and will then continue onto the Jetty where the run concludes with a closing ceremony at the end of the jetty. It is estimated that their time of arrival at the Jetty would be between 1500-1600 hrs.

5. Implications

5.1. Strategic and Policy Implications

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

5.2. Risk

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

5.3. Sustainability

- There are no sustainability issues with this event.

5.4. Financial

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

There is no financial implication for Council.

Armidale Regional Council
Traffic Advisory Committee
Tuesday, 4 March 2025

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6. Consultation and Communication

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

7. Conclusion

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

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

**TRAFFIC MANAGEMENT PLAN
- ON ROAD EVENTS****SPECIAL EVENT DETAILS****Name of Event:** *Austin Page College Annual Coast Run***Event Organiser:** Clare Ellis**Sponsor:****Requested Date:** Friday 22nd of August - Saturday 23rd of August 2025**Requested Times:** 0600hrs - 1800hrs both days**CONTACT DETAILS****Contact Name:** Clare Ellis - Austin Page College Coast Run Convenor 2025**Phone No.:** 02 6773 1302 (College Residency)**Mobile No.:** 0400 272 710**E-mail:** epccoastrun@gmail.com or cellis26@myune.edu.au**AGENCY CONTACT INFORMATION****Councils:**
1. *Armidale Regional Council*
2. *Bellingen Shire Council*
3. *Clarence Valley Council*
4. *Coffs Harbour City Council***Police:** SC Paul Caldwell *Armidale*
Sgt Alex Weissel *On Road Events***Transport for NSW:** regional.special.events@transport.nsw.gov.au

Proponent / Event Organiser Declaration

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

Signed: Clare Ellis

Date: 26/11/2024

Name : Clare Ellis

Contact No.: 0400 272 710

TRAFFIC MANAGEMENT PLAN

Location: Austin Page College, 62 Meredith St, Armidale, NSW to Coffs Harbour Jetty, Marina Drive, Coffs Harbour, NSW via Dorrigo

Date and Time: Friday the 22nd of August to Saturday the 23rd of August 2025 - 0600 hrs to 1800 hrs both days

Sponsored by:

Event Organiser: Clare Ellis

TMP Version: Version 1

Document Author: Clare Ellis

This Traffic Management Plan is seeking approval by:

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

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

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

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

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

PLANNING**Contact Names:**

Event Organiser: Clare Ellis
Mobile: 0400 272 710

E-mail: epccoastrun@gmail.com or cellis26@myune.edu.au

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

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

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

Council: Clarence Valley City Council - Alana Brooks (Road Safety Officer)
Phone: (02) 6643 0219
Mobile: N/A
E-mail: council@clarence.nsw.gov.au

Council: Coffs Harbour City Council - Calin Borbeli (Survey and Design | Strategic Asset Management)
Phone: (02) 6648 4871
Mobile: N/A
E-mail: calin.borbeli@chcc.nsw.gov.au

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

SITUATION ANALYSIS

- The 46th Annual Austin Page College Coast Run is being held over two consecutive days commencing at Austin Page College, Armidale, Friday, (22nd of August) 2025, and concluding at the Coffs Harbour Jetty, Saturday, (23rd of August) 2025.
- Coast Run is a charity event and involves a group of around 40 students who will run a relay from Austin Page College to the Coffs Harbour Jetty. The participants will run 1km stints, two people at a time, whilst the remaining students support from the accompanying escort vehicles.
- The event is raising funds for the Children's Medical Research Institute and has a letter of support to that effect.

EXECUTION**General Outline**

The Austin Page College Annual Coast Run is an event organised by the Austin Page College Charities and Arts Committee in order to raise money for the Children's Medical Research Institute. It is in its 46th year and involves around 40 students from Austin Page College, running in relay from Armidale to Coffs Harbour over two days.

The Route

One group of six runners will begin the run from Marsh Street and Grafton Road (single lanes both directions, sealed road) intersection at approximately 0600 hrs on Friday, 22nd of August 2025. The remaining runners will leave at approximately 0700 hrs on the same day from Austin Page College crossing Elm Avenue (pedestrian crossing) to continue along the bike path and footpath leading to Civic Park.

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

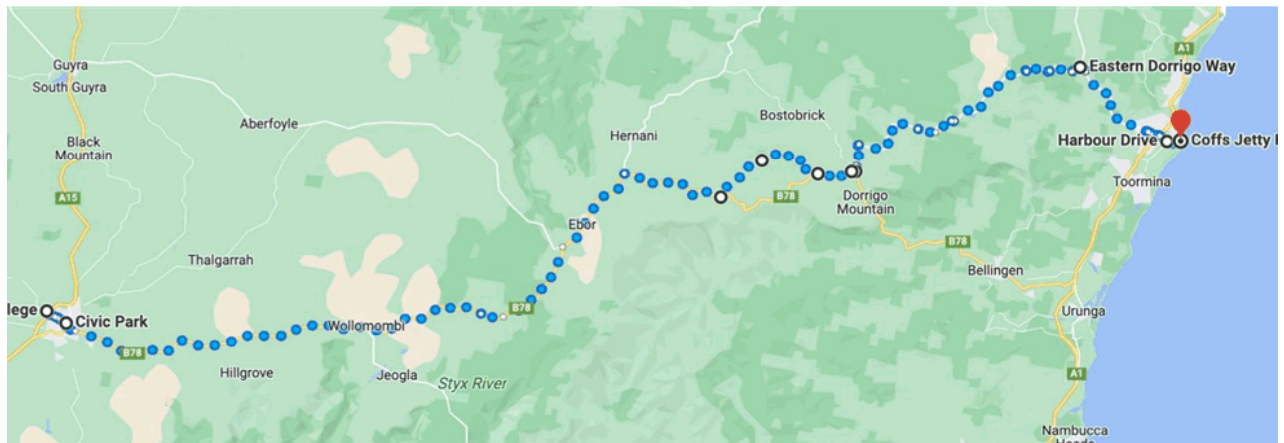
At the Armidale Rd and Waterfall Way intersection we will then all get into the transport and drive to Deer Vale Rd where we will then all get out and run along the Loop Rd until we reach Waterfall Way again. Then, we will all get back into the transport and drive into Dorrigo.

We aim to leave Dorrigo by 0600 hrs on Saturday, 23rd of August 2025, heading north on the Coramba Road (single lanes both directions, sealed road) for 13 km to Megan then across to Brooklana (single lane unsealed road) and continuing north to Coramba (single lanes both directions, sealed road) where we will stop for lunch for approximately 1 hour. After which we continue along Coramba Road (single lanes both directions, sealed road) south to Coffs Harbour, which runs directly into High Street (single lanes both directions, sealed road). We encounter two sets of traffic lights before reaching Marina Drive and then onto the Jetty where the run concludes with a closing ceremony at the

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

The Vehicles:

