



## ORDINARY MEETING OF COUNCIL

Held on

Wednesday, 23 July 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), Mr Darren Schaefer (Acting Chief Officer Assets and Services), Ms Aimee Hutton (Acting Chief Officer Corporate and Community), Mr Daniel Boyce (Chief Officer Planning and Activation), Mr Alex Manners (Chief Officer Region Building Infrastructure), Ms Ann Newsome (Chief Financial Officer), Ms Stacey Drew (Acting Manager Governance) and Ms Melissa Hoults (Executive Officer).

MINUTES



## Index

<b>1.</b>	<b>CIVIC AFFIRMATION AND ACKNOWLEDGEMENT OF COUNTRY</b>	
<b>2.</b>	<b>STATEMENT IN RELATION TO LIVE STREAMING OF COUNCIL MEETINGS</b>	
<b>3.</b>	<b>APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS</b>	
<b>4.</b>	<b>DISCLOSURES OF INTEREST</b>	
<b>5.</b>	<b>CONFIRMATION OF MINUTES</b>	
5.1	Minutes of Previous Meeting held 30 June 2025 .....	5
<b>6.</b>	<b>MAYORAL MINUTE</b>	
<b>7.</b>	<b>REPORTS - GENERAL MANAGER'S OFFICE</b>	
7.1	Ethical Decision Making and Conflicts of Interest .....	5
7.2	Council Actions Report October 2024 - July 2025 .....	6
7.3	Mayor and Councillors Remuneration 2025-26.....	6
7.4	Public Exhibition of Councillor Expenses and Facilities Policy .....	6
<b>8.</b>	<b>REPORTS - FINANCE</b>	
8.1	Cash and Investment Report 31 May 2025.....	7
<b>9.</b>	<b>REPORTS - PLANNING AND ACTIVATION</b>	
<b>10.</b>	<b>REPORTS - CORPORATE AND COMMUNITY</b>	
10.1	Public Exhibition of the Public Interest Disclosure Policy .....	7
<b>11.</b>	<b>REPORTS - ASSETS AND SERVICES</b>	
11.1	Kempsey to Armidale Road Restoration Project (K2A) - Status Report for June 2025 Period.....	7
11.2	Kempsey to Armidale Road Restoration Project - Insurance Brokerage .....	8
<b>12.</b>	<b>NOTICES OF MOTION</b>	
<b>13.</b>	<b>COMMITTEE REPORTS</b>	
13.1	KPWG - Minutes of meetings held April 2025 - June 2025 .....	8
<b>14.</b>	<b>QUESTIONS FOR WHICH NOTICE HAS BEEN GIVEN</b>	
<b>NIL.</b>		
<b>15.</b>	<b>CLOSED SESSION</b>	
15.1	Plant Hire Panel Refreshment/Onboarding Process for 2025-26.....	10

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

**1. CIVIC AFFIRMATION AND ACKNOWLEDGEMENT OF COUNTRY**

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

**2. STATEMENT IN RELATION TO LIVE STREAMING OF COUNCIL MEETINGS**

The General Manager delivered the statement.

**3. APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE BY COUNCILLORS**

Cr Widders

**4. DISCLOSURES OF INTEREST**

Nil.

**5. CONFIRMATION OF MINUTES**

**5.1 Minutes of Previous Meeting held 30 June 2025** *Ref: AINT/2025/19585 (ARC16/0001-9)*

**RESOLVED**

That the Minutes of the Ordinary Council meeting held on 30 June 2025 be taken as read and accepted as a true record of the meeting.

**Moved Cr McMichael**

**Seconded Cr Imad**

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

**6. MAYORAL MINUTE**

Nil.

**7. REPORTS - GENERAL MANAGER'S OFFICE**

**7.1 Ethical Decision Making and Conflicts of Interest** *Ref: AINT/2025/19586 (ARC16/0001-9)*

**RESOLVED**

That Council note the report.

**Moved Cr Imad**

**Seconded Cr Gaddes**

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

105/25

106/25

**7.2 Council Actions Report October 2024 - July 2025** *Ref: AINT/2025/19587 (ARC16/0001-9)*

107/25

**RESOLVED**

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

**Moved Cr Redwood**

**Seconded Cr Imad**

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

**7.3 Mayor and Councillors Remuneration 2025-26** *Ref: AINT/2025/19628 (ARC17/1711)*

108/25

**RESOLVED**

That Council:

- a) Fix the following fees payable for the 2025-26 financial year:

Councillor Annual Fee	\$27,860
Mayor Additional Annual Fee	\$68,800

- b) Note that the annual fee fixed and payable to the Mayor is in addition to the fee paid to the Mayor as a Councillor.

**Moved Cr Imad**

**Seconded Cr Redwood**

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

**7.4 Public Exhibition of Councillor Expenses and Facilities Policy**

*Ref: AINT/2024/50992 (ARC16/0001-9)*

109/25

**RESOLVED**

That Council :

- a. Endorse the draft Councillor Expenses and Facilities Policy for public exhibition for a minimum period of 28 days; and
- b. Receive a further report at the conclusion of the exhibition period if any submissions are received. Should no submissions be received automatically adopt the draft Councillor Expenses and Facilities Policy at the conclusion of the public exhibition period.