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

Map of Coast Run Route

Route Description- Austin Page College Annual Coast Run			
<p>Note: All daily start times are 0600 hrs. All daily finish times will be no later than 1800 hrs. Dream Team is a group of 6 of the fittest runners capable of running long distances. They run 5km intervals in pairs.</p>			
DATE	START POINT	PROPOSED ROUTE	FINISH POINT
Friday, 22nd August 2025, Day 1	ARMIDALE Dep: 6.00am	Dream Team begin run at 6am from Barney Street >> continue along Barney Street to Grafton Road	DORRIGO Approx. 150 km 6.00pm
		Remaining participants begin run at Meredith Road (7:30am) >>	
		Cross Elm Avenue >> Follow Path to Civic Park >> Stop at Civic Park for Breakfast >> Remaining runners in vehicles leave Armidale & catch Dream Team on waterfall way >> Commence 1 km relay sequence (Waterfall Way) >> Waterfall Way >> Deer Vale Loop Road >>	
		Participants collected by bus at 5.50pm from Deer Vale Loop Road & driven to Dorrigo Recreation Centre for the night	
Saturday, 23rd August 2025, Day 2	DORRIGO Dep: 6.00am	Dream Team Commence at 6am from Bielsdown Road >>	COFFS HARBOUR Approx. 130 km 4.00pm
		Remaining participants on the bus until Dream Team is reached. Begin 1km intervals	
		Pine Street >> Hickory Street >> Dorrigo-Coffs Harbour Road >> Coramba Road >> West High Street >> Harbour Drive >>	
		Arr: Coffs Harbour Jetty approx. 4.00pm	

Physical Survey of Route

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

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

TRAFFIC GUIDANCE SCHEME

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

CONTINGENCY PLANS

This section describes the contingency plans for the event.

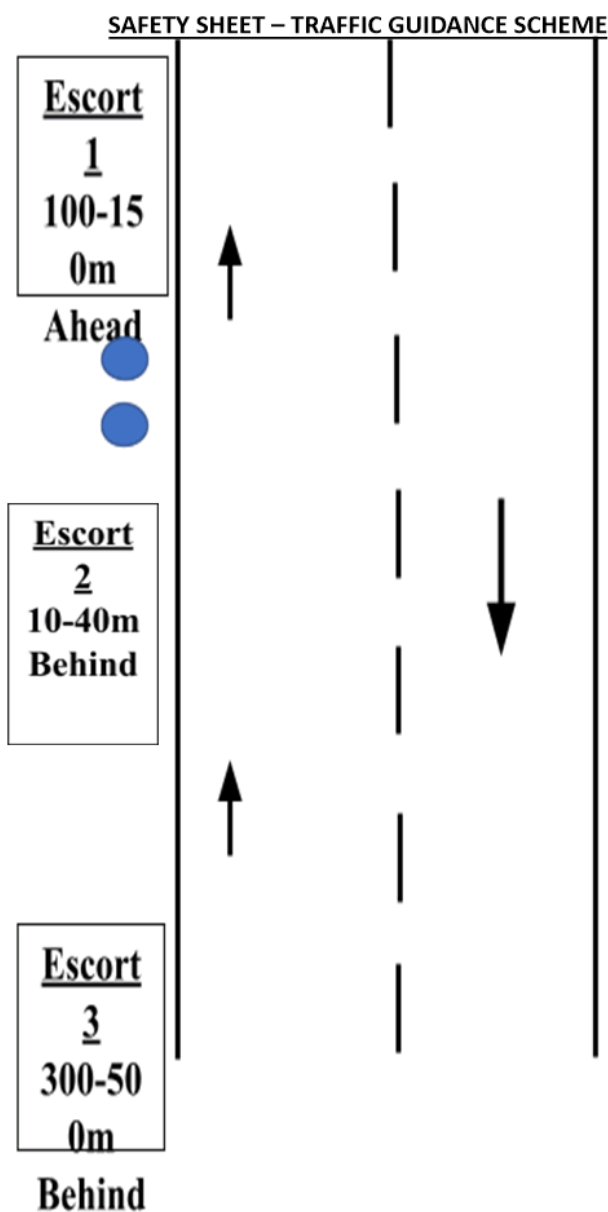
The contingency plan checklist identifies all possible issues/risks that may interfere with the event and the action to be taken to minimise the disturbance of the event.

Some examples of the issues/risks and the contingency plans are described as follows;

Contingency Plan Checklist

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

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



- All will each display flashing warning lights.
- Escort 1 will display a warning “Runners Ahead” sign on the front of the vehicle.
- Escort 2 and 3 will display a warning “Runners Ahead” sign on the rear of the vehicle.
- The distance between Escort 1 and runners is to be kept between 100 and 150 metres.
- The distance between Escort 2 and runners is to be kept between 10 and 40 metres.
- Escort 3 will be 300 – 500 metres behind to warn traffic travelling in the same direction as the runners.
- Coaster buses carrying the remaining runners will stay clear of the convoy at ALL times and drop runners at 1km intervals where safe. They will pull to the side of the road whenever able to or in high traffic.
- Runners will NOT move outside the boundaries of Escorts 1 and 2 at ANY time.
- All Escorts will pull to the side of the road if traffic accumulates.
- All Escorts will have a passenger and driver at all times.
- All vehicles will have a walkie talkie to communicate with runners
- All vehicles will carry with them a copy of the final Traffic Management Plan.
- Escort 2 will carry with it a First Aid Kit.

ADVERTISE TRAFFIC MANAGEMENT ARRANGEMENTS

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

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

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

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

The NSW Police are responsible for determining the conditions under which the run will occur, including the conditions on how the run will coincide with the safety of the general public, as well as the safety of participants. Any condition that is handed down by the NSW Police will be adhered to by all participants in the 2025 Coast Run.

EVENT SIGNS

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

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

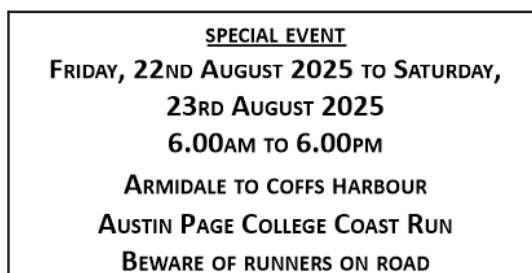
These signs can also advise on alternate routes for major traffic flows and destinations.

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

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

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

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



HEAVY VEHICLE ALTERNATIVE ROUTES

Heavy vehicles including stock vehicles use these TfNSW.

All Runners and volunteers must be aware and understand what they must do when approached by these vehicles.

Actions to be taken around heavy vehicles

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

ADMINISTRATION, LOGISTICS, COMMAND AND COMMUNICATIONS

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

Table of Contact Names and Responsibilities:

#	DUTY	RESPONSIBILITY	CONTACT NAME	CONTACT NO.
1	Event Organiser	To manage the event	Clare Ellis	0400 272 710
2	Police	Approve the event	Paul Caldwell Andrew Hunt	Cald1pau@police.nsw.gov.au (02) 93365883 ONROADEVENTS@police.nsw.gov.au (02) 9265 4662
	Local Council	Approve the event	PENDING	
3	TfNSW	Provide concurrence	Ryan Farrell	0476 802 987
4	Marshal/s	Instruct proper placement	Clare Ellis	0400 272 710
5	Parking	Ensure convoy vehicles use appropriate parking.	Clare Ellis	0400 272 710
6	Event Signs	Event organiser to provide vehicles during the event.	Clare Ellis	0400 272 710
7	Barriers / cones /delineation	Supply where/if specified	Clare Ellis	0400 272 710
8	Media Liaison	Provide event notices to councils, TfNSW, police and local newspapers	Clare Ellis	0400 272 710
9	Confirm all marshals in position	Ensure marshals are clear with their role.	Clare Ellis	0400 272 710
10	Advise NSW Ambulance Service	Approve the event	Debby France	(02) 5622 8100
11	Insurance	\$20,000,000.00	Nigel Wratten	Uni Mutual (02) 9247 7333

ATTACHMENTS

Attachments included:

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

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

Instructions & Agreement Forms for Participants

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

IN CASE OF EMERGENCY:

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

Appendix Documents:

Runners Contract 16

Runner Contract

I (Insert name), have read and understood the Traffic Management Plan for the 46th Austin Page College Annual Coast Run, held on Friday the (22/08/2025) until Saturday the (23/08/2025), 2025. I will abide by the guidelines of the Traffic Management Plan and will obey all instructions given by the Event Organiser on this event. I have also attended the compulsory meeting with the Event Organiser outlining all of the safety instructions and requirements for the run. I will follow all instructions given by the Event Organiser to ensure the safety of all participants and other road users along the route of the 46th Annual Coast Run.

Signed: _____

Date: _____

ON ROAD EVENTS

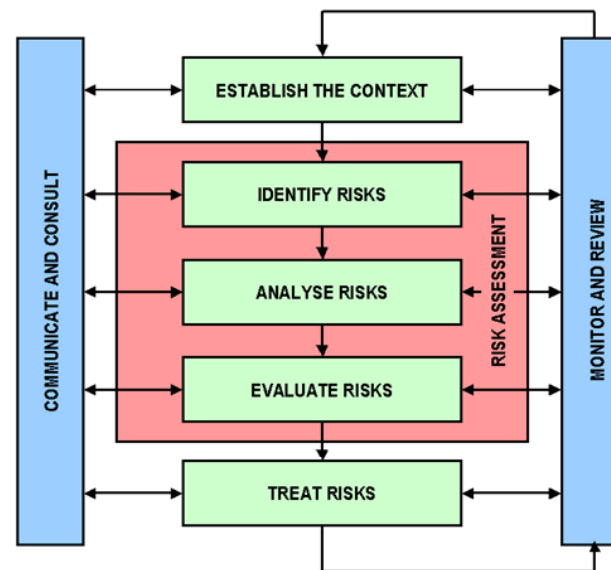
RISK ASSESSMENT AND RISK MANAGEMENT

46th Annual Austin Page College Coast Run

Instructions:

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

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



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

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

Risk is measured in terms of;

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

Ask yourself:

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

The level of risk is determined by considering:

LIKELIHOOD and CONSEQUENCE

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

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

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

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

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

REMEMBER RISK IS IDENTIFIED AS FOLLOWS

$$\text{LIKELIHOOD} \times \text{CONSEQUENCE} = \text{RISK}$$

PROPOSED CONTROLS – What will be put in place

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

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

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

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

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

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

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

Likelihood: Likely
Consequence: Major
Risk Rating: Extreme

Implementing control measures,

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

Likelihood: Possible
Consequences: Minor
Risk Rating: Low

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

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

Writing up Proposed Control Measures

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

Key Risk Management Terms

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

Likelihood – A description of how likely a risk is to occur.

Consequences – The harm to, or impact on the organisation's goals.

Controls – The processes that are used to address the identified risks.

Risk – A harmful event that could occur, measured in terms of both its consequences and likelihood.

Risk rating – An overall assessment of a risk, achieved by combining the consequences and the likelihood ratings of a risk. Such rating enables risks of differing consequences and likelihood to be comparatively assessed in terms of the relative seriousness and priority of treatment.

Risk consequence – The outcome of an event. For example the loss, injury, disadvantage or gain. It can be expressed qualitatively or quantitatively.

Risk level – An overall assessment of a risk, achieved by combining the consequences and the likelihood ratings of a risk. Such rating enables risks of differing consequences and likelihood to be comparatively assessed in terms of the relative seriousness and priority of treatment.

Risk likelihood – The probability of a risk occurring.

Risk treatments – See Controls

Qualitative Measure of Consequence

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

2. Qualitative Measure of Likelihood

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

Level of Risk Tolerance

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

Risk Matrix

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

Consequences

L i k e l i h o o d		Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
	Almost Certain (5)	LOW (5)	MEDIUM (10)	HIGH (15)	EXTREME (20)	EXTREME (25)
	Likely (4)	LOW (4)	MEDIUM (8)	HIGH (12)	EXTREME (16)	EXTREME (20)
	Possible (3)	LOW (3)	LOW (6)	MEDIUM (9)	HIGH (12)	HIGH (15)
	Unlikely (2)	VERY LOW (2)	LOW (4)	LOW (6)	MEDIUM (8)	HIGH (10)
	Rare (1)	VERY LOW (1)	VERY LOW (2)	LOW (3)	MEDIUM (4)	MEDIUM (5)

ON ROAD EVENTS RISK REGISTER

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
1	Severe Weather Conditions eg Rain – Hail – Heavy Fog – Severe Winds – Excessive Heat encountered at the commencement/during event.	Possible (3)	Moderate (3)	Medium (9)	<ul style="list-style-type: none"> In the event of severe weather, the Event Organiser will call for the event to cease and all participants be contained to the transport vehicles. If severe weather continues the Event Organiser will cancel or postpone the event. Any consequences which occur due to severe weather will be assessed and appropriate actions taken, e.g. contact emergency services such as NSW Ambulance who are aware of the event taking place. 	Possible (3)	Minor (2)	Low (6)

2	Participant's health deteriorates during the event as a result of dehydration – sunburn – frostbite.	Possible (3)	Moderate (3)	Medium (9)	<ul style="list-style-type: none"> • All participants are briefed of particulars surrounding the event so they know how to best prepare. • Sunscreen and water will be supplied in transport vehicles and encouraged. • Blankets will be made available for extreme cold. • A first aid kit with a qualified first aid officer will accompany participants at all times. • NSW Ambulance are aware of the event and will be able to be contacted if needed. 	Unlikely (2)	Minor (2)	Low (4)
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RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
3	Participant involved in an incident during the event resulting in serious injury.	Possible (3)	Major (4)	High (12)	<ul style="list-style-type: none"> The Event Organiser will brief all participants of Police, RMS and Council instructions prior to the event. Participants must agree to these conditions to be able to successfully register and participate. Event organiser will ensure these conditions are abided by for the duration of the event. First Aid Kit will be available. NSW Ambulance are aware of the event and able to respond if needed. 	Unlikely (2)	Moderate (3)	Low (6)

4	Participant involved in an incident during the event resulting in a non serious injury that requires some degree of attention.	Possible (3)	Moderate (3)	Medium (9)	<ul style="list-style-type: none"> • The Event Organiser will brief all participants of Police, RMS and Council instructions prior to the event. • Participants must agree to these conditions to be able to successfully register and participate. • Event organiser will ensure these conditions are abided by for the duration of the event. • First Aid Kit will be available with a qualified first aid officer • NSW Ambulance are aware of the event and able to respond if needed. 	Unlikely (2)	Minor (2)	Low (4)
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5	Participants come across poor road conditions – road blocked/impassable during the event.	Unlikely (2)	Minor (2)	Low (4)	<ul style="list-style-type: none"> Event Organiser undertakes three test drives/safety observation drives of the Route in the 12 months prior to the event. One of these will occur within the week prior to the event. Participants will be transported by vehicles in poor road conditions or through roadworks. If these road conditions are still found an alternate route will be proposed for RMS and Police consideration. If not suitable, event will be postponed or cancelled. 	Rare (1)	Minor (2)	Very Low (2)
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RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
6	Participants come across severe accent/decent on the road network during the event.	Unlikely (2)	Minor (2)	Low (4)	<ul style="list-style-type: none"> Event Organiser undertakes three test drives/safety observation drives of the route in the 12 months prior to the event. One of these will occur within the week prior to the event. Participants will be transported by vehicles in areas of severe accent/decent. If these road conditions are still found to be too severe an alternate route will be proposed for RMS and Police consideration. If not suitable, event will be postponed or cancelled. 	Rare (1)	Minor (2)	Very Low (2)