**Moved Cr Redwood**

**Seconded Cr Endres**

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

**8. REPORTS - FINANCE**

**8.1 Cash and Investment Report 31 May 2025**

*Ref: AINT/2025/19815 (ARC17/1711)*

110/25

**RESOLVED**

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

**Moved Cr Gaddes**

**Seconded Cr Redwood**

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

**9. REPORTS - PLANNING AND ACTIVATION**

Nil.

**10. REPORTS - CORPORATE AND COMMUNITY**

**10.1 Public Exhibition of the Public Interest Disclosure Policy**

*Ref: AINT/2025/15784 (ARC23/6247)*

111/25

**RESOLVED**

That Council:

- a. Endorse the draft Public Interest Disclosure Policy to be placed on public exhibition for a period of 28 days, noting if no submissions are received during the public exhibition period the policy will be adopted at the conclusion of the exhibition period.
- b. Note that updates to *Annexure A — Names and contact details of disclosure officers for Armidale Regional Council* — will be made periodically, as required, to ensure the information remains accurate and relevant.

**Moved Cr Endres**

**Seconded Cr Imad**

**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 June 2025 Period**

*Ref: AINT/2025/18843 (ARC16/0001-9)*

112/25

**RESOLVED**

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

**Moved Cr Taber**

**Seconded Cr Redwood**

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

## 11.2 Kempsey to Armidale Road Restoration Project - Insurance Brokerage

*Ref: AINT/2025/19180 (ARC23/6207-040)*

113/25

### RESOLVED

That Council;

- a. Endorse Principal (Council) Controlled insurance for *Contract Works* and *Public Liability* insurance for the Kempsey Armidale Project's Main Works;
- b. Endorse the proposed engagement of JLT Public Sector, a division of JLT Risk Solutions Pty Ltd (ABN 69 009 098 864, AFSL 226 827), to deliver insurance brokerage services to competitively procure *Contract Works* and *Public Liability* insurance for the Kempsey Armidale Project's Main Works;
- c. Endorse a procurement exemption to undertake public tender under Section 55(3)(i) of the *Local Government Act (1993)* (the Act) due to availability of competitive tenderers, as JLT Public Sector is the Scheme Manager for Statewide Mutual of which Armidale Regional Council is already a member and is backed by parent company Marsh Advantage Insurance Pty Ltd (ABN 31 081 358 303, AFSL 238369);
- d. Delegate authority to the General Manager to approve expenditure to the upper limit of the available funding for the works; and
- e. Delegate authority to the General Manager to execute and manage all documentation in relation to the contracts.

**Moved Cr McMichael**

**Seconded Cr Redwood**

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

## 12. NOTICES OF MOTION

Nil.

## 13. COMMITTEE REPORTS

### 13.1 KPWG - Minutes of meetings held April 2025 - June 2025

*Ref: AINT/2025/15927 (ARC16/0001-9)*

114/25

### RESOLVED

That the following Minutes of the Key Pillar Working Group meetings held from June 2025 to May 2025 be noted;

- Liveable Regional KPWG Minutes held 30 May 2025
- Future Region KPWG meeting held 10 June 2025.

**Moved Cr Redwood**

**Seconded Cr Endres**

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



**14. QUESTIONS FOR WHICH NOTICE HAS BEEN GIVEN**  
Nil.

**PROCEDURAL MOTION**

115/25 **RESOLVED**

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

15.1 Plant Hire Panel Refreshment/Onboarding Process for 2025-26.. (AINT/2025/13383) -  
**(General Manager's Note:** *The report considers and is deemed confidential under Section 10A(2)(d) of the Local Government Act 1993, as it deals with commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the Council; or (iii) reveal a trade secret).*

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 Redwood**

**Seconded Cr Robinson**

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

Council entered Closed Session at 4:15pm.

Council returned to Open Session at 4:16pm.

**RESUMPTION OF MEETING**

116/25 **RESOLVED**

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

**Moved Cr Redwood**

**Seconded Cr Imad**

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

**15. CLOSED SESSION**

**15.1 Plant Hire Panel Refreshment/Onboarding Process for 2025-26.**

*Ref: AINT/2025/13383 (ARC24/7032)*

117/25

**RESOLVED**

That Council;

- a. Accept the rates, equipment, terms and conditions of the recommended twenty-one (21) suppliers to be added on to the existing Plant Hire panel for the remaining term of the agreement, being up to 30 June 2026.
- b. Delegate authority to the General Manager to execute all documents in relation to the contract approval and expenditure to the limit of available funding.
- c. Note and endorse the additional value presented by current panel members such as rates, products and equipment, at the time of tender.
- d. Endorse the final list of those appointed Plant Hire panel to be made available to successful tenderers and placed on Councils website for the duration of the panel term.

**Moved Cr McMichael**

**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 4:17pm.