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
7	Participants have limited/no experience in participating in an event.	Rare (1)	Minor (2)	Very Low (2)	<ul style="list-style-type: none"> Participants must have participated in a smaller scale event hosted by the Event Organiser to be able to participate. All participants will be briefed by the Event Organiser of the conditions which will be in force for the duration of the event that the RMS, Police and Councils have specified. All participants must declare that they are capable and confident to follow these conditions. Anyone who does not have the necessary experience for the event will not be able to participate in the event. 	Rare (1)	Minor (2)	Very Low (2)

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
8	Participants loose their way during the event.	Rare (1)	Insignificant (1)	Very Low (1)	<ul style="list-style-type: none"> The Event Organiser will direct the route for the event. The Event Organiser will have driven the route at least three times in the last 12 months. Participants will additionally be supplied with a route map, directions for all relevant intersections and names of any towns which will be passed through. Participants also run with a partner at all times during the run with the exception of Deer Vale Road, where safety cars constantly drive along to account for numbers At each stopping point a roll call will be taken to account for all participants 	Rare (1)	Insignificant (1)	Very Low (1)

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
9	Participant's equipment/vehicle becomes unserviceable or unroadworthy during the event.	Unlikely (2)	Minor (2)	Low (4)	<ul style="list-style-type: none"> All vehicles used are supplied by the University of New England Vehicle & Mechanical Service. They all have a current registration and up-to-date service histories. If a vehicle becomes unserviceable or unroadworthy replacement vehicles are available. The event will cease until one is made available. Alternatively, the event will be postponed or cancelled in severe circumstances. NB: no record of vehicle problems have been recorded in the 46 year history of the event. 	Rare (1)	Minor (2)	Very Low (2)

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
10	Participants suffer a mechanical/equipment breakdown/failure during the event.	Unlikely (2)	Minor (2)	Low (4)	<ul style="list-style-type: none"> Vehicles outlined in REF 9. Other equipment would only include walkie talkies, event signs and orange amber lights. For all the equipment mentioned the Event Organiser will have spares available which can be used. 	Rare (1)	Minor (2)	Very Low (2)

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
11	Pilot/rear escort vehicle/s suffers mechanical breakdown during the event.	Unlikely (2)	Minor (2)	Low (4)	<ul style="list-style-type: none"> Vehicles discussed in REF 9 also. The event will cease until replacement vehicles are sought. If severe or too time consuming the event will be postponed or cancelled. 	Rare (1)	Minor (2)	Very Low (2)
12	Support vehicle/s suffers mechanical breakdown during the event.	Unlikely (2)	Minor (2)	Low (4)	<ul style="list-style-type: none"> Vehicles discussed in REF 9 also. The event will continue unless main vehicles. If vehicles are key to maintaining the conditions set out by Police and RMS then the event will cease until the issue is resolved. 	Rare (1)	Minor (2)	Very Low (2)

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
13	Participant attempts/participates in event when not authorised/licensed to drive/ride a vehicle, motor bike or boat.	Rare (1)	Insignificant (1)	Very Low (1)	<ul style="list-style-type: none"> All Drivers must complete an authorisation to drive UNE Motor Vehicles form. Once registered the UNE Vehicle and Mechanical Services will validate their registration. The Event Organiser will be monitoring the recording of all log books and holding keys for times when the event is not taking place. Only the authorised drivers will be given keys when the event is taking place. 	Rare (1)	Insignificant (1)	Very Low (1)

RISK REGISTER AND CONTROL PLAN – ON ROAD EVENTS								
REF	HAZARD	L	C	INITIAL RISK	RISK CONTROL PLAN	L	C	RESIDUAL RISK
14	Approved route unable to be travelled upon.	Possible (3)	Moderate (3)	Medium (9)	<ul style="list-style-type: none"> The Event Organiser will undertake at least three test drives/safety observation drives in the 12 months prior to the event to ensure the route is suitable. One of these drives will occur within a week before the event. If it is observed as unsuitable the event will be postponed or cancelled. 	Unlikely (2)	Minor (2)	Low (4)

15	Event cancelled prior/during the event.	Possible (3)	Moderate (3)	Medium (3)	<ul style="list-style-type: none">• The Event Organiser will ensure all formalities and legal requirements are met.• The Event Organiser will ensure all participants have the required knowledge and experience to be able to execute the event under outlined conditions from the RMS, Police and Councils.• The Event Organiser will use their discretion in cancelling the event if severe weather or road conditions are apparent.	Unlikely (2)	Minor (2)	Low (4)
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**L = LIKELIHOOD
C = CONSEQUENCE**



Confirmation of Protection

University of New England

Certificate of Entry No: UL UNE 25

GENERAL & PRODUCTS LIABILITY PROTECTION

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

SUMMARY OF MEMBER'S PROTECTION *

Protection No.:	UNE 25 GPL
Class	General and Products Liability
Protection Period:	From: 00:00 hours (AEST) 1 November 2024 To: 24:00 hours (AEST) 31 October 2025
Protection:	For liabilities arising from personal injury (including death) and property damage in connection with the Member's business or from products manufactured, sold or supplied by the Member. Protection is subject to certain terms, exclusions, conditions and limitations.
Situation:	Anywhere in the world other than Member operations domiciled and/or Member entities incorporated in USA/Canada.
Limit of Protection:	\$20,000,000 any one occurrence other than liability arising out of Products which is limited to \$20,000,000 in the aggregate for the Protection Period.
Special Comments:	

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

This Certificate confers no rights on the Certificate holder.

Signed for and on behalf of Unimutual Limited

Authorised Representative
Unimutual Limited

01/11/2024
Date

Unimutual Limited Suite 11.02, Level 11, 56 Pitt Street, Sydney NSW 2000 | PO Box H96, Australia Square NSW 1215

T: 02 9169 6600 | service@unimutual.com.au | www.unimutual.com

Unimutual Limited ABN: 45 106 564 372 AFS Licence No: 241142

Armidale Regional Council
Traffic Advisory Committee
Tuesday, 4 March 2025

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Item:	5.3	Ref: AINT/2025/03667
Title:	Special Event Traffic Management Plan - Guyra TroutFest Container: ARC16/0168-9	
Author:	Belinda Ackling, Divisional Assistant Operations	
Attachments:	<ol style="list-style-type: none"> 1. ARC Transport Management Plan & Notice of intention to hold public gathering_TroutFest2025 2. Risk Assessment for Guyra TroutFest 2025 3. Troutfest 25 TGS Bradley St Events Closure 1MAP 4. Guyra TroutFest 2025 Certificate of Currency30_6_25 	

1. Purpose

This report is to advise of a request to close Bradley Street, Guyra for the purpose of conducting Troutfest on Saturday 5th October 2025.

2. OFFICERS' RECOMMENDATION:

That Council endorse the closure of Bradley Street between McKenzie Street and Moore St, Guyra on Saturday 4th October for the Troutfest 2025 from 7:00am to 3:00pm.

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. Insurance documentation has been provided and is up to date for the event.

5.3. Sustainability

- There are no sustainability concerns with the event.

5.4. Financial

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Budget Area:	No financial implications for Council						
Funding Source:							
Budget Ref: (PN)	Description	Approved Budget	Actual	Committed	Proposed	Total Forecast Expenditure	Remaining Budget
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

There are no financial implications for Council this will be incurred by the requesting organisation

6. Consultation and Communication

The event is an annual event accepted by the local community however, the event will be advertised in the Guyra Gazette in 2 editions prior to the festival, on Facebook and on the TroutFest website.

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.

Schedule 1 - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1	<p>I, Lynne Chapman (name) of 2617 Baldersleigh Rd, Guyra 2365 (address) on behalf of Guyra TroutFest Inc..... (organisation) notify the Commissioner of Police that on theSaturday.....4th. (day) of ..October..... (month), .2025..... (year), it is intended to hold</p> <p>either:</p> <p>(a) a public assembly, not being a procession, of approximately 800..... (number) persons, which will assemble at Bradley St, Guyra (Place) at approximately .7.00..... am/pm, and disperse at approximately ...3.00..... am/pm.</p> <p>or</p> <p>(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.)</p>
2	<p>The purpose of the proposed assembly is:</p> <p>TroutFest Market Day with street stalls, exhibits, and entertainment for the purpose of publicizing the Guyra region and for community social interaction</p> <p>..... </p>

Attachment 1

ARC Transport Management Plan & Notice of intention to hold public gathering_TroutFest2025

3	<p>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>(strike out whichever is not applicable)</i>:</p> <p>(I) There will be approx. 30 stall holder's vehicles..... <i>(number)</i> of vehicles and/or...nil..... <i>(number)</i> of floats involved.</p> <p>The type and dimensions are as follows:</p> <p>3x3m</p> <p>.....</p> <p>.....</p> <p>(II) There will be ...3-4..... <i>(number)</i> of bands, musicians, entertainers, etc. which will entertain or address the assembly.</p> <p>(III) The following number and type of animals will be involved in the assembly:</p> <p>nil.....</p> <p>.....</p> <p>(IV) Other special characteristics of the proposed assembly are as follows:</p> <p>Stall vendors and food vans, exhibits and demonstrations,</p> <p>.....</p>
4	I take responsibility for organising and conducting the proposed assembly.
5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p>2617 Baldersleigh Rd, Baldersleigh, Guyra</p> <p>.....</p> <p>.....2365... Postcode.</p> <p>Telephone No. 0488 755 736</p>
6	<p>Signed L Chapman.....</p> <p>Capacity/Title: Secretary/Public Officer</p> <p>Date: 25/2/2025</p>

Special Event Transport Management Plan

1 EVENT DETAILS

1.1 Event summary

Event Name <Guyra TroutFest Inc.>

Event Location: <Bradley Street, Guyra>

Event Date: <Saturday 4th October > Event Start Time: <9.00am > Event Finish Time: <2.00pm>

Event Setup Start Time: <7.00am> Event Pack down Finish Time: <2.00pm>

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

1.2 Contact names

Event Organiser* < **Guyra TroutFest Inc**

Phone:< 02 6775 5735> Mobile:<0488 755 736> E-mail: [<guyratroutfest@gmail.com >](mailto:guyratroutfest@gmail.com)

Event Management Company (if applicable)

Phone: Fax: Mobile: E-mail:

Police ARMIDALE POLICE

Phone: 02 6771 0699 Fax: 02 67710611

Council ARMIDALE REGIONAL COUNCIL

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

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

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

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

Attachment 1**ARC Transport Management Plan & Notice of intention to hold public gathering_TroutFest2025**

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

2 RISK MANAGEMENT - TRAFFIC

<div>CLASS 1</div> <div>CLASS 2</div> <div>CLASS 3</div>	2.1	Occupational Health & Safety - Traffic Control
	<input checked="" type="checkbox"/>	Risk assessment plan (or plans) attached
	2.2	Public Liability Insurance
	<input checked="" type="checkbox"/>	Public liability insurance arranged. <u>Copy of Policy attached.</u>
	2.3	Police
	<input type="checkbox"/>	Police written approval attached <u>Letter sent to the Armidale Police – referred to David Steller, Armidale Dumaresq Council.</u>
	2.4	Fire Brigades and Ambulance
	<input type="checkbox"/>	Fire brigades notified 02 67715076
	<input type="checkbox"/>	Ambulance notified 02 6771 1710

3 TRAFFIC AND TRANSPORT MANAGEMENT

<div>CLASS 1</div> <div>CLASS 2</div> <div>CLASS 3</div>	3.1	The route or location
	<input type="checkbox"/>	Map attached [Bradley Street between Moore St to McKenzie St]
	3.2	Parking
	<input type="checkbox"/>	Parking organised - details attached.
	<input checked="" type="checkbox"/>	Parking not required <stall holders will use NAB car park, other attendees will use other car parks and side-street parking. Disabled parking is also available in the NAB car park if required >
	3.3	Construction, traffic calming and traffic generating developments
	<input type="checkbox"/>	Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached
	<input checked="" type="checkbox"/>	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
	<input type="checkbox"/>	This event uses a facility managed by a Trust or Authority; written approval attached
	<input checked="" type="checkbox"/>	This event does not use a facility managed by a trust or Authority
	3.5	Public transport
	<input type="checkbox"/>	Public transport plans created - details attached
	<input checked="" type="checkbox"/>	Public transport not required
	3.6	Reopening roads after moving events
	<input type="checkbox"/>	This is a moving event - details attached.
	<input checked="" type="checkbox"/>	This is a non-moving event.
	3.7	Traffic management requirements unique to this event
	<input type="checkbox"/>	Description of unique traffic management requirements attached
	<input checked="" type="checkbox"/>	There are no unique traffic requirements for this event

Attachment 1

ARC Transport Management Plan & Notice of intention to hold public gathering_TroutFest2025

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 3

CLASS 2

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

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

4.2 Advertise traffic management arrangements

- ☒ Road closures -advertising medium and copy of proposed advertisements attached
- ☐ No road closures but special event clearways in place - advertising medium and copy of proposed advertisements attached
- ☐ No road closures or special event clearways - advertising not required

4.3 Special event warning signs

- ☐ Special event information signs are described in the Traffic Control Plan/s
- ☒ This event does not require special event warning signs

4.4 Permanent Variable Message Signs

- ☐ Messages, locations and times attached
- ☒ This event does not use permanent Variable Message Signs

4.5 Portable Variable Message Signs

- ☐ The proposed messages and locations for portable VMS are attached
- ☒ This event does not use portable VMS

5

APPROVAL

Approved by Event Organiser Date

Privacy and Personal Information Protection Notice (S.10 PPIPA Act 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:

PAGE 6 TRAFFIC MANAGEMENT FOR A SPECIAL EVENT - TRAFFIC MANAGEMENT PLAN TEMPLATE
C:\Users\BACKLING\AppData\Local\Microsoft\Content Manager\TEMP\HPTRIM.12580\AJ 2025 06020 ARC TRANSPORT MANAGEMENT PLAN & NOTICE OF INTENTION TO HOLD PUBLIC GATHERING_TroutFest2025.DOC

Attachment 1

ARC Transport Management Plan & Notice of intention to hold public gathering_TroutFest2025

Risk Assessment for Guyra TroutFest 2024

Pedestrians; Market stalls are located in Bradley Street on the roadway between Moore Street and McKenzie Street between 9am and 3.00pm. Footpaths are clear.

There are letdowns in several places for prams and wheelchairs and the street is accessible for these devices. There are wheelchair parking spaces nearby and the NAB carpark will be available for disabled parking if necessary. Traffic managers will be notified and will manage entry and exit of such vehicles. The intersection leading to the car park will retain a car pathway for this purpose.

Stall Holders: stall holders are allocated staggered arrival times from 7am to 9.00am for set-up to minimize danger and traffic and people congestion. Different entry points are allocated to stall holders depending on their site location for the same purpose. Stall holders are notified of the need to have adequate tie-down for wind.

No cars or vans are to be in the street after 9am except purpose-built food vans or display vans/trailers.

Adequate walking space around stall holder sites is allowed for customers for easy access.

Pack-up procedures require the same entry and exit points to be used and no vehicle access is available until 2.00pm.

Electricity: stall holders are required to be self-sufficient with generators and manage their own trip hazards.

Toilets are available at Rotary Park, Volunteer Park, Apex Park and at the free camping area in McKie Drive. Cafes, hotels and the Bowling Club have toilet facilities for customers.

Traffic Management is by the SES/VRA from 7am to 3pm. A newspaper advertisement will be placed in the Guyra Gazette the two editions before TroutFest (see next page). It will also be placed on TroutFest's Facebook page and web page.

Emergency services will be notified of the event (Ambulance and Fire brigade and Police).

Shopkeepers and Bradley Street residents will be notified by a written notice/verbal communication/letterbox drop.

Public Liability Insurance: Certificate of Currency attached. It will be renewed prior to the due date. All stall holders are required to have up-to-date insurance and food handling certificates presented with their registration for a stall.

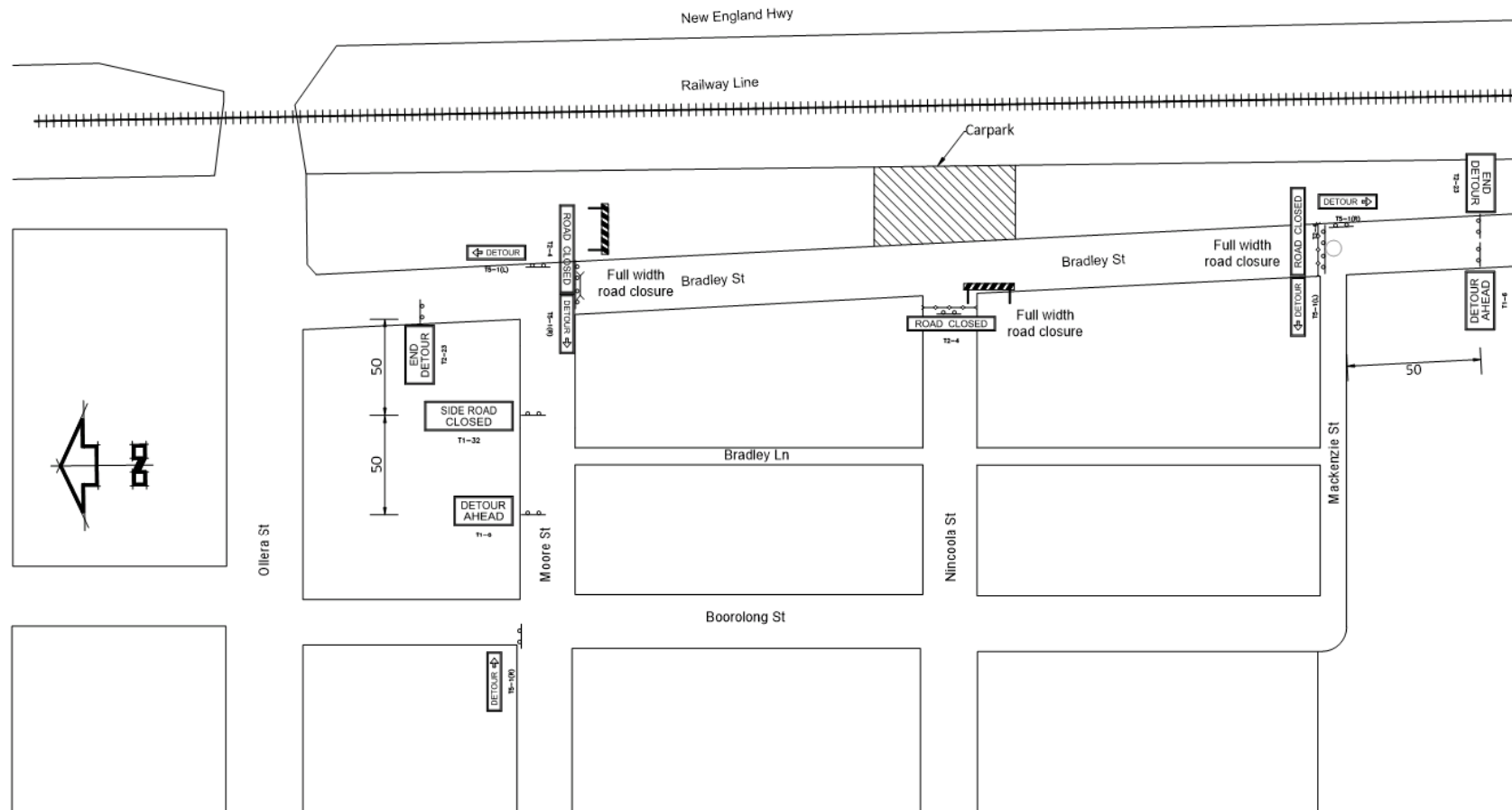
Advertisement for Street closure

Placed in 2 editions prior to the festival in **Guyra Gazette**, on **Facebook** and on the **TroutFest website**. Wording will be as follows:

Road Closure: Bradley Street between Moore Street and McKenzie Street will be closed to all traffic from 7.00am to 3.00pm October 4th 2025 for Guyra TroutFest's Market Day

Attachment 3

Troutfest 25 TGS Bradley St Events Closure 1MAP



Drawn By: Graham Earl

Certificate No.: TCT0026961

Signed:

Date: 27 October 2024

 Asset Planning and Design		SCALES		SHEET 1 OF 1	
		NTS		DATE	
Traffic Guidance Scheme Bradley Street Events Road Closure		GROUP LEADER - SERVICE DELIVERY		DRAWING No	
		SURV		AMD No	
		DRWN		AS SHEET SIZE	
		DES		A4	
		CHKD		CADFILE	
				AREA No	

Attachment 4

Guyra TroutFest 2025 Certificate of Currency30_6_25

**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



Policy Number 23U114100BPK

Issued By
QBE Insurance (Australia) Ltd

Period of Insurance
From 30/06/2024
To 30/06/2025 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

GUYRA TROUTFEST INC
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

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Item:	7.1	Ref: AINT/2025/03108
Title:	Installation of 2x Electric Vehicle Charging Stations in Council Carpark at 5 Cinders Lane	Container: ARC24/9328
Responsible Officer	Chief Officer Planning and Activation	
Author:	Jesse Dick, Senior Strategic Planner	
Attachments:	Nil	

1. Purpose

The purpose of this report is to summarise proposed changes to the parking arrangements in the Council owned carpark at 5 Cinders Lane, Armidale to allow for the installation of two 150kW Dual Port High-Capacity DC fast Electric Vehicle (EV) chargers.

2. OFFICERS' RECOMMENDATION:

That the Committee note the report and the installation of two 150kW Dual Port High-Capacity DC fast Electric Vehicle (EV) chargers.

3. Background

The 2022-26 Delivery Program identified the need for Council to provide an increase in the availability of Electric Vehicle (EV) charging points across the region to promote usage and visitor spending in the region and to promote and encourage the establishment and uptake of sustainable transport options and services (refer to action C2.2 of the adopted Delivery Program 2022-2026 for details).

Due to the highly specialised, technical and complex nature of EV charging projects, Council sought external assistance to navigate through the early phases of the project and worked with a suitable company who could assist Council with the delivery of this project.

12 potentially suitable sites around the LGA were identified and researched including 10 sites within Armidale, one in Guyra and one in Ebor. After detailed technical investigations were completed for each site, a single suitable site was identified. This being the Council owned and managed carpark, known as 5 Cinders Lane, Lot 1, DP114800 (see Figure 1 below).

A council report has been prepared for the February Ordinary Council meeting which recommends engaging a contractor to supply and install the EV charging infrastructure in the Council owned carpark at 5 Cinders Lane. Should the tender be awarded at the February Council meeting it is anticipated that the EV charging infrastructure will be installed either late this Financial Year or early next Financial Year.

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Figure 1: Image showing location of 5 Cinders Lane carpark.

4. Discussion

A multi-criteria Assessment was undertaken to determine the suitability of numerous sites within the LGA. The highest priority determining factors used in the selection of the site at 5 Cinders Lane are outlined below.

- Availability of nearby electricity supply. The carpark at 5 Cinders Lane hosts a 1,500Kva substation with over 400amps of suitable electricity supply available for the Electric Vehicle chargers (confirmed in writing by Essential Energy).

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Note: electricity supply is the primary controlling factor for determining site suitability/feasibility for the installation of EV infrastructure. 5 Cinders Lane does not require any upgrades to Essential Energy infrastructure, thus there are no costs for this component whereas other sites that were investigated were estimated to involve over \$200,000 in upgrades to Essential Energy infrastructure.

- Proximity to CBD. The carpark is in very close proximity to the CBD and therefore provides an excellent opportunity for motorists to charge their vehicles with all the services and amenities that the Armidale CBD has to offer available nearby.
- Carpark ownership. The carpark is owned and controlled by Council and is therefore not subject to other parties, i.e. Crown Land or Private Owners. The carpark is also not subject to any pre-existing licence or lease arrangement.
- Ability to charge multiple vehicles. The ability for multiple vehicles to charge at any time is a very important factor in determining the demand and therefore usage of the chargers. Having multiple chargers available boosts the likelihood of having a high usage rate which in turn will ensure that the repayment period for the EV chargers is reduced.
- Ability to install Super-fast chargers. The amount of available electricity supply at the carpark enables the installation of superfast chargers (as opposed to trickle or fast chargers). This provides a competitive advantage for Council as customers are willing to pay a premium price for chargers which can recharge a vehicle in a short period of time. This combined with the abovementioned ability to charge multiple vehicles ensures the repayment period for the EV chargers is reduced.
- Commercial viability. All of the above matters not only ensures that the project is viable to construct but also ensures that the chargers will provide Council with a reduced payback period and a net positive income stream in a reduced period of time.

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Figure 2: Indicative layout of EV charging infrastructure at 5 Cinders Lane carpark.

This project aims to enhance the availability of electric vehicle (EV) infrastructure in Armidale by installing two 150kW Dual Port High-Capacity DC fast chargers at the Council HQ carpark at 5 Cinders Lane. These chargers will be accessible to the public, promoting sustainable transportation and providing essential charging facilities for EV users in the community.

The two high-capacity DC fast chargers have been selected as the best charger for the site as they will be competitive with other EV charging suppliers in the Armidale CBD, these being Tesla and NRMA. The chargers will enable a vehicle to charge within 30 minutes to an hour (depending on vehicle) and will be able to accommodate multiple vehicles simultaneously (up to four vehicles at any given time).

The two chargers will be located on the western side of the carpark and will therefore involve the replacement of 4x existing 3-hour parking spaces with 4x dedicated EV-only charging spaces.

Ultimately the project aims to improve public access to EV charging stations, encouraging the use of electric vehicles and supporting Council's sustainability initiatives including EcoARC & Project Zero30.

It is noted that various other Councils have taken the initiative to install EV chargers, with Forbes Shire Council recently providing EV charging stations for the general public.

5. Implications

5.1. Strategic and Policy Implications

This project closely aligns with the 'Connected 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.

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This project shows clear alignment with the aspirations, goals, and visions for our region, with Transport and Infrastructure and Environmental Sustainability listed in the top three items the Community wanted to see improved in our region by 2032.

If endorsed, the project will provide Council with the opportunity to promote and encourage the establishment and uptake of sustainable transport options which will help achieve the abovementioned Thriving Region goals from the 2022-32 Community Plan.

This project also falls under the following 2024/25 Operational Plan items:

- C2.2.1: Provide increased electric car charging points across the region to promote usage and visitor spending.
- F2.1.1: Review and deliver actions from Project Zer30 and Council's EcoARC strategy.

The installation of electric vehicle charging infrastructure is listed in this year's Operational Plan for delivery thus it is a priority that Council delivers the project this Financial Year. Suitable funding arrangements are also in place, subject to the execution of a Voluntary Planning Agreement. Refer to the 'financial' section of this report below for further details.

5.2. Risk

There are numerous risks associated with a project of this nature. As the project involves changes to a public carpark within the Armidale CBD, there could be significant interest generated by the broader community or by small sections of the community who have a specific interest in the proposed upgrades. These may include shop traders, business owners and landowners and the like. The nature of the risks and the mitigation measures are listed below.

Economic Risk: The 'Oxley Solar Farm Voluntary Planning Agreement' (Oxley VPA) is not executed and/or construction of this project never commences therefore the payment of funds towards this project is not forthcoming.

Mitigation measure: Ensure the project costs are recouped via another means, potentially including another VPA or suitable funding source.

Social Risk: There is a risk that the general public and nearby businesses do not agree with the location of the EV chargers and are not supportive of the removal of 4x existing 3-hour parking spaces within the CBD and replacement with dedicated EV charging parking spaces.

Mitigation measure: Ensure the benefits of the project including the excellent site suitability are clearly explained via a good communications package. Also need to ensure that linkages to the adopted Operational Plan and Delivery Program actions are clearly articulated.

Operational Risk: There is a risk that the selected supply and install company are not able to supply ongoing maintenance and support for the EV chargers.

Mitigation measure: Management software for the selected EV chargers is capable of being provided by other companies. Hardware support can also be provided by other companies, including local electricians.

5.3. Sustainability

This project ensures Council sustainability initiatives are achieved via:

- Promoting more efficient and improved service delivery through collaboration and innovation with an Australian Owned company who has demonstrated experience

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working with over 40 Local Councils across NSW and has helped select the most suitable site within the Armidale CBD.

- Delivery of sustainability initiatives identified under Council EcoARC and Zero30 plans.
- Location of EV infrastructure on land already owned by Council to create efficiencies in the long term.
- Increase in tourism and visitor numbers, thus assisting the businesses located in the CBD.

5.4. Financial

To date Council has spent \$1,100 (inc GST) in application fees to Essential Energy to determine available electricity supply. Currently the project is requesting around \$300,000 in funding (including 10% contingency) from general fund. It is anticipated that \$240,000 will be reimbursed into the general fund upon commencement of construction of the Oxley Solar Farm project (refer to terms of the VPA). Should the contingency amount not be required it is anticipated that only around \$50,000 will be required from General Fund towards this project, representing around 20% of the costs.

Note: above figures are approximate as the project is subject to a tender and the amounts are commercial in confidence and are not to be disclosed until after the award of the tender.

6. Consultation and Communication

This project has been subject to internal consultation and communication at this stage. High level communication with the assets and transport teams has been held, along with detailed discussions with governance and procurement as part of the tendering phase.

It is anticipated that, in addition to consultation with the Traffic Committee, further consultation and communication will be held with other sections of Council, nearby businesses and the general public via Council's usual means of communication.

7. Conclusion

The Traffic Committee notes the proposal to install 2x EV chargers in the Council owned Carpark at 5 Cinders Lane, Armidale.

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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

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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](#).



TRAFFIC ADVISORY COMMITTEE

Held on

Tuesday, 4 March 2025
10:00AM

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 Lucy Garbutt (TfNSW)

Council Staff:

Mr Simon Porter (Design Engineer)
Mr Sam Jacobson (Coordinator Technical Services)
Mr Graham Earl (ARC Technical Officer)
Mr Brad Houtt (Ranger)
Ms Belinda Ackling (Minute Taker)

Others:

Nil

MINUTES

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1. Apologies / Leave Of Absence
2. Confirmation of Previous Minutes -

CONFIRMATION OF THE MINUTES OF THE TRAFFIC ADVISORY COMMITTEE MEETING HELD ON 4 FEBRUARY 2025

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 December 2023. Ref: AINT/2025/03655 (ARC16/0168-
The Committee Noted the actions below**

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

- a) Note the alterations made to three car parking adjacent to the IT and Regulatory offices to ensure safe access into the offices by making 2 spaces "No Parking" and one space a "Loading Zone".

Noted

- b) Endorse the temporary road closure of Canambe Street between Dumaresq and Kirkwood Street for the Epic Horse Sale and Campdraft 2025 from 6am, Thursday 3 April until 8pm on Saturday 5 April 2025.

Endorsed and advice provided

- c) Endorse the road closure requested for Bradley Street from Moredun Street to the southern side of the Soldier's Memorial Hall at 163 Bradley Street for the annual Anzac Day Dawn Service on Friday 25 April 2025 between 5.30 am and 7.00 am, in accordance with the provided traffic guidance scheme.

Endorsed and advice provided

- d) Endorse the rolling road closures requested for Bradley Street Guyra, from Ollera Street to the southern side of the Soldier's Memorial Hall at 163 Bradley Street Guyra for the annual Anzac Day March held on Friday, 25 April 2025, between 10.00am and 12.30pm, in accordance with the provided traffic guidance scheme.

Endorsed and advice provided

- e) That Council endorse the temporary road closures of Faulkner Street from Dumaresq

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Street to Beardy Street and the connecting intersections with Moore Street, Beardy Street (East Mall) and Rusden Street roundabout, Tingcombe Lane and Faulkner Street at Barney Street from 10am for the 2025 Armidale Anzac Day March and Commemoration Service to be held on Friday 25 April 2025.

Endorsed and advice provided

- f) That Council endorse the temporary road closure of Canambe Street between Dumaresq and Kirkwood Street for the Armidale & New England Show from 6:30pm Thursday 6 March until 10pm on Sunday 9 March 2025.

Endorsed and advice provided

- g) Endorse the Special Event Transport Management Plan for the staging of the Tour de Rocks on Thursday 24 April 2025, for the occupation and usage of Armidale Regional Council Local Government Area (LGA) local roads only, approval for the use of local roads within the other LGAs, and of any regional classified roads from TfNSW, and any further recommendations from NSW Police.

Endorsed and advice provided

- h) Endorse the request for No Stopping Restricted Air Space Signs or appropriate on Saumarez Road to comply with CASA requirements.

Endorsed and advice provided

Note: get sign info off Simon

The Committee Noted the actions

5. Special Events

5.1 Special Event Transport Management Plan The Armidale Autumn Festival 2025*Ref: AINT/2*

RESOLVED

That the Traffic Advisory Committee endorse the requested road closures for the 2025 Autumn Festival held 4 and 5 April 2025 including:

- Faulkner Street between Dumaresq and Kirkwood Streets will be closed from 7am Friday 4 April 2025 and remain closed for the duration of the Autumn Festival and reopened from 7pm Saturday 5 April 2025.
- Dumaresq Street between Faulkner and Dangar Streets will be closed at 11.30am reopening at 7pm Saturday 5 April 2025.
- Dangar and Faulkner Street including Tingcombe Lane, from Barney Street to Rusden Street be closed from 7am to approx. 2pm Saturday 5 April 2025, for the staging of the Autumn Festival Parade.

To facilitate the street parade additional rolling road closures are requested from 11.30am onwards to the conclusion/passing of the parade 2pm Saturday 5 April 2025.

- Dangar Street between Barney and Moore Streets
- Moore Street
- Faulkner Street between Moore and Dumaresq Streets

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- Dangar Street between Dumaresq and Kirkwood Streets
- Beardy Street between Marsh and Faulkner Street

The Campus to City Canter will commence at Sport UNE from 8am concluding at Civic Park by 10am. Traffic management will be in place at the affected Intersections of:

- Elm Avenue
- Niagara Street
- Markham Street
- Dangar Street

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

While the committee endorse the closures requested to facilitate the Autumn Festival please see further recommendations or information required by the Committee:

- *Campus to City Canter TGS should be revised to provide an additional traffic controller to manage Kirkwood Street traffic at the intersection of Markham St as the Canter crossing point is too close to the Kirkwood St intersection to be managed by an individual.*
- *More detail is required around ensuring that the tail person of the run is identified and that the intersections are controlled until the last person passes through. Potentially someone on a bike.*
- *The stoppages should also be limited to an absolute maximum of five minutes. The detail around how many runners will be grouped at the crossing points is lacking at the moment and how that will be managed.*
- *After reviewing the plans, it looks like 2 x side road closed signs should be displayed on Marsh St in advance of the Beardy St mall closure.*
- *The plan also has a few typos*

5.2 Special Event Transport Management Plan - Austin Page College Coast Run 2025

Ref: AINT/2025/03466 (ARC16/0168-9)

RESOLVED

- a. That Council Endorse the use of Armidale Regional Council local roads only, in accordance with the submitted Traffic Management Plan, and subject to any special conditions required by NSW Police.
- b. That Council be provided copies of required approvals from Transport for NSW, Bellingen, Coffs Harbour and Clarence Valley Councils for the use of respective roads under their management.

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

5.3 Special Event Traffic Management Plan - Guyra TroutFest

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Ref: AINT/2025/03667 (ARC16/0168-9)

RESOLVED

That Council endorse the closure of Bradley Street between McKenzie Street and Moore St, Guyra on Saturday 4th October for the Troutfest 2025 from 7:00am to 3:00pm.

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

6. Correspondence

7. General Business

7.1 Installation of 2x Electric Vehicle Charging Stations in Council Carpark at 5 Cinders Lane

Ref: AINT/2025/03108 (ARC24/9328)

RESOLVED

That the Committee note the report and the installation of two 150kW Dual Port High-Capacity DC fast Electric Vehicle (EV) chargers.

The Noted the report.

There being no further business the Chairman declared the meeting closed at (time).